

23rd December 2014

Dear Councillor

CABINET

You are requested to attend a **Cabinet** meeting to be held at **The Council Chamber, County Hall, Rhadyr, Usk, NP15 1GA on Wednesday, 7th January 2015, at 2.00 p.m.**

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Consideration of reports from Select Committees (none).
4. To consider the following reports (copies attached):
 - (i) **REVENUE AND CAPITAL BUDGET 2015/15 – FINAL PROPOSALS SUBJECT TO PUBLIC CONSULTATION AMENDMENTS**
Division/Wards Affected: All
Purpose: 1. To update Cabinet with the consultation responses so far to the budget proposals issued by them on the 5th November 2014 in respect of the Capital and Revenue budgets. 2. To update members with implications arising from the Final Settlement announcement of the Welsh Government. 3. To make recommendations to Council on the Capital and Revenue budgets and level of Council Tax for 2014/15. 4 To receive the Responsible Financial Officer's Prudential Indicator calculations for capital financing. 5 To receive the statutory report of the Responsible Financial Officer on the budget process and the adequacy of reserves.
Author: Joy Robson – Head of Finance
Contact Details: joyrobson@monmouthshire.gov.uk
 - (ii) **REVIEW OF THE AUTHORITIES FEES AND CHARGES PROPOSED FOR INCLUSION WITHIN THE 2015-16 BUDGET**
Division/Wards Affected: All
Purpose: To review all fees and charges made for services across the Council and identify proposals for amending them in advance of the 2015/16 financial year.
Authors: Joy Robson – Head of Finance
Contact Details: joyrobson@monmouthshire.gov.uk

iii) **WASTE BUDGET MANDATE – WASTE COLLECTION CHANGES POLICY AND BUDGET APPROVAL**

Division/Wards Affected: All

Purpose: To seek approval for: a) Changes to the residual waste policy as approved by Council on 26th April 2013 by removing the requirement for household residual waste to be placed out in Council provided grey bags. The requirement will now be for residents to supply their own bags but still only be restricted to two per fortnightly collection. b) The revised MCC Residual Waste Policy as contained in Annex 1; c) Changes to the frequency of nappy/hygiene collections. A move from weekly to fortnightly and for this waste to be collected with householder residual waste but still collected in Council provided yellow/black bags; and d) The MTFP entry for a £180k saving for 2015-16 from the two above actions be noted prior to Council agreeing the budget on 22nd January 2015.

Author: Rachel Jowitt – Head of Waste and Street Services

Contact Details: racheljowitt@monmouthshire.gov.uk

iv) **WELLBEING OF FUTURE GENERATIONS BILL**

Division/Wards Affected: All

Purpose: To make Cabinet members aware of the forthcoming Wellbeing of Future Generations Bill and its implications for Monmouthshire County Council, and make members aware of the work we will be undertaking as part of the WLGA's Early Adopters programme.

Author: Hazel Clatworthy – Sustainability Community Officer

Contact Details: hazelclatworthy@monmouthshire.gov.uk

(v) **REVIEW OF SERVICE DELIVERY IN PUBLIC PROTECTION DEPARTMENT**

Division/Wards Affected: All

Purpose: To consider the impact on service delivery and performance across the Public Protection department, further to the cost reductions implemented in April 2014.

Author: Graham Perry, Public Protection Manager / Dave Jones, Head of Regulatory Services

Contact Details: grahamperry@monmouthshire.gov.uk / davidhjones@monmouthshire.gov.uk

(vi) **ORACLE LICENSE COMPLIANCE AUDIT**

Division/Wards Affected: All

Purpose: To consider the need to draw on the ICT reserve to cover compensation costs for non-compliance with Oracle licensing terms and conditions.

Authors: Sian Hayward

Contact Details: sianhayward@monmouthshire.gov.uk

(vii) **PROPOSED 50MPH SPEED LIMIT B4598 PENPERGWM – USK & R64 LLANVIHANGEL GOBION - RAGLAN**

Division/Wards Affected: Bryn y Cwm, Central: Llanover, Llanbadoc, Raglan

Purpose: To consider the proposed Order subsequent to representations received following advertisement in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996.

Author: Paul Keeble – Traffic & Network Manager

Contact Details: paulkeeble@monmouthshire.gov.uk

Yours sincerely,

Paul Matthews
Chief Executive

CABINET PORTFOLIOS 2014

County Councillor	Area of Responsibility	Partnership and External Working	Ward
P.A. Fox (Leader)	Organisational Development Whole Council Performance, Whole Council Strategy Development, Corporate Services, Democracy.	WLGA Council WLGA Coordinating Board Local Service Board	Portskewett
R.J.W. Greenland (Deputy Leader)	Innovation, Enterprise & Leisure Innovation Agenda, Economic Development, Tourism, Social Enterprise, Leisure, Libraries & Culture, Information Technology, Information Systems.	WLGA Council Capital Region Tourism	Devauden
P.A.D. Hobson (Deputy Leader)	Community Development Community Planning/Total Place, Equalities, Area Working, Citizen Engagement, Public Relations, Sustainability, Parks & Open Spaces, Community Safety.	Community Safety Partnership Equalities and Diversity Group	Larkfield
E.J. Hackett Pain	Schools and Learning School Improvement, Pre-School Learning, Additional Learning Needs, Children's Disabilities, Families First, Youth Service, Adult Education.	Joint Education Group (EAS) WJEC	Wyesham
G. Howard	Environment, Public Services & Housing Development Control, Building Control, Housing Service, Trading Standards, Public Protection, Environment & Countryside.	SEWTA SEWSPG	Llanelly Hill
G. Burrows	Social Care & Health Adult Social Services including Integrated services, Learning disabilities, Mental Health. Children's Services including Safeguarding, Looked after Children, Youth Offending, Health and Wellbeing.	Gwent Frailty Board Older Persons Strategy Partnership Group	Mitchel Troy
P. Murphy	Resources Accountancy, Internal Audit, Estates & Property Services, Procurement, Human Resources & Training, Health & Safety.	Prosiect Gwrydd Wales Purchasing Consortium	Caerwent
S.B. Jones	County Operations Highways, Transport, Traffic & Network Management, Waste & Recycling, Engineering, Landscapes, Flood Risk.	SEWTA Prosiect Gwrydd	Goytre Fawr

Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

People Are Confident, Capable and Involved

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

Our County Thrives

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation

Our Values

- **Openness:** we aspire to be open and honest to develop trusting relationships.
- **Fairness:** we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- **Flexibility:** we aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- **Teamwork:** we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

**REPORT**

SUBJECT:	Revenue and Capital Budget 2015/16– Final proposals subject to public consultation amendments
MEETING:	Cabinet
DATE:	7th January 2015
DIVISION/WARDS AFFECTED:	ALL

1. PURPOSE:

- 1.1 To update Cabinet with the consultation responses so far to the budget proposals issued by them on the 5th November 2014 in respect of the Capital and Revenue budgets.
- 1.2 To update members with implications arising from the Final Settlement announcement of the Welsh Government.
- 1.3 To make recommendations to Council on the Capital and Revenue budgets and level of Council Tax for 2014/15.
- 1.4 To receive the Responsible Financial Officer's Prudential Indicator calculations for capital financing.
- 1.5 To receive the statutory report of the Responsible Financial Officer on the budget process and the adequacy of reserves.

2. RECOMMENDATIONS:

- 2.1 That Cabinet considers the responses to consultation so far and subject to 2.2 below recommends to Council:
 - The 2015/16 revenue budget as attached in Appendix I
 - The 2015/16 to 2018/19 capital programme as attached in Appendix J1 including the additional schemes and funding noted in 3.2.3 and 3.2.4
 - 4.95% increase in the Band "D" equivalent Council Tax to apply for County purposes in 2015/16

- 2.2 That the public consultation responses are considered in the final recommendations to Council on 22nd January 2015.
- 2.3 That Cabinet approves the necessary saving proposals and the release of £1.234 million from earmarked reserves to deliver the changes required and support the 2015/16 budget.
- 2.3 That Cabinet recommends Council to dispose of assets identified in the exempt background paper at best value, and to approve the associated costs of disposal.
- 2.4 That Cabinet considers the Responsible Financial Officers report on the robustness of the budget process and the adequacy of reserves issued under the provisions of the Local Government Act, 2003.
- 2.5 That Cabinet adopts the Responsible Financial Officers report on Prudential Indicators.
- 2.6 That Cabinet formally notes that Schools based expenditure is currently protected at cash flatline (taking account of reducing pupil numbers), resulting in the WG protection targets over a 5 year period being met.
- 2.7 That Cabinet approves the following:
- Further work is undertaken on the schedule of savings over the 3 year period 2016/17 to 2018/19 outlined in Appendix E.
 - Regular review of the MTFP to ensure it remains up to date

3. KEY ISSUES:

BUDGET CONSULTATION

- 3.1 Cabinet issued its budget consultation proposals on 5th November 2014 thereby allowing a period for consultation and scrutiny. Early budget ideas had also been the subject of public engagement sessions in October. Further public engagement is taking place in January and will be taken into account in the report to Council. The MTFP and budget was also discussed at the all Member Seminar held on 1st October 2014. The proposals were also considered by the Children's and Young Persons, Strong Communities, Adult Services, and Economy and Development, the Schools Budget Forum and JAG. Extracts of the draft minutes from the Committees where available are included as **Appendices A/1 to A/5 and A/8** respectively. The Monmouthshire Equality and Diversity Group and other relevant groups were also consulted on the work undertaken to assess the Equality Impact of the budget proposals, see **Appendix A/7**.
- 3.2 The budget proposals were also made available on the Council's website and the Cabinet Member for Finance has been filmed being interviewed about the budget, this is available via You Tube and Twitter.

3.3 As might be expected, responses to consultation varied, comments made early on in the October engagement sessions were able to be taken into account when the draft budget proposals were presented in November 2014. There have been no strong objections made to the overall shape of the budget reduction proposals. There were however a number of comments that were received via the all member seminar, the Select Committee meetings and other consultation meetings that are identified below. There were positive comments about the engagement sessions and the openness of the Authority in discussing the issues and challenges it faces. Members and others welcomed the new ways of engaging and thinking to meet the budget challenges. A large number of questions were raised via the public engagement and scrutiny process and answers have been provided. In terms of issues being raised which seek to affect the budget proposals specifically, the following items were noted:

3.4 The issues mentioned through the consultation process were:

- Transformation of Children's services for Special and additional needs – mandate needs greater clarity to indicate where the savings are coming from and the impact

The mandate has been amended to reflect more clarity on the 2015/16 savings proposal. Savings in 2016/17 onwards will be the subject of a more detailed consultation exercise being in the new year.

- Community hubs – agreed in principle by Strong Communities Select, but required further information on the detail when that is clarified.

Further clarity around the location of the Hubs is provided below in order to establish the capital investment required to enable the saving to be delivered.

- Museums, Castles, TIC and tourism the Select committee would like the following issues to be addressed:
 - The structure of the mandate
 - The risk of over reliance on volunteers
 - The importance of being innovative and ambitious in the tourism industry

The mandate has been amended slightly, recognizing that this is a transition mandate whilst the review of cultural services is undertaken.

- Highways – not agreed by Strong Communities Select as the reduction in highways has an impact on everyone travelling in Monmouthshire

It is acknowledge that with a reducing resource base, not all services will be able to perform at the levels they have previously attained.

- 3.5 On capital account, general support was expressed about the need to invest in 21st century schools whilst recognizing that this put pressure and risk on the rest of the capital programme and required the sale of assets at a time when market prices were less than could be achieved in the height of the property boom.
- 3.6 Further public consultation will take place early in January 2015 and the results of this consultation will be reported to Council on 22nd January 2015.

FINAL SETTLEMENT

- 3.7 The final settlement has delivered a change from the provisional announcement due to the change in data relating to Council tax base figures. As far as Monmouthshire is concerned, the final settlement provided an additional reduction of £62,000 of funding from that announced at provisional stage. The Authority's Aggregate External Finance (AEF) has reduced by 4.3% after taking into account transfers into the settlement. The information on the Outcome Agreement Grant has now also been included in the final settlement and provides a benefit of £22k when compared to the figure included in the MTFP. A table showing each authorities position resulting from the final settlement is included at **Appendix B** to this report. Monmouthshire remains at the bottom of the table in terms of AEF per head of population.
- 3.8 Included in the settlement is the assumption that Authorities will protect schools budgets by 1% more than the WG budget settlement of -0.4%. This means that Welsh Government is continuing to seek protection for education budgets in 2015/16 at 0.6%. The authority has more than met its target in this respect in previous years, and for 2015/16 is protecting funding at cash flatline (taking account of reducing pupil numbers).
- 3.9 The final settlement also only included the notifications of some specific grants at an all Wales level. The individual grant announcements for Authorities have only recently been circulated however some grant announcements are yet to be made and this position is extremely disappointing as it makes planning for next years budget even more difficult. The outcome agreement grant has increased slightly compared to last year, however, the grant is conditional on the Authority achieving its agreed outcome targets. The current position on grants is included in **Appendix C**.
- 3.10 On capital account, the final settlement saw a slight reduction to the provisional settlement.
- 3.11 The medium term prognosis is still of concern, there are no indicative settlement figures published but it is expected that future year will not see any better settlements than the 2015/16 position. The MTFP has now factored in this expectation, so that planning can be undertaken on a prudent basis. The Members seminars on the budget highlighted the need to think differently about the even greater challenges of the medium term and this work and engagement will continue in the coming months.

CABINETS RECOMMENDATIONS TO COUNCIL

REVENUE BUDGET

3.12 The Cabinet budget report of 5th November 2014 identified proposals to close a £5.7 million gap. The report highlighted that £440k still needed to be found in the budget for 2015/16. The budget at that time included £1.38 million of pressures and £5.332 million of saving proposals. The full list of proposals were identified in the 5th November 2014 Cabinet report together with supporting mandates (now amended following scrutiny) and are available to view at the attached [link](#).

3.13 Since that time the Authority has received its final settlement and the further work has been undertaken on the budget. The issues identified are outlined in the following paragraphs.

Settlement and other Pressures

- 3.14 The notification of a reduction in Aggregate External Finance (AEF) from the final settlement was more than had been identified in the provisional settlement so this increases the gap by £40,000.
- 3.15 Pay award pressure has been added representing the difference between the 1% pay award included in the model for 2014/15 and 2015/16 and the recently agreed pay award of 2.2% over 15 months, starting on 1st Jan 2015.
- 3.16 The increase to the living wage has resulted in an additional pressure of £30k to ensure the Council's commitment to this can be maintained in 2015/16.
- 3.17 Further budget monitoring information in relation to Children's social services, is showing that the demand for increased resources in this area is not abating. The original pressures list included an amount of £500k to meet this demand however it is now considered that this will be insufficient. It is proposed that the capacity to change budget of £400k is made available to this service, should it be required, to support the service pressures and invest to save projects that will address the increasing trajectory going forward.

New Savings

- 3.18 The table below identifies further savings that have been identified from early notification of levies, a reduction in audit fees and the effect of the council tax base agreed at December's Cabinet.
- 3.19 Clearly a significant gap of £440k remains, and whilst every effort to find further savings has been made and will continue to be worked on, making proposals that could be implemented for 2015/16 at this stage is not considered to be practicable.

Council Tax

- 3.20 Taking into account the above issues, Cabinet members carefully considered the planning assumption in terms of a 3.95% increase in Council Tax. The adjustments presented above have not closed the gap and so Cabinet have reconsidered the increase in Council tax, taking account of the views from the earlier public engagement sessions.
- 3.21 In order to fully close the gap in 2015/16 a council tax rise of 4.95% would be required. As in previous years, the MTFP is an evolving model and will be reviewed regularly and revised taking into account any new information as it is known. At this time it is considered that the MTFP planning assumptions above are sufficient to set the 2015/16 budget with a 4.95% increase in council tax and a small contribution from reserves of £40,000.
- 3.22 A summary of the budget savings proposals are identified in **Appendix E**. The summary position on the budget is now as follows:

	Revised 2015/16 £000	Revised 2016/17 £000	Revised 2017/18 £000	2018/19 £000	Revised Total £000
MTFP: Summary position statement					
Annual gap	2,670	3,942	3,787	3,531	13,930
Savings in MTFP	(3,102)	(2,805)	(1,310)	0	(7,217)
Total savings required	(5,772)	(6,747)	(5,097)	(3,531)	(21,147)
Total Savings presented Nov 14	(5,332)	(3,495)	(1,269)	(556)	(10,652)
Gap at Nov 14	440	3,252	3,828	2,975	10,495
New Pressures:					
Pay award	85				
Living Wage	30				
Childrens services, additional pressure to be covered from capacity to change budget					
Final settlement	40				
New Savings:					
Levies	(92)				
Audit fees	(32)				
CT base	(31)				
Additional Ctax to 4.95%	(400)				
Revised Gap	40	3,252	3,828	2,975	10,095

CAPITAL BUDGET

- 3.23 The capital MTFP strategy is one which seeks to work towards a financially sustainable core capital programme without recourse to further prudential borrowing or use of capital receipts so that these resources can be directed towards the Council's priority of 21st century schools programme.
- 3.24 It is proposed that the draft capital programme released for consultation purposes is adjusted to reflect the need to reprioritize some capital allocations to ensure that some of the issues identified as pressures are included in the programme see Appendix J5b These schemes are assessed as being of a higher priority than schemes currently included in the programme. This relates to the following schemes:
- Community Hubs – £300k capital investment required to achieve revenue budget savings and create the Hubs in Caldicot by creating the Hub in the existing Library, in Chepstow by creating the Hub in the existing building, in Monmouth by creating the Hub in the Market Hall or Rolls Hall and in Usk by creating the Hub in the building with the Youth service. It is assumed that the proposal in Abergavenny will be funded from the capital already allocated to the Library.
 - Rights of way issues – current allocation of £40k to be increased by £30k to enable some mitigation measures to be undertaken
 - Monmouth sports ground - £25k required to ensure the drainage meets all requirements
 - Caldicot castle kitchen - £40k to bring kitchen up to date and comply with environmental health requirements to enable income targets to be met
- 3.25 In total a sum of £395k is required in the 2015/16 programme. The capital strategy and Cabinet agreed principle is that schemes can only be included in the programme if they are self financing or the scheme is deemed a higher priority and therefore displaces other schemes. The schemes above are considered of sufficient priority that they need to be funded, however they are not self financing. All possible sources of external funding will be explored, however if this is not forthcoming it is proposed that any underspends in 2014/15 are carried forward and used for these priority schemes. In the absence of both of these funding streams it is proposed that the following budgets in 2015/16 are reduced to provide the required funding in order for these schemes to go ahead:
- £136k from Property maintenance
 - £159k from Infrastructure maintenance
 - £100k from County farms maintenance
- The impact on these capital budgets means that refurbishment and maintenance works to highway infrastructure, property and county farms will be curtailed (a situation that is exacerbated in relation to highway infrastructure as the LGBI funding, typically £1.9m per year for MCC, has been withdrawn by WG in 2015/16).
- 3.26 The **capital receipt schedule** has been adjusted to reflect the most upto date expectations of when receipts will be used. **Appendix J3**, the capital receipts summary shows the expected level of receipts and planned usage and highlights the balances available in the next

couple of years. Future investment in capital schemes, particularly in 21st century schools, is dependent on future success of achieving capital receipts and there are significant risks attached to some receipts materializing. The revised receipt schedule is provided as exempt background papers to this report for Members approval.

- 3.23 The updated summary capital programme and schools capital programme reflecting the changes highlighted above are included in **Appendices J1 and J2**. Capital receipts and costs of disposal are outlined in **Appendix K1 and K2** exempt appendices.

THE PRUDENTIAL CODE

- 3.24 Under the Prudential Code, local authorities are required to publish Prudential Indicators produced to demonstrate that capital programmes are prudent, sustainable and affordable in the longer term. The indicators for 2015/19 are contained at **Appendix G** to this report, assuming eventual Council approval of Cabinet's budget and Council Tax recommendations.

THE ROBUSTNESS OF PROCESS AND RESERVES

- 3.25 The level of the **general reserve** at £6.8 million is of concern being just above the minimum prudent level. The final revenue budget proposals include a requirement to use £40,000 of the general reserve to balance the budget in 2015/16. The total planned **earmarked reserve** utilization in support of the 2015/16 revenue budget is £1.753 million. This includes £519k planned utilization for 2015/16 in support of the capital programme. **Appendix H1** shows the call on and contributions to reserves for the 2015/16 budget and **Appendix H2** shows the reserve balances projected for 2015/16. Reserves will be reviewed again at year end such that any use or replenishment of the reserves will form part of the year end closure of accounts.
- 3.26 Total planned reserve utilization in support of current year budgets is £3.9 million. During the year Cabinet has approved further use of reserves for redundancy costs if these costs can not be met from within service budgets. All efforts are being made to ensure that the outturn position for 2014/15 comes in on budget.
- 3.27 Under the provisions of the 2003 Local Government Act, the Responsible Financial Officer has to provide conclusions on the robustness of the budget process and the adequacy of reserves. Those conclusions are shown at **Appendix F**.
- 3.28 The effect of Cabinets revenue budget recommendations is shown at **Appendix I**. The effect of Cabinets capital recommendations is shown at **Appendix J**. Final Council Tax setting is reserved for decision of Council and this is scheduled for 26th February 2015.

EQUALITY IMPACT ASSESSMENT (EQIA)

- 3.29 There is a requirement placed on Local Authorities to comply with the general equality duties set out in the Equality Act 2010 and the specific equality duties such as the statutory responsibilities to assess the equality impacts of their budgetary decisions. The Equality Act 2010 places a General Duty on Monmouthshire County Council to eliminate discrimination according to nine "protected

characteristics” (age, belief and non-belief, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, and sexual orientation). Also we need to comply with the Welsh Language Act 1993 and the Welsh Language Measure 2011 through which the Welsh Language Commissioner is currently shaping the Welsh Standards which will come into force in the next year or so.

3.30 The Council has responded to these issues by building the consideration of equality and diversity into the planning and delivery of its 2015/16 budget. It has done this by:

- Requiring Chief Officers to undertake an initial equality assessment of all the original savings proposals they offered for their service area to contribute towards the Council’s overall savings target. The results of this exercise were published as part of the budget proposals for consultation. This exercise has since been updated to reflect the final budget proposals and individual Eqias are linked to each budget proposal. These can be viewed via the attached link. A summary of the results is presented in **Appendix L1**.
- Undertaking an equality review of the capital budget proposals and publishing this as part of the capital budget proposals for consultation. This is attached as **Appendix L2** as the assessment has not changed since it was undertaken..
- As part of the consultation process the Equality and Diversity and other relevant Groups met to consider the initial equality assessments of the budget proposals in December 2014, a summary note of those meetings are attached as **Appendix A7**.
- The Council’s current lead officer on Equality has also independently scrutinised the equality ratings given to each savings proposal, and challenged chief officers to consider further issues.
- Enabling the Council’s Cabinet Members to consider initial savings proposals with the benefit of the equality assessment ratings in December 2014, and to make initial decisions based on this information. The budget proposals reflect Cabinets key priorities and therefore key services that support equalities – such as social care and schools
- Deciding that once the final shape of the budget is agreed by Council in January 2015, Council service areas carry out more detailed work to mitigate and manage any equalities issues that have been identified
- Including the equality assessments as part of this report and published on the Council’s website so that residents can understand the equality factors that went into the planning of the 2015/16 budget
- Asking the Equality and Diversity Group to continue to review progress on this process and feedback how the Council can further improve the equality impact assessment of its future financial decisions.

- Ensuring that where proposals will be the subject of further reports it is expected that the EQIA will be undertaken at that time and where savings are being made from decisions already taken then those implementing those decisions should consider mitigating any negative equality impacts where necessary.

4. REASONS:

- 4.1 To make appropriate recommendations to Council on the revenue and capital budgets for 2015/16, and the resultant Council Tax recommended to be set for County purposes, subject to the results of the public consultation in early January.
- 4.2 To sustain the Capital programme and establish capital resources to support the 21st century schools programme by the sale of surplus assets.
- 4.3 As required by statute, to consider the Responsible Financial Officers provisional conclusions on the robustness on the budget process and the adequacy of reserves going forward.
- 4.4 To approve the Prudential Capital Indicators calculated by the Responsible Financial Officer.

5. RESOURCE IMPLICATIONS:

As identified within the report and appendices.

- 6. **CONSULTEES:** Cabinet, Strategic Leadership Team

7. BACKGROUND PAPERS:

Directorate Budget builds, detailed capital programme and associated papers Provisional Local Government Settlement

Final Local Government Settlement
The CIPFA Prudential Code for Capital Expenditure

8. AUTHORS:

Joy Robson – Head of Finance

9. CONTACT DETAILS:

Tel: 01633 644270
Email: joyrobson@monmouthshire.gov.uk

- A/1 Minutes of Strong Communities Select Committee – 11th December 2014
- A/2 Minutes of Adults Select Committee – 17th December 2014
- A/3 Minutes of Children and Young People Select Committee – 10th December 2014
- A/4 Minutes of Economy and Development Select committee – 4th December 2014
- A/5 Draft Minutes of Schools Budget Forum – 15th January 2015 (to be considered in Council)
- A/6 Notes of public consultation events in January 2015 (to be considered by Council)
- A/7 Summary notes of Equality meetings
- A/8 Minutes of JAG on 9th January 2015 (to be considered by Council)
- B/1 Final Settlement Data
- C Specific Grants 2015/16
- D Evidence Based Pressures
- E Budget saving proposals 2015/6
- F Responsible Financial Officers Opinion
- G Prudential Indicators
- H/1 Use of reserves for Revenue Budget Purposes 2015/16
- H/2 Reserve Balances
- I Revenue Budget Summary 2015/16
- J/1 Capital Budget Summary 2015/16 to 2018/19
- J/2 Schools Capital Budget Summary 2014/18 (including 21st Century Schools)
- J/3 Capital Receipts Summary
- J/4 Receipt Risk Factors
- J5 Capital Pressures
- K/1 Exempt Capital Receipts
- K/2 Exempt Capital Receipts Disposal costs
- L1 Equality Impact Challenge of revenue budget
- L2 Equality challenge on the capital programme

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Special Economy and Development Select Committee held at County Hall, Usk on Thursday 4th December 2014 at 10.00 am

PRESENT: County Councillor S. Jones (Chairman)

County Councillors: D. Dovey, D.L. Edwards, R.J.C. Hayward, J. Higginson, J.L. Prosser, A. Watts, S. White and A. Wintle.

ALSO IN ATTENDANCE:

County Councillors P. Murphy and R.J.W. Greenland.

OFFICERS IN ATTENDANCE:

Mrs. J. Robson	-	Head of Finance
Ms. S. Hayward	-	Organisational Development Lead
Mr. M. Howcroft	-	Assistant Head of Finance
Mr. I. Saunders	-	Head of Leisure, Tourism & Heritage
Ms. D. Hill-Howells	-	Head of Community Led Delivery
Mr. R. Jones	-	Improvement Support Officer
Mr. B. Winstanley	-	Acting Estates Manager
Mr. R. Simpkins	-	Business Development Manager
Ms. N. Edwards	-	Food & Tourism Strategic Manager
Ms. R. Rogers	-	Curator, Abergavenny Museum and Castle
Mrs K. Beirne	-	Chief Officer, Enterprise
Miss H. Ilett	-	Scrutiny Manager
Mrs N. Perry	-	Democratic Services Officer

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

County Councillor R.J. Higginson declared a personal and non-prejudicial interest, pursuant to the members' code of conduct as a Governor for Durand Primary School and as a member of Caldicot Town Council.

County Councillors D. Dovey, A. Watts, D. Evans, D. Edwards, and J. Prosser declared personal and non-prejudicial interests, pursuant to the members' code of conduct as Town Council members.

County Councillor S. White declared a personal and non-prejudicial interest, pursuant to the members' code of conduct due to being the owner of the farm related to item 3.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Special Economy and Development Select Committee held at County Hall, Usk on Thursday 4th December 2014 at 10.00 am

3. CAPITAL BUDGET PROPOSALS 2015/2016 TO 2018/2019

We received a report, for scrutiny and comment, from the Head of Finance which outlined the proposed capital budget for 2015/16 and the indicative capital budgets for the three years 2016/17 to 2018/19.

Members were advised to scrutinise the draft capital budget proposals, the issues were highlighted in the attached appendices of the report.

We were informed that the report linked heavily with the Risk Assessment, to be presented at Item 6.

During discussion members were invited to ask questions and the following points were noted:

- A Member expressed concern at the proposal to consider the use of receptacles rather than bags for waste management. We were informed by the Cabinet Member that the position with recycling and waste management service was due to a move by Welsh Government to prefer kerbside recycling. The current position with Welsh Government was that provided we could demonstrate the service provided was effective we would continue in the same manner. The proposal of not providing the grey bags would save £80,000. The waste management proposals would be further scrutinised by Strong Communities Select.
- A Member questioned if there was enough money available for the increase in demands for the Disabled Facilities Grant. We were informed that that level of funding had been fixed due to the priority being given to 21st Century Schools.
- A Member sought assurance on the exploration of the alternative uses of surplus assets, before the assets were approved for sale. We were informed that officers looked at internal uses for the building in the first instance, and to confirm if it would be retained to generate income, before being disposed of as a capital asset. Town Teams and local representatives were consulted under the Right To Bid system.
- A concern was expressed if the figure relating to Llanfoist Bridge was realistic. It was explained that the figures were indications made by the Highways Officers as a likely liability.
- A Member expressed concern that we should not be funding the Wye and Valley Usk Walks.
- With regards to the ACM and Abergavenny regeneration, we were informed by the Head of Community Led Delivery that the court had ruled that compensation costs relating to High House Farm would be in the region of £1,000, not the estimated £6,000,000 as stated in the report. The overspend of £82,000 would relate to the cost of defending legal claims on the cattle market site.

MONMOUTHSHIRE COUNTY COUNCIL

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- It was noted that appendix 1b was omitted from the report.*
- A Member queried the figures relating to Monmouth Comprehensive School. We were advised that questions regarding the schools should be directed to Children and Young People Select, as the officers were not present to answer questions. The Chairman requested that the Committee received further information to enable the Committee to discuss.
- A Member required further detail on the bungalow at King Henry VIII School. The bungalow was being used by Social Services as a contact centre, as the school had declared it surplus to requirements.

Members thanked the officers for the readable and informative report.

4. BUDGET PROPOSALS 2015/16 TO 2018/19

We welcomed a report from the Head of Finance to provide detailed proposals on the budget savings required to meet the gap between available resources and need to spend in 2015/16.

Members were recommended to scrutinise the budget savings proposals and consider what alternative proposals could be submitted by 14th January 2015. The Committee were asked to note Cabinet's intentions to continue to work on the areas required to balance the Medium Term Financial Plan.

Members were made aware that the reduction in funding for next year was 4.3%.

The budget process had been brought forward in order to give officers more time, when the budget had been agreed, to ensure savings would be implemented for a full year.

During discussion following the report, we noted the following points:

- We were informed that in terms of putting our business case to Welsh Government, we were one of 22 authorities who collectively put their pressures through to Welsh Government. Cases had been put forward in the past but we had not seen direct consequences from those.
- Ideas that came in from members of the public were continually looked at and implemented where possible.
- The funding was based on a complex formula and, as all authorities had the same issues, the funding cuts were all relative.
- The Cabinet Member informed the Committee that we send a response to the settlement to Welsh Government every year, but to no avail.
- A Member raised a concern that in Chepstow there was a serious issue of the catchment area not providing the number of pupils to take forward to a 21st Century School. The Cabinet Member stated that there was a considerable amount of work being done in regards to catchment areas. Chepstow School

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had been successful in increasing numbers. There remained a problem in Chepstow School with regards to budget. Further information would be provided through Children and Young People Select.

- A Member requested clarification on the settlement figure in relation to population figures. The Head of Finance explained that Welsh Government had announced in June the reduction of settlement to be 4.5%. The size of the settlement needed to be shared between all the authorities and was calculated by a formula, taking into several indicators. The share would be relative.
- The Committee were informed that previously Audit Committee had looked into, in detail, school deficits and governors would be called in to provide explanations.
- A Member made a point that additional housing increased the income from Council Tax, which would be a benefit to Monmouthshire.
- The Tourism Manager explained that the TIC in Abergavenny was a prime example of something intended to be replicated through other towns.
- A Member sought assurance that the Community Hub being proposed for Abergavenny would not be decided until February 2015. In response the Head of Community Delivery explained that we needed to bear in mind that the mandate would be going to decision in January so would therefore be an earlier decision than February. However no decision would be made on the staffing component of the Hubs and library service until the budget mandate had been agreed or not.
- A Member queried if extra staff would be beneficial in the Council Tax department, to ensure all debts were collected. We were informed by the Cabinet Member that we collected 99.9% of all Council Tax payments with the current level of staff. The Head of Finance confirmed that one extra person was now in place in the recovery section concentrating on higher end debts.
- A Cabinet Member informed the Committee that Monmouthshire had the lowest ratio of staff to population in the whole of Wales. The settlement was unfair but unfortunately we could not change it.

5. SERVICE AREA BUDGET MANDATES

We received a report detailing the service area budget mandates for scrutiny from the Head of Leisure, Tourism and Heritage. We were informed that most of the savings would be delivered from Leisure Centre led services. We heard the proposals before the Committee were invited to ask questions.

During discussion the following points were noted:

i) Development of Leisure & Outdoor Education Services

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- A Member questioned if the quality of cleanliness would suffer if staff cuts were made. Reassurances were given that checks were made regularly to maintain a high level of cleanliness.
- It was suggested that the income generated could be more ambitious. The success achieved to date could be pushed further.
- A Member requested further information regarding the successes achieved from the fitness suite and pool in Monmouth. It was confirmed that the success resulted from providing quality facilities in the first instance. The 3G pitch in Caldicot was also expected to be highly popular and provide excellent services.
- The Chair noted that the Committee were pleased with the work and progress in this area, and welcome further updates to enable further discussion on leisure services.

The Committee resolved to support the mandate

ii) **Museums, Castles, TICs and Tourism**

- A Member raised concern regarding the development of volunteers as a form of cheap employment, and that this could be detrimental to the quality being provided. Several Members felt that this was not the case, that many volunteers had a wealth of knowledge which would be invaluable to the service. It was confirmed by the Tourism Manager that all ambassadors would undergo a series of training days.
- The Chief Officer for Enterprise confirmed that there was a need to look at the demographic coming forward for ambassador training, and there was a wide spread of people coming forward. We heard that it was important to discover how best to employ the resources to provide the best outcome.
- We were informed that there was a challenge in how best to manage volunteers. This was being looked into through Enterprise. It was intended to create an internal post to coordinate the volunteer programme.
- It was noted that there was a risk in the increasing reliance on volunteers.
- A Member queried if it would be possible to liaise with Wye Valley / Gloucestershire in order to save the TICs.
- The information kiosks were provided with information by local businesses, who were encouraged to keep this information up to date.
- The Cabinet Member reiterated that over the next few years there were huge savings to be made. This directorate alone needed to make a 20% cut. If Members did not find the suggestions in the mandates acceptable it would be difficult to determine where the cuts would be made. It was felt that TICs were not sustainable alone, and that Hub would be the best way forward for the long term.
- A Member queried if there was appropriate marketing and advertising of the wedding facilities available throughout the County.

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- It was felt that the castle in Abergavenny provided excellent exhibitions and congratulations were given to the Curator. It was expressed that the windows were in desperate need of refurbishment.
- The Chair agreed that the figures generated from weddings in the County seemed low and with the right marketing could generate a higher income. It was suggested that Officers could work with marketing students through universities.
- One Member expressed that even though he agreed with the content of the mandate it was felt that too many items were being combined into one mandate.
- The Chief Officer explained that the mandate could benefit from better context. It was recognised that there were a clash of items but that it was a transition mandate. A clear proposition providing separation would be expected by the same time next year.
- It was noted that museums were a valuable asset, but that it may not necessarily mean that the Local Government was best placed to run them.

The Chair noted that the key items the Committee would like addressed in order to support the mandate were:

- The structure of the mandate.
- The risk of over reliance on volunteers.
- The importance of being innovative and ambitious in the tourism industry.

The Committee agreed to support the mandate.

iii) ICT Savings

- The disaster recovery service ensured if something critical occurred there would be no disruption to service.
- In terms of the review, there was a positive result. The levels of savings would result in no reduction in service.
- A Member suggested that it would be helpful for Members to receive an invitation to attend SRS in Blaenavon, in order to establish a further understanding of the system.
- There was a possibility to market the software to other Local Authorities.
- Developing our own software would avoid the cost of license fees.
- The Cabinet Member stressed that the development of the bespoke software for Social Services had been very successful.
- A Member raised a concern that by bringing the IT system in-house there should be sufficient back up in place.
- The Organisational Development Lead Officer informed the committee that CMC² developers were commissioned to maintain the system for a small fee.
- Clarification was required on the membership of the Digital Board.

Following a vote, Members resolved to support the mandate.

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Minutes of the Special Economy and Development Select Committee held at County Hall, Usk on Thursday 4th December 2014 at 10.00 am

6. WHOLE AUTHORITY RISK LOG

We received the Strategic Risk Assessment to provide Members with an overview of the current and future strategic risks facing the authority.

Members were required to identify whether the risks identified within the report were the most significant issues the Authority faced over the following three years.

The risk assessment ensured that

- Strategic risks were identified and monitored by the Authority
- Risk controls were appropriate and proportionate
- Senior managers and Elected Members systematically reviewed the strategic risks faced by the Authority.

During discussion Members agreed that the report should provide more detail. It was noted that during the next meeting of the Committee the risk log would be more detailed. It was requested that the Asset Management would be looked into further. Another area of concern was 21st Century Schools and whether Chepstow Comprehensive would be moving in the same direction.

The Scrutiny Manager advised that the Committee needed to be satisfied that Cabinet and Officers had taken the necessary measures to mitigate risk, and that an obvious area for further scrutiny would be SRS.

It was noted that the Risk Log was a living document and could be updated at any time.

The Committee accepted the report, but agreed it would provide more detail in January, specifically on Asset Management, and ICT.

The meeting ended at 1.30pm.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Special Meeting of the Children and Young People Select Committee held in the Council Chamber, County Hall, The Rhadyr, Usk on Wednesday 10th December 2014 at 2.00p.m.

PRESENT: County Councillor P. Jones (Chairman)

County Councillors: D. Blakebrough, P.S. Farley, and M. Powell

ALSO IN ATTENDANCE:

County Councillors: P.A. Fox, E.J. Hacket Pain and P. Murphy

ADDED / CO-OPTED MEMBERS:

Canon Dr. S. James (Church in Wales)

Mr. K. Plow (Monmouthshire Association of School Governors)

OFFICERS IN ATTENDANCE:

Ms. S. McGuinness	-	Chief Officer, Children and Young People
Mr. S. Burch	-	Chief Officer for Social Care and Health
Mrs. J. Robson	-	Head of Finance
Mrs. D. Mountfield	-	Head of Resources, Children & Young People Directorate
Mr. R. Hoggins	-	Head of Operations
Mrs. S. Randall-Smith	-	Children and Young People Directorate
Mr. M. Howcroft	-	Assistant Head of Finance
Mrs. N. Wellington	-	Finance Manager
Mr. R. Cope	-	Passenger Transport Unit Manager
Mrs. S. Hawkins	-	Principal Officer, ALN
Ms. T. Thomas	-	Youth and Community Manager
Mrs. T. Norris	-	Improvement Officer
Ms. E. Archer	-	Gwent Music Service Manager
Ms. H. Illett	-	Scrutiny Manager
Mr. R. Williams	-	Democratic Services Officer

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillors G.C. Burrows, P. Clarke, L. Guppy, R.G. Harris, D.W.H. Jones and A. Webb.

2. DECLARATIONS OF INTEREST

Declarations of interest are identified under the relevant minute.

**Minutes of the Special Meeting of the Children and Young People Select
Committee dated 10th December 2014 - continued**

**3. REVENUE & CAPITAL BUDGET MONITORING 2014/15 MONTH 6
OUTTURN FORECAST STATEMENT**

We received a report presented by the Assistant Head of Finance in which Select Committee Members received information on the forecast outturn position of the Authority at the end of month 6 for the 2014/15 financial year.

In doing so, the following information was noted:

- Monmouthshire's Unit costs were below the Wales average.
- Benchmarking could be used as good practice as having data available from other local authorities could allow Monmouthshire to learn from it.
- In response to a Select Committee Member's question regarding loss of income due to the closure of Monmouth swimming pool, it was noted that the loss of income was being treated as a budget pressure.

We resolved to receive the report and noted its content.

4. CAPITAL BUDGET PROPOSALS 2015/2016 TO 2018/2019

We received a report for scrutiny from the Head of Finance which outlined the proposed capital budget for 2015/16 and the indicative capital budgets for the three years 2016/17 to 2018/19.

We resolved to receive the report and noted its content.

5. BUDGET PROPOSALS 2015/16 TO 2018/19

We received a report from the Head of Finance in which Select Committee Members were provided with detailed proposals on the budget savings required to meet the gap between available resources and need to spend in 215/16.

In doing so, it was noted that the Authority was investigating ways to generate income in order to help save services provided by the Council.

We resolved to receive the report and noted its content.

6. SERVICE AREA BUDGET MANDATES

We welcomed Officers who presented the budget mandates and we heard the proposals before the Committee were invited to ask questions.

During discussion the following points were noted:

i) Mandate 14 - Revised Home to School Transport

- It was recognised that the mandate covered all schools. However, clarification was requested whether special circumstances had been taken

Minutes of the Special Meeting of the Children and Young People Select Committee dated 10th December 2014 - continued

into account e.g. faith schools, where a larger geographical area inhabited by pupils which attended the schools. In response, it was noted that faith schools were a discretionary decision upon the authority and transport is a non-statutory element of faith schools. However, with the current policy it is provided free of charge. Further discussions would be required for the future, most secondary faith schools are currently out of county and transport is provided.

- The Mandate is clear that it is non statutory provision. Some concern was expressed that faith school transport appeared to be prioritised over post 16 Transport. Concerns were expressed regarding the effect on Additional Learning Needs (ALN) and whether targeted consultation would be undertaken and in addition, the amount spent on transport to faith schools. In response, £490,000 was current provision on transport to faith schools. Post 16 SEN policy - any changes have to be consulted on and published by October 2015 to come into effect September 2016.
- The aim of the mandate was to reduce home to school transport and increase income on concessionary on non-statutory transport. It was clarified that this would be if a parent chose to take a child to an out of catchment school, it would not be charged.
- In relation to pick up/drop off points, increased vulnerability and ALN of pupils, information was requested regarding impact of pupils in these areas. We were advised that in terms of dedicated pick up points, any special circumstances would be considered and dedicated pick up points would be more for mainstream and not ALN pupils. Currently there were different arrangements for ALN. Looking at dedicated pick up points within a long distance route.
- Feeder buses currently provided to certain areas, dedicated pick up points for where feeder buses are currently used, for mainstream, not ALN.
- Concern was expressed that pupils were not encouraged to stay on at school due to the cost to families. Clarification was required on how low income families have been considered. We were advised that post 16 transport was not funded and was not statutory, reduced costs were available for low income/benefit, also payment plans could be put in place and circumstances are considered. However, further discussions are required regarding the issue.
- In comparison to other authorities, some are in the same situation as Monmouthshire and there have been significantly increased costs. Concessionary schemes will be introduced by the Welsh Government in 2015/16 for work/training, not education. Further clarity was required on criteria for the type of training and how eligibility would be considered. In addition we noted that post 16 pupils of low income families may be eligible for support through the Education Maintenance Allowance from Student Finance Wales.

Minutes of the Special Meeting of the Children and Young People Select Committee dated 10th December 2014 - continued

- A query was raised whether the service could be shared between other authorities. Officers confirmed that a regional transport policy was being considered, which would assist all authorities.
- In relation to the policy aligning with other Monmouthshire County Council values e.g. poverty, single integrated plan, access and mobility, it was noted that post 16 travel to school was difficult and parental choice was to be considered. The policy does not discriminate against college or school.
- Policy would be discussed in the coming year and a draft policy would be circulated for consultation. Further consultation would be held with stakeholders.

The committee resolved to approve the mandate.

ii) Mandate 16 – Revised Schools Delegated Budgets

- A Select Committee Member welcomed cluster working. However, clarification was requested regarding whether savings could be achieved through working in clusters. Officers confirmed that clusters were working differently and the impact of the savings was unknown, but they were working towards. This was the first year of actively working with schools on alternative educational delivery options.
- One area which should be considered was to the LEA. There was a need to consider as the LEA that everything the authority has offered has been effective and efficient. It was noted that this issue had been discussed within clusters and one challenge was offering value for money to clusters, this was being considered by services.
- The Chief Officer reassured the Committee that every possible step was being taken. In terms of value for money, it was being considered through Service Level Agreements and expert advice within the authority. Schools were being supported and early informed in relation to business models and new ways of working.
- Information was requested regarding risks due to savings being met and it was noted that deficit positions were risks. However, they would be managed and monitored in year to assist with financial decisions. Staff would be reduced if there were surplus staff. It was clarified that performance was reliant on excellent management and delivery, it was not anticipated that the budget would affect performance.
- In terms of redundancy, there was a fund for school based redundancies. However, some funding would have to be contributed by schools. However, savings would be made on future salaries.
- Concerns were expressed regarding the effect on health and morale of the education workforce and it was requested that further information could be provided e.g. significant sickness absence.

Minutes of the Special Meeting of the Children and Young People Select Committee dated 10th December 2014 - continued

- In order for engagement to be increased, it was suggested that information should be passed on to school governors, which in turn could be passed onto parents. Members were advised that it was for Head Teachers to engage and that each governing board were encouraged to have a finance committee.
- Members were reassured that outcomes were not solely reliant on finances. There was a requirement to ensure that there was good planning and financial management, as an intrinsic part of the job. The authority was enabling schools. However, there were restrictions put upon the authority.
- Further detail was requested regarding the costs for commissioning and design work. This related to officers working with schools and identifying possible changes, not external commissioned service.

The committee resolved to approve the mandate.

iii) Mandate 20 – Schools Music Service Mandate

- Research had shown that music can improve the educational achievement of pupils.
- It was noted that the structure of the service would be maintained.
- A hardship fund was operated in Newport City Council, helping children living in families that were less well-off to be able to take advantage of the services provided by the Schools Music Service. A similar fund could be investigated for Monmouthshire's children in similar circumstances, i.e., creating a hardship fund for Free School Meal children.
- 5,500 children from Monmouthshire were currently accessing services from the Schools Music Service.
- The Schools Music Service was being advertised with a view to bringing the service to as many children as possible. Any support to preserve this service from local press and media would be welcomed.
- On a national level the Schools Music Service was well placed following a re-structure to respond to the budget cuts.
- The Incorporated Musicians Society was being launched in January 2015, which could be accessed via twitter.
- In response to a Select Committee Member's question regarding the service, it was noted that if the Schools Music Service did not exist then there would be no cohesive pathway for pupils to participate musically in groups.
- A reduction in the budget from Monmouthshire this year equated to £50,000. The Service will therefore not fill a management post that was currently vacant. Also, funds would be recouped by charging music centres and introducing a nominal charge for instrument hire. However, the Authority will still contribute £162,000 to the Schools Music Service in 2015/16.
- It was noted that one of Cabinet's priorities was to keep the Select Committee up to date with the future of the Schools Music Service.

Minutes of the Special Meeting of the Children and Young People Select Committee dated 10th December 2014 - continued

The committee resolved to approve the mandate.

iv) Mandate 35 – Transformation of Children’s Services

- The Mandate covers a two year period, focussing on the first year.
- Consultation with key clients will be undertaken in January 2015.
- The Mandate will allow the service to be flexible and to meet the changing needs of learners, providing advice and support to learners and parents.
- The Mandate ties in with work already undertaken and scrutinised by the Select Committee with the infrastructure being put in place to deliver it.
- The Additional Learning Needs (ALN) Service will be robust in its engagement with the Aneurin Bevan Health Board.
- The Mandate would allow Monmouthshire children with ALN to be educated within Monmouthshire, with the Authority not having to pay for these children to be educated out of County. By educating these children within County, the cost to the Authority would be significantly less.
- In response to a question raised regarding potential staff cuts within the ALN service, it was noted that this matter was currently being reviewed and information was not yet available.
- It was noted that the savings identified in the Mandate would be recouped over a two year period.

The Committee resolved to approve the mandate.

v) Mandate 42 – Youth Service

- The Youth serve was conscious of its market groups and would therefore avoid duplication of services.
- Income generation will be delivered by providing bespoke training packages in Youth Work with staff being re-aligned to provide income generation.
- It was agreed that the Youth and Community Manager would come back to a future meeting of the Select Committee to provide Members with an update on progress.

The Committee resolved to approve the mandate.

7. WHOLE AUTHORITY RISK LOG

County Councillor M. Powell declared a personal, non-prejudicial interest in this item under the Members’ Code of Conduct, as she was a governor at King Henry VIII Comprehensive School.

We received a report by the Improvement Officer in which Select Committee Members received an overview of the current and future strategic risks facing the authority.

Minutes of the Special Meeting of the Children and Young People Select Committee dated 10th December 2014 - continued

Select Committee Members were informed that the risk assessment ensured that:

- Strategic risks were identified and monitored by the Authority.
- Risk controls were appropriate and proportionate.
- Senior managers and Elected Members systematically reviewed the strategic risks faced by the Authority.

Having received the report, the following points were noted:

- The Improvement Officer stated that a number of required changes to the document had already been made to the copy presented to the Select Committees, which was also the version taken to the Senior Leadership Team meeting.
- Page 4 of the document – Potential for harm to vulnerable children or adults due to factors outside our control – This risk needed to consider that the abuse of older people was being given a higher profile by the Authority.
- The former risk assessment for 2013, which had informed the new version of the risks for 2014 on Comparative Standards at Key Stages 3 & 4. The risk was marked high. However, The Chief Officer for Children and Young People stated that projections for next summer were sound and the new risk on education performance should be changed from high to medium. It was noted that the balance of this risk was based on evidence and therefore should be monitored closely.

We resolved that the following issues across the consolidated risks for 2014 would be discussed with the Cabinet Member for Children and Young People in January 2015:

- Results.
- Gap attainment in Fee School Meals.
- ICT Development.
- Capital Receipts.
- 21st Century Schools.
- Increase in child poverty related to homelessness.
- Reducing Budgets.
- The Williams Commission.
- The relationship with the Education Achievement Service.
- Further consideration of the Risk Log.

The meeting ended at 5.07pm.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Strong Communities Select Committee held at County Hall, Usk on Thursday 11th December 2014 at 10.00 am

PRESENT: County Councillor S.G.M. Howarth (Chairman)

County Councillors: D. Dovey, R. Edwards, A. Easson, V. Smith, S. White, K. Williams.

ALSO IN ATTENDANCE:

County Councillors: P. Murphy, S.B. Jones and R.J.W. Greenland.

OFFICERS IN ATTENDANCE:

Mrs. J. Robson	-	Head of Finance
Mrs. T. Harry	-	Head of Democracy and Regulatory Services
Ms. R. Hoggins	-	Head of Operations
Mr. M. Howcroft	-	Assistant Head of Finance
Mrs. R. Jowitt	-	Head of Waste and Street Services
Ms. D. Hill-Howells	-	Head of Community Led Delivery
Mr. R. Jones	-	Improvement Support Officer
Miss H. Ilett	-	Scrutiny Manager
Mrs N. Perry	-	Democratic Services Officer

1. APOLOGIES FOR ABSENCE

We received apologies from County Councillor S. Jones.

2. DECLARATIONS OF INTEREST

County Councillor V. Smith declared a personal and non-prejudicial interest, pursuant to the members' code of conduct in relation to Coleg Gwent and Monmouthshire Housing issues.

3. PUBLIC OPEN FORUM

There were no members of the public present.

4. CONFIRMATION OF MINUTES

We confirmed the minutes of the Special Meeting of Strong Communities Select Committee held on 16th October 2014 as an accurate record and they were signed by the Chairman.

In doing so we noted the following:

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Strong Communities Select Committee held at County Hall, Usk on Thursday 11th December 2014 at 10.00 am

- With reference to Park Street School, a response had been received but it was agreed that Abergavenny Community Trust may need to be called in for a future meeting.
- Discussion regarding Raglan Public Conveniences would be brought to a future meeting

We confirmed the minutes of the Special Meeting of Strong Communities Select Committee held on 24th November 2014 as an accurate record.

5. REVENUE AND CAPITAL BUDGET MONITORING 2014/15 - MONTH 6 OUTTURN FORECAST STATEMENT

The item was deferred to a future meeting.

6. CAPITAL BUDGET PROPOSALS 2015/2016 TO 2018/2019

We received a report, for scrutiny and comment, from the Head of Finance which outlined the proposed capital budget for 2015/16 and the indicative capital budgets for the three years 2016/17 to 2018/19.

Members were advised to scrutinise the draft capital budget proposals, the issues were highlighted in the attached appendices of the report.

We were informed that the report heavily linked with the Risk Assessment, Item 9 on the agenda.

During discussion members were invited to ask questions and the following points were noted:

- Part of the 21st Century Schools programme included detail from 2014/15 as it included Raglan School.
- It was confirmed that Monmouth School swimming pool would need to be able to fund itself going forward in order to be afforded in the 21st Century Schools programme.
- The lack of receipts from the Abergavenny Cattle Market would not cause an issue in delivering projects at present. There may be a problem if Morrisons did not come in with the project.
- The compensation costs relating to Abergavenny regeneration were rejected by the court. It was felt that Members should be informed directly of such important information.
- The Cabinet Member confirmed that the business case for the swimming pool at Monmouth had been prepared and would be scrutinised shortly.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Strong Communities Select Committee held at County Hall, Usk on Thursday 11th December 2014 at 10.00 am

7. BUDGET PROPOSALS 2015/16 TO 2018/19

We welcomed a report from the Head of Finance to provide detailed proposals on the budget savings required to meet the gap between available resources and need to spend in 2105/16.

Members were recommended to scrutinise the budget savings proposals and consider what alternative proposals could be submitted by 14th January 2015. The Committee were asked to note Cabinet's intentions to continue to work on the areas required to balance the Medium Term Financial Plan.

Members were made aware that the reduction in funding for next year was 4.3%. The proposals made would narrow the gap but there would remain a difference of £10 million.

The budget process had been brought forward in order to give officers more time, when the budget had been agreed, to ensure savings would be implemented for a full year.

During discussion following the report, we noted the following points:

- A Member felt it would be beneficial to inform the public that the funding received was less than other authorities.
- The Chairman questioned how accurately the percentages on item 3.14 of the report reflected public opinion. A breakdown of the figures was requested to clarify this. It was agreed that the number of people involved in the survey would be important in understanding the accuracy of the figures.
- A Member questioned if the high figures that demonstrated members of the public felt keeping people safe to be the most important council service, could be connected to the reduced street lighting.
- A Member requested that it be noted that the street lighting in Over Monnow had become disjointed.
- The Chairman agreed that an update on street lighting be brought to a future meeting in March or April to discuss the implementation, and to ensure the budget savings were being made.
- A Member raised a concern regarding the proposal to reduce spending on highways maintenance. It was felt the upkeep of the highways infrastructure was imperative to delivering services.

8. SERVICE AREA BUDGET MANDATES

We received details of the budget mandates from Officers. During discussion the following points were noted:

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Strong Communities Select Committee held at County Hall, Usk on Thursday 11th December 2014 at 10.00 am

i) Transport Review and Fleet Rationalisation

- The number of vehicles would be reduced in relation to Passenger Transport Unit and Waste services. The fitters would be reduced by one.
- The position would initially be redeployed, moving to voluntary or compulsory redundancy thereafter.
- Driver training had been undertaken to ensure drivers were driving more fuel friendly. We were informed that vehicles were monitored in terms of fuel consumption and repairs.
- A Member questioned if we could look at an all over service for the whole authority. The Operations Manager confirmed that the Social Services vehicles were managed through Passenger Transport and were utilised across the authority as much as possible.
- It was suggested that if schools staggered the start and finish times, the amount of school transport could be reduced. It was noted that in some areas the primary and secondary schools did stagger the times, but cooperation was required from the schools.
- The Chairman requested clarification if the £31k saving related to the current year. It was confirmed that vehicles had been removed during the year, savings on fuel and maintenance would be made going forward.
- Staff would only take vehicles home if they were on standby or during adverse weather conditions.
- With regards to the purchase of new vehicles, each vehicle would be looked at individually and assessed whether purchase or lease would be most effective.

The Committee resolved to support the mandate

ii) Property Review

- In the next financial year £100,000 savings had been identified through the Asset Management Plan, and largely revolved around reduction of running costs, disposal of surplus assets, the generation of additional rental income and a reduction in rental grant subsidies.
- It was noted that the figures were revenue costs rather than capital receipts.
- A Member expressed regret that the TIC in Abergavenny did not provide a service on the weekend as it was moving for another rental agreement.
- The Chairman requested clarification on the 95% rate relief for community groups. We were informed that this related to rent rather than rates.
- Magor 2 building had one year remaining on the lease so was being used for meetings and training facilities. As the policy was to rationalise holdings not increase them, Magor 2 would come under savings in 2016/17.
- An Asset Management Steering Group had been set up whose responsibility would be the Asset Management Plan.

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- A Place Programme Board had been established to focus on accommodation and buildings. The Place Board would be invited to attend a Strong Communities meeting in the following few months.
- A Member expressed that Members should be notified when a property was being put to market in the local area.
- The Chair requested to see further information regarding Magor 2.

The Committee agreed to support the mandate.

iii) **Community Hubs and Contact Centre (1HR24)**

- The contact centre intended to bring staff from the One Stop Shops and switchboards who presently answered telephones, together to operate an upgraded telephony system, to be implemented by SRS, in order to provide an improved service.
- The proposed office for the contact centre was a vacant office at Chepstow Library.
- It was noted that current staff were concerned regarding the outcome but were involved in the idea process, and provided support. Staff had been working together to put forward ideas on how best to take the proposal forward. It was agreed that the staff were most knowledgeable on what the public needed from the service, and the support was important.
- A Member expressed that he did not support the mandate in its current form and was concerned that Chepstow may not be the most suitable location.
- A Member stated that it would be beneficial for the contact centre to open on a Saturday and that opening hours should be consistent across Monmouthshire. We were informed that opening hours would be looked into further when the new system was fully established. It was felt that opening hours should not be operated on a 'one size fits all' basis, and should be assessed on local needs.
- The telephone numbers would remain the same as present.
- A Member suggested that there should be an extension of opening hours to correspond with the library opening times.
- Concerns were raised regarding the training of staff to provide an effective service.
- A Member expressed that it was difficult to support the mandate without a firm decision on where the contact centre would be based for Caldicot area.
- With regards to Abergavenny, a hub could be located within a newly built library. Other proposals included using Market Hall. Officers were putting the considerations together on an options paper for Members to consider.
- Firm proposals for Usk were to relocate the library and adult education service into the existing youth building.
- A Member queried that members of the public would struggle to contact the correct person with local knowledge. It was noted that even though the

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proposal did not create staff, it did bring staff together. People would be connected to the correct person.

The Chairman advised the Committee that there would not be another opportunity to agree the mandate, and a decision should be made at the meeting. It was agreed that the mandate was a 'work in progress' but needed to be moved forward. Members were not confident in the proposals relating to venues, but supported the idea of the hubs.

The Committee agreed to support the mandate in principal, but agreed that more work was needed to support the content.

iv) **Waste Management – Efficiency and Realignment**

- There would be an 8% reduction in frontline staff across the mandates. The posts identified would be released from agency staff. Operatives would have more responsibility where possible.
- Clarification was sought regarding the budget for street cleansing, as to whether the Authority was obliged to maintain this. We were informed that if the Authority had provided the bins we were obliged, if a Town Council had provided the receptacle they would be responsible.
- The Head of Waste and Street Services confirmed that they were looking to expand the work with prisoners for street cleansing.

The Committee agreed to support the mandate.

v) **Waste Management – Modernising Trade Waste Services**

- A Member questioned how many people used private waste company, and would a charge to the public drive people away from the service. We were informed that due to charges being introduced in January we could expect to see private companies move to recycling services. In a competitive market Monmouthshire did not hold the largest share of business. Customers were often from rural areas where the private sector would price themselves out of the market.
- The Chairman raised a query with reference to trade waste in that previously implementing a charge had resulted in a significant loss of income. If customers now return and pay us for the service would we have to double the waste processes. The Committee were advised that people were recycling more and using smaller waste bins.
- A Member suggested that it would be of interest to see a list of the businesses using the collection service under the Environmental Protection Act 1990.

The Committee resolved to support the mandate.

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vi) Waste Management – Waste Collection Changes

- At present there was a small supply of grey bags in stock. If there were to be any remaining it would be a minimal amount which would be used internally.
- It was confirmed that the issue of tiger bags would continue until a time where split back vehicles were introduced.
- Black bags would be phased in from April or May, as residents ran out of grey bags.
- There was a concern that without transparent bags people would be discouraged from recycling correctly.
- A Member suggested that better communication be distributed to residents to explain the new processes.
- The Chairman suggested that without supplying yellow bags, and encouraging residents to use any bags, could create a significant saving.
- It was confirmed that yellow bags would be collected on the same vehicle as black bags, and could also be taken to waste sites.

Following a vote, the committee resolved to support the mandate.

vii) Democracy and Regulation Services

- Income would be generated through the LDP.
- Clarification was requested if the street numbering charges would go through planning. The Head of Operations would investigate further.
- A Member requested further information on the management structure. It was considered to be top heavy.
- It was confirmed that the mileage allowance for travelling to Magor had been removed.
- There would be a management restructure, including Legal Services, under the portfolio of the Head of Democracy and Regulatory Services.
- A Member suggested that further information regarding the restructure could be called in if necessary.

The Committee resolved to support the mandate.

viii) Highways

- A Member asked how confident the officers were that the proposals would be sustainable in the long term. Officers recommended that Members considered that the mandate related to day to day maintenance on county highways. It was important to maintain flood and winter management, these services may take longer than at present.
- There was also a concern regarding the use of zero hours contracts. It was noted that there was a mandate within the highways mandate in error. This was due to a draft problem and should have been brought before Economy

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and Development Select Committee. The Committee agreed to discuss that mandate following the highways report.

- A Member expressed that reductions in highways was a huge concern. It was thought that making reductions would reduce efficiency, and result in an inability to deliver services.
- It was noted that administrative and management staff had been reduced, and the mandate now focussed on operational staff. Resources would be drawn from other areas to maintain services.
- The Chairman questioned if revenue from work on trunk roads for Welsh Government would be invested within the department. We were informed that income could be spent through highways but budgets would be looked at and prioritised.

Following a vote the Committee resolved to not support the mandate

URGENT ITEM OF BUSINESS

The Chairman agreed to consider the mandate included in the agenda in error, for Additional Market Stalls in Abergavenny.

During discussion we noted the following:

- The mandate was driven by an assumption that extra markets would create additional income.
- The Committee were impressed with the mandate and recommended that it be referred to Bryn Y Cwm Area Committee.

The Committee resolved to support the mandate.

9. WHOLE AUTHORITY RISK LOG

We received the Strategic Risk Assessment to provide Members with an overview of the current and future strategic risks facing the authority.

Members were required to identify whether the risks identified within the report were the most significant issues the Authority faced over the following three years.

The risk assessment ensured that

- Strategic risks were identified and monitored by the Authority
- Risk controls were appropriate and proportionate
- Senior managers and Elected Members systematically reviewed the strategic risks faced by the Authority.

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During discussion it was noted that the report was more concise than in previous years. We were informed that there would be updates available on the HUB throughout the year.

- It was queried whether waste would be a risk due to the loss of grants from Welsh Government.
- A concern was raised regarding the risk of the infrastructure and highways budget reductions.
- The Morrisons project could be considered a high risk.

It was noted that during the next meeting of the Committee the risk log would be more detailed. We agreed that the following areas would be looked into in further detail at the next meeting in January:

- Highways
- Volunteer sector
- Waste
- Asset management

10. WORK PROGRAMMING

We received the Work Programme for the Strong Communities Select Committee and the Forward Work Planner for Cabinet and Council Business.

We noted that a Special Meeting would be held to discuss Anaerobic Digestion on Tuesday 10th February 2015

11. DATE OF NEXT MEETING

We noted future meetings of Strong Communities Select Committee as:

- Thursday 29th January 2015
- Special – Tuesday 10th February 2015

The meeting ended at 2.35pm.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Special Adults Select Committee held at County Hall, Usk on Wednesday 17th December 2014 at 10.00 a.m.

PRESENT: County Councillor P.S. Farley (Chairman)

County Councillors: R. Chapman, R. Harris, P. Jones, and A. Wintle.

Also in attendance: County Councillors G Burrows, Cabinet Member for Social Care & P. Murphy, Cabinet Member for Finance.

COOPTED MEMBERS:

None Present

OFFICERS IN ATTENDANCE:

Mrs. J. Boothroyd	-	Head of Adult Services
Mr. S. Burch	-	Chief Officer for Social Care and Health
Mrs. J Robson	-	Head of Finance / Section 151 Officer
Mrs. T Norris	-	Policy and Performance Officer
Mr. J. Pearson	-	Local Democracy Manager

APOLOGIES FOR ABSENCE

1. Apologies for absence were received from County Councillors R. Edwards, M. Hickman and Mr D. Hill (co-opted representative)

DECLARATIONS OF INTEREST

2. County Councillor A. Wintle declared a personal and non-prejudicial interest, pursuant to the members' code of conduct as a Director of Monmouthshire Housing Association.

TO SCRUTINISE THE DRAFT CAPITAL BUDGET PROPOSALS 2015/16 TO 2018/19

3. We received a report, for scrutiny and comment, from the Head of Finance which outlined the proposed capital budget for 2015/16 and the indicative capital budgets for the three years 2016/17 to 2018/19.

Members were advised to scrutinise the draft capital budget proposals, the issues were highlighted in the attached appendices of the report.

During discussion members were invited to ask questions and the following points were noted:

- A member raised a query as to the effect of still awaiting income from the sale of the cattle market in Abergavenny and the effect that had on the capital available to deliver the 21st Century Schools Programme. We were informed by the Head of Finance / Section 151 Officer that while we wer still awaiting

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income from the sale of the cattle market, forecasts were based on estimate receipt of income and short term borrowing could be utilised to fill any shortfall.

- A member queried the expense of two sewage treatment plants as detailed in the appendix 1a and whether options such as considering a hand over to Welsh Water had been considered to ease the budget pressure. The Head of Finance / Section 151 Officer informed us that all options were being considered by the responsible officers but further details would need to be obtained from them directly.
- The Chairman raised concern that there appeared to be no cost included for the replacement of the old iron bridge in Chepstow included in the forecasts. A discussion took place around who was responsible for the bridge and whether it was a trunk road and therefore the responsibility of the Welsh Government or Highways agency, or the responsibility of the Council. The Chairman requested clarification as to who was responsible for the maintenance of the bridge.
- The Chairman also queried the extent of how tied into the 21st Century Schools Project the Council was and whether there was any leeway to reconsider or reapportion the costs. Concerns were raised that the current forecasts may end up with an imbalance between the standards of the proposed schools. We were informed by the Cabinet Member for Finance that the project was taken in partnership with the Welsh Government who were providing 50% of the costs associated with the scheme which commenced before the financial pressures for future years had been identified.

Members thanked officers for their report.

TO SCRUTINE THE BUDGET PROPOSALS 2015/16 TO 2018/19

4. We welcomed a report from the Head of Finance / Section 151 Officer to provide detailed proposals on the budget savings required to meet the gap between available resources and need to spend in 2015/16.

It was recommended that members scrutinise the budget savings proposals. The Committee were asked to note Cabinet's intentions to continue to work on the areas required to balance the Medium Term Financial Plan.

Members were made aware that the reduction in funding for next year was 4.3%.

The budget process had been brought forward in order to give officers more time, when the budget had been agreed, to ensure savings would be implemented for a full year.

The officer informed members that public consultation on the proposals contained in the report had taken place with further consultation planned for the new year.

During discussion following the report, we noted the following points:

- A member asked whether any useable suggestions had been identified at consultation meetings that the Council could use in making further savings. The Cabinet Member for Finance informed members that whilst they were still

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evaluating the comments received, the general feedback was that the content of the proposals was in line with the feedback that is being received. He also informed members that the Made Open consultation website had proved very popular with useful feedback coming through that channel, as well as the public meetings.

SERVICE AREA BUDGET MANDATES

5. We received a report detailing the service area budget mandates for scrutiny from the Housing and Regeneration Manager and the Head of Adult Services.

(i) Mandate 2 – Collaboration of Housing & Community Services.

The Committee considered the report received from the Housing and Regeneration Manager in relation to the budget mandates. The Chairman expressed his regret that the officer was not in attendance at the meeting to answer members questions but requested that they be taken away for response from the officer at a later date.

The following questions were raised by members:

- A member raised a question in relation to page 3 of 13 of the mandate around the Housing Solutions Service. The member requested further information on the 21 units in the Shared Housing & Lodging Scheme, including the location of the units and how they are shared between Monmouthshire and Torfaen. Another member queried whether these units had been purchased and if so why, as we should be using housing association buildings.
- A member also queried the appointment to support the management of the scheme and requested more information including whether the appointment was a shared appointment between Monmouthshire and Torfaen and who was responsible for funding the appointment.
- Members also raised concerns in relation to the Careline element of the mandate. Concerns were regarding the reduction in staffing whilst still delivering the service going forward. Members queried the positioning of the Careline service within the authority stating their belief that it would be better situated under social services rather than housing but agreed the discussion was for a future meeting.

(ii) Mandates 33 & 34 – Revised Adult Social Care Service Transformation.

The Head of Adult Services presented a report on revised adult social care service transformation and detailed the content in relation to the budget mandates.

The officer advised members that the report extends the work that had already been undertaken in the last three years in service transformation with much of the savings identified established through delivering services in a different way rather than cutting services to those who need it.

Members discussed the report and the following points were noted:

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- A member congratulated the officer on the work they do and identifying the savings, but wanted clarification on the large reduction of savings in the adult teams identified on page 11 of 16 of the mandate. The member queried what cuts to the service would be made to achieve those savings and whether redundancies were needed to reach the targets. The officer informed members that savings would be made around service redesign and evenly spreading costs between services and that the proposals did not include any redundancies.
- The Chief Officer for Social Care and Health supported the comments made by the Head of Adult Services and informed members about a recent visit to the Council from Mark Drakeford, Assembly Minister for Health and Social Services, who praised the work that the social services team were undertaking. The Cabinet Member for Social Care and Health also endorsed the work of the social services team.
- The Chairman sought clarification as to the communication strategy that would be used to ensure residents were informed about the services available to them and ensure that residents were aware that services were not being cut. Officers and the Cabinet Member stated that it was difficult to engage with residents who were not in receipt of the service but there was much activity already taking place with My Day My Life events and open days at Mardy Park that were promoting the services available.

The Chair thanked the Head of Adult Services for the detailed report and work undertaken by the service.

TO SCRUTINISE THE WHOLE AUTHORITY RISK LOG

6. We received the Strategic Risk Assessment to provide Members with an overview of the current and future strategic risks facing the authority.

Members were required to identify whether the risks identified within the report were the most significant issues the Authority faced over the following three years and have regard to the risk log when making decisions at future meetings.

The risk assessment ensured that:

- Strategic risks were identified and monitored by the Authority
- Risk controls were appropriate and proportionate
- Senior managers and Elected Members systematically reviewed the strategic risks faced by the Authority.

Members discussed the report and raised the following points:

- Members noted that the log contained risks associated with vulnerable children but not vulnerable adults and wished to see that included in the log. The Policy and Performance Officer stated that the omission had been highlighted at other select committees and would be included in future versions.
- A member stated that there were a lot of high level risks in the log which made it difficult to identify the significance of a risk. The Policy and Performance

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Officer stated that they would be looking to revise some of the scorings in future documents to take account of the varying nature of the risks.

The Chairman summarised that the risk log was a good tool for the committee to consider when identifying future items for scrutiny and aided them in being pro-active in identifying issues.

The meeting ended at 11:35am

APPENDIX A7

Monmouthshire Engages Budget 2015/2016

Engaging with our seldom heard communities?

It is important that we engage with as many groups to ensure they are engaged and aware of any changes that may affect them. These groups are sometimes seen and referred to as 'seldom heard' within our communities. [The equalities Act 2010](#) has provided list of protected characteristics that could be seldom heard:

- Age
- Disability
- Gender Reassignment
- Marriage/Civil Partnership
- Pregnancy and Maternity
- Race
- Religion and Belief
- Sex
- Sexual Orientation
- Welsh Language (Under the Welsh Language Act 1993 and the Welsh Language (Wales) Measure 2011)

Over the years we have engaged many people across Monmouthshire providing many ways for people to engage and have their voices heard, meetings and roadshows in each of our towns, social media is also a popular method being used to communicate and enable people to feedback. Since 2013 Engagement Officer Rhian Cook has been working closely with Equalities Officer Alan Burkitt and Older People's Coordinator Bridget Barnett to ensure that those affected by the proposals in the Mandates are engaged positively and in a meaningful way and we will continue to do this in the future.

Partnership Working

It is not only officers of MCC that are invaluable but our relationships with our partners in the voluntary sector.

One of the partnerships that we have developed is with The ENGAGE project. The programme is Big Lottery Funded and is key to engaging with and enabling people who are seldom heard to have their voices heard. It has 9 projects that support people living in Monmouthshire. Helping people with Disabilities, people from BME Communities, people who are deaf or hard of hearing, Parents, people with sight impairments and those who are isolated this could be older people or those with disabilities.

The project aims to enable people are able to influence policy and decisions about services in their community communities and service providers work together to design and deliver improved services, communities have an increased capacity to conceive and deliver better services and projects.

A targeted approach to our Monmouthshire Engages programme will enable people to be involved and supported by the ENGAGE project are able to have their voices heard.

Trusted Intermediaries

People who are seldom heard within communities may not feel comfortable or confident to come along to our public meetings so we will work with projects such as Monmouthshire Voices and CAIR to plan our engagement around the needs of the individuals in the group.

The relationship between the people have with the Coordinators of groups such as CAIR, Access for All Forum and the Monmouth Visually Impaired Group is invaluable, and they have a strong rapport and trust them. This is important when going to engage, we can work in partnership with the coordinators to facilitate meetings with groups so that those people who may feel uncomfortable coming along to a public meeting have someone with them that they recognise, identify with and trust. This method has been successful in the past and we will endeavour to replicate in future engagement.

Methods of Engagement

There are many ways of engaging with communities, we have engaged with people using forums, meetings, interactive workshops, via social media and one to one meetings with officers on our roadshows.

One method which is important when engaging with people who may not feel they can or are not confident to engage at a public meeting is to go and meet the group on their terms by attending an existing meeting the group does not have to travel anywhere and the setting is appropriate for them.

We have planned our engagement using this methodology. One example of this is young people. In the past young people have attended events and had to rely on transport to attend meetings away from their home town or village. This year we have gone to schools to meet them, they are with their peers in an environment they know and with teachers they trust. The methods that we have to relay the Budget message is interactive and fast paced.

Using existing meetings has also been used to engage with people with disabilities and older people. One of the ENGAGE projects is called Monmouthshire Voices, and is coordinated by Pennie Walker. Monmouthshire Voices aims to enable people with disabilities, people of BME communities

and isolated people in Monmouthshire to be part of decision making processes and have their voices heard about the services they use.

Pennie has established a forum called Access for All. The forum has a very successful beginning with over 70 people attending the first meeting in September. The next meeting is planned for January 2015 and is hoped to be as successful.

The group has a membership covering a wide range of groups all of which may not have be able to access the planned public meetings and roadshows in January. To overcome this and enable the group to be involved and participate in the Budget Engagement session the Engagement Team worked with Pennie Walker Monmouthshire Voices, Alan Burkitt Equalities Officer and Bridget Barnett Older People's Coordinator to look at how we can involve the group.

The team planned a Monmouthshire Engages Budget Meeting to follow directly after the Access for All Meeting. The positives to this are:

- The group will already be in County Hall for the meeting
- They have transport to and from the meeting which has been extended to pick up later than usual.
- Lunch is being provided
- Other groups have been invited to come along such as:
 - Monmouthshire Equality and Diversity Group
 - Monmouthshire Older Peoples Network.
- Some individuals will have their trusted intermediaries with them which will support individuals to participate or act as advocates.

The meeting is hoped to be well attended and so enabling more people who may not have had the opportunity to attend a public meeting or go along to their town to the roadshow to receive information and have their voices heard on changes that may affect them.

The table on the following page identifies the groups that we have engaged and our planned engagement sessions January.

						<p>schemes and inclusive youth clubs.</p> <p>Concerns were raised that there are still young people paying for daily transport costs</p> <p>The group agreed that directorates such as CYP, Social Services, should start talking to each other to understand the full needs of the child or young person affected.</p>
December 2014	Caldicot School	Young People	Year 12/ 13 Pupils	<p>Workshop</p> <p>Attended by:</p> <ul style="list-style-type: none"> • Paul Matthews • Cllr Peter Fox • Sarah McGuines • Dan 	<p>Transport</p> <p>Schools</p>	

				Davies <ul style="list-style-type: none"> • Rhian Cook 		
December 2014	King Henry VIII School	Young People	Year 12/13	Workshop Attended by: <ul style="list-style-type: none"> • Paul Matthews • Cllr Peter Fox • Sarah McGuines • Dan Davies • Rhian Cook 	Transport Youth Service Leisure Services Recycling Library Services	
January 2015	Chepstow School	Young People	TBC	TBC		
January 2015	Monmouth School	Young People	TBC	TBC		
December 2014	Friends of Chepstow Library	Age Disability Parents	Members of Friends groups from: <ul style="list-style-type: none"> • Chepstow Library • Caldicot Library • Abergavenny Library 	Friends of Chepstow Library were meeting and officers went along. <ul style="list-style-type: none"> • Deb Hill Howells • Rhian Cook 	Hubs	People were concerned about the level of training and consistency of service that will be available in the hubs. No objection to the principle of merging but there has to be space available for users of the OSS to

						<p>be dealt with privately if they want to discuss confidential information.</p> <p>Some members at the meeting felt they could not volunteer in a library where staff had been made redundant or left. They would feel uncomfortable doing their job.</p>
January 2015	Access for All Group	Disability	<p>Expected groups:</p> <p>People First Monmouth and Abergavenny SEWEREC CAIR People with disabilities MAGIC Parent Network Carers British Deaf Association ENGAGE My Day My Life Hafal Monmouth Visually</p>	<p>The group is being invited to stay after their meeting to an Extended Budget Meeting in County Hall.</p> <p>Officers Attending</p> <ul style="list-style-type: none"> • Cllr Peter Fox • Cllr Phil Murphy 	Meeting not taken place	

			Impaired Group.	<ul style="list-style-type: none"> • Cllr Phyl Hobson • Paul Matthews • Abigail Barton • Rhian Cook • Alan Burkitt 		
January 2015	Monmouthshire Equality and Diversity Group	Disability LGBT Age Race Young People Pregnancy and Maternity	GAVO Monmouthshire Youth Service SWERC Gwent Police CAIR Housing Associations	<p>The group is being invited to stay after their meeting to an Extended Budget Meeting County Hall.</p> <ul style="list-style-type: none"> • Cllr Peter Fox • Cllr Phil Murphy • Cllr Phyl Hobson • Paul Matthews • Abigail Barton • Rhian 	Meeting not taken place	

				<p>Cook</p> <ul style="list-style-type: none"> Alan Burkitt 		
January 2015	Monmouthshire Older Peoples Network	Age	Action 50+ Monmouth and Abergavenny Monmouth Visually Impaired Group MHA Senior Voice Group Members of the Network	<p>The group is being invited to stay after their meeting to an Extended Budget Meeting County Hall.</p> <ul style="list-style-type: none"> CLlr Peter Fox CLlr Phil Murphy CLlr Phyl Hobson Paul Matthews Abigail Barton Rhian Cook Alan Burkitt 	Meeting not taken place	

All of the groups that have participated have found it a positive experience and have welcomed the opportunity to be involved.

There will be more information to follow in January following the Extended Budget Meeting of the Access for All Forum and other groups that may be involved.

APPENDIX B/1 WELSH LOCAL GOVERNMENT SETTLEMENT 2015-16

Final

Aggregate External Finance (AEF) per capita, by Unitary Authority, 2015-16

Unitary authority	Final AEF (£000s)	Final AEF per capita (£)*	Rank
Isle of Anglesey	92,966	1,326	11
Gwynedd	168,312	1,371	9
Conwy	151,343	1,306	14
Denbighshire	140,139	1,467	4
Flintshire	186,419	1,210	19
Wrexham	170,513	1,216	18
Powys	174,316	1,298	15
Ceredigion	99,256	1,307	13
Pembrokeshire	160,045	1,291	16
Carmarthenshire	252,481	1,344	10
Swansea	307,634	1,261	17
Neath Port Talbot	205,077	1,457	6
Bridgend	188,409	1,324	12
The Vale Of Glamorgan	152,481	1,187	20
Rhondda Cynon Taf	354,675	1,506	2
Merthyr Tydfil	89,288	1,493	3
Caerphilly	263,692	1,460	5
Blaenau Gwent	110,204	1,588	1
Torfaen	130,545	1,422	7
Monmouthshire	93,557	1,018	22
Newport	209,254	1,398	8
Cardiff	424,104	1,170	21
Total Unitary Authorities	4,124,709	1,323	

* Based upon 2011-based, 2015 population projections

APPENDIX C Specific Grants WELSH LOCAL GOVERNMENT SETTLEMENT 2015-16

Final

List and estimated amounts of Grants for total Wales

Existing Grant name	<i>£m</i>	
	2014-15	2015-16
Bus Revenue Support	0.451	0.550
Bus Revenue Support (Traws Cymru)	1.800	1.500
Bus Services Support Grant	24.880	25.000
Concessionary Fares Scheme	58.550	60.500
Flood Funding to Local Authorities ²	1.577	0.000
Land Reclamation S16	2.862	1.129
Local Transport Grant	15.700	15.700
Road Safety Grant	2.000	2.000
Tourism Investment Support Scheme (Wrexham) ²	0.085	0.000
Travel Plan Co-ordinators	0.160	0.125
Wales Transport Entitlement Card	0.200	0.200
Youth Concessionary Fares Scheme	0.000	5.000
Education Improvement Grant for Schools	0.000	141.021
14-19 Learning Pathways ³	10.180	0.000
Foundation Phase Revenue Grant ³	97.900	0.000
School Effectiveness Grant ³	25.529	0.000
Welsh in Education Grant ³	5.630	0.000
Minority Ethnic Achievement Grant ³	8.500	0.000
Grant for the Education of Gypsy Children and Traveller Children ³	1.100	0.000
Induction ³	0.400	0.000
Lead and Emerging Practitioner School (Tranche I, II and Special Schools)	0.933	0.000
Higher Level Teaching Assistants ³	0.182	0.000
Reading and Numeracy Test Support ³	0.821	0.000
Bands 4 and 5 ³	0.460	0.000
Pupil Deprivation Grant ⁴	68.520	82.046
Family Learning Programme Grant ²	1.829	0.000
Learning in Digital Wales (LIDW) ²	3.044	0.000
Post-16 Provision in Schools	108.299	N/A
Community Learning	4.555	N/A
ReACT ²	8.581	0.000
School Uniform Grant	0.736	0.736
Skills Growth Wales ²	2.716	0.000
Youth Work Strategy Support Grant	2.756	2.756
Autistic Spectrum Disorder Infrastructure Grant ¹	0.880	0.000
Delivering Transformation Grant ⁴	1.300	3.000
Food Hygiene Rating Grant ²	0.133	0.000
Integrated Family Support Services ¹	4.577	0.000
Intermediate Care Fund ²⁴	35.000	0.000
Social Care Workforce Development Programme	8.159	8.400
Substance Mis-use Action Fund	22.663	27.475
Armed Forces Day Funding	0.020	0.010
Broadcasting & Community Council Websites ²	0.100	0.000
Communities First (Clusters)	29.603	29.603
Community Cohesion Grant	0.372	0.378
Community Fire Safety	2.138	1.030
Domestic Abuse Service Grant - Community Cohesion Officers ⁴	0.050	0.050
Domestic Abuse Service Grant - CORE	0.361	0.377
Domestic Abuse Service Grant - DAC & IDVA	0.825	0.850
Families First	43.422	43.422
Flying Start Revenue Grant	68.644	75.600
Language and Play	1.350	1.350
Local Government Borrowing Initiative - 21st Century Schools ¹	3.500	0.000
Local Service Board Development Grant (LSB) ²	0.350	0.000
Local Service Board European Structural Fund (ESF) Project ²	2.872	0.000
North Wales Family Support Collaboration Project ²	0.055	0.000
Out of School Childcare Grant	2.300	2.300
Pupil Deprivation Grant (Communities First)	1.693	2.000
Regional Collaboration Fund ⁴	5.168	5.000
Remploy ESG	0.313	0.213
Scrutiny Development Fund ²	0.100	0.000
Successor Outcome Agreement Grant	31.100	31.100
Youth Crime Prevention Fund	4.900	4.900
Youth Justice Services	0.296	0.300
Aberystwyth Regeneration Area Grant ²	2.063	0.000
Business Improvement Districts	0.079	0.079
Cardiff Bay Legacy Funding	6.397	6.253
Ceredigion Oil Buying Syndicate	0.060	0.035
CyMAL	1.918	N/A
Flood and Coastal Erosion Risk Management	12.155	12.155
Lead Local Flood Authority Grant Funding (FWMA2010 & FRR2009)	2.200	2.200
Local Authority Animal Health and Welfare Framework ²	0.600	0.000
Supporting People	133.807	123.688
Sustainable Waste Management Grant	66.000	64.000
Tidy Towns	1.113	1.113
Town Centre Partnerships	0.300	0.400
Waste Procurement - Food Waste Programme ²	1.440	0.000
Waste Procurement - Gate Fee Support	0.509	1.975
Waste Procurement - Pre payment for Services (Food Waste) ²	1.333	0.000

Note: The information shown above details the grants where the amount that Total Wales will receive in 2014-15 and estimated amounts for 2015-16 are known. It is important to note that amounts for future years are indicative at this stage and are liable to change. Formal notification of grant allocations is a matter for the relevant policy area.

N/A = figures not available at time of publication

1. Transferring into Settlement in 2015-16
2. Grant Ending in 2014-15
3. Grants amalgamated into Education Improvement Grant for Schools from 2015-16
4. Grant is paid on a regional basis

Appendix D

	Revised 2015/16 £000	Revised 2016/17 £000	Revised 2017/18 £000	2018/19 £000	Revised Total £000
NOTE : Pressures					
- demographics	-	250	500	-	750
- Teachers pensions	330	566			566
- Childrens Social services	500				500
- Monmouth Leisure Centre	150				150
- capacity to change budget/additional childrens social services pressure	400				400
- corrected pension auto enrolment			913	92	1,005
Increase in employers national insurance		1,805			1,805
Cost of Local development plan		125			125
Additional impact of pay award	85				
Living Wage	30				
Final Settlement	40				
Total Pressures	1,535	2,746	1,413	92	5,301

Appendix E Budget saving proposals

			Revised	Revised	Revised	Revised	Revised	Revised	Revised		
			Saving	Saving	Saving	saving	Saving	Saving	Saving	Revised	
			2015/16	2015/16	2016/17	2016/17	2017/18	2017/18	2018/19	TOTAL	
No.	Dir	Description	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	Description of saving
1	ENT	Development of Leisure Services	(315)	(420)	(100)	(100)	0	0	0	(520)	Income maximisation and staff review, developing the cycling offer, broaden leisure offer and explore new service provision options and models in the context of 'whole place
2	ENT	Collaboration on housing services and development of careline services	(35)	(55)	(40)	0	0	0	0	(55)	Commercialisation of careline service, one housing solutions service with TCBC focussed on enabling wider access to housing options and providing greater scope for increasing the resources with which to address housing need and homelessness
4	SCH	Community meals - service transformation	0	0	(100)	0	(100)	0	0	0	Developing sustainable long term model for meals, target is to aim for a cost neutral service - this is not achievable and so the saving has been subsumed into proposal 34 below
5	ENT	Sustainable energy initiatives	(33)	(33)	(34)	(34)	0	0		(67)	Investing in biomass boilers, solar farms and reduction in Carbon Reduction Commitment budget covered by last years mandate

			Revised	Revised	Revised	Revised	Revised	Revised	Revised		
			Saving	Saving	Saving	saving	Saving	Saving	Saving	Revised	
			2015/16	2015/16	2016/17	2016/17	2017/18	2017/18	2018/19	TOTAL	
No.	Dir	Description	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	Description of saving
6	ENT	Museums, Shirehall & Castles and Tourism	(190)	(190)	(145)	(10)	(200)	0	0	(200)	Integration of cultural services, tourism services and attractions within the Tourism, Leisure and Culture section to maximise synergies between services and achieve a sustainable long term footing to reduce the draw on MCC budgets, maximise the potential for external investment and to achieve the resulting cultural, community and economic benefits.
14	OPS	Home to School Transport - fundamental review of policy	(115)	(115)	(210)	(70)	(210)	(20)	0	(205)	2015/16 savings are full year effect of proposals agreed last year, a review of the existing policy will be undertaken to identify any further savings
15	OPS	Facilities - transfer functions to other providers	(100)	(100)	0	0	0	0	0	(100)	Engaging with town and community councils, friends clubs to take on service related costs - Linda Vista, Bailey Park, Public Conveniences covered by last years mandate
16	CYP	Schools delegated budgets	0	(1,124)		(779)		(549)	(556)	(3,008)	Schools budgets will be protected at cash limit, this means no pay inflation and or non pay inflation or teachers pension is provided for in funding, Reduction in pupil numbers is also factored in. Schools will be supported to seek opportunities to reduced their cost base over the period

			Revised	Revised	Revised	Revised	Revised	Revised	Revised		
			Saving	Saving	Saving	saving	Saving	Saving	Saving	Revised	
			2015/16	2015/16	2016/17	2016/17	2017/18	2017/18	2018/19	TOTAL	
No.	Dir	Description	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	Description of saving
18	CYP	School library service - combine with general library service	(20)	(20)	0	0	0	0	0	(20)	This has been subject to a recent Cabinet report which sought approval to close the service, following indications from TCBC that they wished to withdraw from the service
20	CYP	School Music service - reduction in subsidy	(50)	(50)	(50)	(50)	0	0	0	(100)	Gwent Music are aware of future savings required and discussions have taken place resulting in the proposal to increase charges for music sessions.
21	CYP	Review of other Education collaborative arrangements - visually impaired/hearing	0	0	(70)	(70)	(100)	(100)	0	(170)	TCBC are doing a complete review of their collaborative services in an effort to make savings and this will be shared once complete. The support children receive currently is in proportion to the expenditure under the SLA. These are specialist services and we are not able to deliver this provision in house. Currently the SLA is providing us with very good value for money. Once the new service is in place we will be able to assess the savings required.
24	SCH	SCH Transition project staff transfer to Bright New Futures	(14)	(14)	(12)	(12)	0	0	0	(26)	Combining our initiative with Bright new futures to establish a shared service model has been completed and savings will be delivered
25	OPS	Transport review and fleet rationalisation	(40)	(62)	0	0	0	0	0	(62)	Reduction in operational fleet

				Revised		Revised		Revised			
			Saving	Saving	Saving	saving	Saving	Saving	Saving	Revised	
			2015/16	2015/16	2016/17	2016/17	2017/18	2017/18	2018/19	TOTAL	
No.	Dir	Description	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	Description of saving
26	ENT	Strategic Property Review (phase 2)	(100)	(100)	(350)	(350)	0	0	0	(450)	In line with the Asset Management Plan the council's property estate will be rationalised to save money on running costs
26a	OPS	Property services/FM	0	0	0	(100)	0	0	0	(100)	In line with the Asset Management Plan the council's property estate will be rationalised, savings will be sought from Property services and facilities.
28	OPS /EN T	Community Hubs and Contact Centre	(240)	(250)	(200)	(50)	0	0	0	(300)	Rationalisation of libraries, OSS, telephony staff into community hubs and contact centre
31	ENT	ICT	(100)	(250)	0	0	0	0	0	(250)	Staffing efficiencies, cost efficiencies and income generation in the SRS, savings and income generated from custom built software solutions developed
33	SCH	Sustaining Independent Lives in the community	(260)	(260)	0	0	0	0	0	(260)	Local Area co-ordination business case, this now forms part of the same proposal as number 34 below
34	SCH	Adult Social Care Service Transformation	0	0	(728)	(628)	(700)	(600)	0	(1,228)	Building on the current integrated model as part of the wider redesign of social care

			Revised	Revised	Revised	Revised	Revised	Revised	Revised		
			Saving	Saving	Saving	saving	Saving	Saving	Saving	Revised	
			2015/16	2015/16	2016/17	2016/17	2017/18	2017/18	2018/19	TOTAL	
No.	Dir	Description	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	Description of saving
35	CYP	Transformation of children's services for Special and additional needs	(470)	(120)	(496)	(672)	0	0	0	(792)	Proposal will look at more effectively integrating and streamlining the current service offer, with what matters for the child and family being the core focus of the review.
36	OPS	Cost neutral waste service	(270)	(270)	(20)	(20)	0	0	0	(290)	Route optimisation as per last years mandate
37	OPS	Waste Management - Project Gwyrdd	(750)	(250)	(250)	(250)	0	0	0	(500)	Mandate not needed, work already done, needs watching brief on implementation
37a	OPS	Waste Management	0	(270)	0	(100)	0	0	0	(370)	Further efficiencies, Green waste charges, grey bags etc
40	CXE	Democracy and regulation	0	(109)	0	0	0	0	0	(109)	Staff, income generation and other efficiencies across the section
41	OPS	Highways rationalisation and income generation	0	(450)	0	0	0	0	0	(450)	Trading services to generate increased income - highways, markets , and highways rationalisation
41a	ENT	Markets income and other income generation	0	(70)	0	0	0	0	0	(70)	Increasing services to generate further income streams. Markets (£50k), £20k through fees and charges report

			Revised		Revised		Revised		Revised		
			Saving	Saving	Saving	saving	Saving	Saving	Saving	Revised	
			2015/16	2015/16	2016/17	2016/17	2017/18	2017/18	2018/19	TOTAL	
No.	Dir	Description	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	Description of saving
42	CYP	Youth service	0	(200)	0	(200)	0	0	0	(400)	Income generation proposals to effectively half our contribution to the youth service
		OTHER									
		Council tax reduction scheme		(200)	0	0	0	0	0	(200)	Reducing demand for council tax benefit
		Council tax base		(281)	0	0	0	0	0	(281)	Additional income from additional properties on top of the £110k already in MTFP.
		Precepts and fees		(224)	0	0	0	0	0	(224)	Working with precepting & fee charging bodies to get early indications of budgets for 15/16
		Total savings	(3,102)	(5,487)	(2,805)	(3,495)	(1,310)	(1,269)	(556)	(10,807)	
		Required		(5,772)		(6,747)		(5,097)	(3,531)	(21,147)	

Appendix F - Responsible Financial Officers Opinion

1.1 The 2003 Local Government Act imposes a number of statutory duties on a Councils Responsible Financial Officer (RFO). Guidance on these duties is contained within LAAP Bulletin 55 and the CIPFA Statement on the Role of the Finance Director, compliance with which has been supported by the Councils Audit Committee. The primary duties are for me, as RFO, to provide a view on the robustness of the budget process, budgetary risk and the adequacy of reserves and balances.

1.2 Robustness of the budget process

1.3 In terms of robustness of the budget process, I have placed reliance on the work carried out by members of the Strategic Leadership Team in their Directorates involving budget managers and devolved accountants. The process has been properly rigorous with notable elements of good practice. These include;

- The use of the Councils Medium Term Financial Plan as an integral part of budget planning
- Inclusion of all Councillors in an all-member budget seminar
- Cabinet ownership of budget principles and assumptions through the development of the Medium Term Financial Plan
- Anticipating likely and known events through the application of appropriate indices for base costs.
- Applying rigour via Directorate Management Teams, Chief Officers, Strategic Leadership Team and Cabinet Member scrutiny.
- Comparing year on year budgets by using 2013/14 outturn and 2014/15 budget monitoring data.
- Providing Select Committees with opportunity to look at and scrutinize current budgets, gaining an understanding of the budgets within the remit of their Select committee.
- Engaging with the public at 5 events throughout the County in October, sharing the budget ideas and gathering further ideas from the public.
- Consulting on budget proposals with the Schools Forum and Trade Unions and Business Ratepayers.
- Providing opportunities for public consultation, via the web site, You Tube presentations and Twitter, but also through a further round of public engagement events throughout the County in January

- Communicating emerging Settlement considerations to Cabinet members.
- Being clear on risks and assumptions within budget proposals and identifying the links with the corporate priorities of the Council.
- Ensuring all members are involved in the budget setting process by establishing that budget and Council Tax settings is a function of full Council.

1.4 There are a number of explicit risks in the budget proposals now presented given the reduction in the settlement for next year and in the medium term. Risks have been identified as the budget proposals have been put together and are captured as part of the MTFP model. Outlined below are the key risks and how they are being managed:

- Some identification of evidenced based pressures in relation to the financial impact of increasing demand in children's social services, demographic changes such as increasing elderly population, changes in pupil numbers, has been included in the current budget process. However, these risks have in part been mitigated by the protection given to these areas in the sense that budget savings have been more heavily weighted to other areas of the budget. However, given the current year position against the budget in some of these areas, this potential pressure will require careful monitoring over the course of the financial year so that problems can be highlighted early and any appropriate corrective action taken.
- Directorates are being required to manage some pressures within their service areas as only significant pressures have been highlighted and included in the budget build. Whilst individually these pressures are relatively small in total there is a considerable pressure to be managed alongside the achievement of the budget saving proposals contained as part of this budget.
- A number of the savings/efficiency proposals involve the generation of income, changes to current structures, systems and processes or have implications for service design involving other partners or organisations. These savings involve higher levels of risk than those which broadly maintain current arrangements. At the practical level these risks begin with the income targets not being achieved, possibility of slippage and disruption in the transition from old to new arrangements resulting in further pressures to be managed in the year in which savings are budgeted to be made. Clearly robust and timely monitoring of the delivery of the savings in the budget will be critically important in order to manage the potential for these risks to materialize.
- Late notification of grant funding streams being removed or reduced. This is particularly an issue where the expenditure backing this grant is

in the form of permanent staff. These will need to be managed on a case by case basis, with the default position being that if the grant ceases the activity also ceases unless a business case can be built that justifies the maintenance of the activity, the expenditure and identifies a means of funding this expenditure following the loss of grant income. There is also a particular risk in the area of the Outcome Agreement Grant where payment is dependent on performance, the budget assumes full payment however there is a risk that the required performance levels may not be achieved and therefore less than 100% payment provided.

- Underlying assumptions on non-pay inflation built into the budget are not borne out next year. All budgets will not receive budget to cover the full extent of inflation factors next year if they turn out as expected. This puts further pressure on service budgets to find efficiencies savings to manage this shortfall. There is an expectation that this would need to be managed within overall directorate budgets.
- Further equal pay claims are lodged with the Authority, resulting in significant payout. A reserve was been established to fund the claims and payments already made. The Cabinet decision report on this however, did recognize that the option chosen will not completely extinguish the risk of further claims in this area.
- Uncertainty of when Prudential borrowing will impact on the revenue account resulting from the Authority accepting any awards of 21st Century funding following further development of the detailed programme being submitted to the WG. The capital programme proposal seeks to mitigate this risk by establishing authority to generate capital receipts to offset the need to borrow, however this carries with it its own risk in the current economic climate.
- Treasury estimates established in the budget are based on cashflows, timing of capital spend, forecast interest rate levels and predicted trigger points for converting variable loans to fixed rate loans. There is inherent uncertainty and risk attached to each variable. The Authority has established a Treasury Equalisation reserve to mitigate the potential impact caused by significant variations to the year on year budget. Contributions from the reserve are used to even out the variation in the MTFP model.
- General pressures on school budgets indicated by the number of schools with deficit budget management plans. As previously identified, schools have been protected from the level of savings required from the rest of the Authority. The LEA will be working closely with schools to help costs savings to be established. However, it is understood that some schools will still need to establish budget management plans, any resulting redundancies will need to be met from the budget established for this purpose.

- The risks on the capital side are largely around the difficulties in achieving the level of capital receipts required to fund future capital investment. If receipts are not achieved, other funding streams need to be sought which may include prudential borrowing with its consequent impact on the revenue budget. In addition there are significant pressures highlighted of a capital nature that will not be met as the priority is to invest in 21st century schools.

1.5 Whilst the above risks in the 2015/16 budget have been identified, the main budgetary risks going forward in for the MTFP will also need to be managed and outlined are as follow:

- Any impact arising from the Williams review, and the shape of Local government in Wales in the future and any new legislation impacting on the services provided by Local Authorities.
- Very low settlements projected for the medium term
- The revenue implications of 21st Century Schools, where the source of capital is uncertain given the medium term national forecast for significant funding reductions.
- The financial, service and strategic implications of service transformation, including shared services, greater partnership working with both public and private sector
- The national and local emphasis on increased waste diversion
- The deteriorating condition of local roads, associated infrastructure and property
- The ageing population
- Continued uncertainty in financial markets
- Low economic activity leading to increased demand for some services and reduced income in others.
- The potential liability of new equal pay c/aims arising from the implementation of single status

1.6 Adequacy of reserves

1.7 The MTFP has established the principles for general and earmarked reserve utilization. The level of the **general reserve** at £6.8 million is of concern being just above the minimum prudent level. The final revenue budget proposals include a requirement to use the general reserve to balance the budget in 2015/16. As the MTFP is updated as new information becomes available the position regarding the use of reserves will need to be reviewed.

- 1.8 Included with the general reserve are the school based reserves. There has been a slight recovery over recent years with the result that Monmouthshire's schools based reserves are no longer the lowest in Wales.
- 1.9 The 2015/16 budget recommendations anticipate some use of **earmarked reserves** to support the budget saving proposals and to even out one off expenditure items over the MTFP. Earmarked reserves have been established over time for the purpose of future utilisation, and whilst not currently earmarked for use provide a level of contingency for some of the risks associated with the budget recommendations highlighted in this report.
- 1.10 Earmarked reserve usage over the MTFP is projected to decrease the balance on earmarked reserves from £16.7 million at the start of 2015/16 to £6.8 million at the end of 2018/19. Taking into account that some of these reserves are specific, for example relating to joint arrangements or to fund capital projects, this brings the usable balance down to £4 million.
- 1.11 Whilst every effort will be made to avoid redundancy costs a budget has been included in the MTFP relating to these costs is for school based redundancies. The Policy was also revised, so the cost of redundancies should be reducing. Protection of Employment policy will be used to ensure redundancy is minimised, however, it is expected there may be some that are inevitable and reserve cover may be required for this, possibly in the region of £500,000 per year. Over the MTFP this could require £2 million reserve funding cover, if services are unable to fund the payments from their budgets.
- 1.12 The volatility of the Children's social services budget is going to be supplemented for 2015/6 with further funding, however if it is proposed to earmark the Priority Investment Reserve for next year to cover further pressures if they are not able to be contained.
- 1.13 The resulting impact on earmarked reserves would be to take the usable balance down further by the end of the MTFP period.
- 1.14 My judgement, taking into account the budget forecast at month 9, the corporate budget position, the quantum of earmarked reserves as well as the General Reserve is to certify reserves as adequate presently. However, given that the financial outlook is not set to improve significantly in the medium term, it is vital that the reserve position continues to be closely monitored. This will require continued sound budget management in future years of account and close Cabinet scrutiny of any further proposals to utilise reserves in the coming months. Further savings need to be identified so that the use of the general reserve can be minimized.
- 1.15 The provisional schedule of reserves estimated at the end of the financial year is included as an appendix to the budget report.

J Robson
Responsible Financial Officer

Prudential Indicators for Capital Programme Proposals 2015/2019

Local Authorities determine their own programmes for capital investment in fixed assets. The Prudential Code is the code of practice supporting local authorities in taking decisions and underpins the system of capital finance. The key objectives of the Prudential Code are to ensure, within the Prudential Framework, that capital investment plans of the Authority are affordable, prudent and sustainable.

To demonstrate that local authorities have fulfilled these objectives, the Prudential Code sets out the indicators that must be used, and the factors that must be taken into account. These indicators are reported below based on actual, current and planned capital budget proposals.

Importantly, it should be noted that the following effects are included in the proposed supported and unsupported borrowing resulting from the current and future capital budget proposals and figures have been adjusted accordingly:

Borrowing budgeted in the capital budget proposals 2015/16 to 2018/19 are as follows: The 2015/16 figures are inclusive of slippage from 2014/15 as identified and reported as part of the month 6 capital monitoring process.

- General Unsupported borrowing of £1,000,000 2015/16 to 2018/19.
- Abergavenny Library – a budget of £3,433,000, funded from unsupported borrowing, is forecast to be slipped into 2015/16 as a result of delays caused by the consideration of options available for a library service in Abergavenny.
- 21st Century Schools – budgeted unsupported borrowing of £14,311,000 2015/16, £11,307,000 2016/17 offset by a forecast reduction in unsupported borrowing in 2017/18 of £7,612,000 due to set-aside capital receipts.
- £2,420,000 of supported borrowing in 2015/16 and 2016/17 to 2018/19 which assists in financing the core capital programme and is funded through Revenue Support grant from the Welsh Government.

Capital Expenditure

The actual capital expenditure and financing (excluding vehicle leasing) that was incurred in 2013/14 and the estimates of capital expenditure and financing for the current year and future years that are recommended for approval are:

	2013/14 Actual £000	2014/15 Estimate £000	2015/16 Estimate £000	2016/17 Estimate £000	2017/18 Estimate £000	2018/19 Estimate £000
Capital Expenditure	19,650	19,376	54,660	29,787	8,985	7,692

The estimate of capital expenditure for the 2014/15 and 2015/16 financial years includes allowance for slippage of expenditure from the 2014/15 capital programme that was forecast at month 6 capital monitoring. The figures above do not include capital expenditure relating to vehicle leasing.

As stated in the Capital Programme Budget Proposals the medium term programme has been drafted, and a programme constructed for the next four years. There will be opportunity for the programme to be reviewed annually.

Ratio of financing costs to net revenue stream

Estimates of the ratio of financing costs to net revenue stream for the current and future years, and the actual figures for 2013/14 are:

	2013/14 Actual %	2014/15 Estimate %	2015/16 Estimate %	2016/17 Estimate %	2017/18 Estimate %	2018/19 Estimate %
Ratio of financing costs to net revenue stream	5.79	6.47	6.33	6.50	7.00	7.07

The estimates of financing costs include current commitments and the proposals in this budget report and are based on the actual and anticipated borrowing, net of investments.

Capital Financing Requirement

Estimates of the end of year Capital Financing Requirement for the Authority for the current and future years and the actual Capital Financing Requirement at 31 March 2014 are:

	2013/14 Actual £000	2014/15 Estimate £000	2015/16 Estimate £000	2016/17 Estimate £000	2017/18 Estimate £000	2018/19 Estimate £000
Capital Financing Requirement	119.8	123.5	139.3	138.3	128.6	126.5

The Capital Financing Requirement measures the authority's underlying need to borrow for capital purposes. In accordance with best professional practice, Monmouthshire County Council does not associate borrowing with particular items or types of expenditure, other than under its current policy for determining its Minimum Revenue Provision. The authority has an integrated treasury management strategy (last approved on 27th February 2014 by Council) and has adopted the CIPFA Code of Practice for Treasury Management in the Public Services.

The Council manages its treasury position in terms of its borrowings and investments in accordance with its approved treasury management strategy and practices. In day-to-day cash management, no distinction can be drawn between revenue and capital cash. External borrowing arises as a consequence of all the financial transactions of the authority and not simply those arising from capital spending. In contrast, the Capital Financing Requirement reflects the authority's underlying need to borrow for a capital purpose.

CIPFA's Prudential Code for Capital Finance in Local Authorities includes a key indicator of prudence where Gross External Borrowing does not, except in the short term exceed the total of Capital Financing Requirement. This is the case for the preceding year plus the estimates of any Capital Financing Requirement for the current and next two financial years.

Net external borrowing is the borrowing budgeted to finance the capital program (Gross External borrowing) offset by the levels of cash and investments.

	2013/14 Actual £000	2014/15 Estimate £000	2015/16 Estimate £000	2016/17 Estimate £000	2017/18 Estimate £000	2018/19 Estimate £000
Net External borrowing	88.2	89.0	113.1	107.2	105.9	105.1
Gross External borrowing	97.9	93.0	114.1	118.4	114.2	117.7
Capital Financing Requirement	119.8	123.5	139.3	138.3	128.6	126.5

The Head of Finance, as the Authority's S151 officer, reports that the Authority had no difficulty meeting this requirement in 2013/14, nor are any difficulties envisaged for the current or future years. This view takes into account current commitments, existing plans, and the proposals in this budget report.

Authorised Limit for External Borrowing

In respect of external debt, it is recommended that the Council approves the following Authorised Limit for its total external debt gross of investments for the next four financial years.

	2013/14 Actual £000	2014/15 Estimate £000	2015/16 Estimate £000	2016/17 Estimate £000	2017/18 Estimate £000	2018/19 Estimate £000
Borrowing	123.9	120.0	137.1	151.9	147.7	151.1
Other long term liabilities	3.0	2.7	2.6	2.6	2.6	2.5
Total	126.9	122.7	139.8	154.5	150.3	153.6

These limits separately identify borrowing from other long-term liabilities. The Council is asked to approve these limits and to delegate authority to the Head of Finance, within the total limit for any year, to effect movement between the separately agreed limits of borrowing and other long-term liabilities, in accordance with option appraisal and best value for money for the authority. Any such changes made will be reported to the Audit Committee or Council at the next opportunity following the change.

These limits are consistent with the authority's current commitments, existing plans and the proposals in this budget report for capital expenditure and financing, and with its approved treasury management policy statement and practices. They are based on the estimate of the most likely, prudent but not worse case scenario, with sufficient headroom over and above this to allow for operational management, for example unusual cash movements.

Operational Boundary for External Debt

The Council is also asked to approve the following Operational Boundary for external debt for the same period.

	2013/14 Actual £000	2014/15 Estimate £000	2015/16 Estimate £000	2016/17 Estimate £000	2017/18 Estimate £000	2018/19 Estimate £000
Borrowing	99.9	99.0	120.2	120.4	116.2	119.7
Other long term liabilities	1.3	1.2	1.1	1.1	1.1	1.0
	101.2	100.2	121.3	121.5	117.3	120.7

The proposed Operational Boundary for external debt is based on the same estimates as the Authorised Limit but reflects the estimate of the most likely, prudent but not worst case scenario, without the additional headroom included within the Authorised Limit to allow, for example, for unusual cash movements and equates to the maximum of external debt projected by this estimate.

The Operational Boundary represents a key management tool for in-year monitoring by the Head of Finance. Within the Operational Boundary, figures for borrowing and other long-term liabilities are separately identified. The Council is asked to delegate authority to the Head of Finance, within the total Operational Boundary for any individual year, to effect movement between the separately agreed figures for borrowing and other long term liabilities, in a similar fashion to the Authorised Limit. Any such changes will be reported to the Audit Committee or Council at the next opportunity following the change.

The Council's actual external debt at 31 March 2014 was £99.2 million, comprising £97.9 million borrowing and £1.3 million other long-term liabilities. It should be noted that the actual external debt is not directly comparable to the Authorised Limit and Operational Boundary, since the actual external debt reflects the position at one point in time.

In taking its decisions on this budget report, the Council is asked to note that the Authorised Limit determined for 2015/16 would be the statutory limit determined under section 3(1) of the local Government Act 2003.

Incremental impact of new capital investment decisions on Council Tax

A key measure of affordability is the incremental impact on the Council Tax, and the Council should consider different options for its capital investment programme in relation to their differential impact on the Council Tax.

The incremental impact works on the basis that supported borrowing is funded through Revenue Support Grant. The calculation is therefore determined by establishing the revenue impact of:

- Unsupported borrowing – in terms of interest payments and the statutory Minimum Revenue Provision (MRP)
- Any revenue savings or costs that have been identified and that will result from capital schemes being delivered

The current capital budget proposals, using current information available, would have the following impact:

	2013/14 Actual £ p	2014/15 Estimate £ p	2015/16 Estimate £ p	2016/17 Estimate £ p	2017/18 Estimate £ p	2018/19 Estimate £ p
Effect on Band D Council Tax	31.09	(14.47)	35.59	23.25	(12.50)	1.89

The notable incremental impact in 2015/16 is due to the high level of capital works schemes funded by unsupported borrowing. The credit in 2014/15 is due to a projected redemption of short term borrowing.

Joy Robson
Responsible Financial Officer

APPENDIX H1 - USE OF RESERVE FOR REVENUE BUDGET PURPOSES 2015-16

Item	2015-16		Reserve
	£000	£000	
	To	From	
COUNCIL FUND			
To fund 2015/16 budget		0	
Net contribution from Council Fund	0	0	
EARMARKED RESERVES			
General Earmarked reserve use			
Contributions from:			
Vehicles (residual value advance)		61	Invest to Redesign Reserve
Innovation / People Strategy		152	Invest to Redesign Reserve
Service Transformation - Adult Social Care		160	Invest to Redesign Reserve
Fixed Asset Disposal Costs		154	Capital Receipt Generation Reserve
Pension Strain Costs		325	Redundancy and Pensions Reserve
Local Development Plan		100	Priority Investment Reserve
CYP Development Fund		200	Priority Investment Reserve
Raising Education Standards		56	Priority Investment Reserve
Grass Routes Buses		26	Grass Routes Buses Reserve
Total contribution from Earmarked Reserves	0	1,234	
Contributions to:			
Repayments to reserve for amounts provided in earlier years	-60		Invest to Redesign Reserve
Election costs	-25		Elections reserve
Grass routes buses reserve	-5		Grass Routes buses reserve
Repayment of 14/15 capital advance	-16		Capital Investment Reserve
	-106	0	
Earmarked reserve support for revenue budget	-106	1,234	
Capital reserve funding		519	Capital Investment Reserve
TOTAL EARMARKED RESERVE CONTRIBUTIONS	-106	1,753	
		1,647	Total Net Contribution from Reserves

APPENDIX H2 - RESERVE BALANCES 2015/16

Reserve	B/F	2014/15					2015/16		
		Cont to	Cont from (Budgeted)	Cont from (Caveated)	Forecast Variances & Approved Reports	C/F	Contributions To	Contributions From	C/F
Council Fund									
Council Fund (Authority)	-7,080,000		266,410			-6,813,590			-6,813,590
School Balances	-988,044				700,000	-288,044			-288,044
Sub Total	-8,068,044	0	266,410	0	700,000	-7,101,634	0	0	-7,101,634
Earmarked Reserves									
<i>Invest to Redesign Reserve</i>	-2,208,161	-40,228	1,173,754		43,018	-1,031,617	-60,228	373,362	-718,483
<i>IT Transformation Reserve</i>	-946,845		311,942			-634,903			-634,903
<i>Insurances & Risk Management Reserve</i>	-1,968,388					-1,968,388			-1,968,388
<i>Capital Receipt Generation Reserve</i>	-244,246		231,609			-12,637		153,845	141,208
<i>Treasury Equalisation Reserve</i>	-1,124,693		338,175			-786,518			-786,518
<i>Redundancy and Pensions Reserve</i>	-744,243		369,579			-374,664		325,434	-49,230
<i>Capital Investment Reserve</i>	-1,636,445		25,570			-1,610,875	-15,500	518,541	-1,107,834
<i>Priority Investment Reserve</i>	-2,468,935		567,393		641,000	-1,260,542		356,000	-904,542
<i>Single Status & Equal Pay Reserve</i>	-1,051,834					-1,051,834			-1,051,834
<i>Museums Acquisitions Reserve</i>	-59,798					-59,798			-59,798
<i>Elections Reserve</i>	-58,183	-25,000				-83,183	-25,000		-108,183
<i>Grass Routes Buses Reserve</i>	-186,528	-5,000	25,913			-165,615	-5,000	25,913	-144,702
<i>Restricted Use Reserves</i>	-550,477	-203,506	173,682			-580,301			-580,301
Evidence Based Pressure	0					0			0
Total Earmarked Reserves	-13,248,777	-273,734	3,217,617	0	684,018	-9,620,876	-105,728	1,753,095	-7,973,509
Total Useable Revenue Reserves	-21,316,821	-273,734	3,484,027	0	1,384,018	-16,722,510	-105,728	1,753,095	-15,075,143

Appendix I - Revenue Budget Summary 2015/16

	November 2014 Cabinet proposals					Final Settlement Changes		Full Cost MTFP Base Budget Adjustments	January 2015 Cabinets Final budget recommendations		
	Indicative Base Budget 2015/16	Proposed savings	Identified Pressures	Council Tax Income	Proposed Budget 2015/16	Adjustment to AEF	Settlement pressures / adjustments		Changes to Pressures	Further Efficiency Savings	Final budget recommended
Net Expenditure Budgets											
Children and Young People	52,194	-1,514	330	0	51,010	0	0	209	0	0	51,219
Social Care and Health	36,982	-274	500	0	37,208	0	0	206	0	-40	37,374
Enterprise	10,102	-1,048	150	0	9,204	0	0	72	0	-125	9,151
Operations	18,012	-1,712	0	0	16,300	0	0	0	0	0	16,300
Chief Executive's unit	7,437	-234	0	0	7,203	0	0	-46	0	125	7,282
Corporate Costs & Levies	18,343	-100	400	0	18,643	0	0	0	126	-154	18,615
Sub Total	143,070	-4,882	1,380	0	139,568	0	0	441	126	-194	139,941
Appropriations	9,115	0	0	0	9,115	0	204	50	0	0	9,369
Contributions to Earmarked reserves	51	0	0	0	51	0	0	40	0	0	91
Contributions from Earmarked reserves	-860	0	0	0	-860	0	0	-375	0	0	-1,235
Total Net Proposed Budget	151,376	-4,882	1,380	0	147,874	0	204	156	126	-194	148,166

Funding Budgets

Aggregate External Financing (AEF)	-94,116	0	0	0	-94,116	40	0	-303	0	0	-94,379
Council Tax (MCC)	-41,815	-450	0	0	-42,265	0	0	-401	0	-31	-42,697
Council Tax (Gwent Police)	-9,381	0	0	0	-9,381	0	0	0	0	0	-9,381
Council Tax (Community Councils)	-1,669	0	0	0	-1,669	0	0	0	0	0	-1,669
Total Funding	-146,981	-450	0	0	-147,431	40	0	-704	0	-31	-148,126
Headroom/-shortfall	4,395	-5,332	1,380	0	443	40	204	-548	126	-225	40

	Council Tax 2014/15				2015/16 tax base	Council Tax 2015/16	%age increase
Council tax recommendations	1,043.34				44,561	1,094.98	4.95%

Appendix J1 - Capital Budget Summary 2015 to 2019

	Indicative Budget 2015/16	Indicative Budget 2016/17	Indicative Budget 2017/18	Indicative Budget 2018/19
Asset Management Schemes	1,929,278	1,929,278	1,929,278	1,929,278
School Development Schemes	42,247,450	22,446,500	3,644,000	2,350,000
Infrastructure & Transport Schemes	2,240,740	2,240,740	2,240,740	2,240,740
Regeneration Schemes	0	0	0	0
Sustainability Schemes	0	0	0	0
County Farms Schemes	300,773	300,773	300,773	300,773
Inclusion Schemes	850,000	850,000	850,000	850,000
ICT Schemes	0	0	0	0
Vehicles Leasing	1,500,000	1,500,000	1,500,000	1,500,000
Other Schemes	65,000	20,000	20,000	20,000
TOTAL EXPENDITURE	49,133,241	29,287,291	10,484,791	9,190,791
Supported Borrowing	(2,420,000)	(2,420,000)	(2,420,000)	(2,420,000)
Unsupported (Prudential) Borrowing	(11,809,000)	(6,804,000)	7,613,000	(1,000,000)
Grants & Contributions	(21,780,250)	(12,746,250)	(2,462,000)	(3,112,000)
Reserve & Revenue Contributions	(489,541)	(489,541)	0	0
Capital Receipts	(11,134,450)	(5,327,500)	(11,715,791)	(1,158,791)
Vehicle Lease Financing	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
TOTAL FUNDING	(49,133,241)	(29,287,291)	(10,484,791)	(9,190,791)
(SURPLUS) / DEFICIT	0	0	0	0

Appendix J2 - Schools capital programme (includes Raglan)	Financial Year 2015/16	Financial Year 2016/17	Financial Year 2017/18	Financial Year 2017/18
	Indicative Budget £	Indicative Budget £	Indicative Budget £	Indicative Budget £
Expenditure:				
Access For All	50,000	50,000	50,000	50,000
Raglan Primary	1,326,450	112,500		
Monmouth Comprehensive School - 1600 Place	19,171,000	11,167,500	1,797,000	1,150,000
Caldicot Comprehensive School - 1500 Place	18,700,000	9,116,500	1,797,000	1,150,000
Welsh Medium Secondary Schools	3,000,000	2,000,000		
Total Expenditure	42,247,450	22,446,500	3,644,000	2,350,000
Financing:				
Future schools funding - Raglan Primary	(647,250)	(56,250)		
21c schools project (grant and annuity)	(19,671,000)	(11,228,000)	(1,000,000)	(1,650,000)
External Grant Funding	(647,250)	(56,250)	0	0
MCC Capital Receipts	(679,200)	(56,250)		
21c schools project	(10,391,000)	(5,252,000)	(11,207,000)	(650,000)
Capital Receipts	(11,070,200)	(5,308,250)	(11,207,000)	(650,000)
Supported Borrowing	(50,000)	(50,000)	(50,000)	(50,000)
Unsupported Borrowing	(10,809,000)	(5,804,000)	8,613,000	0
Total Financing	(42,247,450)	(22,446,500)	(3,644,000)	(2,350,000)
(Surplus) / Deficit	0	0	0	0

Appendix J3 - Forecast Useable Capital Receipts

Amounts in excess of £10,000 are categorised as capital receipts. The balance of receipts is required to be credited to the Useable Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Council's borrowing requirement.

The forecast movement on the reserve based on forecast capital receipts and the budgeted application of capital receipts to support the financing of the Authority's capital programme is summarised below:

<u>GENERAL RECEIPTS</u>	2015/16	2016/17	2017/18	2018/19
	£000	£000	£000	£001
Balance as at 1st April	12,556	11,660	21,104	11,542
Less: capital receipts used for financing	(743)	(76)	(509)	(509)
Less: capital receipts used for financing Monmouth, Caldicot and Welsh medium 21c school provision	(10,391)	(5,252)	(11,207)	(650)
	1,422	6,333	9,388	10,384
Capital receipts forecast	10,235	25,220	2,150	0
Deferred capital receipts	4	4	4	4
Less: capital receipts set aside:		(10,452)		
Balance as at 31st March	11,660	21,104	11,542	10,388
<u>LOW COST HOME OWNERSHIP RECEIPTS</u>	2015/16	2016/17	2017/18	2018/19
	£000	£000	£000	£001
Balance as at 1st April	109	109	109	109
Less: capital receipts used for financing	0	0	0	
	109	109	109	109
Capital receipts forecast	-	-	-	
Balance as at 31st March	109	109	109	109

Appendix J4 - Capital Receipts Summary and Risk Factors

The analysis below provides a summary of the receipts and the respective risk factors:

Risk Factor	2015/16 £	2016/17 £	2017/18 £	2018/19 £	Total £	
Education Receipts						
Low	0	0	0	0	9,476,000	86%
Medium	600,000	0	0	0	850,000	8%
High	525,000	120,000	0	0	720,000	7%
	1,125,000	120,000	0	0	11,046,000	
County Farm Receipts						
Low	0	0	0	0	1,195,000	77%
Medium	0	0	0	0	0	0%
High	350,000	0	0	0	350,000	23%
	350,000	0	0	0	1,545,000	
General Receipts						
Low	0	0	0	0	40,000	0%
Medium	310,000	16,000,000	0	0	16,330,000	97%
High	300,000	200,000	0	0	500,000	3%
	610,000	16,200,000	0	0	16,870,000	
Strategic Accommodation Review						
Low	0	0	0	0	0	0%
Medium	0	1,500,000	0	0	1,500,000	36%
High	2,500,000	0	150,000	0	2,650,000	64%
	2,500,000	1,500,000	150,000	0	4,150,000	
Dependent on Outcome of LDP						
Low	0	0	0	0	0	0%
Medium	0	0	0	0	0	0%
High	5,650,000	7,400,000	2,000,000	0	15,050,000	100%
	5,650,000	7,400,000	2,000,000	0	15,050,000	
TOTALS						
Low	0	0	0	0	10,711,000	22%
Medium	910,000	17,500,000	0	0	18,680,000	38%
High	9,325,000	7,720,000	2,150,000	0	19,270,000	40%
Total	10,235,000	25,220,000	2,150,000	0	48,661,000	

Risk Factor key:

High - External factors affecting the potential sale that are out of Authority control

Medium - Possible risk elements attached but within Authority ability to control

Low - No major complications in forseen for the transaction

Appendix J5a - Major Capital Pressures

Description of Pressure	Forecast Cost
<p>The major review of the waste Mgt and recycling service is ongoing and will report in late Winter 2014 to Members with a proposal to delay revisions to the service until further analysis has been done. Proposals are likely to include consideration of receptacles rather than bags (anticipated cost of between £0.3-1.3m) To accommodate the change at kerbside, developments will be needed at our transfer stations at an indicative cost of £800k depending on the scale of works required. Options may be limited if WG insist on certain scheme components. The quoted capital costs exclude new vehicle costs which are modelled as being leased currently.</p>	2,100,000
<p>Monmouth Community Amenity site upgrade - indicative costs are £1.5-2m if built and run by the Council. The transfer station and CA capital costs could be avoided if the Council decided it was best value to procure a build, finance, operate contract for its sites in future. The work to evaluate these options will follow on after kerbside collection.</p>	2,000,000
<p>Bringing County highways to the level of a safe road network. This backlog calculation figure has been provided by Welsh Government. The Authorities Capital Programme is not addressing the backlog significantly as the annual level of funding available is not of sufficient magnitude to address this. The annual programme is set in relation to the approved budget and this programme is shared with all members. Routes are selected on the basis of their significance within the overall highway network and their condition. Programmes are reviewed annually around December and then distributed to members.</p>	80,000,000
<p>Investing in infrastructure projects needed to arrest road closures due to whole or partial bank slips. Without additional expenditure there is the potential for deterioration, increased scheme costs, disruption to communities and the travelling public and road closures.</p>	5,000,000
<p>Backlog on highways structures including old culverts, bridges and retaining walls. With existing budget this backlog will take 23 years to cover and there will be increased likelihood of loss of network availability.</p>	12,700,000
<p>Reprovision or repair of Chain Bridge - Cost prediction is indicative at present. Detailed estimates will be available Jan 2015. The bridge is currently under special management measures and inspection. Repair/reprovision will remove / minimise the need for these measures. Without remedial work, the structure will continue to deteriorate. The current 40T maximum limit will have to be further reduced restricting access to the Lancayo area especially for heavy vehicles.</p>	2,500,000
<p>Property Maintenance requirements for both schools & non-schools as valued by condition surveys carried out some years ago. The existing £2m annual budget mainly targets urgent maintenance e.g. health & safety, maintaining buildings wind & watertight, etc., and is insufficient to address the maintenance backlog. A lack of funding means maintenance costs will rise; that our ability to sell buildings at maximum market rates will be affected ; Our ability to deliver effective services will be affected and a Loss of revenue and poor public image.</p>	25,000,000
<p>Disabled adaptation works to public buildings required under disability discrimination legislation.</p>	7,600,000
<p>Maintenance and H&S works to historic buildings. Little progress has been made to date as the only budget available is the already overstretched capital maintenance programme. Without remedial works, Health and Safety risks become higher, long term maintenance costs become higher and potential revenue is lost from e.g. tourism, bookings, exhibitions, use of the locations for large events i.e. Food festival. CADW and landlords could force authority to carry out emergency repairs.</p>	4,000,000

School Traffic Management Improvements at Castle Park and Durand Primary Schools - based on works carried out on similar buildings.	450,000
Refurbishment of all Public Toilets	250,000
Modification works to school kitchens to comply with Environmental Health Standards. Without additional funding school kitchens may have to be closed and additional costs for transporting meals incurred, possibly causing disruption to the education process.	400,000
Remedial works to deal with Radon gas issues. Once the surveys are completed, where high levels of radon gas are established action has to be taken. Without this action, buildings will need to be closed and costs may be incurred for moving and relocating staff or schools.	250,000
Removal of Asbestos containing materials (ACM's) from buildings	2,000,000
Caldicot Castle remedial works - longer term pressures given the condition of the curtain walls / towers etc. The £2-3m estimate is a ball part figure ranging from just the backlog of maintenance to also including improvements to bring the visitor facilities up to modern standards. An RDP grant is paying for a condition survey / outline conservation plan. The current condition of buildings constrains current operations and will impact on future management options including the assessment of viability of potential Cultural Services Trust. Heritage Lottery Funding is possible (but very competitive) Substantial match funding would still be required.	3,000,000
Countryside Rights of Way work needed to bring network up to statutorily required and safe standard. This should be taken as a provisional figure as surveys and assessments of bridges and structures are on-going and the rights of way prioritisation system which includes risk assessment will more accurately define and rank the backlog. Bridge management report on 787 bridges completed in October 2013 identifies 254 known bridge issues of which 77 need repair, 31 replacement & 80 are missing. 68 have 'other' issues including 51 bridges which require full inspection to further ascertain requirements/costs. 13 bridges are 10m+ and require replacement or repair. It is not possible to cost all of these currently but a ball park figure of £288k has been identified for the first tranche of issues.	2,200,000
Transportation/safety strategy –Air Quality Management, 20 m.p.h legislation and DDA (car parks)	1,200,000
Disabled Facilities Grants (DFGs) - The DFG's budget has remained unchanged for the last ten years. Each year the fully committed/spent date falls earlier in the financial year. This year we expect the budget to be fully committed by end October.	500,000
Sub Total Major Pressures	151,150,000

Appendix J5b - Issues List			
Area	Background	Forecast Cost if known	Recommendation
Community Hub	The revenue budget proposal to create community hubs will require capital investment to ensure the Hubs have appropriate accommodation in Caldicot by creating the Hub in the Library, in Chepstow by creating the Hub in the existing building, in Monmouth by creating the Hub in the Market Hall or Rolls Hall and in Usk by creating a Hub in the building with the Youth Service. It is assumed that the proposal in Abergavenny will be funded from the capital already allocated to the library.	300,000	Requires capital funding in 2015/16
Monmouth Pool	Monmouth Pool – Recent report indicated options for members. Preference was to replace the pool, with a 4 lane 25 metre pool , subject to finalisation of budget costs and funding streams linked to 21st century schools	4,000,000	Requires business case to establish funding
Cycle track	The site at Gilwern wasn't suitable due to ecology issues in the national park and the need to use flood lights etc. Alternative sites will be considered if appropriate. Gilwern report 6/11/13 - was for £150k from Sports Wales, £120k S106 funding, £50k from Leisure budget and £150k Invest to save.	0	Requires business case to establish funding
Energy Efficiency schemes	Solar farm project requires member and Planning support - estimate Nov 14 Cabinet – proposal to be funded initially from borrowing (£5.7m cost), but ultimately self financing from feed in tariff to provide net saving in time.	0	Requires business case to establish funding
Accommodation rationalisation including J block	Rationalisation of property portfolio to include remodelling of J Block, Usk - Lease extension to Coleg Gwent until Dec 2016. Once building empty, 9 month refurbishment before move in (sep 17) which will require capital investment.	0	Need to establish cost for consideration in 2016/17 capital budget
Car parking strategy – Rockfield road £250k	Cabinet report 3/9/14 - proposed that a report go to Council to invest capital budget to include Rockfield Road £250,000 subject to final agreement of charging policy	250,000	Subject to final agreement on charging policy
Outdoor education strategy	A review of the service is ongoing looking at increasing revenue opportunities and also if the current three site approach is suitable for future delivery. If the conclusion of the report is close a facility, capital money will be required to develop facilities on remaining sites. The review is at an early stage. If combined 3 buildings into one, could free up a site and maybe generate a capital receipt; Will have completed review by Dec 14 ;	0	Review to take place

ALN strategy	Mandate 35 of the MTFP 14/15 outlines a review of current ALN service to ensure integration and streamlining the current service offer and may require capital investment	0	Review to take place
Depot rationalisation – transport	As it currently stands – Transport will not be requiring any capital monies. Transport Manager is working on a report to rent premises and bring PTU buses in house for servicing which will help cover the additional cost of the premises. A new fitting shop is becoming essential for Caldicot. Presently considering a site which would need around £25k capital set up costs	25,000	To be covered within existing budgets
Cultural services strategy	Currently the service is exploring future delivery options including trust status. Part of the work will involve conditions surveys which may lead to capital works being required. Included:- e.g. museums, Shire hall, Abergavenny castle, Old station Tintern, Caldicot castle; Have requested £30k from Cabinet to undertake the review (15/10/14);	1,000,000	Review to take place
Cemeteries	Monmouth Cemetery closed; A new north of county cemetery is regarded as low priority. Cabinet recommended that SCOMM Select look into this further.	0	Select to consider
Business Growth & Enterprise Strategy	The 'draft' strategy is currently out for consultation and we will be looking to bring the final report back through Cabinet. There are potential capital expenditure requirements in the following areas. Investment in digital and web presence – some of this is being secured through existing budget provision. However, there are likely to be business cases put through that will request additional funding. This will ultimately feed through Digital Board. Monmouthshire Crowd funding platform / lottery – this is now being deferred to December 14 Cabinet as we are only going to be in receipt of a piece of research being done by the University of South Wales in the next couple of weeks. Whether we move forward with a lottery concept and/or a crowdfunding platform there is potential for a request for MCC loan finance to: (a) Provide the initial capital (early estimate of £50k) for an independent organisation to run it; and (b) To provide initial capital (estimate of £1m) to allow loan finance to allow businesses to access low-interest or interest free	1,050,000	Requires business case to establish funding
Business Growth & Enterprise Strategy	Loan finance, potentially as match funding alongside crowdfunding. Business Hubs – working with Estates to identify appropriate space that would allow the Authority to develop Business hubs in our key towns. This will require a business case to come through.	5,000	Requires business case to establish funding

SRS	Similarly there is work ongoing with the SRS. We are putting a commissioning document in place that outlines what we require from the SRS going forward. This is being informed by a market testing exercise that is being done. This will then result in SRS providing clarity on what this means, not just in ongoing revenue terms, but also in terms of medium term capital implications.	0	Requires business case to establish funding
People Strategy	A revised People and Organisational Development Strategy has been taken through Cabinet. There is some work to do on our HR systems and processes. From this it is envisaged that there may well be investment needs that are required which of course would feed through Digital Board.	0	Requires business case to establish funding
Children's Services Contact centres	Capital required for adaptation of buildings for occupation.	0	Being completed in 2014/15
Sewerage treatment plan	Shirenewton sewerage treatment plant - Estimate increased from £50k to £75k. Last service /inspection report received in Sept 2014 stated 'very poor general condition and system in desperate need of replacement'.	75,000	To be managed within the current allocation in the budget
Sewerage treatment plan	Penyrhiw, Llanwenarth Citra sewerage treatment plant – is being reactively managed and remedially repaired, but is well past economic repair.	75,000	
Sewerage treatment plan	Itton Common Sewerage treatment plant - There is currently £10k in the capital programme but anticipated cost of works suggests a requirement for an additional £15k due to the need to acquire an additional area of land.	25,000	
Countryside	Llanfoist Bridge - The failure of the stone blockwork on the River Usk by Llanfoist bridge in Castle Meadows, Abergavenny – This continues to get worse and whilst we occasionally fill the resulting voids as it slumps it will eventually fail more fundamentally probably associated with a major flooding event. Given its the likely site for the Eisteddfod this is becoming a much higher corporate risk.	50,000	Capital allocation for countryside to be increased from ££40k to £70k. An additional £30k to be considered in the 2015/16 capital budget
Countryside	Current Rights of Way issues (Whitebrook byway) - Engineering assessments have been completed on landslip / collapse of byway at Whitebrook, estimated cost of repairs in the region of £70-£80k.	75,000	
Countryside	Current Rights of Way issues (Wye and Usk Valley Walks) - Engineering assessments have been completed on river erosion / landslips on the Wye and Usk Valley Walks. [Monmouth Viaduct] (Wye Valley Walk) £23,925, [Clytha] (Usk Valley Walk) £46,725, [Coed Y Prior] (Usk Valley Walk) £9,900, site investigations/design £5,500	86,000	
Countryside	Current Rights of Way issues (Closed Dangerous Bridges) - part of the wider rights of way bridges pressure (see major pressures) but specifically relating to those bridges in such poor condition that they have been legally closed on health and safety grounds	29,000	

Leisure	Monmouth Sportsground - The Monmouth Sports Pavilion is part of the land leased to the Monmouth Sports Association. The drain was diverted direct into the River Monnow when the second Monnow Bridge was constructed. However this needs to be reviewed to ensure it complies with all requirements. Capital costs are likely to be £10,000 for the sewer re-routing and connection works plus fees, the cost of a Section 104 Agreement with Welsh Water (DCWW) and the cost of adopting the sewer connection once the work is completed.	25,000	£25k capital funding required in 2015/16 to comply with all requirements
Property services	Radon Gas Surveys	30,000	Revenue cost
Property services	Tree Risk Assessments	30,000	Revenue cost
Countryside	Caldicot Castle - Kitchen Modifications (£40k) to bring up to date and comply with environmental health requirements and to allow banquets to take place and provide additional income to the castle. Consolidation of fire and security alarms (£20k)	60,000	£40k capital investment required to achieve the increase income targets in the revenue budget
Property services	School Kitchen H&S Works - Gas safe interlock valves are now required to all school kitchens to comply with Gas safe regulations. Also required to these kitchens are replacement cookers as some of the units present do not have gas flame safety devices	36,000	Being funded through property planned maintenance allocation
Leisure	Caldicot 3G pitch - Unanticipated ground conditions, electrical connection capacity and retention of original pitch by school are anticipated to increase costs.	55,000	Being addressed in 2014/15

**SCHEDULE 12A LOCAL GOVERNMENT ACT 1972
EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

REPORT: Revenue and Capital Budget 2015/16 –
final proposals subject to public
consultation

AUTHOR: Joy Robson

**MEETING AND DATE
OF MEETING:** Cabinet – 7th January 2015

I have considered grounds for exemption of information contained in the report referred to above and make the following recommendation to the Proper Officer:-

Exemptions applying to the report:

Information relating to specific assets values of tenanted properties.

Factors in favour of disclosure:

Provides information on assets the Authority is proposing to sell.

Prejudice which would result if the information were disclosed:

Prejudice negotiations with tenants of County Farms.

My view on the public interest test is as follows:

Outweighed by need to exempt.

Recommended decision on exemption from disclosure:

To apply exemption.

Date: 19/12/14

Signed: 

Post: HEAD OF FINANCE

I ~~accept~~ do not accept the recommendation made above.



Proper Officer

Date: 19/12/14

Monmouthshire County Council Medium Term Financial Plan - Equality Impact Assessment Matrix

2015 -2016

1 mark denotes a significant impact

Proposal No:	Proposal Description										
		Age	Disability	Gender reassignment	Marriage & Civil Partnership	Pregnancy & maternity	Race	Religion & Beliefs	Gender	Sexual orientation	Welsh Language
1	Leisure and tourism	0	0	0	0	0	0	0	0	0	0
2	Housing	0	0	0	0	0	0	0	0	0	0
6	Museums, castles etc	1	1	0	0	0	0	0	0	0	0
14	Home to school transport	1	1	0	0	0	0	1	0	0	1
16	Schools delegated budgets	1	1	0	0	0	0	0	0	0	0
19	Adult Education/Community Learning	0	0	0	0	0	0	0	0	0	0
20	Gwent music	1	1	0	0	0	0	0	0	0	0
25	Transport /fleet rationalisation	1	1	0	0	0	0	0	0	0	0
26	Property rationalisation	1	1	0	0	0	0	0	0	0	0
28	Community hubs	1	1	0	0	1	0	0	0	0	1
31	ICT Savings	0	0	0	0	0	0	0	0	0	0
35	Transformation of ALN	1	1	0	0	0	0	0	0	0	0
37a	Waste services	1	1	0	0	0	0	0	0	0	0
37b	Waste trade	0	0	0	0	0	0	0	0	0	0
37c	Grey bags and nappies	1	1	0	0	0	0	0	0	0	0
40a	Democracy	0	0	0	0	0	0	0	0	0	0
41	Highways	1	1	0	0	0	0	0	0	0	0
42	CYP/ Youth services	0	0	0	0	0	0	0	0	0	0
	Total	11	11	0	0	1	0	1	0	0	2

L/2 – Equality Challenge on the Capital Programme

The “Equality Initial Challenge”

Name: Joy Robson Service area: Finance Date completed: 12 th Dec 2014		Please give a brief description of what you are aiming to do. Present capital budget proposals for consultation	
Protected characteristic	Potential Negative impact Please give details	Potential Neutral impact Please give details	Potential Positive Impact Please give details
Age		X	
Disability		X	
Marriage + Civil Partnership		X	
Pregnancy and maternity		X	
Race		X	
Religion or Belief		X	
Sex (was Gender)		X	
Sexual Orientation		X	
Transgender		X	
Welsh Language		X	

Please give details about any potential negative Impacts .	How do you propose to MITIGATE these negative impacts
➤	➤
➤	➤
➤	➤
➤	➤

Signed Joy Robson Designation Head of Finance

Dated 12th Dec 2014

EQUALITY IMPACT ASSESSMENT FORM

What are you impact assessing	Service area
Capital budget proposals	Finance
Policy author / service lead	Name of assessor and date
Joy Robson	Joy Robson 12/12/14

1. What are you proposing to do?

Present final capital budget proposals subject to final consultation in early January

2. Are your proposals going to affect any people or groups of people with protected characteristics in a **negative** way? If **YES** please tick appropriate boxes below.

Age		Race	
Disability		Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

3. Please give details of the negative impact

4. Did you take any actions to mitigate your proposal? Please give details below including any consultation or engagement.

5. Please list the data that has been used to develop this proposal? eg Household survey data, Welsh Govt data, ONS data, MCC service user data, Staff personnel data etc..

The changes to the programme are relatively minor and do not change the overall shape of the programme

Signed...Joy Robson.....**Designation**...**Head of Finance**.....**Dated**...12/12/14.....

The “Sustainability Challenge”

Name of the Officer completing “the Sustainability challenge” Joy Robson		Please give a brief description of the aims proposed policy or service reconfiguration Capital budget proposals	
Name of the Division or service area Finance		Date “Challenge” form completed 12/12/14	
Aspect of sustainability affected	Negative impact Please give details	Neutral impact Please give details	Positive Impact Please give details
PEOPLE			
Ensure that more people have access to healthy food		X	
Improve housing quality and provision		X	
Reduce ill health and improve healthcare provision		X	
Promote independence		X	
Encourage community participation/action and		x	

voluntary work			
Targets socially excluded		X	
Help reduce crime and fear of crime		X	
Improve access to education and training		X	
Have a positive impact on people and places in other countries		X	
PLANET		X	
Reduce, reuse and recycle waste and water		X	
Reduce carbon dioxide emissions		X	
Prevent or reduce pollution of the air, land and water		X	
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)		X	
Protect or enhance visual appearance of environment		X	
PROFIT			
Protect local shops and		x	

services			
Link local production with local consumption		X	
Improve environmental awareness of local businesses		X	
Increase employment for local people		X	
Preserve and enhance local identity and culture		X	
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc		X	
Increase and improve access to leisure, recreation or cultural facilities		X	

What are the potential negative Impacts	Ideas as to how we can look to MITIGATE the negative impacts (include any reasonable adjustments)
➤	➤
➤	➤
➤	➤

➤	➤
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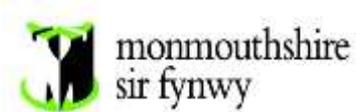
The next steps

- If you have assessed the proposal/s as having a **positive impact please give full details** below

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

Signed Joy Robson

Dated 12/12/14



SUBJECT:	REVIEW OF THE AUTHORITIES FEES & CHARGES PROPOSED FOR INCLUSION WITHIN THE 2015-16 BUDGET
DIRCTORATE:	CHIEF EXECUTIVES' - FINANCE
MEETING:	CABINET
DATE:	7th JANUARY 2015
DIVISION/WARDS AFFECTED:	ALL

1 PURPOSE:

- 1.1 To review all fees and charges made for services across the Council and identify proposals for amending them in advance of the 2015/16 financial year.

2 RECOMMENDATION:

- 2.1 That the proposed fees and charges for 2015/16 identified for each type of chargeable service made, as outlined in Appendix 1, be adopted.
- 2.2 That the increase in charges takes effect at a date no later than 1st April 2015, with any pressures resulting from increases taking place after this date to be managed by Chief Officers within their respective directorate budget allocations.
- 2.3 That Chief Officers effectively manage the budget pressures highlighted by services not increasing charges in line with the 2.5% increase assumed in the 2015-19 MTFP. Consideration should also be given to the cost effectiveness and administrative costs that result from implementing small increases to existing charges.

3 BACKGROUND:

- 3.1 Annual report compiled to present the Fees & Charges that the Authority will levy for the financial year 2015/16 on the stakeholders of the services provided by the Authority.

4 KEY ISSUES:

- 4.1 This report seeks to bring all fees and charges together in one report for Member consideration instead of individual reports being presented for each service.
- 4.2 The draft 2015/16 revenue budget proposals released on consultation by Cabinet at the meeting on 05th November 2014 includes an assumed 2.5% increase in income in the base budget. Appendix 1 identifies the list of services being charged for, the current charging policy and the proposed charges for 2015/16. These predominantly represent a 2.5% uplift for inflation, but may also include revisions recommended by service managers to refine their income budgets as reflected by the forecasted income projections in the current 2014/15 financial year.
- 4.3 In addition to the annual review that is undertaken of fees and charges, as part of the savings mandate exercise a review has been undertaken to identify the scope for increasing charges beyond the 2.5% MTFP assumption, or to introduce charges in services where they are currently not present or charged for, such as advertising on highway verges and roundabouts within the County and the introduction of Welsh Classes
- 4.4 A minority of charges are influenced by a national tariff or Government requirement which may not be known at this stage of budget preparation and some fees are restricted to cost recovery rather than income generation potential. So Appendix 1 also seeks to identify the anticipated shortfall in income generation from MTFP assumptions that will fall to service managers to absorb alongside the savings mandate agenda.
- 4.5 In the 2015/16 financial year, the fees and charges income budgets remain fairly static at around £14 million. However, Enterprise Directorate shows an overall reduced income budget, due primarily to rentals from Shops, Industrial units and the Area of Outstanding Natural Beauty Office being reduced by £50,000. Libraries income is anticipated to fall by £26,000 due to reduced room lettings at Chepstow Library and reduced ancillary fee income charges., The Adult Education tuition fees budget will reduce by £290,000 due to a reduction in funding from Coleg Gwent, although, it is assumed that this loss of income will be mitigated by an anticipated equal

reduction in costs. The greatest affect of the non implementation of a fee increase in line with the MTFP budget assumption of 2.5%, is within the Operations Directorate where Car Park Income, Private Bus Hire income within Transport and School Meals have pressures of £39,000, £20,000 and £20,000 respectively. Directorates will need to actively manage these positions by identifying additional savings or other additional income streams.

- 4.6 Regardless of the fees and charges proposed in this report for 2015/16 and as a result of the ongoing challenges faced by the Authority in setting its revenue budgets for the forward medium-term financial period, additional reports may be required that look to either further increase charges beyond the levels set within Appendix 1, or to implement charges that are not currently levied where the opportunity exists.

5 REASONS:

- 5.1 To identify the charges to be adopted for 2015/16 financial year.
- 5.2 To ensure that resultant pressures are also identified in order to allow them to be managed by Chief Officers within their respective directorate budgets.
- 5.3 To identify scope for increasing charges beyond the 2.5% increase modelled in the draft revenue budget proposals, or to consider charging where there is scope to charge for services for which there is currently no charging regime.

6 RESOURCE IMPLICATIONS:

- 6.1 Proposed charges are taken into account in the budget proposals that are out on consultation by Cabinet from its meeting on 05th November 2014.
- 6.2 Some charges cannot be increased in line with the medium-term financial planning assumption of 2.5%, as a result of there being specific restrictions imposed on the level of charges. Some income budgets are also suffering strain during 2014/15 and it is anticipated that this pressure will carry into 2015/16. The above pressures and other smaller pressures, as outlined in appendix 1, will need to be managed within directorates' 2015/16 revenue budget proposals and as part of the ongoing budget setting process.

- 6.3 Any other budget pressures that may be generated as a result of fees and charges identified by the MTFP model (and subsequently being increased by 2.5% by the model) not being contained in appendix 1, possibly as a result of them not falling within a charging regime, will also need to be managed within directorates' 2015/16 revenue budget proposals.

7 SUSTAINABLE DEVELOPMENTAL AND EQUALITY IMPLICATIONS:

- 7.1 There are no sustainable development implications arising from this report (Appendix 2).
- 7.2 An Equality Challenge (Appendix 2) has been undertaken on the fee increases proposed. The Council provides specific services to individuals with protected characteristics e.g. age, disability and marriage/civil partnerships. However whilst the indicative charges increase in line with inflation the actual charge is based on clients financial assessments.

8 CONSULTEES:

- 8.1 Senior Leadership Team
All Cabinet Members
Head of Legal Services
Head of Finance

9 BACKGROUND PAPERS:

- Appendix 1 – Proposed Fees and Charges for 2015/16 budget
- Appendix 2 – Equality Impact Assessment.

10 AUTHOR:

Joy Robson – Head of Finance

11 CONTACT DETAILS:

joyrobson@monmouthshire.gov.uk
01633 644270

DIR	Service Area	Service being charged for	Type of charge Statutory (S) Discretionary (D)	Charging Policy	Current Income Budget 2014/15 £	Forecast Income 2014/15	Current charge basis for 2014/15 £:p	Proposed Income Budget 2015/16 £	Proposed Charges for 2015/16 £:p	Pressure where 2.5% MTFP increase assumption is not likely to be implemented
		Cottage Rents	Discretionary	Reviewed every 3yrs per contract, in line with other estates	£20,333	£21,774	Reviewed in line with other estates	£20,672	Reviewed in line with other estates	£169
		Way Leaves	Discretionary	Utility companies and county land owners agree each yr, we are not involved in any agreement over increases	£1,000	£1,000	We receive the amount the utility companies pay us	£1,025	We receive the amount the utility companies pay us, 2.5% increase in line with model.	£0
		Grazing Rights	Discretionary	Reviewed every 3yrs per contract, in line with other estates	£7,175	£13,477	Reviewed in line with other estates	£13,500	Revised in line with 2013-14 actuals	£0
ENT	Asset Management	Rents from shops and other properties	Discretionary	All individual	£169,000	£150,000	Various - all individual	£150,000	Various - all individual	£4,225
		Fees from Sale of fixed assets	Discretionary	Introduced new charge in 12-13, substantiated by staff time within Estates.	£52,531	£52,531	Staff Time based	£53,844	Staff Time based	£0
		Industrial Unit Rent	Discretionary	Reviewed every 3yrs per contract, in line with other estates	£173,490	£147,144	Various - all individual	£155,000	Various - all individual Expenditure will be reduced to compensate for reduction in budget	£4,337
	Economic Development	Tourist Information Centres - Sales etc.	Discretionary	RRP & Market	£28,000	£28,000	Various	£28,700	Various	£0
		TIC Rent ANOB	Discretionary		£10,000	£0	£0	£0	No income from ANOB as client moved	£0
ENT	Libraries	Sale of discarded books	Discretionary	Annual Increase	£4,402	£916	10p flat rate	£916	Cannot increase fees due to current climate and subsequent loss of trade.	£110
		DVD Loans	Discretionary	Annual Increase	£6,252	£10,120	1.60 per loan	£10,120	compensates for loss of book sales, all charges are included within the proposed service remodelling	£156
		Audio & Visual Loans	Discretionary	Annual Increase	£11,828	£4,188	£1.25 per item. 60p for concessionary groups. Free for children	£4,188		£296
		Overdue Charges	Discretionary	Annual Increase	£24,571	£15,933	18p per day, max charge £15.00 For concessionary groups, 9p per day, max charge £7.50	£15,933	20p per day, max charge £15.00 For concessionary groups, 10p per day, max charge £7.50	£0
		Internet Usage	Discretionary	Annual Increase	£11,012	£12,887		£12,887		£275
		Photocopying	Discretionary	Annual Increase	£5,303	£3,816	From 10p to 15p per sheet.	£3,911	From 15p to 20p per sheet.	£0
		Reservation Fees (Inter Library Loans)	Discretionary	Annual Increase	£1,524	£615	£4.00 per reservation	£615	£4.00 per reservation	£38
		Lettings	Room Hire - discretionary; Lease element fixed	Annual Increase	£11,869	£2,151	Lease arrangements flat rate and room lettings ad hoc	£2,151	Budget reduction due to Chepstow Library not providing service anymore	£297
		Promotional Sales Commission	Discretionary	Annual Increase	£3,917	£2,861	wide range over all areas	£2,861		£98
ENT	Parks	Sports Pitches Various: Football and Rugby pitches - Fees vary for casual hire, seasonal hire and also if it's multiple pitch hire. Also, a junior rate for each as well as a standard rate.	Discretionary	Annual increase	£4,800	£4,800	Various: £7.60 to £233	£4,920	Various: £7.70 to £240	£0
		Sports Pitches Various: Bowls rinks - An adult rate and a OAP and juniors rate.	Discretionary	Annual increase			Various: £10.10 to £29.50		Various: £10.40 to £30.30	
		Sports pitches Various: Circus hire	Discretionary	Annual increase			Various: £211 to £422		Various: £217 to £433	
		Changing Rooms Various: Seniors and Juniors rate.	Discretionary	Annual increase			Various: £6.60 to £13.20		Various: £6.80 to £13.60	
		Fishing rights various: Salmon / Trout. Standard rate and OAP / children's rate	Discretionary	Annual increase	£2,300	£2,300	Various: £6.10 to 144.90	£2,358	Various £6.25 to £150	£0
		Sports club / Voluntary organisational leases	Discretionary	Fixed term lease payments reviewed on a 3 yr basis.	£20,200	£20,200	Approximately 5% of property value. This percentage can vary depending on the level of rental grant received.	£20,705		£0
ENT	Leisure Services	Sporting Equipment	Discretionary	Annual Increase	£20,605	£20,605	Range from £1.30 - £28.50 depending on item purchased	£21,120	Range from £1.35 - £28.50 depending on item purchased	£0
		Swimming Badges	Discretionary	Annual Increase	£10,004	£10,004	Range from £2.90 - £8.40	£10,254	Range from £3.00 - £8.60	£0
		Cafeteria & Bar	Discretionary	Annual Increase	£93,927	£93,927	Range from 30p - £8.85	£96,275	Range from 35p - £9.00	£0
		Vending Machines	Discretionary	Annual Increase	£187,716	£187,716	Range from 30p - £3.70	£192,409	Range from 30p - £3.80	£0
		Swimming Lessons	Discretionary	Annual Increase	£292,436	£292,436	Range from £0 - £5.65	£299,747	Range from £0 - £250	£0
		Sauna	Discretionary	Annual Increase	£14,753	£14,753	Range from £2.20 - £17.50	£15,122	Range from £1.00 - £17.80	£0
		Sports Classes	Discretionary	Annual Increase	£57,819	£57,819	Range from 0p - £100	£59,264	Range from 0p - £100	£0
		Swimming Pool Usage	Discretionary	Annual Increase	£172,695	£172,695	Range from £0 - £60	£177,012	Range from £0 - £61.50	£0
		Sports Hall Bookings	Discretionary	Annual Increase	£67,883	£67,883	Range from £2.95 - £42.55	£69,580	Range from £5.70 - £43.60	£0
		Room Lettings	Discretionary	Annual Increase	£77,862	£77,862	Range from £13.45 - £24.20	£79,809	Range from £13.80 - £24.80	£0
		Sale of Equipment - Fitness	Discretionary	Annual Increase	£15,221	£15,221	Range from 0p - £13.50	£15,602	Range from £2.00 - £13.50	£0
		Fitness Suite Inductions	Discretionary	Annual Increase	£13,838	£13,838	Range from 0p - £24.10	£14,184	Range from 0p - £30.00	£0
		Fitness Suite Membership	Discretionary	Annual Increase	£731,100	£731,100	Range from 0p - £366 Consisting of "pay as you go" and annual memberships.	£749,378	Range from 0p - £366 Consisting of "pay as you go" and annual memberships.	£0
		Fitness Classes - Personal Instruction, Fit for Life and Advance Courses	Discretionary	Annual Increase	£166,154	£166,154	Range from 0p - £33.10	£170,308	Range from 0p - £50	£0

DIR	Service Area	Service being charged for	Type of charge Statutory (S) Discretionary (D)	Charging Policy	Current Income Budget 2014/15 £	Forecast Income 2014/15	Current charge basis for 2014/15 £:p	Proposed Income Budget 2015/16 £	Proposed Charges for 2015/16 £:p	Pressure where 2.5% MTFP increase assumption is not likely to be implemented
		Advertising	Discretionary	Annual Increase	£6,250	£6,250	Range from £38.88 - £110.32	£6,406	Range from £39.85 - £113.08	£0
		Outdoor Facility Hire & Non- Sports Hall Block Bookings	Discretionary	Annual Increase	£183,124	£183,124	Range from £5.00 - £44	£187,702	Range from £4.10 - £45	£0
		Swimming Lessons 1-2-1	Discretionary	Annual Increase	£44,846	£44,846	1:1 Lessons £14.80 - £18.90	£45,967	1:1 Lessons £15.20 - £19.40	£0
		Casual Bookings	Discretionary	Annual Increase	£39,367	£39,367	£5.60 - £42.55	£40,351	£5.70 - £43.60	£0
		Hire of Facilities	Discretionary	Annual Increase	£51,250	£51,250	£4.25 - £49.50	£52,531	£4.35 - £50.75	£0
ENT	Allotments	Allotment plots	Discretionary	Annual Increase	£1,200	£1,200	£25.63 per plot	£1,230	£26.27 per plot	£0
ENT	Housing Services	Careline Alarms non business	Discretionary	Weekly equipment rental	£155,566	£150,000	£4.50 per week per client	£155,000	£4.50 per week per client	£4,455
		Careline Alarms St rate	Discretionary	Weekly equipment rental	£0	£0		£0		£0
		Careline Installation Charges	Discretionary	Charge for equipment installation	£8,200	£4,800	£40 per installation	£8,000	£40 per installation est. of 200	£405
		Careline Equipment Collection Fee	Discretionary	Charge for collecting returned equipment from user.	£0	£0	£25 per unit	£0	£35 per unit	£0
		Disabled Facility Grant Admin Fee	Discretionary	Charge to client for arranging and administering home adaptation work.	£55,000	£55,000	£950 per grant	£55,000	£950 per grant	£1,375
ENT	Adult Education	Tuition fees- franchised course	Discretionary	Per course as per franchise agreement coleg gwent	£667,780	£543,481	£1.56 per hour	£409,908	Franchised course income determined by Coleg Gwent - significant decrease in 14/15 but costs will be reduced substantially to offset this pressure	£0
		Use of letting charge classroom / large rooms	Discretionary	Per room excluding room use by MCC	£11,000	£34,800	£14.08 per hour	£35,670	Various	£0
		Tuition fees self financing course	Statutory	Set price to cover all costs plus 25%	£145,000	£112,300	£3.10 per hour but varies per class dependant on numbers	£115,108	No increase anticipated due to reduction in take up	£0
ENT	Outdoor Education	Residential outdoor education visits mainly by MCC and TCBC pupils	Discretionary	To cover costs of running the service and enable any developments/improvements	£666,250	£666,250	Primary £185 Secondary £205	£706,225	Primary £215 Secondary £225: increase of 8%	£0
OPERATIONS DIRECTORATE					£3,859,117	£3,513,409		£3,926,473		£73,605
OPS	Cleansing	Trade Sacks	statutory to chg., but must reflect our costs		£15,000	£12,000	£2 per sack or £1.20 if exempt i.e. charity	£15,000	£2.05 per sack or £1.25 if exempt i.e. charity	£375
		Green garden waste bags	Discretionary		£210,000	£210,000	£10 per bag for a weekly collection	£250,000	£12 per bag for a weekly collection	£0
		Commercial Waste Wheelie Bin	statutory to chg, but must reflect our costs		£433,000	£433,000	£10.80 to £21.45 for Coll & Disp chg, but £7.20 to £14.60 for just collection chg	£443,825	£11.10 to £22.00 for Coll & Disp chg, but £7.40 to £15.00 for just collection chg	£0
OPS	Highways	Highways Advertising	Discretionary	Dependant upon site location	£0	£0	New Initiative for 2015	£50,000	Sliding Scale based upon Location, Sign Size etc Sliding scale from Prime Site £1,500 to Other Site £1,000	£0
OPS	Transport	Private MOTs	Statutory	Fixed nationally	£8,500	£7,200	£4.85 Car MOT, prices increase depending on size of vehicle	£8,500	£54.85 for a Car MOT - Price Fixed centrally. Prices increase depending on size of vehicle	£212
OPS	Passenger Transport	Home to school transport, Bus Services - Private Hire with driver	Discretionary	Inflation Increase	£817,590	£716,697	Various - depends upon the length of the hire and the number of drivers, hire times and fuel prices.	£817,590	Various - depends upon the length of the hire and the number of drivers, hire times and fuel prices.	£20,440
OPS	Network Management	Skip/scaffolding licences on Public Highways	Discretionary		£9,000	£9,000	£51.25 (incl vat)	£9,225	£52.50 (incl vat)	£0
		Section 50 licenses	Statutory		£5,000	£5,000	£385 (incl vat)	£5,125	£395.00 (incl vat)	£0
		Street Naming	Discretionary		£0	£5,000	£25 (incl vat)	£5,125	£26 (incl vat)	£0
OPS	Traffic & Transport	Road Closures			£15,000	£15,000	£1,225	£15,375	£1,255	£0
		Local searches			£5,000	£2,500	£Various	£2,563	£Various	£0
		Road Works Administration charge			£5,000	£5,000	£114	£5,125	£117	£0
OPS	Car Parks	Pay and Display Income	Discretionary		£1,145,181	£1,020,000	£0.80p - 2 hr. stay, £1.30 - 3 hr. stay, £1.80 - 4 hr. stay, £3.50 all day. £2.50 daily charge Tuesday only at Byefield Lane. Over stay £2.00	£1,120,000	£1.00 - 2 hr. stay, £1.50 - 3 hr. stay, £2.00 - 4 hr. stay, £4.00 all day. £3.00 daily charge Tuesday only at Byefield Lane. Over stay £5.00	£28,630
		Contravention Fees	Discretionary		£92,902	£65,000	£30	£80,000	£30	£2,323
		Residential Street Permits	Discretionary		£2,101	£2,400	£30	£2,200	£40	£0
		Residential Off Street Permits	Discretionary		£3,400	£3,800	£30	£5,520	£40	£0
		Season Tickets Off Street	Discretionary		£72,000	£60,000	£350 pa. £177.50 6 months or £90 3 months	£65,000	£390 pa. £200 6 months or £100 3 months	£1,800
		Rents letting of car parks	Discretionary		£3,152	£3,679	£1500 per visit depending on what it will be used for.	£3,000	£1500 per visit depending on what it will be used for.	£79
		Wayleaves & Easements	Discretionary		£1,051	£1,400	£200	£1,400	£200	£0
OPS	School Meals	School Meals	Discretionary	Price per meal.	£789,845	£710,338	Infant £2.00 Junior £2.00 Adult £3.00 + VAT	£789,845	Infant £2.00 Junior £2.00 Adult £3.00 + VAT	£19,746
OPS	Registrars	Registrations - General Income	Mixture of statutory and discretionary charges for all below		£226,395	£226,395		£232,055		£0
		Approved Venue - Marriage & Civil Partnership Celebratory Services at Coed Glas Old Parlour Celebratory Services at approved or other venues					£330 - £451 £200 - £451 £166 - £451 £330 - £451		£340 - £460 £200 - £451 £170 - £460 £340 - £460	

DIR	Service Area	Service being charged for	Type of charge Statutory (S) Discretionary (D)	Charging Policy	Current Income Budget 2014/15 £	Forecast Income 2014/15	Current charge basis for 2014/15 £:p	Proposed Income Budget 2015/16 £	Proposed Charges for 2015/16 £:p	Pressure where 2.5% MTFP increase assumption is not likely to be implemented
		License for approved venues - New License for approved venues - Renewal Commemorative certificates & wallcharts					£1,500 £1,200 £5		£1,500 £1,200 £5	
CHIEF EXECUTIVE OFFICER DIRECTORATE					£1,452,494	£1,437,833		£1,493,352		£5,454
CEO	Revenues	Council Tax / NNDR court fees	Statutory	Fixed by Statute	£171,175	£168,583	£50k at summons stage, £20k at liability order stage.	£170,000	£50k at summons stage, £20k at liability order stage.	£5,454
CEO	Legal	Legal advice for external clients	Discretionary	Based on retrieving a proportion of whole legal budget	£30,468	£30,468	Charged at Officer time rate.	£31,230	Charged at Officer time rate.	£0
CEO	Electoral Registration	Electoral Registration	Statutory	Set by government legislation	£1,500	£904	£20 - £190	£1,538	£20 - £190	£0
CEO	Public Health	Air Quality Food Safety training Sampling of Water Quality on private water supplies Veterinary Inspection Recharge Riding Establishments Petrol Station Permits Petrol Station Licences Registration for acupuncture, tattooing and ear piercing	Statutory Discretionary Statutory Statutory Statutory Statutory Statutory	Fixed by Govt Set internally based upon market rates Fixed - Inflation Increase on Admin Fee Recovery of costs Law requires no more than cost recovery Fixed by Govt Fixed by Govt Law requires no more than cost recovery	£2,050 £13,854 £5,900 £3,000 £2,050 £7,175 £2,460 £308	£2,050 £13,854 £5,900 £3,000 £2,050 £7,175 £2,460 £308	Fixed by Government Market Price Cost Recovery & Inflation Increase on Admin Cost Recovery £294 Fixed by Government Fixed by Government Cost Recovery	£2,101 £14,200 £6,048 £3,075 £2,101 £7,354 £2,522 £316	Fixed by Government Market Price Cost Recovery & Inflation Increase on Admin Cost Recovery £294 Fixed by Government Fixed by Government Cost Recovery	£0 £0 £0 £0 £0 £0 £0 £0
CEO	Trading Standards.	Animals Licences Meteorological Verification Tests Explosives Poisons/ Hazardous substances	Discretionary Discretionary Discretionary		£3,485 £256 £1,332 £256	£3,485 £256 £1,332 £256	Cost Recovery Set Nationally Cost Recovery Cost Recovery	£3,572 £262 £1,365 £262	Cost Recovery Set Nationally Cost Recovery Cost Recovery	£0 £0 £0 £0
CEO	Licensing	Hackney Licences Lottery and Gaming Licensing Other Licences	Statutory Statutory Discretionary	Inflation Increase Fixed by Govt Fixed by Govt No more than cost recovery by law	£25,625 £5,638 £154,263	£25,625 £5,638 £154,263		£26,266 £5,779 £158,120	Charges for 15/16 will be set by the Licensing Committee which won't meet until Feb 2015	£0 £0 £0
CEO	Building Control	Building Control Building Control - VAT Exempt Building Regulations	Discretionary Discretionary Discretionary	Market Rate Market Rate Market Rate	£361,204	£333,731	Various	£370,234	Various	£0
CEO	Development Control	Development Control Fees Pre-Planning Application Fee Planning Searches	Statutory Discretionary Discretionary	Set by WG	£504,495 £20,000 £1,000	£504,495 £26,000 £1,000	£166 per domestic householder application £60/£90 £30	£517,107 £20,500 £1,025	£166 per domestic householder application Increase to be agreed by member report Dec/Jan, assume 2.5% minimum. Increase to be agreed by member report Dec/Jan, assume 2.5% minimum.	£0 £0 £0
CEO	Training	Welsh Classes	Discretionary	tbc	£0	£0	N/A	£10,000	tbc	£0
CEO	Land charges	Property Search Fees	Statutory & Discretionary		£135,000	£145,000	LLC1 Fee - Statutory £4 (electronic) or £6 (postal). CON29R - Discretionary £91	£138,375	LLC1 Fee - Statutory £4 (electronic) or £6 (postal). CON29R - Discretionary £91	£0
CHILDREN & YOUNG PEOPLE DIRECTORATE					£0	£0		£0		£0
CYP		Anything New for 2015-16?			£0	£0		£0		£0
SOCIAL CARE & HEALTH DIRECTORATE					£3,305,401	£3,304,622		£3,388,036		£0
SCH	ADULT SERVICES	Community Meals Fairer Charging Part III - Severn View Part III - Mardy Park Part III - Budden Crescent Residential/Nursing Fees	Discretionary Discretionary Discretionary Discretionary Discretionary Discretionary	Annual Increase Annual Increase in line with inflation. Actual charge based on Financial Assessment to a maximum of £50 per week Annual Increase in line with inflation. Actual charge based on Financial Assessment Annual Increase in line with inflation. Actual charge based on Financial Assessment Actual charge based on client's Financial Assessment Actual charge based on Financial Assessment	£293,312 £611,190 £301,573 £91,479 £7,354 £2,000,493	£269,927 £620,332 £354,945 £70,195 £7,500 £1,981,723	£3.95 £11.10 £486 £486 Charge is dependant on Financial Assessment and guidelines set by WAG. Charge dependant on Financial Assessment and guidelines set by WAG	£300,645 £626,470 £309,112 £93,766 £7,538 £2,050,505	£4.05 £11.38 £498.15 £498.15 Charge is dependant on Financial Assessment and guidelines set by WAG. Charge dependant on Financial Assessment and guidelines set by WAG	£0 £0 £0 £0 £0 £0

Appendix 2 The “Equality Initial Challenge”

Name: Dave Jarrett Service area: Central Finance Date completed: 17 th November 2014		Please give a brief description of what you are aiming to do. This proposal seeks to evaluate the effect of increases to fees & charges in 2015-16 as part of the Revenue Budget Proposals	
Protected characteristic	Potential Negative impact Please give details	Potential Neutral impact Please give details	Potential Positive Impact Please give details
Age	Negative in relation to care charge fees, Community Meals etc and any fee increase due to inflationary increase in the charge built within the MTFP		
Disability	Negative in relation to inflationary charges built within the MTFP that affect the disabled		
Marriage + Civil Partnership	Negative due to increase in registration fees		
Pregnancy and maternity		Neutral	
Race		Neutral	
Religion or Belief		Neutral	
Sex (was Gender)		Neutral	
Sexual Orientation		Neutral	

Transgender		Neutral	
Welsh Language		Neutral	

Please give details about any potential negative Impacts .	How do you propose to MITIGATE these negative impacts
➤ <i>Price increases to some services e.g. adult care services,</i>	➤ Actual charge based on client financial assessments
➤ Increases in Marriage / Death certificates and other Registrar Services	➤ Charges are a mixture of statutory and discretionary charges to cover the cost of the service
➤	➤
➤	➤

Signed Dave Jarrett Designation Accountant

Dated 03rd December 2014

EQUALITY IMPACT ASSESSMENT FORM

What are you impact assessing	Service area
Fees & Charges Report 2015/16	Central Finance
Policy author / service lead	Name of assessor and date
Joy Robson	D Jarrett, 03 rd December 2014

1.What are you proposing to do?

To review and update fees and charges proposed as part of the 2015-16 budget setting process

2. Are your proposals going to affect any people or groups of people with protected characteristics in a **negative** way? If **YES** please tick appropriate boxes below.

Age	Yes	Race	
Disability	Yes	Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership	Yes	Sexual Orientation	
Pregnancy and maternity		Welsh Language	

3. Please give details of the negative impact

Inflationary increases in Adult Services and Community Meals, these will have a impact on the older and less agile members of the community.
Increase in registrar fees will have a negative impact in regard to increased costs to the service applicants.

4. Did you take any actions to mitigate your proposal? Please give details below including any consultation or engagement.

Whilst there is an indicative annual increases in charges in line with inflation in relation to Adult Services and Community Care actual charges are based on client's financial assessments
Fee increases within Registration have been restricted to cover for operational cost increases only.

5. Please list the data that has been used to develop this proposal? eg Household survey data, Welsh Govt data, ONS data, MCC service user data, Staff personnel data etc..

The data and information contained within The Fees and Charges Report 2015-16

Signed **D Jarrett** **Designation...Accountant** **Dated** **03rd December 2014.....**

The “Sustainability Challenge”

Name of the Officer completing “the Sustainability challenge” Dave Jarrett		Please give a brief description of the aims proposed policy or service reconfiguration This proposal seeks to evaluate the effect of increases to fees & charges in 2015-16.	
Name of the Division or service area Central Finance		Date “Challenge” form completed 03rd December 2014	
Aspect of sustainability affected	Negative impact Please give details	Neutral impact Please give details	Positive Impact Please give details
PEOPLE			
Ensure that more people have access to healthy food		No effect in this report	
Improve housing quality and provision		No effect in this report	
Reduce ill health and improve healthcare provision		No effect in this report	
Promote independence		No effect in this report	
Encourage community participation/action and voluntary work		No effect in this report	
Targets socially excluded		No effect in this report	

Help reduce crime and fear of crime		No effect in this report	
Improve access to education and training		No effect in this report	
Have a positive impact on people and places in other countries		No effect in this report	
PLANET		No effect in this report	
Reduce, reuse and recycle waste and water		No effect in this report	
Reduce carbon dioxide emissions		No effect in this report	
Prevent or reduce pollution of the air, land and water		No effect in this report	
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)		No effect in this report	
Protect or enhance visual appearance of environment		No effect in this report	
PROFIT			
Protect local shops and services		No effect at this meeting	
Link local production with local consumption		No effect in this report	

Improve environmental awareness of local businesses		No effect in this report	
Increase employment for local people		No effect in this report	
Preserve and enhance local identity and culture		No effect in this report	
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc		No effect in this report	
Increase and improve access to leisure, recreation or cultural facilities		No effect in this report	

What are the potential negative Impacts	Ideas as to how we can look to MITIGATE the negative impacts (include any reasonable adjustments)
➤	➤
➤	➤
➤	➤
➤	➤

The next steps

- If you have assessed the proposal/s as having a **positive impact** please give full details below

N/A

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

N/A

Signed

D Jarrett

Dated 17th November 2014

SUBJECT:	Waste Budget Mandate - Waste Collection Changes Policy and Budget Approval
MEETING:	Cabinet
DATE:	7th January 2015
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

To seek approval for:

- a) Changes to the residual waste policy as approved by Council on 26th April 2013 by removing the requirement for household residual waste to be placed out in Council provided grey bags. The requirement will now be for residents to supply their own bags but still only be restricted to two per fortnightly collection.
- b) The revised MCC Residual Waste Policy as contained in Annex 1;
- c) Changes to the frequency of nappy/hygiene collections. A move from weekly to fortnightly and for this waste to be collected with householder residual waste but still collected in Council provided yellow/black bags; and
- d) The MTFP entry for a £180k saving for 2015-16 from the two above actions be noted prior to Council agreeing the budget on 22nd January 2015.

2. RECOMMENDATIONS:

2.1 To agree that:

- The policy changes on grey bags and nappy/hygiene collection frequency be approved; and
- The budget in 2015-16 reflect the £180k saving proposed.

3. KEY ISSUES:

Removal of Grey Bags Proposal – Key Changes to Existing Policy

- 3.1 The budget mandate and further addendum outlines the outcomes and actions that the change will deliver and also the key risks. The mandate was presented to Cabinet on 3rd November and was scrutinised with the Addendum at Strong Communities Select Committee on 11th December 2014.
- 3.2 Under the Environmental Protection Act 1990 (46(1)) Councils have the power to require householders to place waste for collection in receptacles of a kind and number specified. This measure is used to promote sustainable waste management and also to ensure public behaviour is compatible with the collection methodology of the Council. By clearly specifying materials and containment recycling can be promoted and landfill/disposal reduced.
- 3.3 The only changes to the existing policy are:-
- Monmouthshire County Council will no longer provide householders with grey bags for the disposal of household residual (general rubbish) waste; and
 - Householders must provide their own bags for residual waste collections. The bag size must not exceed 75cm x 95cm (equivalent size to the Council provided grey bags)
- 3.4 Key remaining elements of the policy are:
- Households may only place out 2 bags for collection per fortnight
 - Additional bags (side waste) will not be collected
 - For larger families/households (5+) an additional may be given if recycling services are being maximised
 - For people who struggle with their waste and need additional help MCC will work them to determine appropriate and sympathetic solutions
 - Fines are not used a tool to enforce this policy given the excellent compliance by MCC householders and the high recycling achieved to date.

The revised Council policy is at Annex 1.

What if a household still has grey bags? Do they stop using them?

- 3.5 For 2013-14 and 2014-15 MCC delivered enough grey bags for an annual supply to every householder (through May-June). For the majority of householders their supply will therefore end May-June. However for those who have not used their 2 bag allowance per fortnight by this time, it is advised that they finish using their grey bags before switching over to householder provided black bags. Therefore whilst the “official” start date will be 1st July 2015 to correspond with the same date two years ago it is appreciated that it will be an evolution as existing supplies of grey bags are exhausted by householders.

Nappy-Hygiene Collections - Change of Frequency

- 3.6 The budget mandate outlines the key proposed change i.eto collect nappy-hygiene waste fortnightly alongside residual waste.
- 3.7 The nappy-hygiene service commenced with the introduction of fortnightly refuse collections over 2010-11 and the waste was picked up on non-refuse collection weeks. Residents were asked to register to ensure our crews knew the waste could be collected and the resident was eligible. On refuse collection weeks it was at first collected with refuse bags and identified with stickers. Weekly separate collections of the material began (so not collected with refuse every fortnight) with the potential to recycle this material in 2012-13 and MCC provided residents with different bags to indicate it was Special Waste (and therefore the yellow/black bags needed to be used) in order for it to be collected.
- 3.8 Unfortunately in 2013 the recycling plant closed down unexpectedly leaving MCC and a number of other LAs with no solution for this material. Since then the waste has still been collected separately and weekly but has disposed of via energy from waste. With the onset of Project Gwyrdd and the use of the Trident Park energy from waste plant it is now more cost effective to send this material for disposal i.e. it is cheaper than what MCC was paying for recycling.
- 3.9 The mandate proposed that households registered for the service would be given an additional allocation of black bags (as per the policy for residual policy with households with 5+ residents). It is now proposed that householders will continue to be supplied with the tiger bags denoting that their additional allocation is for a specific purpose. This will ensure that only hygiene/nappy waste is included in those bags and that additional black bags are not being used for disposal of potentially

recyclable waste. Also as demand can vary identifying a suitable number of additional black bags could be difficult whereas there will be no limit on the number of tiger bags used and residents can indicate they need more bags by placing a note on the bags placed out for collection and crews will deliver direct.

- 3.10 This proposal also gives MCC flexibility for the future. Should a technology be developed which is highly efficient in recycling and cost effective compared to Project Gwyrdd the Council can undertake a cost benefit analysis for different collection methodologies with minimal public disruption.
- 3.11 It is proposed that householders will continue to use the registration service so that MCC can continually monitor participation levels. In addition the registration system will be upgraded for MCC to easily identify between nappy (and therefore time limited collections) and hygiene waste (which can be more ongoing).
- 3.12 It is appreciated that some residents have expressed concern about the high visibility of the tiger bags. We appreciate this and the services' communications make it clear to residents that we can arrange a discrete location for collections (similar to assisted collections) so it does not have to be placed out on the street. It must also be stressed that this waste can still be disposed of at the 4 Household Recycling Centres around the County.

The Link to Route Optimisation - Implementation & Communications

- 3.13 In Feb 2014 Council approved a budget mandate of £250k for route optimisation i.e. the Council using software to ensure that collection routes, vehicles and manning levels were optimised. The rounds needed to be re-balanced given the success of the residual waste restriction where a refuse round used to collect 19t per day and now can collect as little as 6-8tonne per day. A trial is currently being undertaken to determine appropriate performance levels and reviewing the allocation of vehicles/staff to rounds for appropriateness and safety.
- 3.14 As it is very likely that collections days will change for most residents through this exercise it is proposed that communications for day changes and removal of grey bags be aligned. This will ensure that residents receive a holistic waste/recycling message and the Council is not sending out information to every household for the same service over a number of months. Separate communications will also be sent to the 4,000 nappy/hygiene service users to inform them of the changes.

4. REASONS:

- 4.1 The restriction on residual waste has been a huge success and this is down to the compliance and adoption of the initiative by the residents of Monmouthshire. The grey bags gave a strong message of the change required. Given the level of compliance and high recycling performance combined with a need to reduce expenditure it is proposed that the provision of grey bags be removed to release a saving of £80k.
- 4.2 The changes to the nappy/hygiene collection frequency is to save £100k as a result of a reduction in 3 vehicles and 3 operatives from the workforce.

5. RESOURCE IMPLICATIONS:

- 5.1 The actions will deliver a total saving of £180k. Within the budget mandate it is identified that £10k will be required to fund a communications campaign. This is to be covered from the existing education and awareness expenditure line within the waste budget.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

- 6.1 The equalities initial challenge did identify that there may be implications on protected characteristics with the change of frequency of nappy/hygiene implications. However the advice received from the Equalities Officer was that as the service is remaining, albeit at a reduced capacity with advice provided on storage and magement; the fact that the Househohld Recycling Centres could be used for more frequent disposal of this material; and that real nappies would be promoted for new mothers there was no discriminatory impact from these proposals.
- 6.2 The recycling and waste service is focused on delivering positive sustianable development outcomes and the proposed changes continue to support the Council's focus on recycling.

7. CONSULTEES:

Cabinet
Senior Leadership Team
Head of Service
Chief Internal Auditor
Head of Finance
Head of Legal Services
Strong Communities Select Committee (budget mandate review 11th December 2014)

8. BACKGROUND PAPERS:

9. AUTHOR:

Rachel Jowitt, Head of Waste & Street Services

10. CONTACT DETAILS:

Tel: 01633 738326/ 07824 406356

E-mail: racheljowitt@monmouthshire.gov.uk

The “Equality Initial Challenge”

Name: Rachel Jowitt Service area: Waste & Street Services Date completed: 12 th December 2014		Please give a brief description of what you are aiming to do. Remove the supply of grey bags for householders refuse collections but still only allow householders to place out 2 black bags per collection. Alter the collection frequency of the nappy/hygiene service and change it from a separate collection to collecting them with general refuse	
Protected characteristic	Potential Negative impact Please give details	Potential Neutral impact Please give details	Potential Positive Impact Please give details
Age	There could be a perceived impact from the change of the nappy./hygiene service where older people are utilizing the service for incontinence waste	Householders will be required to provide their own black bags instead of Council supplied grey bags. Whilst this will have a small financial impact on householders it is not against any one protected characteristic. Householders used to provide their own black bags so it is simply a return to previous practice.	
Disability	There could be a perceived impact from the change of the nappy./hygiene service where	Grey bag impact as above	

[Type text]

	disabled people are utilizing the service for incontinence waste		
Marriage + Civil Partnership		The changes would not have an impact on this protected characteristic as they are not users of the current service	
Pregnancy and maternity	There could be a perceived impact from the change of the nappy./hygiene service where mothers are utilizing the service for nappy waste		
Race		Grey bag impact as above	
Religion or Belief		Grey bag impact as above	
Sex (was Gender)		Grey bag impact as above	
Sexual Orientation		Grey bag impact as above	
Transgender		Grey bag impact as above	
Welsh Language		Grey bag impact as above	

Please give details about any potential negative Impacts .	How do you propose to MITIGATE these negative impacts
<ul style="list-style-type: none"> ➤ The weekly collection of nappy/hygiene waste was introduced at the same time as the introduction of fortnightly refuse collections in 2010. This was to help those householders manage this “smelly” waste in the intervening weeks. There could be concern about health effects of the storage of this waste for two weeks and residents concerned that they would not have capacity within their residual 2 bag limit to manage this waste. 	<ul style="list-style-type: none"> ➤ Residents can make use of the 4 Household Waste Recycling Centres for more regular disposal of this waste and this will be communicated clearly
<ul style="list-style-type: none"> ➤ 	<ul style="list-style-type: none"> ➤ Guidance will be provided on appropriate wrapping and storage of this waste to reduce the impact of a fortnightly collection. At the same time MCC will communicate that there are no health effects from the storage of this waste for 2 weeks.
<ul style="list-style-type: none"> ➤ 	<ul style="list-style-type: none"> ➤ MCC already promotes and subsidises Real Nappies. This can be re-promoted with these changes as a switch to Real Nappies a) reduces waste and b) fully removes the potential negative impact of this waste for parents (but accepting this would not be applicable to those using the service for hygiene waste)
<ul style="list-style-type: none"> ➤ 	<ul style="list-style-type: none"> ➤ Those making use of this service (or would have in the future) will be able to apply for an additional allocation via registration and the issue of Tiger Bags. There is an existing process for this.

The nappy/hygiene service is not being removed altogether. Therefore the perceived impact on the protected characteristics needs to be carefully examined to determine if the impact is an actual one. Advice from the Equalities Officer is that as the service is continuing, albeit at

[Type text]

a reduced frequency, that provision is still being made for the resident to dispose of this waste at the Recycling Centres that there is no discrimination against protected characteristics.

Signed 

Designation Head of Waste & Street Services

Dated 12th December 2014

EQUALITY IMPACT ASSESSMENT FORM

Name of policy or change to service (Proposal)	Directorate:	Department:
Waste Collection Mandate - Policy and Budget Approval	Operations	Recycling & Waste
Policy author / service lead	Name of assessor	Date of assessment:
Rachel Jowitt	Rachel Jowitt	12 th December 2014

1. Have you completed the Equality Challenge form? **Yes /**

2. What is the **Aim/s** of the Policy or the proposed change to the policy or service (the proposal)

To seek approval for:

- a) Changes to the residual waste policy as approved by Council on 26th April 2013 by removing the requirement for household residual waste to be placed out in Council provided grey bags. The requirement will now be for residents to supply their own bags but still only be restricted to two per fortnightly collection.
- b) The revised MCC Residual Waste Policy as contained in Annex 1;
- c) Changes to the frequency of nappy/hygiene collections. A move from weekly to fortnightly and for this waste to be collected with householder residual waste but still collected in Council provided yellow/black bags; and
- d) The MTFP entry for a £180k saving for 2015-16 from the two above actions be noted prior to Council agreeing the budget on 22nd January 2015.

[Ty]

3. From your findings from the “Equality Challenge” form did you identify any people or groups of people with protected characteristics that this proposal was likely to affect in a **negative** way? Please tick appropriate boxes below.

Age		Race	
Disability		Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

4. Please give details of any consultation(s) or engagement carried out in the development /re-development of this proposal.

The Monmouthshire Engages events identified the potential removal of the grey bags. Consultation has been undertaken with the Equalities Officer on the collection frequency changes to the nappy/hygiene service. Advice received was as the service was continuing, albeit at a reduced frequency there was no direct impact on protected characteristics.

5. Please list the data that has been used for this proposal? eg Household survey data, Welsh Govt data, ONS data, MCC service user data, Staff personnel data etc.

Data from nappy/hygiene registration database to determine users of the service

[Typ

6. As a result did you take any actions to mitigate your proposal? Please give details below.

n/a

7. Final stage – What was decided?

• **No change made to proposal/s – please give details**

• **Slight changes made to proposal/s – please give details**

• **Major changes made to the proposal/s to mitigate any significant negative impact – please give details**

[T]

Signed...  Designation... Head of Waste & Street Services Dated... 12th December 2014

The “Sustainability Challenge”

<p>Name of the Officer completing “the Sustainability challenge”</p> <p>Rachel Jowitt</p>	<p>Please give a brief description of the aims proposed policy or service reconfiguration</p> <p>To seek approval for:</p> <ul style="list-style-type: none"> a) Changes to the residual waste policy as approved by Council on 26th April 2013 by removing the requirement for household residual waste to be placed out in Council provided grey bags. The requirement will now be for residents to supply their own bags but still only be restricted to two per fortnightly collection. b) The revised MCC Residual Waste Policy as contained in Annex 1; c) Changes to the frequency of nappy/hygiene collections. A move from weekly to fortnightly and for this waste to be collected with householder residual waste but still collected in Council provided yellow/black bags; and d) The MTFP entry for a £180k saving for 2015-16 from the two above actions be noted prior to Council agreeing the budget on 22nd January 2015.
<p>Name of the Division or service area</p> <p>Operations</p>	<p>Date “Challenge” form completed</p> <p>12th December 2014</p>

[Type text]

Aspect of sustainability affected	Negative impact Please give details	Neutral impact Please give details	Positive Impact Please give details
PEOPLE		The proposal is to make changes to waste collections	
Ensure that more people have access to healthy food		As above	
Improve housing quality and provision		As above	
Reduce ill health and improve healthcare provision		As above	
Promote independence		As above	
Encourage community participation/action and voluntary work		As above	
Targets socially excluded		As above	
Help reduce crime and fear of crime		As above	
Improve access to education and training		As above	

[Type text]

Have a positive impact on people and places in other countries		As above	
PLANET			
Reduce, reuse and recycle waste and water		The continued restriction on residual waste is focused on recycling more and disposing less.	
Reduce carbon dioxide emissions		By increasing recycling and reducing disposal CO2 emissions will be reduced	
Prevent or reduce pollution of the air, land and water		All waste management activities are highly regulated and should not pollute	
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)		Diverting waste from landfill will not have a direct wildlife benefit	
Protect or enhance visual appearance of environment		Similar to above	
PROFIT			
Protect local shops and services		n/a	

[Type text]

Link local production with local consumption		n/a	
Improve environmental awareness of local businesses		n/a	
Increase employment for local people		n/a	
Preserve and enhance local identity and culture		N/A	
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc		N/;A	
Increase and improve access to leisure, recreation or cultural facilities		N/A	

What are the potential negative Impacts	Ideas as to how we can look to MITIGATE the negative impacts (include any reasonable adjustments)
➤ The removal of grey bags which was a stark reminder on the need to recycle more may have a negative impact on recycling	➤ Communications will be focused and targets to make it clear that the restriction of residual waste remains in place

[Type text]

The next steps

- If you have assessed the proposal/s as having a **positive impact please give full details** below

The recycling service is aimed at providing a positive sustainable development impact and communications and awareness initiatives will be focused on supporting this message

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

n/a

Signed



Dated 12th December 2014

[Type text]

ANNEX 1

RESIDUAL WASTE

Monmouthshire County Council Policy

The Environmental Protection Act 1990 (46(1)) gives Councils the power to require householders to place waste for collection in receptacles of a kind and number specified. This policy implements that power.

1. Every household within Monmouthshire will only be permitted to place out two bags for collection of refuse/general waste per fortnight.
2. Householders must supply their own bags preferably black and be no bigger than 75cm x 95cm
3. Food recycling and red and purple bag recycling collections will continue to be provided on a weekly basis, and there will be no limit on their use.
4. Alternative recycling and waste disposal facilities are available at the four Household Recycling Centres.

Application of the policy:

5. The policy will apply to all households within Monmouthshire.

Assisted Waste Collection:

6. Elderly householders or those with a disability or medical condition, are able to apply for an assisted collection if their condition means that they are unable to carry their waste to the kerbside.
7. Such a collection will be granted by MCC as long as there is no able bodied person living at the address.
8. Householders can apply for the collection by contacting MCC by one of the contact methods at the end of this document. Such householders will be visited by an MCC Waste Warden who will agree a collection point with the householder.

Support

9. A household with 5 or more inhabitants, or those householders who may struggle to manage their waste, may ask MCC to have a greater allocation of bags.

10. Such an allocation will be granted subject to the householder showing that all available recycling services have been utilised to their full potential. The householder must co-operate with MCC's Waste Awareness Officers who will visit the property and advise on the opportunities of waste reduction, reuse and recycling.

Provision of bags:

11. Householders must provide their own black bags.

Additional waste:

12. Only waste presented in 2 black bags will be collected, any additional waste will be left at the kerbside.

13. For the first collection after Christmas households will be able to place out an additional 2 black bags for collection.

14. If householders have additional waste, they may take it to any of MCC's Household Waste Recycling Centres where operatives will look to maximise recycling opportunities. Rubbish bags will be opened once the person leaving the waste has departed the sites and obvious recyclables will be placed in appropriate containers for recycling.

15. If a householder would like guidance on reducing, reusing, and recycling their waste, they may request to be visited by an MCC Waste Awareness Officer or they can visit our website at www.monmouthshire.gov.uk/recyclingandwaste or by phoning 01633 644126

Where and when residual waste should be placed out for collection:

16. All waste should be placed on the kerbside, unless otherwise agreed with MCC.

17. Waste must be placed out by 7 am on the morning of collection to ensure collection.

Non – collection

18. MCC will only collect two bags irrespective of what is in them and whether waste is wrapped and cannot be seen.

19. Non collection will be undertaken in line with the requirements of section 46 of the Environmental Protection Act 1990.

20. Waste that is placed out for collection in contravention of this policy will not be collected.

21. Houses regularly found to be placing more bags out (or alternative types of bags) and not complying with this policy may be visited by an MCC Waste Awareness Officer to see what support and assistance can be provided.

22. At this time MCC will not legally enforce i.e. issue fines as we want to work with our residents, so after 1 week, waste left out will be collected by MCC.

Nappy / Adult Hygiene Waste:

23. MCC will provide a fortnightly collection for this type of waste on request and will be collected alongside residual waste.

24. Tiger bags will be provided for registered householders.

25. The collection will be provided on the same day as householder's residual waste collection. The Council reserves the right to change the collection day but will inform residents if they do so.

26. Householders are able to register for this service at www.monmouthshire.gov.uk, or through contacting the One Stop Shop.

Confidential – Private Waste

27. Waste can be wrapped e.g. in bin liners and placed into the bags. As long as only two bags are placed out for collection it does not matter if the material is wrapped.

Ashes:

28. Householders are permitted to put ashes, from coal fires, out for collection in addition to the two bags.

29. Householders must house such waste in a household sized dustbin.

30. Any ash that is put out for collection must be completely cold, any ash bins that are found to be still alight/warm, will not be collected.

31. Householders must ensure that any ash bins are filled only to a level whereby the bin can still be lifted safely by our crews. Any overloaded bins will not be collected.

32. If waste, other than ashes, is placed in ash bins, the bin will not be collected.

Incentive Schemes.

33. MCC at present has no plans to offer incentives to householders aimed at boosting reuse and recycling.
34. We will work with our communities to assist them reduce waste, reuse more and recycle even more. We will explore over this period how to incentivise our communities to do more to help Monmouthshire become greener and one of the best recyclers in the UK.

MCC contact details:

Telephone: 01291 635700

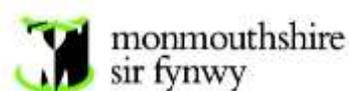
Website: www.monmouthshire.gov.uk/recyclingandwaste

Email: recyclingandwaste@monmouthshire.gov.uk

Face to face: Visit your local One Stop Shop.

Twitter: www.twitter.com/MonCCrecycling

Facebook: www.facebook.com/RecyclinginMonmouthshire



SUBJECT: WELLBEING OF FUTURE GENERATIONS BILL

MEETING: CABINET

DATE: 7TH JANUARY 2015

DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

- 1.1 To make Cabinet members aware of the forthcoming Wellbeing of Future Generations Bill and its implications for Monmouthshire County Council, and make members aware of the work we will be undertaking as part of the WLGA's Early Adopters programme.

2. RECOMMENDATIONS:

- 2.1 That officers take forward our work in becoming an Early Adopter of the Bill.
- 2.2 That Members note the report and the implications of the Future Generations Bill, and support our work as Early Adopters.

3. KEY ISSUES:

- 3.1 The Wellbeing of Future Generations Bill was laid before the Assembly on 7th July 2014, should achieve Royal Assent by April 2015 and will apply to us **from April 2016**. Under the Bill, MCC as a public body will need to demonstrate that sustainable development is at the heart of their decision making. MCC is one of 11 local authorities and 3 National Park Authorities in Wales who have agreed to be "early adopters" of the Bill, which means we will be working to become Bill compliant throughout 2015.
- 3.2 The Bill requires us to **improve social, economic and environmental wellbeing**, in accordance with the sustainable development principle which seeks to **ensure that present needs are met without compromising the ability of future generations to meet their own needs**.
- 3.3 The Bill requires us to establish a **Public Service Board** (similar to an LSB) which has to **publish a local wellbeing plan** and report on it annually.
- 3.4 Membership of the Public Service Board will be as follows:

- Statutory Members – Local authorities, Local health boards, Fire and Rescue Authorities and Natural Resources Wales.
- Invited Participants – Welsh Ministers, Chief Constable, Police and Crime Commissioner, Probation, Voluntary Organisations
- Other Partners – Public Health Wales, Community Health Council, National Museums, National Park Authorities, Community Councils, Arts Council, Higher Education Funding Council for Wales, Sports Wales, National Library, Further Education

3.5 In order to do this, we will have to **publish wellbeing objectives** against the following WG wellbeing goals and report on these every year –

- **A prosperous Wales** - an innovative and productive, low carbon emission, economy that makes more efficient and proportionate use of resources; and which generates wealth and provides employment opportunities for a skilled and well-educated population.
- **A resilient Wales** – a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change
- **A healthier Wales** – a society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood
- **A more equal Wales** – a society that enables people to fulfil their potential no matter what their background or circumstances.
- **A Wales of cohesive communities** – attractive, viable, safe and well-connected
- **A Wales of vibrant culture and thriving Welsh language** – a society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation

3.6 In achieving our wellbeing objectives we must demonstrate that we have applied the following sustainable governance principles in our decision making:

- Balancing short term needs with **long term** needs.
- Using an **integrated approach**, balancing social, economic and environmental needs.
- **Involving others** and taking their views into account.
- Working in **collaboration** with others.
- Putting resources into **preventing problems**.

3.7 We will be required to report annually on progress towards our wellbeing objectives.

Welsh Government will be publishing a set of wellbeing indicators, and we will be able to use to demonstrate how we are contributing to the wellbeing goals. They will also be publishing a future trends report.

3.8 A Future Generations Commissioner for Wales will be appointed whose role will be to provide advice, encourage best practice, raise awareness and request information.

3.9 As “early adopters” we will receive support from the WLGA to help prepare for the Bill. The learning from the “early adopters” will help to shape the statutory guidance that WG will issue after the Bill gets Royal Assent.

- 3.10 The WLGA funding to work with “early adopter” authorities runs between now and April 2015. Senior officers have already completed an online diagnostic survey to establish what needs to take place in order to make us ready for the Bill. Strengths were highlighted around innovation, a willingness to challenge, partnership working and tapping into social capital. However, the survey also identifies challenges around planning for the long term, against a background of budget cuts, the challenge for Wales Audit Office to recognise different ways of working such as “Whole Place”, the need for Member and Leadership training and other processes to incorporate sustainable development into decision making from the outset.
- 3.11 As a result of this diagnostic survey, key areas we plan to work with the WLGA on are:
- Member and leadership training – what do we need to know to make sustainable decisions? This needs to be backed up by evidence of what future trends we can expect in Monmouthshire.
 - Building sustainable development into the early stages of decision making processes, rather than as a bolt on extra when reports are written. This needs to be shaped by the five sustainable governance principles in 4.3 and needs to be challenging and not a “tick box” exercise.

4. REASONS:

- 4.1 The aim of the Wellbeing of Future Generations Act is to ensure that the governance arrangements of public bodies for improving the wellbeing of Wales take the needs of future generations into account.
- 4.2 The Wellbeing of Future Generations Bill will become a statutory requirement for Monmouthshire County Council and we want to be as prepared as we can be.
- 4.3 Our Single Integrated Plan has sustainability at its heart, with “sustainable, resilient communities” as its overarching aim. This, alongside the aspirations of the new Bill, will enable us to be at the forefront of sustainable decision making.

5. RESOURCE IMPLICATIONS:

- 5.1 Currently work towards the Future Generations Bill will be carried out within existing officer time.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

- 6.1 Not applicable at this time, as this report and the associated presentation are for information.

7. CONSULTEES:

Senior Leadership Team
Cabinet

8. BACKGROUND PAPERS:

The full Wellbeing of Future Generations Bill and its progress can be seen here:

<http://www.senedd.assembly.wales/mglIssueHistoryHome.aspx?lId=10103>

9. AUTHOR: Hazel Clatworthy, Sustainability Community Officer

10. CONTACT DETAILS:

Tel: 01633 644843

E-mail: hazelclatworthy@monmouthshire.gov.uk

**MONMOUTHSHIRE COUNTY COUNCIL
REPORT**

SUBJECT: Review of Service Delivery in Public Protection department
DIRECTORATE: Chief Executives
MEETING: Cabinet
Date to be considered: 7 th January 2015
DIVISION/WARDS AFFECTED: All Wards

1. PURPOSE:

- 1.1 To consider the impact on service delivery and performance across the Public Protection department, further to the cost reductions implemented in April 2014.

2. RECOMMENDATION(S):

- 2.1 To receive and comment on the accompanying report entitled *a Review of Service Delivery and Performance in Public Protection* and associated comments of the Strong Communities Select Committee.

3. KEY ISSUES

- 3.1 The Public Protection department comprises the following key service areas: Environmental Health, Licensing, Trading Standards and Animal Health. The department delivers a broad range of statutory, largely regulatory, responsibilities as summarised in the attached report.
- 3.2 In recent years the department has experienced resource pressures with a reducing budget year on year over the past few years. On 5th March 2014 a Report was received by Cabinet identifying proposed measures designed to meet cost reductions in the department's budget for 2014-15. These measures included a reduction of £140,000 in the staffing budget, (an overall reduction of 7.2% of posts), to help meet a total budget pressure of £158,000. Whilst Cabinet Members approved the proposals, they requested that an update on performance in the light of these cuts be received after a further six months.

3.3 The attached report summarises a review of services and performance and concludes as follows:

- (i) The teams are delivering well against key performance measures; maintaining and even improving performance in relation to some key outcome-based targets. This is a reflection of effective prioritisation, performance management and the commitment, professionalism and hard work of colleagues within the teams.
- (ii) The teams have achieved some notable successes and can be proud of these.
- (iii) The work of the department involves a significant amount of programmed inspection work (e.g food law, feed law, authorised processes). The Authority's obligations in relation inspection regimes prescribed by national regulators are largely being met. Pressures exist in relation to Feed Law enforcement and the audit of private water supplies - both of these are currently being prioritised with the expectation of delivering on target.
- (iv) The department is, by enlarge, meeting the Authority's legal obligations in relation to public protection services. However, this report raises a concern about the Authority's capacity to progress its Contaminated Land Strategy and therefore recommends that a report on that matter is presented to Cabinet for consideration in the near future.
- (v) Other than income generating consultancy services, the work of the department is now confined to statutory duties. No discretionary services are delivered, with the exception of funding the Healthy at Home Scheme (£25,500).
- (vi) The department delivers a good reactive service in relation to service requests and incidents however proactive, discretionary work has been all but lost.
- (vii) The department "punches well above its weight" in relation to the services it delivers and is regarded as an exemplar in a number of key areas of service.
- (viii) The department is highly regarded in the field of public protection and a number of its officers are nationally recognised for their leading contribution to public protection services.
- (ix) Whilst some risks exist these are currently being effectively managed.
- (x) Some team members are under significant pressure which raises some concerns. Line managers continue to review workloads, prioritise and consider any actions necessary. It is recognised that the performance of the department is highly dependent upon the continued commitment, hard work, professionalism and good health of its staff.

- 3.4 The Report was considered by the Strong Communities Select Committee on 20th November 2014 and the comments of the Committee are attached. The main points raised by members were to seek reassurances regarding capacity to respond to emergencies and the ability to take on new duties as a consequence of the introduction of any new legislation. A fuller summary is appended.
- 3.5 Since the Review report was written and since Select Committee met, the Wales Audit Office has published its "local" report following its audit of Environmental Health Services in Wales conducted early in 2014. The local report concludes that the Council is generally delivering environmental health services at above minimum levels and, despite significant budget cuts, stakeholders are mostly positive about current services but have a low awareness of future plans. It concludes that the Council will find it difficult to take on new statutory duties that protect the public and the environment. The Wales Audit Office report resonates well with the Officers' Review report attached.

4. REASONS

In March 2014 Cabinet approved a report outlining proposed actions to address reductions in the Public Protection budget for 2014-15, and asked for a follow up report on subsequent service delivery and performance after a further 6 months.

5. RESOURCE IMPLICATIONS:

None proposed in this report.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPACT IMPLICATIONS:

- 6.1 Sustainability and Equality challenges have been undertaken, as provided in Appendix B. Potential negative impacts have been identified in relation to 'age' and 'disability' protected characteristics, but it is proposed to mitigate these by prioritising services to more vulnerable members of society through the service review in 2014/15.

7. CONSULTEES:

SLT
Cabinet Members
Chairs of Select Committee
Head of Regulatory Services
Strong Communities Select Committee (Comments appended)

8. BACKGROUND PAPERS:

Report to Cabinet, March 2014, entitled *Service Reduction in Public Protection Department*.

9. AUTHOR:

Graham Perry Public Protection Manager
Dave Jones, Head of Regulatory Services

Appendix A: Comments of the Strong Communities Select Committee

The Review Report was presented to the Committee by the Public Protection Manager and the Head of Regulatory Services on 20th November 2014. Following consideration of the Report and discussion with officers the Committee made the following observations:

- The Committee acknowledged receipt of the report.
- The Committee asked to receive some information regarding pest control matters and any assessment of the impact of the withdrawal of the Council's commissioned pest control service. Officers agreed to identify what if any information could be provided and report back. This is appended.
- The Committee asked whether the department would have the resources to deal with emergencies / matters of public safety, for example communicable disease outbreaks such as *E. Coli*. The committee was informed that efforts would be prioritised to deal with such issues and appropriate response arrangements would be in place. Clearly such occurrences would have an impact on performance against other service targets. The potential to draw on support from other authorities / agencies would be available, if required.
- The Committee were concerned about the pressures on the department and capacity to take on further statutory responsibilities, such as those proposed under the Welsh Government's Public Health White Paper.
- The Select Committee agreed to receive a six monthly report to review progress.

PUBLIC PROTECTION DEPARTMENT: A REVIEW OF SERVICE DELIVERY AND PERFORMANCE.

1.0 INTRODUCTION:

The Public Protection (PP) Department comprises the following key service areas: Environmental Health, Licensing and Trading Standards & Animal Health. The department delivers a broad range of statutory, largely regulatory, responsibilities as summarised below.

In recent years the department has experienced significant resource pressures with a reducing budget year on year over the past few years. In March a Report was received by Cabinet identifying proposed measures designed to meet cuts in the department's budget for 2014-15. These measures included a reduction of £140,000 in the staffing budget (an overall reduction of 7.2% of posts) to help meet a total budget pressure of £158,000. Reduction in staffing was largely achieved through deletion of vacant posts and voluntary reduction of hours. Two members of staff secured alternative employment with the Authority and a third (temporary appointment) was retained to cover maternity leave until December 14. Whilst Cabinet Members approved the proposals they requested that an update on performance in the light of these cuts should be received after a further 6 months.

This Report is intended to satisfy that requirement and is informed by the following key sources:

- performance management data resulting from Quarter two reporting
- a Review of 14-15 performance of the Environmental Health service against the Best Practice Standards for Environmental Health in Wales
- An assessment by officers

Reference is also made to a recent Wales Audit Office Report on Environmental Health in Wales and a Full Audit by the Food Standards Agency of the Authority's food law delivery service.

2.0 RESPONSIBILITIES OF THE PP DEPT.:

Environmental Health:

- Communicable disease control
- Food hygiene and food standards
- Food fraud
- Health and Safety at Work
- Smoke free environments
- Housing standards
- Pollution control
- Environmental Protection
- Statutory Nuisances
- General public health
- Water supplies

Licensing:

- Pub and clubs
- Alcohol, Entertainment and late night refreshment
- Taxis (Private Hire and Hackney Carriages)
- Gambling (Betting, Racecourse, Amusement Arcades, Gaming Machines, Lotteries)
- Street trading
- Scrap Metal
- Street collections
- House to House Collections
- Pleasure boats , Sex Establishments & Hypnotism

Trading Standards & animal health:

- Weights and Measures
- Fair Trading
- E-Consumer Protection
- Doorstep Crime
- Product Safety
- Consumer Intervention & education
- Under age sales
- Animal Welfare
- Animal Disease Control
- Feed and Agricultural Standards Law

Appended to this report is a copy of the Department's *Update and Review of 2013/14* which provides a useful overview of some of the work of the department.

3.0 APPROACH:

The Department aims to deliver services that are:

- evidence-based
- risk-based
- efficient
- effective
- customer-focused
- outcome driven
- prioritised (primarily on the basis of public health) and
- affordable.

4.0 STAFFING

The department is headed by the Public Protection Manager and currently comprises a total of 37 staff as follows:

Environmental Health: (Commercial team):

- 6 Environmental Health Officers (EHOs) (5.4 FTE)
- 3 Technical Officers (2.2 FTE)
- 1 System Support Officer (1 FTE)

Environmental Health (General team):

- 5 Environmental Health Officers (EHOs) (5FTE)
- 2 Technical Officers (1.6 FTE)
- 1 Trainee EHO.

Licensing Team:

- 5 Licensing Officer (4.5 FTE)

Support Team (admin):

- 6 Support Officers (4.7 FTE)

Trading Standards & Animal Health Team:

- 3 Trading Standards Officers (3 FTE)
- 1 Fair Trading Officer (1FTE)
- 1 Intelligence, Interventions and Advice Officer (0.8FTE)
- 2 Fair Trading/Animal Health Officers (1.5 FTE)

This small team punches well above its weight in terms of delivery of public service. Within the professions associated with public protection, officers of the Department are highly regarded. A number of colleagues are regarded as national leaders in their field. The Public Protection Manager has been honoured by the Chartered Institute of Environmental Health with a Fellowship in recognition of "outstanding achievement in Public Health". The team leader for Trading Standards has recently received a Fellowship from the Trading Standards Institute in recognition of leading work at national level. The Public Protection Manager chairs the Wales Communicable Diseases Expert group and is lead officer for the Directors of Public Protection in Wales and Adviser to the WLGA on Food Safety matters. The Food safety team last year achieved an Innovation Award from UK Central Government. The Licensing Team leader Chairs the Gwent Licensing Forum and plays a leading role in developing licensing policies across the region. The Commercial team leader is Chair of the South East Wales Food Group and plays a lead role in food safety across the region and at national level.

5.0 IN YEAR FINANCIAL POSITION

At the end of quarter two, the Public Protection Manager projected a balanced out-turn for 2014-15. This is because the departmental expenditure is carefully managed within its resource constraints. For the current financial year the total expenditure is £1,544,000 against a budget (net of income) of £1,273,000, as follows:

- Environmental Health & Licensing: Expenditure £1,198,000. Net cost (budget): £959,000

- Trading Standards & Animal Health: Expenditure £342,000. Net cost (budget): £314,000.

Income is slightly behind target but likely to recover over the course of the financial year. Whilst (limited) opportunities do exist for achieving further income through environmental health Consultancy work, this is limited by staff capacity (existing pressures of work and mandatory priorities) and financial limitations (the legal requirement limiting our charges to cost recovery).

6.0 QUARTER TWO PERFORMANCE MONITORING.

The Department closely monitors performance through a performance monitoring (PM) framework and key performance data is reported quarterly through the Corporate PM process via the department's Service Improvement Plans (SIPs). The dept currently has two SIPs – one for Environmental Health & Licensing and another for Trading Standards & Animal Health.

The SIPs identify key deliverables and service improvement targets and are intended as to be outcome focussed as far as they can be. The SIP Quarter Two updates report performance to 30th September 2014. These show that most key performance targets are "on target" for delivery. A small number are behind target. The SIP identifies only the key deliverables; lying behind these are a much broader range of services. The summary below summarises some performance data with a comparison of 14-15 and 13-14 performance (a mixture of demand, inputs and outcomes) between the first 6 months of 2014 and the first 6 months of 2015.

Service	Performance Q1&2 2014-15	Performance Q1&2 2013-14
Environmental Health (Comm)		
Food safety inspections (programmed)	172 no	144 no
Inspection within 28 days of scheduled date	96.3%	90.3%
Broadly compliant food businesses (high risk)	84.1%	Not recorded
Broadly compliant food businesses – All	90.1%	87.9%
Service Requests food safety	246 no	
Communicable Diseases Cases dealt with	110 no	108 no
Environmental Health Team (General public health)		
Housing (service requests (SR))	63 SRs response within 3 working days = 87%	69 SRs response within 3 days = 85.5%
Noise	216 complaints responded to within 3 days = 88%	267 responded to within 3 days = 78.7%
	closed within 3 mths = 60.6%	closed within 3 mths = 51.7%
Statutory nuisance exc noise	116 complaints received 103 responded to	114 SRs received with 100 responded to within

	within 3 days= 88.7% closed within 3 mths = 74.1`%	3 days = 87.7% closed within 3 mths = 75.4%
Environmental Protection (fouling, littering, fly tipping etc)	181 complaints received 3 day response = 90%	168 Complaints received 3 day response = 88.1%
Licensing Team		
Applications Dealt with by Licensing	885 no. Including 285 Temporary Event Notices requiring a 24 hour turnaround)	816 Including 264 Temporary Event Notices
Inspections Carried out	325 inspections carried out (125 of which were risk rated premises for alcohol and entertainment premises)	435 inspections carried out (120 of which were risk rated premises for alcohol and entertainment premises)
Service Requests carried out with a 3 day turnaround for first response	447	Not recorded
Reports submitted to Licensing and Regulatory Committee and Licensing Sub Committee	10 reports submitted to committee	9 reports submitted
Trading Standards and Animal Health Team		
Inspections at our: 14 High Risk premises, 26 Upper Medium premises and 73 Lower Medium premises	57% High Risk 8% Upper Medium	50% High Risk 42% Upper Medium
Feed Law Enforcement: In particular, deliver: a) 186 High Risk Feed Inspections; b) 96 medium risk inspections	Risk-based inspection programme now in place after significant work. Inspections recently commenced 3% of high risk (target 100%)	No programme in place
Programmed animal health inspections	31%. Most due in final quarter. (on target for delivery)	20% Most due in final quarter.
New Business Visits	17% TS 33% AH	Not Reported
Animal Welfare Complaints	94% within target response time.	Not Reported
Trading Standards Visits	136	189
Trading Standards Complaints/Advice	315	345
Animal Health Visits	174	365
Animal Health Complaints/Advice	135	210

The overall picture presented is positive and shows that the key performance measures are on target for delivery. The data also demonstrates that performance in the priority areas is generally being maintained and in many areas even improved. It is evident that prioritisation is working effectively. These achievements are a huge credit to the application of team members within a generally well-established outcome-focussed performance culture.

The successes against key measures within the food, general and licensing teams is extremely positive and runs in tandem with new ways of working. The performance data for some of Trading Standards and Animal Health work shows a reduction against 2013-14. This is in part due to a reduction in staff and partly a changing approach to an "intelligence-led operating model". It also reflects shifting emphasis; for example, the team has worked hard to establish, for the first time, a risk-based programme for feed law delivery and this has received some priority ahead of other demands. Animal health visits are similarly subject to a changing approach, and have been affected by the year on year reduction (and withdrawal from April 2015) of DEFRA grant. This reduction in activity is similarly reflected across Wales although harder felt as a predominantly rural authority.

7.0 AUDIT BY THE FOOD STANDARDS AGENCY

In March 2013 the Authority was the subject of a full a full audit, by the Food Standards Agency, as part of its programme of audits of all 22 Food Authorities in Wales. The Authority received the FSA's final report in March 2014. The report (which includes an executive summary) sets out the auditors' findings in relation to systems and procedures in place for: inspections of food businesses, food sampling, internal management, investigation and control of outbreaks and food related infectious disease, advice to business, enforcement and food safety promotion. It identifies where the auditors consider the authority has particular strengths and also sets out what the auditors consider are key areas for improvement. It sets out the auditors recommendations for action to ensure conformance with "the Standard" and the Code of Practice.

The local authority was required to provide an action plan outlining how it intended responding to the recommendations set out in the report. This action plan was submitted by The Public Protection Manager and accepted by the Agency. Most elements of the action plan have now been delivered.

The Audit Report and Action Plan were reported to the Authority's Licensing and Regulatory Committee in June 2014.

There is an ongoing challenge in meeting the expectations of the Food Standards Agency in relation to both the Code of Practice and the Framework Agreement. In some respects there is a discourse between the (possibly outdated) expectation of these and the direction of travel set out within the corporate philosophy of the Authority ...and within the context of a diminishing national resource environment. Many local authorities share these views. The Public Protection Manager has been working at National level to influence the Agency to help develop new strategic approaches to addressing these issues.

8.0 AUDIT OF EH SERVICES BY WALES AUDIT OFFICE.

In December 2013 / January 2014 the Wales Audit Office (WAO) undertook an audit of Environmental Health Services across Wales. All 22 local authorities were required to submit financial, staffing and performance data to the WAO. The WAO has recently published its report which can be accessed here: <http://www.wao.gov.uk/publication/delivering-with-less-impact-environmental-health-services-and-citizens> .

Individual reports on each local authority have yet to be published, although these are unlikely to have great detail as the emphasis was on the national picture.

9.0 REVIEW OF PERFORMANCE AGAINST THE BEST PRACTICE STANDARDS FOR ENVIRONMENTAL HEALTH IN WALES

The Best Practice Standards for Environmental Health in Wales set out minimum, good and best practice for local authorities in delivering Environmental Health and Licensing services. The standards are used as an audit tool to assess service performance against a benchmark for practice. This assists in identifying priorities for improvement and is also used within the department as a performance management tool in support of individual objectives development.

A Review of performance against the Standards was undertaken in October 2014. In most areas the department is delivering to acceptable standards. In the majority of service areas the minimum standard (at least) is being achieved. In relation to "food safety", "communicable disease control" and "Licensing" practice is generally "good" or "best". "Health and safety at work" and "pollution control" generally meet minimum standards. In relation to "Pollution control" whilst performance meets good or best in some areas of practice, the inclusion contaminated land and private water supplies in this standards means that overall performance is lower. The issue of contaminated land is picked up later. Areas where performance is least good include "training and development" and "health improvement" (areas which include the most discretionary elements of work).

10. NOTABLE SUCCESSES

Despite the pressures on staff and resources, the Department is able to report a number of notable successes during the first half of the year as summarised below:

- Maintained or improved performance against the service's key performance targets.
- These include citizen-centred outcomes such as improving compliance in food businesses.
- Our ACCESS programme consultancy service for businesses has developed well and achieved excellent feedback in satisfaction surveys from clients.
- Securing additional Primary Authority partnerships with key businesses.
- We have managed to prioritise our HAT Project - that seeks to safeguard vulnerable people living in unsafe accommodation above takeaways.
- We conducted a cost recovery exercise for those licences we are able to set fees for within the Licensing Section, providing a firm foundation for our charging policy.

- Introduction of a new approach to Service Requests in the Licensing section to ensure effective monitoring and a quick turnaround when dealing with the public.
- Introduction of new policies and procedures for processing of applications and fees for Scrap Metal in Licensing as a result of legislative changes.
- Street Trading policy and new application process introduced to ensure compliance and to promote business growth and community vibrancy, whilst ensuring public safety is met.
- A number of identified scam victims receiving support.
- Rogue Trader intervention prevented a vulnerable resident losing more than the £50K he had been conned out of.
- A number of successful prosecutions, including:
 - a prosecution against a licensed operator who used an unlicensed driver and vehicle on a school run. The company was found guilty fined £1,000 and order to pay £661.11 costs.
 - Successful prosecution of a car trader following the sale of an un-roadworthy vehicle to a resident in our area. Another prosecution pending.
 - Two prosecutions for fly tipping incidents. Total fines £600 and total costs awarded £1560. This reflects efforts to prioritise this area of work and link in the 'War on Waste' led by W+R
 - Prosecution for breach of a noise abatement notice with a £2,000 fine and £1760 costs.
 - Prosecution for trading without registering and possession of unsafe meat along with condemnation of 3 tons of meat.
 - Prosecution in relation to possession of unsafe meat following illegal slaughter,
 - Prosecution in relation dog fouling leading to a £200 fine and £300 costs.
 - Prosecution of a landlord for not providing required documentation resulting in a £400 fine and £150 costs.

11. SUMMARY ASSESSMENT OF PERFORMANCE AND PRESSURES BY SENIOR OFFICERS

It is clear that some team members are under significant pressure and there are concerns about the long-term impact of this. This will continue to be reviewed, with work prioritised and staff actively supported where needed. It is a great credit to all that the key deliverables are being met and even improved in some areas. Inevitably, with the loss of financial and staff resource, some areas of work have fallen by the wayside. Other than income generating activity, (such as Environmental Health's very successful Primary Authority service and ACCESS Programme), no discretionary services are being delivered. The only exception to this is the funding, from the Environmental Health budget, of the Healthy at Home programme (£25,500 per annum).

The capacity to deliver proactive work has been lost in certain areas, (though food safety inspections, which are a significant part of Environmental Health activity, are undertaken proactively). By way of example where proactive work is lost, our Communicable Disease service responds admirably to sporadic cases of communicable disease and outbreaks when they occur. It delivers to a high standard and meets the expectations of the Best Practice Standards and Expert Rules for Communicable Disease Control. However what we are unable to do is deliver proactive intervention work such as educational work and awareness raising with young people or their

contacts about the infection dangers of body modification and tattooing. Such is probably true for an increasing number of local authorities at this time.

Preventive work has been largely lost and some fairly strict prioritisation is required. This has resulted in key targets being delivered.

With a small number of exceptions the department is meeting the Authority's legal obligations (and these are many).

Heavy workloads within technical areas coupled with reducing staffing and increasing responsibilities have "denied" officers opportunities for professional development along with the opportunity to contribute to wider work such as corporate roles, intrapreneurship, etc, etc.

Team members are often operating at maximum level and anything below this will result in a significant backlog in service requests. In such circumstances (a single officer taking a significant period of sick leave) the more proactive SIP priorities, such as inspecting residential accommodation above takeaway premises, (which provide housing to potentially some of the most vulnerable of our residents), suffers as resources tend to be drawn to meeting the pressing, albeit reactive, demands .

Environmental Health:

- **Communicable disease control**

A high quality reactive service is being delivered. Very limited proactive work.

- **Food safety and food standards**

An excellent service is being delivered and the authority's inspection obligations are being met. The Team leads the way in Wales in many areas albeit partly in relation to delivering differently in financial constraint. There are challenges in meeting the National Regulator's expectations although these are largely around procedures, checks, monitoring, recording of data etc,

- **Health and Safety at Work**

The Authority meets its obligations in relation to its reactive service, however proactive interventions are practically non existent.

- **Smoke free environments**

The Authority meets its obligations

- **Housing standards**

The department meets the Authority's legal obligations in responding to service requests. However, proactive work is extremely limited. Some work, such as the HAT Project (Housing Above Takeaways), has been prioritised on public health grounds. But beyond this there is little scope for further work.

- **Pollution control**

The Authority meets its obligations for programmed inspection of permitted processes and authorised processes. There is increasing public interest in air quality and additional pressure which the dept has carefully managed. Our reactive service for pollution incidents, service requests and issues of concern is generally of appropriate standard but suffers from constraints particularly at times of staff leave, sickness etc.

- **Environmental Protection**

The authority has few enforcement obligations in relation to matters of environmental concern such as littering, dog fouling, fly-tipping and a largely reactive service is now provided. Investigations of incidents can be resource intensive however a number of successful prosecutions (summarised earlier) have been brought this year.

There are approximately 2,500 potentially contaminated land sites in Monmouthshire which have been identified, mapped and risk-assessed. There is a duty for the Authority to act in accordance with statutory guidance which calls for an inspection strategy to be developed. The Authority has not progressed its strategy has because of a lack of resource. However this is a national issue resulting from reduction in capital support from Central Government rather than any change in departmental resources.

- **Statutory Nuisances**

The department is meeting the Authority's obligations in relation to statutory nuisance. Service protocols have been revised and different approaches taken in the light of service pressures. Whilst mediation remains the foremost tool, formal enforcement interventions are being increasingly employed at earlier points.

- **Water supplies**

The team has found it a challenge to deliver the Authority's duty to audit all Private Water Supplies by February 2015. Despite prioritising within its limited resources the team has struggled to meet the statutory expectations. Additional support has been commissioned in an effort to deliver and the current expectation is of being close to delivery.

Licensing:

- **Licensing Applications.** The legal timescale requirements to process applications under the Licensing Act are being met by the team. In-house computer packages are in place to ensure compliance by the team in dealing with applications and hearing requirements under this Act. All other applications, letters, licences are generated to ease workload by the constant administration/update by the Licensing Team of the licensing package.
- **Licensing Enforcement.** Enforcement is concentrated on Alcohol, Entertainment and Late Night Refreshment Premises along with the Taxi Trade and Gambling. These areas of Licensing are regarded as high risk areas and require in-depth action by the Licensing Team. All other enforcement is carried out only as a result of complaints/other intelligence.
- **Licensing Policies and Procedures.** Licensing has to deal with constant changes due to Legislative and/or test Legal Cases that set a precedent. Such alterations require swift changes to policies and procedures within the team. As a result there is an active involvement of various groups namely The Wales Licensing Expert Panel, Institute of Licensing, Gwent Licensing Forum and Responsible Authority Group to ensure Best Practice and a uniform approach across Wales and beyond.

Trading Standards & Animal Health:

- **Weights and Measures**
Routine inspections of equipment such as petrol pumps and weighing machines have declined over the past few years. Recent inspection of a major international manufacturer identified a problem that could have resulted in significant damage to the economy.
- **Fair Trading**
All complaints are assessed on an individual basis but a larger number now only form part of the intelligence approach rather than attracting a specific response.
- **E-Consumer Protection**

Scams is an area that continues to grow and social media is being used more and more to sell and distribute items that are either illegal, dangerous or non-compliant.

- **Doorstep Crime**
Cold calling control zones are supported, encouraged and continue to develop with further work being looked at to maximise their benefit.
- **Product Safety**
Resource is targeted at areas identified as high risk such as manufacturers or importers based within our area. Regional surveys with associated funding and referrals from national teams ensure best use of resources.
- **Consumer Intervention & education**
Citizens advice consumer service helpline provides the 1st tier of consumer advice, protocols have had to be amended to remove any commitment previously offered to provide further advice and are assessed on an individual basis.
- **Under age sales**
Intelligence led approach in conjunction with the Police. Changes to e-cigarette controls likely to increase the need for some proactive work.
- **Animal Welfare**
Complaint numbers decreasing are a reflection on the reduced number of staff in the field identifying problems. Apart from critical control points service is very much reactive and below the levels of that pre-foot and mouth.
- **Animal Disease Control**
Contingency plans have not been able to be updated although any notifiable disease situations have not been affected by this to date. A significant outbreak would require additional resource from across the authority. With the demise of DEFRA grant there has been a 70% reduction in AH staff, including a 25% reduction in establishment posts. There is a decreased visibility of officers in the field and a shift from pro-active to reactive enforcement. The delivery of Animal Health and Welfare enforcement is no longer driven by the minimum standards or better practice laid down in the Animal Health Framework Agreement and prioritisation of complaints and an intelligence led working model has become normal operating practice.
- **Feed and Agricultural Standards Law**
Significant progress has been made in moving towards meeting the statutory requirements placed on us but this has been by shifting resource from other areas of trading standards. Regional collaboration has attracted additional funding from the FSA to ensure the baseline for Gwent is identified.

12.0 CONCLUSIONS

(i) The teams are delivering well against key performance measures; maintaining and even improving performance in relation to some key outcome-based targets. This is a reflection of effective prioritisation, performance management and the commitment, professionalism and hard work of colleagues within the teams.

(ii) The teams have achieved some notable successes and can be proud of these.

(iii) The work of the department involves a significant amount of programmed inspection work (e.g food law, feed law, authorised processes). The Authority's obligations in relation to inspection regimes prescribed by national regulators are largely being met. Pressures exist in relation to Feed Law enforcement and the audit of private water supplies; both of these are currently being prioritised with the expectation of delivery to target.

(iv) The department is, by and large, meeting the Authority's legal obligations in relation to public protection services. However, this report raises a concern about the Authority's capacity to progress its Contaminated Land Strategy and therefore recommends that a report on that matter is presented to Cabinet for consideration in the near future.

(v) Other than income generating consultancy services, the work of the department is now confined to statutory duties. No discretionary services are delivered, with the exception of funding the Healthy at Home Scheme (£25,500).

(vi) The department delivers a good reactive service in relation to service requests and incidents however proactive, discretionary work has been all but lost.

(vii) The department "punches well above its weight" in relation to the services it delivers and is regarded as an exemplar in a number of key areas of service. Perhaps necessity is indeed the mother of invention!

(viii) The department is highly regarded in the field of public protection and a number of its officers are nationally recognised for their leading contribution to public protection services.

(ix) Whilst some risks exist these are currently being effectively managed.

(x) Some team members are under significant pressure which raises some concerns. Line managers continue to review workloads, prioritise and consider any actions necessary. It is recognised that the performance of the department is highly dependent upon the continued commitment, hard work, professionalism and good health of its staff.

13.0 BACKGROUND PAPERS:

- **PUBLIC PROTECTION UPDATE AND REVIEW OF 2014-15.**
- **SERVICE IMPROVEMENT PLAN, ENVIRONMENTAL HEALTH & LICENSING QUARTER TWO UPDATE (6 MONTHS PROGRESS REPORT).**
- **SERVICE IMPROVEMENT PLAN, TRADING STANDARDS & ANIMAL HEALTH QUARTER TWO UPDATE (6 MONTHS PROGRESS REPORT).**
- **BEST PRACTICE STANDARDS FOR ENVIRONMENTAL HEALTH AND LICENSING. Review October 2014.**

Update on pest control complaints.

Until April 2014, the Authority commissioned a pest control service, free at the point of delivery, for rats, mice, fleas and bedbugs.

There is no reliable, local or national data-set for pests including rats and mice. Service providers probably represent the best barometer. However these are subject to such variables that it is difficult to obtain reliable data. Significant changes in service arrangements – such as moving from a free service to a charged service will clearly impact upon demand / enquiries for service rendering direct comparisons unreliable.

Complaints received by Environmental Health in relation to rats have increased over the period since the free service was withdrawn compared with the same periods in previous years, as shown below. This is to be expected but the numbers involved, which include requests for advice, are manageable for our officers. The numbers of complaints relating to mice, fleas and bedbugs remain very low.

Dates	Mice	Rats	Bedbugs	Fleas
01/04/11-18/11/11	1	21	1	1
01/04/12-18/11/12	1	17	0	3
01/04/13-18/11/13	1	24	0	0
01/04/14-18/11/14	1	56	1	0

The “Equality Challenge” (Screening document)

Appendix B

Name of the Officer completing “the Equality challenge” David H Jones, Graham Perry		Please give a brief description of the aims proposed policy or service reconfiguration The report seeks consent to proceed with a reduced staff resource to meet projected budget pressures. Focus to be on a risk-based approach for all Public Protection services, to deliver a range of statutory services, (including Environmental Health, Trading Standards and Licensing), with less resources.	
Name of the Division or service area Public Protection, (within Regulatory Services)		Date “Challenge” form completed 22/1/14	
Protected characteristic affected	Negative impact Please give details	Neutral impact Please give details	Positive Impact Please give details
Age	Reduction in ability to respond fully to trading standards, general nuisance complaints, etc. can potentially impact on the more vulnerable, eg. older people.		
Disability	As above, potential negative impact on disabled persons, if less capacity to deal with complaints and requests for service.		
Marriage + Civil Partnership		Any service reduction would not impact on this protected characteristic any more than general public.	

Pregnancy and maternity		As above	
Race		As above	
Religion or Belief		As above	
Sex (was Gender)		As above	
Sexual Orientation		As above	
Transgender		As above	
Welsh Language		Any service user or business wishing to communicate through medium of Welsh – written or verbal – will continue to be offered such a service.	

What are the potential negative Impacts	Ideas as to how we can look to MITIGATE the negative impacts (include any reasonable adjustments or engagement with affected parties).
➤ Age – as above.	➤ Services to have a fundamental review of their priorities in 2014, which will be informed by audits by both Wales Audit Office and Food Standards Agency. Re consumer complaints, for example, Trading Standards could prioritise more vulnerable groups, eg older people. So an estate with a high elderly population could be prioritised for a 'No cold calling zone', where resources are limited.
➤ Disability – as above	As above – services can look to prioritise more vulnerable groups, including disabled persons.
➤	➤
➤	➤

The next steps

- If you have assessed the proposal/s as having a **positive impact please give full details** below:

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

Services will be undertaking a fundamental review of their priorities in 2014, which will be informed by audits by both Wales Audit Office and the Food Standards Agency. Re consumer complaints, for example, Trading Standards could prioritise more vulnerable groups, eg older people. So an estate with a high elderly population could be prioritised for a 'No cold calling zone', where resources are limited. Services can also consider how to prioritise our response to complaints, with potentially a more detailed response for more vulnerable members of society.

Signed

Designation

Dated



monmouthshire
sir fynwy

Appendix C

Equality Impact Assessment Form

and

Sustainable Development Checklist

EQUALITY IMPACT ASSESSMENT FORM

Name of policy or change to service (Proposal)	Directorate:	Department:
The report seeks consent to proceed with a reduced staff resource to meet projected budget pressures. Focus to be on a risk-based approach for all Public Protection services, to deliver a range of statutory services, (including Environmental Health, Trading Standards and Licensing), with less resources.	Regulatory Services, within Legal, Democratic & Regulatory Services department	Public Protection division
Policy author / service lead	Name of assessor	Date of assessment:
Graham Perry, David H Jones	David H Jones	22/1/2014

1. Have you completed the Equality Challenge form? **Yes / No.** If **No** please explain why

Yes

2. What is the **Aim/s** of the Policy or the proposed change to the policy or service (the proposal)

To seek approval to implement the recommendations contained in the 'Service reductions in Public Protection division' report. Proposed change is to deliver the best possible public protection services within a reduced resource, (reducing the budget by a total of £158,080 in 14/15).

3. From your findings from the “Equality Challenge” form did you identify any people or groups of people with protected characteristics that this proposal was likely to affect in a **negative** way? Please tick appropriate boxes below.

Age	x	Race	
Disability	x	Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

4.

Please give details of any consultation(s) or engagement carried out in the development /re-development of this proposal.

The Public Protection Manager has engaged the teams to consider ideas to ‘bridge the gap’ in relation to the on-going budget shortfall for these services. This has resulted, for example, in new income generation opportunities. Although limited in a regulatory environment - for example many fees for particular services are set by Government, not MCC – there has been success in setting up ‘primary authority’ arrangements with private businesses on a rechargeable basis, together with other initiatives.

All service lead officers, for Trading Standards/Animal Health, Environmental Health (Commercial), Environmental Health (Public Health) and Licensing, have been consulted and their thoughts and ideas included in the development of the stated proposals.

The report has been circulated to all Public Protection staff, on 22nd January 2014, plus HR and Unison, inviting comments by 19th February 2014. Relevant comments can be incorporated into the final report before seeking decision.

4. Please list the data that has been used for this proposal? eg Household survey data, Welsh Govt data, ONS data, MCC service user data, Staff personnel data etc.

Annexe One uses service data from the respective teams, to provide a picture of the level of activity in each section. This could include data from specific service plans, eg MCC food safety and animal health plans. Finance data has been used to determine staff costs, the impact of departmental budget reductions, etc.

6. As a result did you take any actions to mitigate your proposal? Please give details below.

Services will be undertaking a fundamental review of their priorities in 2014, based on service and financial data and priorities. Future work will also be informed by audits by both Wales Audit Office and the Food Standards Agency this year.

7. Final stage – What was decided?

•No change made to proposal/s – please give details

To be determined after staff consultation, running to 19th February 2014.

•Slight changes made to proposal/s – please give details

As above.

• Major changes made to the proposal/s to mitigate any significant negative impact – please give details

Signed...David H Jones.....**Designation** Head of regulatory services.....**Dated**...22.1.14

The “Sustainability Challenge”

Name of the Officer completing “the Sustainability challenge” David H Jones		Please give a brief description of the aims proposed policy or service reconfiguration The report seeks consent to proceed with a reduced staff resource to meet projected budget pressures. Focus to be on a risk-based approach for all Public Protection services, to deliver a range of statutory services, (including Environmental Health, Trading Standards and Licensing), with less resources.	
Name of the Division or service area Public Protection division, within Regulatory Services		Date “Challenge” form completed 22/1/2014	
Aspect of sustainability affected	Negative impact Please give details	Neutral impact Please give details	Positive Impact Please give details
PEOPLE			
Ensure that more people have access to healthy food		No impact on access to healthy food, (though a small decrease in EH capacity to deal with ‘safe’ food, and less Animal Health resource at the start of the food production chain).	
Improve housing quality and provision		No impact on current private housing enforcement resource	
Reduce ill health and improve healthcare	Some (@ 0.6 FTE of an EHO) reduced capacity to deal with food poisoning		

provision	incidents and inspection of food premises.		
Promote independence	Less trading standards capacity could reduce schemes such as 'no cold calling zones' that do ensure residents feel safer in their homes		
Encourage community participation/action and voluntary work			Potentially services will need to look at local communities to undertake certain aspects of PP work, eg. environmental crime such as dog fouling and littering. Could be a benefit in local communities taking responsibility and pride in their local environments, parks, play areas, etc.
Targets socially excluded		No impact	
Help reduce crime and fear of crime	0.4 FTE less capacity to deal with certain 'enviro-crimes, such as dog fouling and littering.		
Improve access to education and training		No impact	
Have a positive impact on people and places in other countries		No impact	
PLANET			

Reduce, reuse and recycle waste and water		No impact either way	
Reduce carbon dioxide emissions			Officers will endeavour to reduce work related mileage, (continuing to group together visits, work agilely, etc.)
Prevent or reduce pollution of the air, land and water	As above, reduction on capacity to deal with certain land pollution, eg. Littering.		
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)		No impact	
Protect or enhance visual appearance of environment	As above, should there be a decline in environmental enforcement and education		
PROFIT			
Protect local shops and services		No impact	
Link local production with local consumption		No impact	
Improve environmental awareness of local businesses		No impact	
Increase employment for local people	Potential redundancies to 1.5 FTE support staff		

Preserve and enhance local identity and culture		No impact	
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc		No impact	
Increase and improve access to leisure, recreation or cultural facilities		No impact	

What are the potential negative Impacts	Ideas as to how we can look to MITIGATE the negative impacts (include any reasonable adjustments)
➤ As above	<ul style="list-style-type: none"> ➤ Services will need to consider their priorities going forward, eg. What do they do less of to ensure priority services, (inc. vulnerable people), are sustained. Fundamental review (plus 2 external audits) will provide some answers ➤ Giving responsibility, eg. Low level environmental crime, to others, eg. Community councils and PCSO's ➤ Re potential redundancies, look to redeploy as per MCC policy

The next steps

- If you have assessed the proposal/s as having a **positive impact please give full details** below

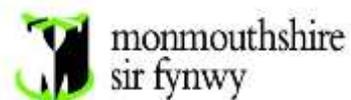
Community participation to be actively encouraged, eg maintaining and monitoring local parks. There will be a further drive to reduce work related mileage wherever possible.

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

Services will need to consider their priorities going forward, eg. what do they do less of to ensure priority services, (inc. vulnerable people), are sustained. Fundamental review (plus 2 external audits in 2014) will assist services find answers.

Giving responsibility, eg. low level environmental crime, to others, eg. Community councils and PCSO's.

Re potential redundancies, look to redeploy as per MCC policy.



SUBJECT: ORACLE LICENSE COMPLIANCE AUDIT

MEETING: CABINET

DATE: 7th January 2015

DIVISION/WARDS AFFECTED: NONE

1. PURPOSE:

- 1.1 To consider the need to draw on the ICT reserve to cover compensation costs for non-compliance with Oracle licensing terms and conditions.

2. RECOMMENDATIONS:

- 2.1 That Cabinet agree to use the ICT reserve to cover compensation of £202,420 for non-compliance with Oracle licensing terms and conditions.

3. KEY ISSUES:

- 3.1 The Authority operates several very large software systems that require the use of a database facility. The databases are provided by a company called Oracle that applies specific terms and conditions for the use of their licensing agreement. In July this year Oracle commissioned an audit of these license terms and discovered that between the years of 2010-2014 MCC did not comply with a specific requirement regarding the use of a 'virtual' server environment.
- 3.2 Immediately after the audit, SRS technicians made changes to the server environment and the Authority is now in compliance. However in accordance to Oracle compliance policies the Authority is now liable to pay backdated technical support charges and compensation of £2.13m for the period of unlicensed usage of Oracle programs. Officers have taken legal and external advice and guidance, all of which confirms that a liability exists. Extensive negotiations with Oracle have resulted in the following 3 options being proposed:

- a) Compliance option: Payment of the full £2,13m for the licences, updated support and backdated support for 4 years between 2010 and 2014;
- b) Term option: Payment of £420,450 representing the backdated licence costs as in a) above, discounted by 75% and payable over an agreed term; or
- c) New licence option: The purchase of additional Oracle Tuning and Diagnostics software for £202,420, effectively waiving the requirement to pay any of the fees in a) and b).

- 3.2 The Authority recognises that there is a non-compliance situation, and that Oracle should receive the backdated fees due. Of the 3 options presented, option c) represents the best value for money and incorporates the option for additional diagnostics and tuning software that can be used across the existing Oracle databases with the potential to enhance its efficiency.
- 3.3 Though MCC acknowledges the need to compensate Oracle for non-compliance, it also recognises that a suitable revenue budget is not in place to fund the cost and requests reserve funding to be used for this with the most appropriate reserve being the ICT reserve.
- 3.4 On an ongoing basis the SRS will seek to have regular compliance audits to ensure that the Authority continues to be in compliance with T&C's of licences, and provide re-assurance that a backdate situation will not re-occur in the future.

4. REASONS:

- 4.1 An Oracle audit has revealed that MCC has not complied in full with Oracle database licensing arrangements. Oracle has presented a number of options to resolve the situation, including an option to purchase additional software in lieu of paying back fees and penalties.

5. RESOURCE IMPLICATIONS:

- 5.1 Though MCC acknowledges the need to compensate Oracle for non-compliance, it also recognises that a suitable revenue budget is not in place to fund the cost and requests reserve funding to be used for this with the most appropriate reserve being the ICT reserve.
- 5.2 Of the 3 options offered by Oracle to address non-compliance issues with database licence arrangements, the new option licence (option c) represents the best value for money. A payment of £202,420 is therefore requested from the ICT reserve.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

- 6.1 This report is seeking to ensure compliance with software requirements. No sustainability or equality implications have been identified. An equality impact assessment and sustainability challenge is attached at appendix 1.

7. CONSULTEES:

Strategic Leadership Team
Cabinet members
Chief Operating Officer, SRS

8. BACKGROUND PAPERS:

None

9. AUTHOR: Sian Hayward

10. CONTACT DETAILS:

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E-mail: sianhayward@monmouthshire.gov.uk

The “Equality Initial Challenge”

Name: Sian Hayward Service area: People and commercial Development Date completed:25.11.14		Please give a brief description of what you are aiming to do. Comply with Oracle licensing requirements	
Protected characteristic	Potential Negative impact Please give details	Potential Neutral impact Please give details	Potential Positive Impact Please give details
Age		Y	
Disability		Y	
Marriage + Civil Partnership		Y	
Pregnancy and maternity		Y	
Race		Y	
Religion or Belief		Y	
Sex (was Gender)		Y	
Sexual Orientation		Y	
Transgender		Y	
Welsh Language		Y	

Please give details about any potential negative Impacts .	How do you propose to MITIGATE these negative impacts
➤	➤
➤	➤
➤	➤
➤	➤

Signed Sian Hayward
Dated 25.11.14

Designation

Digital Programme manager

EQUALITY IMPACT ASSESSMENT FORM

What are you impact assessing	Service area
Licensing compliance	People and Commercial Development
Policy author / service lead	Name of assessor and date
Sian Hayward	

1. What are you proposing to do?

Seek funding to ensure compliance with Oracle liensing agreements.

2. Are your proposals going to affect any people or groups of people with protected characteristics in a **negative** way? If **YES** please tick appropriate boxes below.

Age	N	Race	N
Disability	N	Religion or Belief	N
Gender reassignment	N	Sex	N
Marriage or civil partnership	N	Sexual Orientation	N
Pregnancy and maternity	N	Welsh Language	N

3. Please give details of the negative impact

4. Did you take any actions to mitigate your proposal? Please give details below including any consultation or engagement.

5. Please list the data that has been used to develop this proposal? e.g. Household survey data, Welsh Govt data, ONS data, MCC service user data, Staff personnel data etc..

This is a simple software license compliance situation that has no impact upon any individuals at all. It does not require data analysis, consultation or surveys.

Signed...Sian Hayward **Designation**...Digital Programme Manager **Dated**.....25.11.14.....

The “Sustainability Challenge”

Name of the Officer completing “the Sustainability challenge” Sian Hayward		Please give a brief description of the aims proposed policy Seeking to comply with software licensing requirements	
Name of the Division or service area People and commercial development		Date “Challenge” form completed 25.11.14	
Aspect of sustainability affected	Negative impact Please give details	Neutral impact Please give details	Positive Impact Please give details
PEOPLE			
Ensure that more people have access to healthy food		Y	
Improve housing quality and provision		Y	
Reduce ill health and improve healthcare provision		Y	
Promote independence		Y	
Encourage community participation/action and voluntary work			

Targets socially excluded		Y	
Help reduce crime and fear of crime		Y	
Improve access to education and training		Y	
Have a positive impact on people and places in other countries		Y	
PLANET			
Reduce, reuse and recycle waste and water		Y	
Reduce carbon dioxide emissions		Y	
Prevent or reduce pollution of the air, land and water		Y	
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)		Y	
Protect or enhance visual appearance of environment		Y	
PROFIT			
Protect local shops and services		Y	
Link local production with		Y	

local consumption			
Improve environmental awareness of local businesses		Y	
Increase employment for local people		Y	
Preserve and enhance local identity and culture		Y	
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc		Y	
Increase and improve access to leisure, recreation or cultural facilities		Y	

What are the potential negative Impacts	Ideas as to how we can look to MITIGATE the negative impacts (include any reasonable adjustments)
➤	➤
➤	➤
➤	➤
➤	➤

The next steps

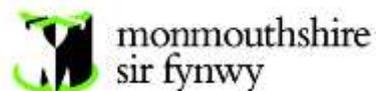
- If you have assessed the proposal/s as having a **positive impact please give full details** below

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

Signed

Sian Hayward

Dated 25.11.14



SUBJECT:	PROPOSED 50 MPH MAXIMUM SPEED LIMIT B4598 B4598 PENPERGWM – USK AND R64 LLANVIHANGEL GOBION - RAGLAN
MEETING:	Cabinet
DATE:	7th January 2015
DIVISION/WARDS AFFECTED:	Bryn y Cwm, Central; Llanover, Llanbadoc, Raglan

1. PURPOSE:

To consider the proposed Order subsequent to representations received following advertisement in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996.

2. RECOMMENDATIONS:

Not to hold an inquiry into the proposal.

To approve the proposed Order as consulted and advertised and to implement the Order.

3. KEY ISSUES:

Following receipt of a petition advocating a lower speed limit on the B4598 Usk – Hardwick Interchange and route R64 Llanvihangel Gobion – Raglan Roundabout roads, and in accordance with the recommendation of the Strong Communities Select Committee on 30th April, conditions on these routes were assessed in accordance with the Welsh Governments 'Setting Local Speed Limits in Wales' guidance. It was considered that a 50mph maximum speed limit in lieu of the existing national speed limit

(60mph) would be appropriate between Penpergwm and Usk, and between Steelhorse Café and Raglan Roundabout, whilst retaining the existing 40mph maximum speed limits at Llanfair Kilgeddin and Llancayo. Accordingly these proposals were consulted upon and advertised.

Consequently two petitions have been received, together with responses from Gwent Police, three Councillors, two Community Councils, and 23 members of the public. The police originally expressed reservations but subsequently stated they do not have any objections to the proposal. The signatories of one petition, the community councils and 17 individual respondents indicate their support, whilst the signatories of the other petition and 6 individual respondents object. The respondents and their observations are summarized on appendix A, together with officer's comments.

The extent of the proposal is shown on the attached plan.

4. REASONS:

The new Traffic Regulation Order is considered desirable to provide a more appropriate speed limit on the B4598 and R64 routes and enhance the level of road safety for all highway users.

Regulation 9 of the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 enables the Council to hold a public inquiry into the proposal if there are unresolved objections. The purpose of such an inquiry would be for the proposal to be explained and subjected to examination; and for the public to be given the opportunity to make their views known. Should a public inquiry be held then it would not be possible for it to be implemented for at least six months.

Officers consider that in view of the fact that the objections received have been considered and addressed as set out in the appendix, that the Council's proposals do not warrant the holding of any inquiry.

5. RESOURCE IMPLICATIONS:

The costs of the proposed Traffic Regulation Order, road markings and signage would be funded by Monmouthshire County Council from the current road safety and traffic management budget.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS

There are no sustainability issues regarding lowering the speed limit on these routes.

7. CONSULTEES:

Senior Leadership Team
County Councillor B. Jones, Cabinet Member for County Operations
County Councillor Mrs S. Jones
County Councillor Mrs V. Smith
County Councillor Mrs. P. Jones

8. BACKGROUND PAPERS:

Proposed Order, Schedule and Statement of Reasons, Notice of Intention, Schedule of Objections/Comments, Proposed 50 mph speed limit scheme drawing, Summary of automated speed count survey data, Equalities Impact Assessment.

9. AUTHOR:

Paul Keeble Traffic & Network Manager

10. CONTACT DETAILS:

E-mail: Paulkeeble@monmouthshire.gov.uk
Telephone: 01633 644733

Schedule of Responses

Appendix A

	Name and Address	Response	Officers Comments
1	Heddlu Gwent Police	Initially expressed the view that the extent of proposal was excessive. Subsequently indicated they have no objection to the proposal.	Noted.
2	David Davies MP	Indicates his complete approval and belief it will improve the environment for both residents and travelers.	Noted
3	Nick Ramsay AM	Supports the proposal. Believes that it has overwhelming local support.	Noted
4	Councillor Mrs. S. Jones Llanover Ward	Supports the proposal. States that this issue has dominated her constituents concerns since she was elected, and the Council needs to do all it can to provide a safer environment for local residents and the farming community, and encourage tourists to the area.	Noted
5	Councillor Mrs. V. Smith Llanbadoc Ward	Supports the proposal in principle, although considers that the section of B4598 between Usk and Llancayo should be subject to a 40mph limit, not 50mph.	Support in principle noted. It is considered that a limit below the currently proposed 50mph between Usk and Llancayo would not accord with current central government guidance on the setting of speed limits. Furthermore any proposal to introduce a more restrictive limit would need to be the subject of fresh consultation and advertisement.

6	Councillor Mrs P. Jones Raglan Ward	Supports the proposal. Considers it the way forward to help ensure road safety.	Noted
7	Llanarth Fawr Community Council	Supports the proposal. Requests that signage be kept to the minimum necessary.	Noted. See Appendix B Item 15.
8	Llanover Community Council	Fully supports the proposal. Considers that it will result in reduced speeds and also reduced noise levels.	Noted
9	Petition with cover letter from Llanover Community Council. 177 signatures, almost all with NP postcodes.	Petitioners support the proposal to make a permanent Order to reduce speeds.	Noted
10	Petition with cover letter from Steelhorse Café. 275 signatories, 176 with NP postcodes	<p>Petitioners oppose the proposal. Petition states that large number of café customers are motorcyclists who feel the proposal is aimed at them and intended to discourage them from using the roads and touring in Monmouthshire. Points out that the roads are used by a diverse mix of traffic travelling at different speeds. States that whilst road safety is important for motorcyclists, who are vulnerable road users, an enforced reduction in speed is agreed to be detrimental to the area.</p> <p>It is felt that the proposed limit is excessive in scope and will not deliver in terms of road safety. Rather it will restrict diversity and commercial activity in the area by hampering the free flow of traffic. Further, that a 50mph limit will give the impression that this is an area of nimbys who want to restrict tourists and restrict the recreational value of the roads. It concludes by urging that visitors are</p>	<p>The proposal would apply to all users of mechanically propelled road vehicles, including car and lorry drivers, not specifically motor cyclists.</p> <p>It is traffic congestion rather than speed limits which hampers the free flow of traffic. These rural roads are relatively lightly trafficked and introduction of a 50mph limit will not prevent traffic from flowing freely.</p> <p>Whilst the council welcomes people travelling on Monmouthshire roads for recreational purposes its prime concern is that highway conditions should be as safe as possible. It is considered that the introduction of the proposed limits will</p>

		not discouraged from enjoying the hospitality of Monmouthshire.	improve road safety.
11	Brain and Co. Ltd.	Supports the proposal. Writes regarding the King of Prussia, which is a Brains tenancy. One ongoing concern is the speed of traffic passing through Penpergwm, with obvious risk to customers accessing the premises as well as the noise nuisance. States that the council should not wait for a fatality or serious accident to happen, but take steps now to apply a sensible speed limit to the benefit of travelers passing through the village as well as their customers.	Noted
12	Member of the public Monmouthshire	Supports the proposal. Lives adjacent the B4598 with his children. States that every day they are subject to vehicles speeding along the road, driving without due care and creating noise pollution. States that he and his family fear for their lives and the existing limit needs to change before there is a death on these roads.	Noted
13	Member of the public Monmouthshire	Supports the proposal. House fronts onto B4598 in Llanfair Kilgeddin. Is constantly exposed to excessive motorbike speed and noise. The overtaking of other vehicles is dangerous and unacceptable. The safety of pedestrians and cyclists is severely compromised. States a 50mph limit is a step in the right direction but a lower limit would be more appropriate.	Noted
14	Member of the public Monmouthshire	Supports the proposal. Considers this will not only improve road safety but also lead to a better quality of life for local residents, especially at weekends. Points out that	Noted

		the extent of local concern is such that they have formed a Community Speed Watch Team with the support of Gwent Police.	
15	Member of the public Monmouthshire	Supports the proposal. Considers that the proposal will improve road safety and reduce the number of accidents. States that it has wide support amongst the local population. Points out that the roads are well used by cyclists, being part of National Cycle Route 4, and a short section of the Usk Valley Walk is routed along the R64 and that cyclists and walkers will also benefit from the proposal.	Noted
16	Member of the public. Monmouthshire	Supports the proposal. States that speeding vehicles have always been a problem, but conditions have become unbearable and very dangerous over the last two years. Has small children and the family is terrified of vehicles which seem to use these roads as race tracks.	Noted
17	Member of the public. Monmouthshire	Supports the proposal. States that the amount of speeding traffic has increased in recent years, posing additional risks to local residents and farmers using slow moving agricultural vehicles on these roads. Notes that many similar roads in Gloucestershire have 50 mph limits.	Noted
18	Member of the public. Monmouthshire	Supports the proposal. States that the amount of speeding traffic has increased in recent years, posing additional risks to local residents and farmers using slow moving agricultural vehicles on these roads.	Noted
19	Members of the public.	Support the proposal. Points out that the serves a variety	Noted

	Monmouthshire	of purposes, including the movement of livestock and agricultural machinery as well as leisure pursuits such as cycling, horse riding and rambling. Also that the roads have numerous bends and changes of elevation restricting visibility, as well as access points and slow moving users. States that some road users appear to travel at 60mph along the whole length although this is patently not safe. Does not believe a lower limit would inconvenience anyone unduly.	
20	Member of the public Monmouthshire	Supports the proposal. States that speeds are reached by some vehicles which are a danger to all road users.	Noted
21	Member of the public Monmouthshire	Supports the proposal. Has house entrance directly off B4598 and is all too well aware of need for lower limit. Also states that people are frightened to walk to the village hall due to the speed of traffic.	Noted
22	Member of the public Monmouthshire	Supports the proposal. Lives close to B4598. States lives off his and neighbouring families have been turned into a living nightmare by speeding traffic. States that a recent visitor compared these roads to Mallory Park, and that many bikers appear to consider themselves above the law and show no consideration for other road users. The excessive noise created by motorbikes also destroys the harmonious lives of local communities.	Noted
23	Members of the public Monmouthshire	Welcome proposal to reduce speed limit. Consider the current 60mph limit is too high for roads with sharp bends and no footways, which caters for cyclists and slow	Noted

		moving farm machinery	
24	Member of the public. Monmouthshire	Supports the proposal. States that some road users travel at speeds which are grossly excessive. Roads should be safe for all users, not used as race tracks.	Noted
25	Member of the public Monmouthshire	Supports the proposal. Points out that the roads can be narrow with deceptive bends in places, there are few footpaths and little street lighting, and that walking can be particularly hazardous especially at night. Considers that the proposal will reinforce the dangers, make enforcement easier, help reduce road noise and the accident rate.	Noted
26	Member of the public Monmouthshire	Supports the proposal. Regularly cycles on these roads but considers the increasing volume and speed of traffic in recent years has made this particularly hazardous. Considers cars and motorcycles regularly travel well in excess of the existing limit without regard to their own or other road users safety, and that the noise of high performance motorcycles is a daily blight on those who live alongside the roads. Believes the proposal will improve the quality of life for local residents and make the roads safer.	Noted
27	Member of the public Monmouthshire	Supports the proposal. Points out that some vehicles travel in excess of the existing 60mph limit. Considers the proposal will make the roads safer and life more enjoyable for those who live alongside.	Noted
28	Members of the public	Very much hope the proposal will be implemented. They	Noted

	Monmouthshire	live alongside B4598 and refer to dangerous manoeuvres undertaken nearby, and the noise of vehicles travelling at excessive speed. Believe the proposal will improve the quality of life for local residents and make the roads safer.	
29	Member of the public Monmouthshire	<p>Objects to the proposal. Considers the proposal is heavy handed, detrimental to local residents and businesses and to tourism in Monmouthshire, without delivering any significant improvement in road safety. Contends that there is no indication the council is taking proper account of protocols in WG guidance 'Setting Local Speed Limits in Wales'.</p> <p>Further contends that the 'reasons' for proposing the Order, 'to contribute to a safer highway environment', are nebulous and there is no evidence of problem nor that a speed restriction would be the most effective solution to such a problem.</p> <p>Further contends that:-</p> <ul style="list-style-type: none"> • Speed limits should only be imposed if the road is dangerous <i>and</i> speed is a major factor in causing collisions • Previous studies previously indicated speed was not a contributory factor in accidents • WG guidance advises alternative speed management options should always be considered before a new speed limit is introduced, and puts forward seven suggestions. • Lists disbenefits which will occur if the proposal is introduced, including discouragement of tourists, displacement of traffic onto less suitable roads, consequent reduction in level of road maintenance 	See Appendix B Items 2, 3, 6, 8, 10, 11, 12, 17

		<p>provided, hampering commercial activities in the area by imposing a financial cost, and an adverse impact on commuters travelling outside peak times when the roads are generally safe to travel at 60mph.</p> <p>Suspects that the covert reason for the proposal is not road safety but the objective of a numbering of petitioning locals who are against motorcyclists. Quotes surveys indicating motorcyclists comprise around 3% of traffic using these roads, the majority of which are responsible road users, and contends that the council should not condone the vilification of legitimate road users.</p> <p>Concludes by stating that the council has a clear duty to consider <i>all</i> legitimate road users, to balance the diverse considerations of strategic importance, local access and recreational road users, balance the needs of different road users and deliver road safety whilst encouraging the free flow of traffic.</p>	<p>Noted.</p> <p>This is an extract from Setting Local Speed limits in Wales. The section on rural speed limits also advises highway authorities to consider local access needs, community severance and social factors and vulnerable road users. It is considered the proposal is put forward having taken a balanced view of all relevant factors.</p>
30	Member of the public Monmouthshire	<p>Objects to the proposal. Cannot find any sound reason for considering it. Contends that it is primarily to attack the microscopic minority of motorcyclists who have very little regard for the national speed limits for whom the proposed limit will not curb their actions.</p> <p>Believes there are certain sections such as Penpergwm where a 50mph limit would be sensible but a blanket ban is ridiculous.</p>	See Appendix B Items 4, 5, 6, 10, 11, 12, and 13.

		<p>Points out that road users are constantly relied upon to assess road/weather/vehicle conditions and make correct decisions about safety and should be relied on to use their common sense rather than being dictated to as if in a nanny state.</p> <p>Believes there are better ways to make our roads safer without restricting movement in such a detrimental manner with far reaching implications for local people, businesses, professionals and tourists.</p> <p>Concludes by stating that if imposed the proposal would only be to quench the thirst of nimby minded local residents with the bonus of some tax collection from speed cameras.</p>	
31	Member of the public Monmouthshire	<p>Objects to the proposal, citing the following reasons:-</p> <ul style="list-style-type: none"> • Will have a disproportionate effect on the flow of traffic. He currently travels these roads at 40-45 mph, and feels the proposal will discourage following vehicles from overtaking, resulting in impatient drivers travelling too close behind. • Feels that the effect will be similar to the A48 Gloucester to Lydney road where each individual safety modification can be applauded but the overall effect is driver frustration at the lack of safe overtaking places. • A blanket speed limit is too blunt an instrument, a more detailed analysis should be undertaken with a better targeted solution. • The evidence for the proposal is either inadequate or inadequately presented. • If implemented will allow the council to spend less 	See Appendix B Items 4, 7, 9, and 17.

		on maintaining these roads.	
32	Member of the public Via email Address not supplied	<p>Objects to the proposal. Regularly drives along the B4598. Comments as follows:-</p> <ul style="list-style-type: none"> • A blanket speed limit is not warranted as there are sections where the national speed limit (60mph) is applicable. The assessment of appropriate speed for road conditions should be left to the driver, with any unsafe driving enforced by the police. • The new signing required at every junction will be a massive environmental impact. • This would be a waste of taxpayer money. If available money would be better spent on maintaining the roads. • May set a precedent for other similar roads in the county <p>Concludes by stating that unless the proposal is substantiated by higher than average collision data he will seek a judicial review.</p>	<p>See Appendix B Items 2, 3, 4, 14, 15, 16, and 17.</p> <p>Noted.</p>
33	Member of the public Gloucestershire	<p>Objects to the proposal, citing the following reasons:-</p> <ul style="list-style-type: none"> • The publicity may not be adequate for those likely to be affected • The proposal is contrary to 'Setting Local Speed Limits and is unlikely to meet the balance described in 1984 Road Traffic Regulation Act to balance the requirements of road users and local people. Feels it may increase rather than decrease risk. • The statement of reasons does not explain why 50mph is considered the appropriate limit. 	<p>The proposal was advertised in accordance with the requirements of the Local Authorities' Traffic Order Procedures (England and Wales) 1996.</p> <p>See Appendix B Items 2, 3, and 16</p>

		<ul style="list-style-type: none"> • If money is available for road safety there are better ways of achieving it. 	
34	Member of the public Pembrokeshire	Objects to the proposal. Uses the route regularly between London and Pembrokeshire as there are cafes and public houses suitable for refreshment stops. Finds the existing standards of driving are very high with most road users well aware of the hazards and obstructions they might encounter. He is not aware of a high accident rate, considers it unnecessary to enact the proposal and money involved would be better spent on more maintenance.	See Appendix B Items 2, 3 and 16.

1. Accident Rates and Existing Speeds

Existing traffic speeds and accident rates are attached at Appendix C.

2. Compliance with Welsh Government Guidelines

Paragraph 6.8 of Welsh Government guidance 'Setting Local Speed Limits in Wales' suggests a speed limit of 50mph on lower quality strategic roads where the collision rate is above threshold or the mean speed is already below 50mph, and this is supported by the Assessment Framework Figure D.1. The mean speeds recorded at eight locations between Usk and Penpergwm varied between 42 and 47mph. Likewise the mean speeds on route R64 varied between 43 and 49mph. The proposed speed limit complies with the guidance.

3. Accident Rates less than average

The accident rates are less than the threshold (not average) stated in the guidelines. If the accident rate had been higher than the threshold then, according to the guidelines, a 50mph limit would be appropriate irrespective of the existing mean speeds.

4. Sections where the National Speed Limit is appropriate

Mean speeds above 50mph have been recorded between Penpergwm and Hardwick Interchange where the B4598 is to a better standard with fewer bends and greater forward visibility. The guidance suggests, and the Council concurs, that the national speed limit (60mph) is appropriate on this section of road, hence it is not included in the proposal. Between Usk and Penpergwm the road characteristics are predominately to a lower standard, as evidenced by the mean speeds recorded, and it is not accepted that the national limit is appropriate.

5. Delays to Traffic

The distance between the ends of the proposed limit on the B4598 is 11.36km (6.68 miles), of which 0.6km (0.37 miles) is currently subject to a 40mph limit and the remainder 60mph. Whilst patently vehicles cannot travel the whole length at these speeds, if it were feasible the journey would take 7mins 14 secs. A journey travelling at the proposed 50mph limit would take 8mins 34secs. Thus the

maximum additional time taken would be 1min 20 secs; realistically the additional travel time will be less than 1 minute. This is insignificant.

6. Additional cost to Commercial Activities

It follows that the additional cost to commercial activities will be insignificant. Furthermore, it is unlikely commercial vehicles currently exceed 50mph, hence the proposal will have no or minimal impact upon these vehicles.

7. Will add to congestion, or cause bunching

Traffic volumes are modest, and the mean speed of traffic is currently below the proposed limit without any evidence of congestion or bunching. It is not accepted that the proposal will result in congestion or bunching.

8. Displacement of Traffic onto less suitable Roads

The potential additional journey time is insignificant, and it is not accepted that the proposal will result in traffic diverting onto less suitable roads.

9. Will reduce safe overtaking opportunities

Safe overtaking opportunities are dependent on good forward visibility so that drivers can observe any approaching vehicles, junctions and other potential hazards to help determine whether or not it is safe to overtake. No physical alterations are proposed to these roads, and the proposed change in speed limit will not affect the number of safe overtaking locations.

10. Will discourage tourists

If anything tourists generally travel at slower speeds than other travelers. There is no logical reason why tourists should be discouraged by these proposals.

11. Recreational Use of Roads

WG guidance recommends that recreational use is one factor to be taken into account when considering speed limits. Generally recreational road users travel more slowly than other users, e.g. commuters, those travelling in the course of their work. These roads are used amongst others for recreational use by cyclists. Of the 15 accidents recorded on these roads during the survey period 2 involved cyclists, resulting in 2 serious and 1 slight injury.

12. Proposal targets Motorcyclists

The proposal will impact on all those who currently travel these routes in excess of 50mph. Speed limits apply to all road users, not just motorcyclists.

13. Is partly intended to obtain tax from speed cameras

Enforcement of speed limits, whether by speed cameras or other means, is a police matter. Fines paid by those found guilty of exceeding speed limits go to central government; there is no potential financial benefit to the Council.

14. Sets a precedent for similar roads

Welsh Government guidelines advise that each road or length of road be considered individually on its own circumstances.

15. Environmental Impact of Signing

Implementation of the proposal would require significant signage to be installed for the limits to be understood and enforceable by the police. 23 new pairs of posts and terminal signs (50mph/national speed limit) will be required, one on the B4598 west of Penpergwm and 22 at side road junctions. Alterations to existing terminal signage (to replace existing national speed limit signs with 50mph signs) will be required at 9 locations. In addition approximately 50 posts with 'repeater' 50 mph signs will be required along the length of these routes.

16. Cost of Implementation

The cost of implementing the proposal is essentially the cost of erecting the necessary signing. This is estimated to be £ 17,500.

17. Consequent Reduction in Highway Maintenance standards

The highway budget for maintenance is not determined by the speed limit applying to lengths of road. The introduction of a 50mph speed limit will not impact on the maintenance of these roads.

B4598 and R64 – Proposed 50 mph Speed Limit - Traffic Data

Locations with numerical reference extracted from Sky High automatic traffic survey 28th June to 4th July 2014; those with alphabetical reference extracted from survey commencing 26th May 2011

Section 1 B4598 Hardwick Roundabout – Llanvihangel Gobion

Ref No.	Location	Two way 7 day ave	Mean speed	85%ile mph
D	N/W of The Hardwick	4280	52	60.0
1	S/E access to Parc Llettis	4188	52	59.9
2	E jnc to The Bryn	3968	45	57.3
3	Adj Llangattock House	3845	46	54.1
B	W of Steelhorse Cafe	3836	42	50.1
Ave		4023	47	

Section 2 B4598 Llanvihangel Gobion – Usk 30mph limit sign

Ref	Location	Two way 7 day ave	Mean speed	85%ile mph
1	50m S St. Michaels Church	2164	44	52.6
2	Adj Orchard House	2350	44	51.4
3	Adj access Alisier Lodge	1840	42	50.3
4	100m E Alice Springs GC	2297	42	50.1
5	300m NW Llancayo 30mph	2337	47	55.9
6	100m S Llancayo Road jnc	2977	45	54.8
Ave		2327	44	

Section 3 R64 Llanvihangel Gobion – Raglan Roundabout

Ref	Location	Two way 7 day ave	Mean speed	85%ile mph
B	E Steelhorse Cafe	2439	43	47.6
1	W access to Clytha Park	2189	43	51.2
2	Adj access to Glanwern House	2423	47	55.5
3	Adj Wern y Cwrt	2744	48	56.6
4	100m NW access to The Dell	2801	49	62.0
Ave		2551	46	

Road Sections and Lengths

1. B4598 Hardwick Interchange to Llanvihangel Gobion – 5.47 km
2. B4598 Llanvihangel Gobion to Usk 30mph limit – 9.42 km
3. R64 Llanvihangel Gobion to Raglan Roundabout – 7.16 km

Collision Data 5 years 1st March 2009 to 28th February 2014

a	Route Section	1	2	3
b	Slight Accidents	4	6	3
c	Serious Accidents	1	1	1
d	Fatal Accidents	2	1	1
e	Total Accidents	7	8	5
f	Section Length km	5.47	9.42	7.16
g	Section AADT, vehs	4023	2327	2551
h	5 yr veh kms (5 x 365 x f x g) x10 ⁶	40.16	40.00	33.35
j	Collision Rate, per 10 ⁸ veh kms	17.44	20.00	14.98

Collision Rate = e/h x 100

PGW 200714

Background Documents

MONMOUTHSHIRE COUNTY COUNCIL

**B4598 PENPERGWM – USK and
R64 LLANVIHANGEL GOBION - RAGLAN**

50 MPH AND 40MPH SPEED LIMIT ORDER 2014

Statement of Reasons

Monmouthshire County Council proposes to introduce a 50mph speed limit on the B4598 between Penpergwm and Usk, and on route R64 Llanvihangel Gobion to Raglan Roundabout, which will contribute to a safer highway environment for all road users.

It is also proposed that the existing 40mph limits at Llanfair Kilgeddin and Llancayo be retained and incorporated into the new Order.

SECTION 84 - ROAD TRAFFIC REGULATION ACT 1984

NOTICE OF INTENTION TO MAKE A PERMANENT ORDER

**MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY
B4598 PENPERGWM – USK AND R64 LLANVIHANGEL GOBION – RAGLAN
50MPH AND 40 MPH SPEED LIMITS
TRAFFIC REGULATION ORDER 2014
GORCHYMYN RHEOLAETH TRAFFIG 2014**

NOTICE IS HEREBY GIVEN that Monmouthshire County Council of County Hall, Rhadyr, Usk, Monmouthshire, NP15 1GA ("the Council") proposes to make a Road Traffic Regulation Order as follows:

Effect of the Order: to introduce a 50mph speed limit on route B4598 between Penpergwm and Usk, and on route R64 Llanvihangel Gobion to Raglan Roundabout, this will contribute to a safer highway environment for all road users. It is proposed that the existing 40mph limits at Llanfair Kilgeddin and Llancayo be retained and incorporated into the new Order.

Further details of the proposed Order comprising a plan, statement of reasons for proposing to make the Order, the Monmouthshire County Council (Llancayo near Usk 40mph Speed Limit) Traffic Regulation Order 2006 and the Monmouthshire County Council (40mph Speed Limit B4598 Near Llanfair Kilgeddin) Traffic Regulation Order 2014 which are to be revoked by this proposal may be examined during normal office hours at the County Hall, Rhadyr, Usk, Monmouthshire, NP15 1GA and the Councils One Stop Shop at Town Hall, Abergavenny, NP7 5HD . If you wish to telephone to obtain further information about this proposal please telephone 01633 - 644026.

Any objections in respect of this proposal should be made in writing, stating the grounds on which the objection is being made and should be sent to Head of Legal Services, Monmouthshire County Council, PO Box 106, Caldicot, NP26 9AN no later than the 31st of October 2014 quoting reference CW/H45/60.0803 on any correspondence.

Date: 15th September 2014

**R Tranter
Head of Legal Services/Pennaeth Gwasanaethau Cyfreithi**

The “Equality Challenge” (Screening document)

Name of the Officer Paul Keeble		To introduce a reduced speed limit on the B4598 and R64 roads by means of a Traffic Regulation Order.	
Name Traffic and Network Management		Date 6 th December 2014	
Protected characteristic affected	Negative impact Please give details	Neutral impact Please give details	Positive Impact Please give details
Age		x	
Disability		x	
Marriage + Civil Partnership		x	
Pregnancy and maternity		x	
Race		x	
Religion or Belief		x	
Sex (was Gender)		x	
Sexual Orientation		x	
Transgender		x	
Welsh Language		x	

What are the potential negative Impacts.	Ideas as to how we can look to MITIGATE the negative impacts (include any reasonable adjustments or engagement with
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	affected parties).

The next steps

- If you have assessed the proposal/s as having a **positive impact please give full details** below:

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

Signed P. Keeble

Traffic and Network Manager

6th December 2014



Equality Impact Assessment Form

and

Sustainable Development Checklist

EQUALITY IMPACT ASSESSMENT FORM

Name of policy or change to service (Proposal)	Directorate:	Department:
40 Mph Speed Limit on B4598 by Llanfair Kilgeddin	Regeneration and Culture	Traffic and Network Management
Policy author / service lead	Name of assessor	Date of assessment:
Kellie Beirne	P. Keeble	6 th December 2013

1. Have you completed the Equality Challenge form? **Yes / No.** If **No** please explain why

Yes.

2. What is the **Aim/s** of the Policy or the proposed change to the policy or service (the proposal)

To improve the level of road safety, and local environment and quality of life of local residents and address the concerns of the local community.

3. From your findings from the “Equality Challenge” form did you identify any people or groups of people with protected characteristics that this proposal was likely to affect in a **negative** way? Please tick appropriate boxes below.

Age		Race	
Disability		Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

4. Please give details of any consultation(s) or engagement carried out in the development /re-development of this proposal.

Formal legal consultation procedure undertaken in accordance with the requirements for a proposed permanent Traffic Regulation Order.

5. Please list the data that has been used for this proposal? e.g. Household survey data, Welsh Government data, ONS data, MCC service user data, Staff personnel data etc.

7 day automated vehicular speed and volume counts undertaken in May 2011 and June 2014.
Road Accident data.

6. As a result did you take any actions to mitigate your proposal? Please give details below.

No.

7. Final stage – What was decided?

- **No change made to proposal/s– please give details**

The proposed lower speed limit does not adversely affect any specific group or individual in terms of equality legislation.

- **Slight changes made to proposal/s – please give details**

- **Major changes made to the proposal/s to mitigate any significant negative impact – please give details**

Signed.....P. Keeble **Designation**.....Traffic and Network Manager

Dated.....6th December 2014

The “Sustainability Challenge”

Name of the Officer P. Keeble		To introduce a reduced speed limit on the highway by means of a Traffic Regulation Order.	
Name Traffic and Network Management		Date 6 th December 2014	
Aspect of sustainability affected	Negative impact Please give details	Neutral impact Please give details	Positive Impact Please give details
PEOPLE			
Ensure that more people have access to healthy food		x	
Improve housing quality and provision		x	
Reduce ill health and improve healthcare provision		x	
Promote independence		x	
Encourage community participation/action and voluntary work		x	

Targets socially excluded		x	
Help reduce crime and fear of crime		x	
Improve access to education and training		x	
Have a positive impact on people and places in other countries		x	
PLANET			
Reduce, reuse and recycle waste and water		x	
Reduce carbon dioxide emissions			Mandatory lower speed limit will lower carbon dioxide emissions compared to current derestricted speed limit.
Prevent or reduce pollution of the air, land and water		x	Reduction in vehicular exhaust noises due to lower legal speed limit.
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)		x	
Protect or enhance visual appearance of	Introduces additional road		

environment	traffic signs		
PROFIT			
Protect local shops and services		x	
Link local production with local consumption		x	
Improve environmental awareness of local businesses		x	
Increase employment for local people		x	
Preserve and enhance local identity and culture		x	
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc		x	
Increase and improve access to leisure, recreation or cultural facilities		x	

What are the potential negative Impacts	Ideas as to how we can look to MITIGATE the negative impacts (include any reasonable adjustments)

The next steps

- If you have assessed the proposal/s as having a **positive impact please give full details** below

Quality of life for local residents will rise due to reduction in vehicle exhaust noise and in lower carbon dioxide emissions at the reduced mandatory speed limit of 50 mph.

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

Traffic signing is necessary in accordance with national legislation to inform road users of speed limits and ensure limits are enforceable.

Signed P. Keeble

Dated 6th December 2014

B4598 and R64 – Proposed 50 mph Speed Limit - Traffic Data

Locations with numerical reference extracted from Sky High automatic traffic survey 28th June to 4th July 2014; those with alphabetical reference extracted from survey commencing 26th May 2011

Section 1 B4598 Hardwick Roundabout – Llanvihangel Gobion

Ref No.	Location	Two way 7 day ave	Mean speed	85%ile mph
D	N/W of The Hardwick	4280	52	60.0
1	S/E access to Parc Llettis	4188	52	59.9
2	E jnc to The Bryn	3968	45	57.3
3	Adj Llangatock House	3845	46	54.1
B	W of Steelhorse Cafe	3836	42	50.1
Ave		4023	47	

Section 2 B4598 Llanvihangel Gobion – Usk 30mph limit sign

Ref	Location	Two way 7 day ave	Mean speed	85%ile mph
1	50m S St. Michaels Church	2164	44	52.6
2	Adj Orchard House	2350	44	51.4
3	Adj access Alisier Lodge	1840	42	50.3
4	100m E Alice Springs GC	2297	42	50.1
5	300m NW Llanccayo 30mph	2337	47	55.9
6	100m S Llanccayo Road jnc	2977	45	54.8
Ave		2327	44	

Section 3 R64 Llanvihangel Gobion – Raglan Roundabout

Ref	Location	Two way 7 day ave	Mean speed	85%ile mph
B	E Steelhorse Cafe	2439	43	47.6
1	W access to Clytha Park	2189	43	51.2
2	Adj access to Glanwern House	2423	47	55.5
3	Adj Wern y Cwrt	2744	48	56.6
4	100m NW access to The Dell	2801	49	62.0
Ave		2551	46	

PGW 210714

B4598 and R64 – Proposed 50 mph Speed Limit - Collision Data

Road Sections

1. B4598 Hardwick Interchange to Llanvihangel Gobion – 5.47 km
2. B4598 Llanvihangel Gobion to Usk 30mph limit – 9.42 km
3. R64 Llanvihangel Gobion to Raglan Roundabout – 7.16 km

Collision Data 5 years 1st March 2009 to 28th February 2014

a	Route Section	1	2	3
b	Slight Accidents	3	6	3
c	Serious Accidents	1	1	1
d	Fatal Accidents	2	1	1
e	Total Accidents	6	8	5
f	Section Length km	5.47	9.42	7.16
g	Section AADT, vehs	4023	2327	2551
h	5 yr veh kms (5 x 365 x f x g) x10 ⁶	40.16	40.00	33.35
j	Collision Rate, per 10 ⁸ veh kms	14.95	20.00	15.00

Collision Rate = $e/h \times 100$