

26<sup>th</sup> August 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, 3<sup>rd</sup> September 2014, 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 & CAPITAL BUDGET MONITORING 2014/15 – MONTH 3 OUTTURN FORECAST STATEMENT**

Division/Wards Affected: All  
Purpose: 1) The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at the end of month 3 for the 2014/15 financial year; 2) It also seeks to review the quality of monitoring information so that Members can continue to have a confidence in its accuracy as a catalyst for change.  
Author: Mark Howcroft, Assistant Head of Finance  
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(ii) **MEDIUM TERM FINANCIAL PLAN AND BUDGET PROCESS 2015/16 TO 2018/19**

Division/Wards Affected: All

Purpose: 1) To highlight the context within which the Medium Term Financial Plan (MTFP) will be developed for 2015/16 to 2018/19; 2) To agree the assumptions to be used to update the MTFP, and provide an early indication of the level of budget savings to be found; and 3) To agree the process for developing the MTFP and budget for 2015/16.

Author: Joy Robson – Head of Finance

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(iii) **CHILDREN'S SERVICES FINANCIAL STRATEGY**

Division/Wards Affected: Central Monmouthshire

Purpose: To propose a financial strategy for Children's Services, based on analysis of demand and statutory requirements to inform the Medium Term Financial Plan and ensure the continued viability and effectiveness of the service.

Author: Simon Burch

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(iv) **IMPLEMENTATION OF REVIEW OF THE MANAGEMENT OF MONMOUTHSHIRE COUNTY COUNCIL'S PUBLIC CAR PARKS**

Division/Wards Affected: Countywide

Purpose: To introduce changes to the Council's public car park facilities following a review of current arrangements and scrutiny of the proposals by the Economy and Development Select Committee.

Author: Roger Hoggins / Debbie Jackson / Amanda Perrin

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Yours sincerely,

**Paul Matthews**  
**Chief Executive**

**CABINET PORTFOLIOS 2014**

<b>County Councillor</b>	<b>Area of Responsibility</b>	<b>Partnership and External Working</b>	<b>Ward</b>
P.A. Fox (Leader)	<b>Organisational Development</b> 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)	<b>Innovation, Enterprise &amp; Leisure</b> 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)	<b>Community Development</b> 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. Hacket Pain	<b>Schools and Learning</b> 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	<b>Environment, Public Services &amp; Housing</b> Development Control, Building Control, Housing Service, Trading Standards, Public Protection, Environment & Countryside.	SEWTA SEWSPG	Llanelly Hill
G. Burrows	<b>Social Care &amp; Health</b> 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	<b>Resources</b> Accountancy, Internal Audit, Estates & Property Services, Procurement, Human Resources & Training, Health & Safety.	Prosiect Gwrydd Wales Purchasing Consortium	Caerwent
S.B. Jones	<b>County Operations</b> 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**

<b>SUBJECT</b>	<b>REVENUE &amp; CAPITAL BUDGET MONITORING 2014/15 MONTH 3 OUTTURN FORECAST STATEMENT</b>
<b>DIRECTORATE</b>	<b>Chief Executive's Unit</b>
<b>MEETING</b>	<b>Cabinet</b>
<b>DATE</b>	<b>3<sup>rd</sup> September 2014</b>
<b>DIVISIONS/WARD AFFECTED</b>	<b>All Authority</b>

**1. PURPOSE**

- 1.1 The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at the end of month 3 for the 2014/15 financial year.
- 1.2 It also seeks to review the quality of monitoring information so that Members can continue to have a confidence in its accuracy as a catalyst for change.

**2. RECOMMENDATION**

- 2.1 That Members consider the position concerning 1<sup>st</sup> quarter revenue monitoring and seek assurance of the action Chief Officers are taking to address the over spends in their service areas.
- 2.2 That Members consider the position concerning school balances and note the potential for in year withdrawal of school improvement grant by Welsh Government.
- 2.3 On an exception basis, that Members note the variances in approach and progress concerning the mandates identified in para 3.3.3, with a view to receiving further updates from those areas identified, or alternative proposals to achieve the original savings target.

2.4 That Members consider the position concerning 1<sup>st</sup> quarter capital monitoring, note the slippage identified in respect of Abergavenny library and 21<sup>st</sup> Century schools feasibility, and approve the use of capital receipts to finance the identified overspend.

2.5 That Members consider the review of financial monitoring, and conclude whether it remains an accurate management tool on which to identify financial performance.

### 3. MONITORING ANALYSIS

#### 3.1 Revenue Position

3.1.1 Revenue budget monitoring information for each directorate's directly managed budgets is provided together with information on corporate areas.

#### 3.1.2 Responsible Financial Officer's Summary of Overall Position

##### Summary Position

Table 1: Draft Council Fund Outturn 2014/15 – Summary Total Net Expenditure Position at Month 3	Appendix	Annual Forecast at Month 3	Revised Budget	Forecast Over/(Under) Spend at Month 3
		£000's	£000's	£000's
Social Care & Health	5&6	37,217	36,604	613
Children & Young People	6	52,328	52,302	26
Enterprise	4	10,484	10,252	232
Operations	3	18,234	17,849	385
Chief Executives Unit	3	7,292	7,425	(133)
Corporate Costs & Levies	3	17,847	17,941	(94)
<b>Net Cost of Services</b>		<b>143,402</b>	<b>142,373</b>	<b>1,029</b>
Attributable Costs – Fixed Asset Disposal	3	225	224	1
Interest & Investment Income	3	(77)	(29)	(48)

3.1.3 The bottom line potential overspend, significantly by receipts and treasury important to highlight exhibits an million. Putting this significant challenge, over that calculated £1.7 million services.

Interest Payable & Similar Charges	3	3,538	3,769	(231)
Charges Required Under Regulation	3	5,571	5,606	(35)
Contributions to Reserves	3	91	86	5
Contributions from Reserves	3	(2,700)	(2,700)	0
<b>Amounts to be met from Government Grants and Local Taxation</b>		<b>150,050</b>	<b>149,329</b>	<b>721</b>
General Government Grants	3	(69,340)	(69,340)	0
Non-Domestic Rates	3	(28,984)	(28,984)	0
Council Tax	3	(57,128)	(56,780)	(348)
Council Tax Benefits Support	3	5,917	6,071	(154)
<b>Council Fund (Surplus)/Deficit</b>		<b>515</b>	<b>296</b>	<b>219</b>
Budgeted contribution from Council Fund		<b>(296)</b>	<b>(296)</b>	<b>0</b>
		<b>219</b>	<b>0</b>	<b>219</b>

3.1.4 Given the financial to face the Authority Chief Officers are services live within targets set for the exception to this is in where the nature this budget is the on this agenda. Future monitoring reports will seek to contain the information on what is being done to manage the positive action that is required to ensure that the budget is not breached.

situation, a £219,000 has been mitigated anticipated Council Tax considerations. So it is that net cost of services overspend of circa £1 in some context, whilst still a this is a favourable position at quarter 1 2013/14 of a overspend on net cost of

challenges that will continue for the foreseeable future, tasked with ensuring that the budgets and savings current financial year. The Children's social services and scale of the pressure on subject of a separate report

3.1.5 Summary pressures and underspends within the net cost of services include:

Service area	Forecast Overspend £'000	Forecast Underspend £'000	Headline Cause
<b>Social Care &amp; Health (SCH)</b>			
Children's services	583		Looked after children activity and additional team and conveyance of client costs
Adult service	30		Most notably historic Monnow Vale partnership cost apportionments and increased residential care staff hours
<b>Children and Young People (CYP)</b>			
Standards	38		Shortfall on income targets
Resources and Performance		12	Net salary saving

<b>Enterprise (ENT)</b>			
Community led delivery	107		Net effect of restructure changes not fully implemented yet
Commercial & people development	79		Shortfall in savings target presumed on SRS and reduced training grant
Public Life & culture	46		Redundancy costs at Caldicot Castle, employee cost pressures at Old Station, and reduced rental following Brecon Beacons National Park moving to tithe barn
<b>Operations (OPS)</b>			
Highways		300	Extra agency income
Property	108		Schools meals service transfer from CYP with significant pressure, and net pressure to schools cleaning caused by unbudgetted contract management costs
Home to school transport	354		Past budget saving reviews of home to school and SEN haven't taken place, and external transporter costs are anticipated to introduce a further pressure following rolling retender
Transport	88		Car parking income deficit
Waste	235		A prudence around when Energy from waste collaboration will come online. Moving streetscene services to Town & Community Councils hasn't occurred as anticipated. Not included in the outturn forecast, the service manager also highlights a potential for potential significant additional costs from the tendering of recycling contract in Jan 15 and potential redundancy cost, combined totalling £270,000
Grounds		100	Additional income
Chief Executives Office (CEO)		133	Housing benefit activity below budget levels
Corporate (CORP)		94	Predominantly an underspend on external audit fees due to a refund for previously charged fees (£42,000), a new fee calculation method employed by the Welsh Audit Office (£26,000) and savings against the grant audit budget due to a reduction in time employed by WAO (£29,000).
<b>Total</b>	<b>1,668</b>	<b>639</b>	<b>Net overspend position is £1.029 million on net</b>



			<b>cost of services</b>
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3.1.6 More detailed monitoring information together with a narrative of more significant variance over £25,000 is provided in the Select Appendices 3 to 6.

## 3.2 Schools

3.2.1 Each of the Authority's Schools is directly governed by a Board of Governors, which is responsible for managing the school's finances. However, the Authority also holds a key responsibility for monitoring the overall financial performance of schools. Below is a table showing the forecast Schools' balances position for the year-end at month 3.

3.2.2 School balances financial year credit. The balances has £734,000 school balances £254,000 credit.		Draft Council Fund Outturn 2014/15 – Summary Forecast Year-end School Balances Position at Month 3		Opening School Balances (Surplus ())	Budgeted use of balances	Forecast use of balances at Month 3	Forecast Closing School Balances	at the beginning of the amounted to £988,000 budgeted draw on been identified as being resulting in closing budgeted to be
		£'000's	£'000's	£'000's	£'000's	£'000's		
		<u>Clusters</u>						
		Abergavenny	(285)	256	226	(59)		
		Caldicot	(242)	115	76	(166)		
3.2.3 At month 3, the suggests that required from £613,000, a of £121,000, closing school credit.		Chepstow	(14)	218	214	200	current forecast the contribution school balances will be decrease from budget and would result in balances of £376,000	
		Monmouth	(393)	113	70	(323)		
		Special	(54)	32	27	(27)		
			(988)	734	613	(375)		

3.2.4 Within these summary figures, of particular note, is the deficit reserve position experienced in the Chepstow cluster, caused by a significantly worsening position at Chepstow comprehensive school, whose deficit is anticipated to be £352,000 by the end of year. The school is subject to a 4 year recovery plan, but this level of deficit balance remains a risk to the Council going forward in the interim.

3.2.5 6 schools exhibited a deficit position at the start of 2014/15, and alongside Chepstow Comprehensive, Llandogo is predicted to exhibit a worsening position. However Deri View, Llanvihangel Crocorney, Castle Park and Ysgol Gymraeg Y Ffin are all forecast to improve their deficit balance position by the end of the year.

3.2.6 Of concern, King Henry Comprehensive and Mounton House are anticipated to move into deficit by the end of year. It is usual for the school to have 3 months to put in place an agreed recovery plan, so Mounton House have until 30<sup>th</sup> September to do so. King Henry has been given an extension until 31<sup>st</sup> October, appreciating a new headteacher will be starting in September.

3.2.7 Schools balances exhibit a reducing trend, and by definition can only be used once

Year	Net level of school balances
2011-12	(965)
2012-13	(1,240)
2013-14	(988)
2014-15 forecast	(376)

- 3.2.8 There has been a significant reliance on reserve balances to supplement school spending plans in the last 2 years, and no indication of potential replenishment evident. This isn't a sustainable prospect. As a rough guide, prior to 2010, Welsh Government advocated that school balance levels equated to 5% of budget share. Using 2014/15 delegated budget levels, this would equate to £2.2 million. Members may wish to seek a comfort that balances aren't being used to subsidise and sustain core costs such as staffing.
- 3.2.9 Allied to this, Welsh Government have indicated very recently they may need to adjust downwards the level of grants paid to schools across the Principality within the current year, but cannot be any more specific as to amounts or when such resourcing might be withdrawn this year. This will necessitate schools reviewing and revising their improvement programmes and may introduce a further pressure to schools balances as schools accommodate the change.
- 3.2.10 Further information on Schools is provided in Children & Young People Select appendix 6.

### 3.3 **2014/15 Savings Progress**

- 3.3.1 The monitoring above reflects the progress in achieving necessary savings agreed as part of the 2014/15 budget process. Appendix 1 provides details of specific savings initiatives and progress made in delivering them in full by the end of 2014/15 financial year.

In summary they are as follows,

2014/15 Budgeted Service Savings Mandates Progress at Month 3					
DIRECTORATE	Saving included in 2014/15 Budget	Savings achieved	% progress in achieving savings	Delayed savings	Savings not achievable
	£'000	£'000		£'000	£'000
Children & Young People	812	729	90%	0	83
Social Care & Health	1,030	877	85%	0	153
Enterprise	1,276	1,036	81%	147	94
Operations	1,412	990	70%	156	266
Chief Executive's	923	923	100%	0	0
<b>Total Budgeted Service Savings 2014-15</b>	<b>5,453</b>	<b>4,555</b>		<b>303</b>	<b>596</b>

3.3.2 Operations Directorate exhibits the lowest level of savings achieved at the moment, it's a very "young" structure, and managerial changes and appointments are still taking place to embed new approaches.

3.3.3 The savings appendix also indicates a risk score as to whether savings are likely to be achieved or otherwise. Of those reported to be high or medium risk, Members will need to receive specific updates on the following mandates from Directors.

#### Operations (OPS)

- School meals -increase price, market and expand service – none of saving anticipated has materialised (£69,000).
- Street scene and pest control - £25,000 short of requirement relating to work with Town & Community Councils
- Facilities - transfer functions to other providers – none of the work with Town & Community Councils likely to realise £100,000 saving
- Transport review and fleet rationalisation, £40,000 short of mandate requirements

#### Enterprise (ENT)

- Sustainable energy initiatives - £35,000 short of mandate requirements.
- Museums, Shirehall & Castles and Tourism – shortfall in income targets of £7,500, and additional salary costs evident in Countryside of £36,000
- Strategic Property Review (phase 2) - shortfall in savings of £15,000 caused predominantly by move of SCH Children's services into 2<sup>nd</sup> floor of Magor. Original intention was to rent this space out.
- Additionally the Adult Education mandate (£90,000) is unlikely to be delivered in the way originally expected, and requires a more fundamental consideration of sustainability of service due to the extent of funding withdrawal (from £607,000 to £400,000) by Coleg Gwent for courses run from September 2014.

### Children and Young People (CYP)

- School library service – shortfall of £30,000 against target. A partnership service with Torfaen CBC. Both authorities' schools wish to terminate the service, which is likely to result in a changed mandate/subsequent report pertaining to closure, redundancies, distribution of assets and deficit reserve.
- Grants to micro finance and rationalise numerous grants to single organisations – none of savings required have materialised (£37,000)

### Social Care & Health (SCH)

- Community meals increase take-up – meal numbers are 200 below the 1,450 target introducing a £26,000 shortfall
- SCH children's staff restructuring – Innovation facilitated work has proposed re-introduction of post volunteered by the service for deletion introducing a £32,000 shortfall on savings target

### All

- Review of additional payments – Social Care and Health exhibit challenges in meeting any of their saving requirements of £95,000, CYP report making £16,000 of £31,000 requirement, CEO and Operations report intention to make their £163,000 in other ways but haven't specified how, ENT report having made their £48,000 in full.

## 3.4 Capital Position

### 3.4.1 The summary Capital position as at month 3 is as follows

Select Portfolio	Provisions B/F	Actual Month 1 to 3	Annual Forecast	Total Approved Budget	Provisional Budget Slippage C/F to 2015- 16	2014-15 Budget	Annual Overspend / (Underspend)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Children and Young people	(509)	1,250	6,292	7,112	751	6,360	(68)
Adult	(3)	1	95	59		59	35
Economy & Development	(232)	58	814	732		732	82
Stronger Communities	(890)	1,154	10,752	14,199	3,433	10,766	(14)
<b>Grand Total</b>	<b>(1,634)</b>	<b>2,462</b>	<b>17,952</b>	<b>22,102</b>	<b>4,185</b>	<b>17,917</b>	<b>35</b>

- 3.4.2 Abergavenny Regeneration is anticipated to overspend by £82,000, consequential to the legal costs incurred in defending against a 3<sup>rd</sup> party action, and Caldicot School Drainage scheme is proposed to overspend by £53,000 due to ground conditions.

- 3.4.3 There have been £58,000 of virements within property maintenance schemes from mechanical to electrical services as the maintenance manager seeks to refine replacement works. An increase of £101,000 has been added to low cost home ownership to allow for the back to back resale of Castlewood properties, which is compensated for by an increased receipt. Additionally the 2014/15 programme has been supplemented by £376,000 additional Section 106 funding, and £295,000 of extra transport grant funded works.
- 3.4.4 Expenditure on capital schemes in the first 3 months of the year can be low as there can be a degree of lead-in period as the studies and procurement necessary to facilitate works are progressed.
- 3.4.5 However the actual expenditure incurred by end of June is not significantly higher than the provisions for work carried forward from 2013/14. There is a presumption that any provision created at the end of March would have been settled by end of June as one of the requirements to incur such a provision is that the work has been incurred by 31<sup>st</sup> March but simply not yet invoiced.

	£'000
Actual Expenditure Incurred by end month 3	2,462
Provisions b/fwd. from 2013-14	(1,634)
Net expenditure to date	828

- 3.4.6 To put this net spend in context, this spend is against a budget of £17.9 million. Managers remain confident that projects are on track and indicate an outturn forecast spend consistent with the budget. From experience however, capital slippage tends to increase during the year leaving expenditure to be incurred over the winter months, which increases the risk that inclement weather could adversely affect progress.

### **3.5 Capital Financing and Receipts**

- 3.5.1 Given the anticipated capital spending profile reported in para 3.4.1, the following financing mechanisms are expected to be utilised.

Financing Stream	Annual Forecast Financing	Approved Slippage B/F	Original Budget	Budget Revisions	Total Approved Budget	Provisional Budget Slippage C/F to 2015-16	2014-15 Adjusted Budget	Increased / (Reduced) Financing
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Supported Borrowing	2,420		2,420		2,420		2,420	
General Capital Grant	1,473		1,473		1,473		1,473	
Grants and Contributions	1,595	53	1,247	295	1,595		1,595	
S106 Contributions	941	556		386	941		941	
Unsupported borrowing	6,017	6,710	3,492		10,202	4,185	6,017	
Earmarked reserve & Revenue Funding	687	656		31	687		687	
Capital Receipts	4,623	2,957	1,707	61	4,724		4,724	(101)
Low cost homw ownership receipts	60	60			60		60	
Unfinanced Expenditure	136							136
<b>Grand Total</b>	<b>17,952</b>	<b>10,991</b>	<b>10,338</b>	<b>772</b>	<b>22,102</b>	<b>4,185</b>	<b>17,917</b>	<b>35</b>

- 3.5.2 The Future Schools (Monmouth & Caldicot) schemes (£751,000) and the proposed new Abergavenny Library scheme (£3,433,000) are forecasting to slip into 2015/16. This slippage will delay the need to call on unsupported borrowing.
- 3.5.3 County Farms maintenance and investment is forecast to underspend by £100,000 reducing the need to call on capital receipts.
- 3.5.4 The Abergavenny Regeneration (£82,000) and Caldicot School Drainage (£53,000) schemes are forecast to overspend. Financing needs to be identified to fund this expenditure. There is an under-utilisation of capital receipts evident. It is proposed that capital receipts be used to fund the anticipated overspends identified.
- 3.5.5 Given 21st century schools aspirations it is particularly important to review the effect of the changes to the forecast capital receipts on the useable capital receipts balances available to meet future capital commitments. The table overleaf also compares this to the balances forecast within the 2014/18 MTFP capital budget proposals.

<b>Movement in Available Useable Capital Receipts Forecast</b>				
<b>TOTAL RECEIPTS</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Balance b/f 1 <sup>st</sup> April	7,854	14,055	19,836	32,132
Receipts forecast to be received in year as 2014/18 MTFP	21,165	13,556	4,000	2,000
Increase / (decrease) in forecast receipts forecast at month 3	(10,209)	(7,081)	18,820	650
Deferred Capital Receipts	4	4	4	4
Less: Set aside Capital Receipts	0	0	(10,452)	0
Less: Receipts to be applied	(4,759)	(698)	(76)	(538)
<b>TOTAL Actual / Estimated balance c/f 31<sup>st</sup> March</b>	<b>14,055</b>	<b>19,836</b>	<b>32,132</b>	<b>34,248</b>
<b>TOTAL Estimated balance reported in 2014/18 MTFP Capital Budget proposals</b>	<b>14,062</b>	<b>26,923</b>	<b>30,851</b>	<b>32,317</b>
<b>Increase / (Decrease) compared to MTFP Capital Receipts Forecast</b>	<b>(7)</b>	<b>(7,087)</b>	<b>1,281</b>	<b>1,931</b>

3.5.6 The balance of capital receipts available, allowing for the funding of anticipated overspend above, at the end of 2014/15 is forecast to be in line with the 2014/18 MTFP, despite changes in the timing of some significant receipts within this period.

3.5.7 It is estimated that net receipts at the end of 2017-18 will be circa £2million more than MTFP estimates. This relates to an additional anticipation in 2017-18 concerning a likely LDP site and a surplus building sale not currently approved and so not contained in the medium term financial plan receipt projections.



#### 4. Review Of Forecasting, based upon 2013-14 financial year

##### 4.1 Revenue Position

4.1.1 A review of the budget monitoring and forecasting arrangements in 2013/14 has been undertaken in order to understand the movements of the forecasts from quarter 1 to the yearend position. This information will be shared so that the learning can be taken on board for 2014/15 monitoring and forecasting.

4.1.2 The following summary table indicates the information reported each quarter in comparison with the outturn experienced.

	Qtr 1 outturn forecast	Qtr 2 outturn forecast	Qtr 3 outturn forecast	Outturn	Extent of net costs mitigated between qtr 1 outturn
	£'000	£'000	£'000	£'000	£'000
Net cost of services to be met by Govt grant and local taxation	<b>1,713</b>	<b>1,456</b>	<b>871</b>	<b>(328)</b>	(2,041)
Difference to preceding qtr		(257)	(585)	(1,199)	
Govt grants, NNDR & Council Tax	<b>(535)</b>	<b>(633)</b>	<b>(535)</b>	<b>(549)</b>	(14)
Difference to preceding qtr		(98)	98	(14)	
<b>Total</b>	<b>1,178</b>	<b>823</b>	<b>336</b>	<b>(877)</b>	(2,055)
Difference to preceding qtr		(355)	(487)	(1,213)	

4.1.3 The general financial picture this presents is as follows,

Qtr 1 The initial period is based on 3 months actual net expenditure and 9 months predicted. Officers working in areas of historic pressure or overspend will tend to report prospective year end prudently. The budget for the forthcoming year tends to include saving requirements

that often aren't fully delivered or deliverable by month 3 without further work, hence the inclusion of a savings progress assessment on a quarterly basis, and again progress is reported accurately. Managers not affected by this will commonly be managing the resources they've been delegated to a balanced position.

Qtr 2 & 3 The 2<sup>nd</sup> and 3<sup>rd</sup> quarter will tend to exhibit a more balanced position with less reliance on prediction and more data on actual net expenditure available. Consequential to quarter 1, those managers managing their budgets to a balanced position will instead have been engaged to deliver compensatory savings to mitigate the adverse outturn. Some of the savings positions that were underdeveloped at quarter 1 would be refined and savings flowing through. Council is also able to take advantage of adhoc and unpredicted situations e.g. not filling particular posts that have occurred during the year.

Qtr 3 to outturn The last quarter reflects the most accurate position given the balance of known spend and further reduced reliance on prediction. It provides a further period in which to drive savings improvements and mitigate discretionary spend. However it also provides an additional quarter for pressures to manifest themselves. One notably area where such a pressure occurred was in Passenger Transport service which all year reported and adverse position of £150,000 when the reality in the last quarter was a £560,000 overspend. Whilst reservations were made in Select monitoring reports about the extent of adverse situation being reported by the service, the business practices and non use of corporate systems made challenging the service prediction difficult. The situation is being addressed in 2014/15 with a greater interaction with corporate systems and a more timely recording of income and expenditure items which should make forecasting an easier and more reliable prospect. . Also some advance work on 2014/15 saving delivery e.g. Enterprise and Operations restructures, would have a beneficial effect on 2013/14 where for instance vacancies remain unfilled pending restructures. The corporate aspect of the budget which involves partnering costs gets refined in light of external notifications e.g. Crematorium extraordinary dividend to Council of £138,000 was not anticipated earlier in the year, Fire service underspend notified in last quarter, and assessment of provisions levels (e.g. bad debts, insurance) only made on full year activity.

4.1.4 A more detailed examination is provided in appendix 2, which indicates that despite SCH and CYP being the main areas exhibiting financial pressure, they haven't exhibited significant volatility in forecasting through the year. R&C and CEO by necessity of having to find savings to compensate for the pressures experiences in SCH and CYP have indicated an improving trend during the quarterly forecast process, but that isn't something that can be predicted in month 3 as a given. . What can be unappreciated in judgements comparing early quarters with outturn is the focus provided by monitoring and reporting as a management tool to provide a catalyst for change and the work behind the scenes undertaken by senior leadership team, service managers and their accountants to realise financial improvement.

## 4.2 Capital Position

4.2.1 Financial monitoring is currently the main measure of capital project performance reported on a periodic basis to Members.

4.2.2 Capital expenditure won't tend to exhibit the same volatility in over or underspend prediction as revenue spends do, as commonly managers will seek to utilise underspends in future years through slippage mechanisms, or provision overspends in a timely fashion by reporting the need for budget virement/increase to Cabinet.

- 4.2.3 Given MCC approach to allocate a full scheme budget at inception and passport underspends to subsequent years in the form of slippage, an accurate assessment of progress in the year can be difficult to assess, which also has a potential to impact upon capital funding requirement predictions, and the revenue account of the Council in incurring principal and interest costs.
- 4.2.4 Consequently a common feature of monitoring over last 12 months has been an increase in the levels of slippage predicted by managers as being necessary at the end of the financial year, as evidenced in the following table

Data from 2013-14

Reporting Period	Budget	Net actual expenditure incurred at end of the reporting period	Anticipated expenditure predicted by service managers for remainder of year	Outturn forecast	Overspend/ (underspend)	Indicative slippage requested by service managers
	£'000	£'000	£'000	£'000	£000	£'000
Month 5	30,422	5,999	19,204	25,203	(292)	4,927
Month 8	30,972	11,489	11,791	23,280	(276)	7,416
Month 10	31,143	16,582	4,344	20,926	(68)	10,149
Outturn	30,912	19,650		19,650		10,991

## 5 REASONS

- 5.1 To improve budget monitoring and forecasting information being provided to Senior Officers and Members.

## 6 RESOURCE IMPLICATIONS

- 6.1 As contained in the report.

## 7 EQUALITY AND SUSTAINABLE DEVELOPMENT IMPLICATIONS

- 7.1 The decisions highlighted in this report have no implications, the budgets are being vired for the purpose they were agreed.

## **8 CONSULTTEES**

Strategic Leadership Team  
All Cabinet Members  
All Select Committee Chairman  
Head of Legal Services  
Head of Finance

## **9 BACKGROUND PAPERS**

9.1 None

## **10 AUTHORS**

Mark Howcroft – Assistant Head of Finance

## **11 CONTACT DETAILS**

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### Appendices

Appendix 1 Savings Summary  
Appendix 2 Review of quarterly forecasting position  
Appendix 3 Strong Communities Select Committee portfolio position statement  
Appendix 4 Economy and Development Select Committee portfolio position statement  
Appendix 5 Adult Select Committee portfolio position statement  
Appendix 6 Children and Young People Select Committee portfolio position statement

**Savings Summary – excel file attached**

**Appendix 1**

## Appendix 2 Review of quarterly forecasting position

Table 1: Draft Council Fund Outturn 2013/14 – Summary Total Variance Position between Qtr 1 and Outturn

	Forecast Qtr 1	Forecast Qtr 2	Forecast Qtr 3	Outturn	Extent of movement between qtr 1 prediction and outturn
	£'000	£'000	£'000	£'000	
Social Care & Health	781	820	880	832	Variance £51k on £36.4m budget (0.1% variance)
Children & Young People	694	744	545	172	Variance £139k on £52m budget (0.3% variance)
Outturn artificially improved by £383k reserve usage not drawn so equivalent outturn to qtr 1 £555k					
Regeneration & Culture	688	319	233	(210)	£898k on £28m budget (3% variance)
Chief Executives Unit	20	(206)	(304)	(511)	£531k on £11m budget (5% variance)
Corporate Costs & Levies	(390)	(864)	(1,128)	(1,510)	£1,120k on £18m budget (6% variance)
Due to extraordinary dividend from Joint Crem (£138k), £280k for insurance contract renegotiation not due until later in year, underutilisation of Single status budget £778k not reported in the summary table in 1 <sup>st</sup> quarter but mentioned in text.					
<b>Net Cost of Services</b>	<b>1,793</b>	<b>813</b>	<b>226</b>	<b>(1,227)</b>	
Attributable Costs – Fixed Asset Disposal	10	(11)	(17)	(96)	£106k reflective of delay in sales
Interest & Investment Income	(36)	(44)	(59)	(161)	£125k, predominantly the effect of unanticipated Heritable payback
Interest Payable & Similar Charges	(126)	(130)	(130)	(128)	2
Charges Required Under Regulation	(21)	(88)	(88)	(20)	1
Contributions to Reserves	(7)	795	790	1,151	£1158k
The outturn takes account of actual effect of reported caveated use of reserves e.g. single status resource. Also a review of provisions and reserves is undertaken on fully year activity once service outturn is certain e.g. a £500k movement from residual reserve offset increased use of contribution from reserves. Also national MMI reserve became insolvent Jan 14					

Contributions from Reserves	100	121	149	153	£53k
<b>Amounts to be met from Government Grants and Local Taxation</b>	<b>1,713</b>	<b>1,456</b>	<b>871</b>	<b>(328)</b>	
General Government Grants	0	0	0	0	
Non-Domestic Rates	0	0	0	0	
Council Tax	(438)	(438)	(285)	(255)	
Council Tax Benefits Support	(97)	(195)	(250)	(294)	
<b>Council Fund (Surplus)/Deficit</b>	<b>(535)</b>	<b>(633)</b>	<b>(535)</b>	<b>(549)</b>	£14k on collective income of £48 million (0.03% variance)
Budgeted contribution from Council Fund	<b>1,178</b>	<b>823</b>	<b>336</b>	<b>(877)</b>	

**1. Revenue Outturn Forecast**

The combined budget and outturn forecast for this portfolio is,

Service Area	Budget	Forecast Outturn	Variance
	£'000	£'000	£'000
Chief Executive's office	7,425	7,292	(133)
Operations	17,849	18,234	385
Corporate	17,941	17,847	(94)
Appropriations	6,956	6,649	(307)
Financing	(149,032)	(149,534)	(502)
<b>Total</b>	<b>(98,861)</b>	<b>(99,512)</b>	<b>(651)</b>

The more significant over and underspends are,

	Overspend predicted £'000	Underspend predicted £'000	Cause
Chief Executives Office		133	Housing benefit activity below budget levels
Operations – Highways		300	Extra agency income
Operations – Property	108		Schools meals service transfer from CYP with significant pressure, and net pressure to schools cleaning caused by unbudgetted contract management costs
Operations – Home to school transport	354		Past budget saving reviews of home to school and SEN haven't taken place, and external transporter costs are anticipated to introduce a further pressure following rolling retender
Operations – Transport	88		Car parking income deficit
Operations – Waste	235		A prudence around when Energy from waste collaboration will come online. Moving streetscene services to Town & Community Councils hasn't occurred as anticipated. Not included in the outturn forecast, the service manager also highlights a potential for potential significant additional costs from the tendering of recycling contract in Jan 15 and potential redundancy cost, combined totalling £270,000
Operations – Grounds		100	Additional income
Corporate		93	Predominantly saving in external audit fees
Appropriations		308	Anticipated savings in interest payable, combined with improved interest receivable, and reduction in charges due to 2013-14 capital slippage
Financing		502	Predicted extra Council tax receipts and reduced CT benefits
	<b>785</b>	<b>1,436</b>	



## 2. 2014-15 Savings Progress

The savings required by 2014-15 budget process, identified in appendix 1, are not fully secured.

- Of Operations savings totalling £1,412,000, £990,000 are anticipated to be made, £156,000 deferred to 2015-16 but £266,000 not achievable.
- Of Chief Executives savings totalling £923,000, £923,000 are reported to be made.
- **What plans have the Operations Directorate and Chief Executives office to mitigate pressures and drive alternate adhoc savings?**

## 3. Capital Outturn Forecast

The capital budget for the year is £10,766,000. This was made up of £6,235,000 2014-15 allocation, £7,192,000 slippage from 2013-14 (although £3,433,000 relates to the new library provision and is anticipated to slip into 2015-16 consequently to further consultation and engagement). The budget has been increased by £772,000 revisions and virements comprising £295,000 additional transport and road grants, £333,000 additional Sc106 awards and £42,000 additional sc106 resources attributed to 3g pitch work.

At the start of 2014-15 the Council accrued for £890,000 worth of work completed but not invoiced, as at the end of month 3 it had incurred only £1,153,000. This wouldn't normally be a profile that would indicate full spending by the end of the year but project officers are confident to predict a forecast outturn that other than library project doesn't involve any slippage and only exhibits a net £14,000 underspend, caused by an underspend on the County Farms portfolio (£100,000) compensating for additional costs foreseen in respect of property maintenance (£32,000) and drainage works at Caldicot school and leisure centre site (£54,000).

- **Why is the net spend at the end of month 3 only a little above the level of provision created at the end of 2013-14?**

## 4. Forecasting approach

Based on the forecasting review undertaken in the main body of the report and appendix 2 above,

- **Do Members have any refinements to the budget monitoring process or are they comfortable with its accuracy and use as a management tool?**

### Monitoring Key

Page 1	Chief Executives & Operations Directorates Revenue Divisional Summary
Page 2	Chief Executives Revenue – Democracy & Regulatory Services Division
Page 3	Chief Executives Revenue – Finance Division
Page 4	Chief Executives Revenue – Policy & partnerships Division
Page 5	Operations Directorate Revenue
Page 6	Corporate Costs & levies Revenue
Page 7	Appropriations Revenue
Page 8	Financing Revenue
Page 9/10	Capital

Chief Executive's Unit & Operations					
DIRECT COSTS ONLY		ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3
DIRECTORATE SERVICE		3	0 to 13		
SERVICE LEAD		£	£	£	£
Democracy & Regulatory Services	Tracey Harry	467,513	4,445,262	4,445,262	0
Finance	Joy Robson	350,462	2,032,014	2,164,014	(132,000)
Policy & Partnership	Will McLean	154,480	815,149	815,369	(220)
<b>Sub Total CEO</b>		<b>972,455</b>	<b>7,292,425</b>	<b>7,424,645</b>	<b>(132,220)</b>
Operations	Roger Hoggins	5,871,950	18,234,173	17,849,227	384,946
<b>Net Directly Managed Expenditure</b>		<b>6,844,405</b>	<b>25,526,598</b>	<b>25,273,872</b>	<b>252,726</b>

# REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3

Democracy & Regulatory Services		SERVICE LEAD : TRACEY HARRY				EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECT COSTS ONLY	DIRECTORATE SERVICE	ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	
	RESPONSIBLE OFFICER	3	0 to 13			
		£	£	£	£	
Corporate (CEO)	Tracey Harry					
Total Corporate (CEO)		52,806	212,118	212,118	0	On Budget
Customer Relations	Annette Evans					
Total Customer Relations		48,687	226,073	226,073	0	On Budget
Development & Building Control	Nigel George					
Total Development & Building Control		(253,325)	538,919	538,919	0	On Budget
Emergency Planning	Ian Hardman					
Total Emergency Planning		30,523	145,895	145,895	0	On Budget
Health & Safety	Lawrence Dawkins					
Total Health & Safety		28,454	119,764	119,764	0	On Budget
Democratic Services	Hazel lillet, John Pearson					
Total Democratic Services		338,272	1,362,500	1,362,500	0	On Budget
Legal & Land Charges	Rob Tranter, Tudor Baldwin					
Total Legal & Land Charges		113,598	462,992	462,992	0	On Budget
Public Protection	Graham Perry, Gareth Walters					
Total Public Protection		106,167	1,377,001	1,377,001	0	On Budget
<b>Net Directly Managed Expenditure</b>		<b>467,512</b>	<b>4,445,262</b>	<b>4,445,262</b>	<b>0</b>	

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Finance		SERVICE LEAD: JOY ROBSON				
DIRECT COSTS ONLY		ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECTORATE SERVICE	RESPONSIBLE OFFICER	3	0 to 13	£	£	
		£	£	£	£	
<u>Audit Department</u>	Andrew Wathan					
Total Audit Department		45,611	240,636	240,636	0	Balanced Budget
<u>Exchequer and systems administration</u>	Ruth Donovan					
Total Exchequer/Office Services		100,539	421,126	421,126	0	Balanced Budget
<u>Central Finance</u>	Mark Howcroft					
Total Finance & Improvement Dept		186,470	652,587	652,587	0	Balanced Budget
<u>Revenues Department</u>	Ruth Donovan					
Total Revenues Department		17,843	717,665	849,665	(132,000)	At month 3 the benefits budget is forecasting a net under spend of £132,000. There are three factors that make up this under spend. Firstly the net position of benefits paid out and subsidy paid in is anticipated to be £90,000 less than when the budget was prepared. This reflects the current client profile and updated system parameters. Secondly the Discretionary Housing payments budget is forecast to under spend by £26,000. This area of the budget appears to be stabilising and levelling off, although there is still some latent demand, as not all those affected by the benefit changes have sought assistance. Thirdly additional Administration Grant income of £16,000 has been received in excess of the amount budgeted.
<b>Net Directly Managed Expenditure</b>		<b>350,463</b>	<b>2,032,014</b>	<b>2,164,014</b>	<b>(132,000)</b>	

Policy & Partnership						
DIRECT COSTS ONLY		ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)OVER SPENDS
DIRECTORATE SERVICE	RESPONSIBLE OFFICER	3 £	0 to 13 £	£	£	
<u>Policy And Partnerships</u>						
Donations	Will McLean	0	85,784	85,784	0	On budget
Levies & Subscriptions	Will McLean	71,617	84,158	84,158	0	On budget
Improvement	Matthew Gatehouse	7,425	209,500	209,525	(25)	On budget
Communications	Rob Webb	38,222	131,900	131,926	(26)	On budget
Policy and Partnership Management	Nicola Bowen	28,577	283,700	283,781	(81)	On budget
Equalities and Welsh Language	Alan Burkitt	10,422	57,600	57,688	(88)	On budget
Citizen Engagement Management	n/a	50,681	0	0	0	closed - need to move to Deb HH area
C.C.T.V	Andy Mason	(12,798)	(35,900)	(35,900)	0	On Budget
<u>Grant related schemes</u>	Andy Mason, Rachel allen, Amelia Wheatstone, Sarah Harp, Emma J Williams	(39,685)	(1,593)	(1,593)	0	
<b>Net Directly Managed Expenditure</b>		<b>154,478</b>	<b>815,149</b>	<b>815,369</b>	<b>(220)</b>	

**REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3**

Infrastructure and Networks		DIRECTOR : ROGER HOGGINS				EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECT COSTS ONLY	Responsible Officer	ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	
DIRECTORATE SERVICE	Responsible Officer	3	0 to 13			
		£	£	£	£	
<u>Highways</u>	Tony Wallen					
Total Highways		645,582	3,649,910	3,949,910	(300,000)	The Highways department is forecasting to underspend by £300,000 as a result of increased income from the SWTRA section as projected income streams will outstrip budget targets.
<u>Registrations B, D and M</u>	Sally Morgan					
Total Registrations B, D and M		(15,320)	27,120	27,120	0	On Budget
<u>Property Services &amp; Facilities Management</u>	Rob O'Dwyer					
Total Property Services & Facilities Management		1,599,918	3,165,082	3,056,844	108,238	At month 3 the overspend against the property services and facilities management department is due to £100,000 overspend on school catering, primarily from increase employee and ingredient costs to comply with Appetite for Life. £81,000 overspend on Building cleaning and public conveniences mainly due to increased pressure on Regent Cleaning contract along with increase utilities mainly associated with public conveniences. These over spend have been offset by £42,000 underspend on procurement due to expected additional post remaining vacant, and £35,000 reduction in accommodation costs, primarily associated with Magor and Usk as many items remain under warranty so no repairs or maintenance expected during this financial year.
<u>Home to School Transport Dept</u>	Richard Cope					
Total Home to School Transport Dept		1,127,048	5,779,141	5,425,359	353,782	At month 3 the overspend against the passenger transport section is due to £151,000 on the main internal home to school transport budget, primarily from increases in vehicle related costs and increases in employee costs. £113,000 as external operator charges are expected to exceed the budget available. These costs have been offset by the part year benefits expected from the telephone auction and re-awarding of new contracts from September, it is hoped that with the broader range of operators and increased competition prices will drop. £120,000 of SEN savings which are currently unachievable however the review panel is due to meet in August so some modest benefit has been included from September. £34,000 increase vehicle maintenance and subsidy costs. These over spends have been offset slightly by additional one off income £65,000.
<u>Trading Services</u>						
Admin Overhead Account	Roger Hoggins	16,365	(70,000)	(70,000)	0	
Total Trading Services		16,365	(70,000)	(70,000)	0	
<u>Transport Department</u>	Deb Jackson					
Total Transport Department		832,906	(1,276,897)	(1,364,824)	87,927	The Transport section is forecasting a £88,000 over spend due to car parking income levels being down by £89,000 and a currently unachievable savings target against the green car scheme of £28,000. This has been off set slightly by a vacant post in car parking of £14,000 and reduction in spend on general contracts £15,000.
<u>Waste and Street Services</u>	Rachel Jowitt					
Total Waste and Street Services		1,665,454	6,959,817	6,824,817	135,000	Waste and Street Services are forecasting an overspend of £135k. £235k overspend from waste offset by £100k increased income from Grounds. £85k relates to landfill costs, primarily from an increase in landfill tax. Agreement has been given to work with Cardiff and other LAs on an interim residual waste contract which will look to use Energy from Waste as soon as possible, so it is anticipated that these costs will too reduce. A benefit of £100k has been built into the budget modelling for the move to ENW and it is hopeful that by month 6 a more positive outturn will be reported. £25k is not being delivered from the Street Scene budget saving mandate due to lack of funding support from Town and Community Councils and therefore delays in implementing the reduction in manual sweeping capacity. There are 2 potential pressures that could further affect the outturn figure 1) The new Materials Recycling Facility (MRF) contract is renewed in Jan 2015 and there is a possibility of increased prices, circa £110k based on market assessments. However it is hoped that with a recovering recycling market the cost will come in less than this. In addition the budget has been based on largely using landfill for the year. 2) The section is also carrying a potential £162k pressure for one-off redundancy costs which may need to be funded from reserves should the section be unable to incorporate it within the budget.
<b>Net Directly Managed Expenditure</b>		<b>5,871,953</b>	<b>18,234,173</b>	<b>17,849,226</b>	<b>384,947</b>	

# REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3



## Corporate Costs & Levies

	SERVICE MANAGER	ACTUAL TO MONTH 3	ANNUAL FORECAST 0 to 13	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND M3	NARRATIVE
DIRECT COSTS ONLY		£	£	£	£	
DIRECTORATE SERVICE						
Precepts and Levies	Joy Robson	3,960,245	15,167,648	15,178,726	-11,078	
Coroners	External	-1,519	33,206	40,037	-6,831	
Gwent Joint Records	External	0	171,554	171,554	0	
Corporate Management (CM)	Joy Robson	-95,967	346,713	433,986	-87,273	Net saving on external audit fees
Non Distributed Costs (NDC)	Joy Robson	-1,486	750,431	737,505	12,926	
Single Status	Joy Robson	0	75,936	75,936	0	
Office Furniture & Equipment	Sian Hayward	1,472	107,689	107,689	0	
Insurance	Mark Howcroft	458,673	1,194,293	1,195,104	-811	
<b>Net Directly Managed Expenditure</b>		<b>4,321,418</b>	<b>17,847,470</b>	<b>17,940,537</b>	<b>-93,067</b>	

# REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3

Appropriations Section		SERVICE LEAD: Joy Robson				EXPLANATION FOR (UNDER)/OVER SPENDS
NET COSTS		ACTUAL TO MONTH 3	ANNUAL FORECAST 0 to 13	REVISED BUDGET	FORECAST VARIANCE	
Appropriations Section	Responsible Officer	£	£	£	£	
Attributable Costs - Fixed Asset Disposal	Mark Howcroft	16,805	225,195	224,047	1,148	
Interest and Investment Income	Mark Howcroft	12,142	(77,000)	(29,000)	(48,000)	As at month 3 the Authority is forecasting a surplus of £48,000 on interest and investment income. The surplus is expected to be achieved due to a higher average investment balance for the year compared to budget, mainly as a result of slippage in the 2013/14 capital programme.
Interest Payable and Similar Charges	Mark Howcroft	82,849	3,538,467	3,769,000	(230,533)	As at month 3 the Authority is forecasting a saving of £231,000 on interest payable. Attributable to: A forecast saving of £125,000 on temporary borrowing, mainly due to the continued availability of cheap loans from other Local Authorities. Resulting in a forecast average interest rate cost for the year of (0.55%) compared to budget of (1.25%). A forecast saving of £92,000 on PWLB debt, the budget assumed the direct replacement of maturing PWLB borrowing with new PWLB borrowing (@ 10 yr rates > 3%). The month 3 forecast assumes that the Authority will continue to utilise cheap LA borrowing to maximise 14/15 savings (£68,000). An underspend of £13,000 is forecast on interest payable to trust funds. It should be noted that this position may change and it will be monitored closely throughout the year with assistance from the Authority's treasury advisors.
Charges Required Under Regulation	Mark Howcroft	0	5,570,645	5,605,750	(35,105)	Under spend mainly due to slippage in the 13/14 capital programme funded by borrowing.
Other Investment Income	Mark Howcroft	(412)	(412)	0	(412)	
Capital Expenditure Financing	Mark Howcroft	0	15,500	15,500	0	
		111,384	9,272,395	9,585,297	(312,902)	
Earmarked Contributions to Reserves (General Fund)	Joy Robson	0	76,221	70,228	5,993	
Earmarked Contributions From Reserves (Revenue)	Joy Robson	0	(2,700,025)	(2,700,025)	0	
<b>Net Cost Total</b>		<b>111,384</b>	<b>6,648,591</b>	<b>6,955,500</b>	<b>(306,909)</b>	



Financing Section						
NET COSTS	SERVICE MANAGER	ACTUAL TO MONTH 3	ANNUAL FORECAST 0 to 13	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT MONTH 3	NARRATIVE
Financing Section		£	£	£	£	
General Government Grants	Joy Robson	(21,078,132)	(69,339,570)	(69,339,570)	0	
Non Domestic Rates Redistribution	Joy Robson	(8,915,520)	(28,984,132)	(28,984,132)	0	
Council Tax	Joy Robson	0	(57,128,030)	(56,780,030)	(348,000)	Anticipated likely recovery
Council Tax Benefits Support	Joy Robson	0	5,917,108	6,071,546	(154,438)	Follows similar pattern to last year
<b>Net Cost Total</b>		<b>(29,993,652)</b>	<b>(149,534,624)</b>	<b>(149,032,186)</b>	<b>(502,438)</b>	
Contributions to/(from) Council Fund		0	-296410	(296,410)	0	
<b>Net Cost Total including Contributions to/(from) General Fund</b>		<b>(29,993,652)</b>	<b>(149,831,034)</b>	<b>(149,328,596)</b>	<b>(502,438)</b>	

**MONMOUTHSHIRE COUNTY COUNCIL CAPITAL PROGRAMME 2014/2015**  
**MONTH 3 CAPITAL BUDGET MONITORING REPORT**  
**REPORT DESIGNATION: Strong Communities Detailed**

Forecast

Project Description	Budget Holder	Provisions B/F	Actual Month 1 to 3	Annual Forecast	Approved Slippage B/F	Original Budget	Budget Virements	Budget Revisions	Provisional Slippage C/F	Adjusted Budget	Annual Overspend / (Underspend)	Comment on Reason for under/overspend; Reason for delay, resulting in slippage; Progress
<b>Development Schemes Over £250k</b>												
Drainage Works at Caldicot School & LC Site	Robert O'Dwyer	(101,108)	141,162	60,054	6,796	0				6,796	53,258	An overspend of £53,000 is anticipated at month 3. Project is complete, awaiting payment of retention. The overspend has materialised due to issues in hitting rocks underground resulting in additional works and extended time frame of main contractor on site.
County Hall replacement	Robert O'Dwyer	(118,101)	17,862	2,792	2,792	0	0	0		2,792	0	Project complete. Awaiting settlement of accounts.
Shire Hall - Furniture and Equipment Costs	Mike Booth	0	0	17,211	17,211	0	0	0		17,211	0	On target for completion in year.
Proposed New Abergavenny Library	Robert O'Dwyer	0	0	0	3,433,302	0	0	0	3,433,302	0	0	The New Abergavenny library project is on hold pending the future strategy for the library service in
County Hall Demolition and Remodelling	Robert O'Dwyer	(4,250)	33,595	56,000	56,000	0	0	0		56,000	0	Project complete, awaiting settlement of account for additional drainage works. Anticipated to be on target and within budget.
<b>Sub Total</b>		<b>(223,459)</b>	<b>192,619</b>	<b>136,057</b>	<b>3,516,101</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,433,302</b>	<b>82,799</b>	<b>53,258</b>	
<b>Development Schemes Under £250k - Essential Works</b>												
<b>Sub Total</b>		<b>(375)</b>	<b>8,756</b>	<b>469,041</b>	<b>299,041</b>	<b>170,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>469,041</b>	<b>0</b>	
<b>Development Schemes Under £250k - Other</b>												
<b>Sub Total</b>		<b>(55,179)</b>	<b>45,418</b>	<b>779,614</b>	<b>509,325</b>	<b>270,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>779,325</b>	<b>289</b>	
<b>Infrastructure</b>												
<b>Sub Total</b>		<b>(392,953)</b>	<b>592,711</b>	<b>4,722,704</b>	<b>731,241</b>	<b>3,991,463</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,722,704</b>	<b>0</b>	
<b>IT Schemes - Infrastructure/Hardware</b>												
Agile Working	Sian Hayward	(27,804)	8,181	57,480	57,480	0	0	0		57,480	0	On target for completion in year.
CRM	Roger Hoggins	0	0	146,652	146,652	0	0	0		146,652	0	On target for completion in year.
Highways Asset Management & Road	Pete Mullen	0	12,176	50,089	50,089	0	0	0		50,089	0	Full spend anticipated
Public Sector Broadband Aggregation	Sian Hayward	(1,328)	1,328	0	0	0	0	0		0	0	On target
Cash System Upgrade - Civica ICON	Sian Hayward	0	21,958	0	0	0	0	0		0	0	Project complete. Actuals to be recoded to revenue.
Land Charges - M3 System	Tudor Baldwin	0	0	36,000	36,000	0	0	0		36,000	0	Full spend anticipated
Replace MCC Central Storage Devices(Net App Servers)	Sian Hayward	0	0	49,299	49,299	0	0	0		49,299	0	On target for completion in year.
Replacement of Video Conferencing Facility	Sian Hayward	0	0	20,000	20,000	0	0	0		20,000	0	On target for completion in year.
Purchase of Sharepoint and Active Directory Licences	Sian Hayward	(6,263)	0	38,737	38,737	0	0	0		38,737	0	On target for completion in year.
Upgrade to the Agresso system	Lisa Widenham	0	0	48,000	48,000	0	0	0		48,000	0	On target for completion in year.
Provision of online facilities Revenue's section	Sue Deacy	0	0	13,000	13,000	0	0	0		13,000	0	Full spend anticipated
Imp. Physical & Virtual Access-Museums Collections	Ann Jones	0	694	44,480	44,480	0	0	0		44,480	0	Full spend anticipated
<b>Sub Total</b>		<b>(35,395)</b>	<b>44,337</b>	<b>503,737</b>	<b>503,737</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>503,737</b>	<b>0</b>	

**MONMOUTHSHIRE COUNTY COUNCIL CAPITAL PROGRAMME 2014/2015**  
**MONTH 3 CAPITAL BUDGET MONITORING REPORT**  
**REPORT DESIGNATION: Strong Communities Detailed**

Project Code	Project Description	Budget Holder	Provisions B/F	Actual Month 1 to 3	Annual Forecast	Approved Slippage B/F	Original Budget	Budget Virements	Budget Revisions	Total Approved Budget	Provisional Slippage C/F	Adjusted Budget	Annual Overspend / (Underspend)	Comment on Reason for under/overspend; Reason for delay, resulting in slippage; Progress
<b>IT Schemes - Web Related</b>														
<b>Sub Total</b>			0	0	40,104	40,104	0	0	0	40,104	0	40,104	0	
<b>Low Cost Home Ownership</b>														
<b>Sub Total</b>			0	81,700	161,500	60,000	0	0	101,500	161,500	0	161,500	0	
<b>Maintenance Schemes - County Farms</b>														
<b>Sub Total</b>			(41,315)	7,127	441,603	236,877	304,726	0	0	541,603	0	541,603	(100,000)	As at month 3 County Farms maintenance and reinvestment is forecasting to underspend by £100,000. Slippage and new year budget allocation is in excess of programme requirement for the year. Part of the slippage was as a result of access issues with tenants, due to ongoing issues some works are now unlikely to be completed.
<b>Renovation Grants</b>														
<b>Sub Total</b>			0	46,626	688,912	88,912	600,000	0	0	688,912	0	688,912	0	
<b>Section 106</b>														
<b>Sub Total</b>			0	11,455	1,373,465	997,819	0	(17,500)	393,146	1,373,465	0	1,373,465	0	Limited spend to date, ongoing engagement with Community Groups with nothing tangible to indicate extent of slippage/outturn yet
<b>Specific Grant Funded</b>														
Local Road Safety 11-12		Mark Davies	0	0	198	0	0	0	0	0		0	198	
Tidy Towns 2011/12 Usk Island Car Park		Matthew Lewis	(46)	546	653	653	0	0	0	653		653	0	Final signage under preparation, otherwise scheme fully complete.
Walking & Cycling Scheme Development for Monmouthshire - SD155		Mark Youngman	(18,497)	18,497	0	0	0	0	0	0		0	0	
Rail Strategy Update SD158		Mark Youngman	(15,000)	15,000	0	0	0	0	0	0		0	0	Project complete
RTCG Road Safety 12/13		Mark Davies	(4,488)	1,661	50,000	0	0	0	50,000	50,000		50,000	0	Full spend anticipated
Local Transport Fund 14/15		Mark Youngman	0	0	220,000	0	0	0	220,000	220,000		220,000	0	Full spend anticipated
Safe Routes in the Community 14/15		Mark Youngman	0	0	25,000	0	0	0	25,000	25,000		25,000	0	Full spend anticipated
<b>Sub Total</b>			(38,031)	35,704	295,851	653	0	0	295,000	295,653	0	295,653	198	
<b>Maintenance Schemes - Property</b>														
<b>Ceilings Sub Total</b>		Rob O'Dwyer	(340)	261	7,116	0	6,810	0	0	6,810	0	6,810	306	
<b>DECORATION Sub Total</b>			0	0	5,675	0	5,675	0	0	5,675	0	5,675	0	
<b>Electrical Services Sub Total</b>			0	850	46,535	0	28,375	58,160	0	86,535	0	86,535	0	
<b>External Areas Sub Total</b>			(9,636)	0	82,335	71,385	17,025	(6,810)	0	81,600	0	81,600	735	
<b>External Walls, Doors &amp; Windows Sub Total</b>			(27,619)	24,294	165,570	0	164,575	0	0	164,575	0	164,575	995	
<b>Floors &amp; Stairs Sub Total</b>			0	0	20,430	0	20,430	0	0	20,430	0	20,430	0	
<b>FIXED FURNITURE &amp; FITTINGS Sub Total</b>			0	15,633	15,633	0	0	0	0	0	0	0	15,633	Unbudgeted costs
<b>Internal Walls &amp; Doors Sub Total</b>			(37,462)	31,301	163,776	0	155,495	0	0	155,495	0	155,495	8,281	
<b>Mechanical Services Sub Total</b>			(16,121)	13,087	258,581	85,400	215,650	(51,350)	0	249,700	0	249,700	8,881	
<b>Roofs Sub Total</b>			(11,918)	1,903	305,830	51,567	256,510	0	0	308,077	0	308,077	(2,247)	
<b>SANITARY SERVICES Sub Total</b>			0	0	27,808	0	28,375	0	0	28,375	0	28,375	(567)	
<b>Sub Total - Property Maintenance</b>			(103,096)	87,329	1,139,289	208,352	898,920	0	0	1,107,272	0	1,107,272	32,017	
<b>Grand Total</b>			(889,803)	1,153,782	10,751,877	7,192,162	6,235,109	0	772,146	14,199,417	3,433,302	10,766,115	(14,238)	

**1. Revenue Outturn Forecast**

The revenue budget for 2014-15 equates to £10,252,000. Net forecast outturn expenditure is predicted as £10,484,000, of which £2,560,000 had been incurred at the end of 1st quarter, resulting in an anticipated overspend of £232,000.

	Overspend predicted	Underspend predicted	Cause
	£'000	£'000	
Community led delivery	107		Net effect of restructure changes not fully implemented yet
Commercial & people development	79		Shortfall in savings target presumed on SRS and reduced training grant
Public Life & culture	46		Redundancy costs at Caldicot Castle, employee cost pressures at Old Station, and reduced rental following Brecon Beacons National Park moving to tithe barn
	232		

**2. 2014-15 Savings Progress**

The savings required by 2014-15 budget process, identified in Appendix 1, are not all fully secured. Of Enterprise savings totalling £1,276,000, £1,036,000 are anticipated to be made, £147,000 deferred to 2015-16 but £94,000 not achievable.

- **What plans has the Directorate to mitigate pressures and drive alternative savings?**

**3. Capital Outturn Forecast**

Capital budget for the year is £732,000. This was made up entirely of slippage from 2013-14. No additional revisions or virements have been made.

At the start of 2014-15 the Council accrued for £232,000 worth of work completed but not invoiced in respect of cattle market commissioning. As at the end of month 3 it had incurred only £58,000, and none of that related to cattle market. This wouldn't normally be a profile that would indicate full spending by the end of the year but project officers are confident to predict a forecast outturn that exhibits a net £82,000 overspend, caused by ongoing anticipated legal costs associated with abergavenny regeneration. This prediction does not include any compensation should the Council lose the case.

- **Why is the net spend at the end of month 3 only a little above the level of provision created at the end of 2013-14?**

**4. Forecasting approach**

Based on the forecasting review undertaken in the main body of the report and appendix 2 above,

- **Do Members have any refinements to the budget monitoring process or are they comfortable with its accuracy and use as a management tool?**

## Monitoring Key

Page 1	Enterprise Directorate Revenue Divisional Summary
Page 2	Enterprise Revenue – Community Led Delivery Division
Page 3	Enterprise Revenue – Commercial & People Development
Page 4	Enterprise Revenue – Development Planning
Page 5	Enterprise Revenue – Public Life & Culture
Page 6	Capital

**REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3**

Enterprise		DIRECTOR - Kellie Beirne				
	SERVICE LEAD	ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	REASON
DIRECT COSTS ONLY		3	0 to 13			
DIRECTORATE SERVICE		£	£	£	£	
Community Led Delivery	Deb Hill Howells	600,078	2,478,667	2,371,798	<b>106,869</b>	
Commercial & People Development	Peter Davies	1,328,617	4,369,160	4,290,700	<b>78,460</b>	
Development Planning	George Ashworth	69,268	508,013	508,013	<b>0</b>	
Public Life and Culture	Ian Saunders	562,462	3,127,996	3,081,753	<b>46,243</b>	Includes 24k redundancy costs which will be funded by reserves if it cannot be contained within service budgets
<b>Net Directly Managed Expenditure</b>		<b>2,560,425</b>	<b>10,483,836</b>	<b>10,252,264</b>	<b>231,572</b>	

**REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3**

Community Led Delivery		SERVICE LEAD - Deb Hill Howells						
DIRECT COSTS ONLY	DIRECTORATE SERVICE	RESPONSIBLE OFFICER	ACTUAL TO MONTH 3 £	ANNUAL FORECAST 0 to 13 £	REVISED BUDGET £	FORECAST OVER / (UNDER) SPEND AT M3 £	EXPLANATION FOR (UNDER)/OVER SPENDS	
<u>Asset Management</u>		Ben Winstanley, Tom James, Gareth King						
Total Asset Management			115,106	(99,819)	(164,789)	64,970	The current overspend relates primarily to £35,000 overspend within the sustainability section due to an inability to meet unrealistic income targets, £17,000 overspend on Markets due to the compulsory maintenance and £15,000 overspend on strategic property management relating to rates for Coed Glas.	
<u>Community Education</u>		Andrea Charles						
Total Community Education			(42,842)	30,935	15,288	15,647	The current forecast indicates £140k overspend primarily due to the service entering into a new franchise agreement with Coleg Gwent resulting in income reducing significantly leaving a shortfall of £125k, it is thought that this will be recovered through a reduction in courses and tutor expenditure, this will be confirmed by month 6.	
<u>Community Hubs</u>		Deb Hill Howells, Ann Jones, Vivien Thomas, Fiona Ashley, Sally Bradford, Sue Wallbank, Julia Greenway, Judith Busby						
Total Community Hubs			491,961	2,078,209	1,976,877	101,332	The overspend is a result of saving not being met due to posts still being in position awaiting staffing restructure.	
<u>General Fund Housing</u>		Ian Bakewell, Karen Durrant, John Parfitt, Lindsay Stewart, Ruth Barton						
Total General Fund Housing			70,541	461,609	516,747	(55,138)	Overall Housing are forecasting an under spend of £55,000 due to a vacancy within the homelessness team £20,000 and forecast increased income levels through the lodging sscheme of £37,000. However, it needs to be kept in mind that the £37,000 could fall depending on occupancy levels over this financial year.	
<u>Whole Place</u>		Deb Hill Howells, Deb McCarty						
Total Whole Place			(34,692)	7,733	27,674	(19,941)	Underspend primarily relates to increase cemeteries income.	
<b>Net Directly Managed Expenditure</b>			<b>600,074</b>	<b>2,478,667</b>	<b>2,371,797</b>	<b>106,870</b>		

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3

Commercial & People Development		SERVICE LEAD - Peter Davies					
DIRECT COSTS ONLY	RESPONSIBLE OFFICER	ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS	
DIRECTORATE SERVICE		3	0 to 13				
		£	£	£	£		
<u>Business Growth &amp; Enterprise</u>	Peter Davies, James Woodcock, Colin Phillips, Liz Thomas, Cath Fallon, Becky Hughes, Nicola Edwards						
Total Business Growth & Enterprise		376,872	358,559	372,645	(14,086)	Net saving generated to assist with other pressures	
<u>Innovation</u>	Lisa Knight Davies						
Total Innovation		50,136	390,548	395,548	(5,000)		
<u>People Services</u>	Marilyn Maidment, Dave Binning, Sian Sexton, John McConaghie						
Total People Services		301,422	1,166,850	1,136,850	30,000	Shortfall in training grant income from 2013-14	
<u>Technology &amp; Organisational Design</u>	Sian Hayward						
Total Technology & Organisational Design		600,187	2,453,203	2,385,657	67,546	A potential overspend given an anticipated shortfall in 14/15 savings unlikely to be achieved by our SRS partner	
<b>Net Directly Managed Expenditure</b>		<b>1,328,617</b>	<b>4,369,160</b>	<b>4,290,700</b>	<b>78,460</b>		



REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3

Development Planning		SERVICE LEAD - George Ashworth					
	RESPONSIBLE OFFICER	ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS	
DIRECT COSTS ONLY		3	0 to 13				
DIRECTORATE SERVICE		£	£	£	£		
Development Plans	Martin Davies						
<b>Total Development Plans</b>		69,268	508,013	508,013	0		
<b>Net Directly Managed Expenditure</b>		69,268	508,013	508,013	0		

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Public Life and Culture	SERVICE LEAD - Ian Saunders					
DIRECT COSTS ONLY	RESPONSIBLE OFFICER	ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECTORATE SERVICE		3	0 to 13			
		£	£	£	£	
<u>Cultural Services</u>	Ian Saunders, Ian Kennett, Mike Booth, Eileen Atkinson, Annie Rainsbury, Rachel Rodgers					
Total Cultural Services		191,068	736,411	739,954	(3,543)	
<u>Leisure Services</u>	Richard Simpkins, Sandra Fennesey, Lesley John, Mike Moran,					
Total Leisure Services		17,955	1,315,226	1,300,352	14,874	
<u>Sports Development</u>	Nick John					
Total Sports Development		31,626	(1,132)	4,062	(5,194)	
<u>Tourism</u>	Matthew Lewis, John Sterry, Mike Booth, Nicola Edwards, Kate Burton					
Total Tourism		321,814	1,077,491	1,037,385	40,106	Consequential to budget savings requirements, unfunded salary costs evident @ Caldicott Castle £24k and Old Station £14k, also a pressure introduced to tourist information centres from reduced rental income from Brecon Beacons National Park following their move into T the Barn £10k (currently compensated by underspends in Countryside section)
<b>Net Directly Managed Expenditure</b>		<b>562,463</b>	<b>3,127,996</b>	<b>3,081,753</b>	<b>46,243</b>	

**MONMOUTHSHIRE COUNTY COUNCIL CAPITAL PROGRAMME 2014/2015**  
**MONTH 3 CAPITAL BUDGET MONITORING REPORT**  
**REPORT DESIGNATION: Economy & Development Detailed**

Forecast Month

Project Description	Budget Holder	Provisions B/F	Actual Month 1 to 3	Annual Forecast	Approved Slippage B/F	Original Budget	Budget Virements	Budget Revisions	Provisional Slippage C/F	Adjusted Budget	Annual Overspend / (Underspend)	Comment on Reason for under/overspend; Reason for delay, resulting in slippage; Progress
<b>Development Schemes Over £250k</b>												
Abergavenny Cattle Market Regeneration	Debra Hill - Howells	0	32,056	82,000	0	0	0	0	0	0	82,000	At month 3 the Abergavenny Regeneration project is forecasting to overspend by £82,000, due to legal costs. The case outcome is still unknown, the hearing has taken place but a decision is not expected to be known until after the summer. Dependant on outcome there is also the potential for compensation costs in relation to shooting rights. Further update to be provided at month 6.
Brewery Yard Development	Colin Phillips	0	0	12,500	12,500	0	0	0	0	12,500	0	Grant applicant working towards completion and opening of Bethany Chapel by Oct 14 to release final grant claim.
Replacement Cattle Market	Robert O'Dwyer	(232,327)	0	226,325	226,325	0	0	0	0	226,325	0	Phase 1 completion achieved. Phase 2 completion pending resolution of sewerage treatment plant issues. Anticipated to be on budget.
Caerwent House, Major Repairs	Simon Robertshaw	0	0	300,000	300,000	0	0	0	0	300,000	0	The project has encountered further delays with the withdrawal of support from the Buildings Conservation Trust. However this will not stop the project, alternative avenues are being looked at and all efforts will be made to achieve completion within this financial year. Further issues may result in an extended timescale and potential slippage. However, unable to determine at this stage.
<b>Sub Total</b>		<b>(232,327)</b>	<b>32,056</b>	<b>620,825</b>	<b>538,825</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>538,825</b>	<b>82,000</b>	
<b>Development Schemes Under £250k - CED's</b>												
Rural Development Plan for Wales	Liz Thomas	0	0	6,430	6,430	0	0	0	0	6,430	0	Project on target for completion in year.
Tintern Angiddy Proj Ltd Comm Micro Hydro Scheme	Liz Thomas	0	0	51,681	51,681	0	0	0	0	51,681	0	Project on target for completion in year.
Cap - Agripreneurial Monmouthshire MON51	Liz Thomas	0	2,007	4,614	4,614	0	0	0	0	4,614	0	Project on target for completion in year.
Cap - Broadening Business MON52	Liz Thomas	0	11,967	66,163	66,163	0	0	0	0	66,163	0	Project on target for completion in year.
Cap - Welcome Monmouthshire MON53	Liz Thomas	0	3,200	31,821	31,821	0	0	0	0	31,821	0	Project on target for completion in year.
Cap - Vital Villages MON54	Liz Thomas	0	3,785	8,654	8,654	0	0	0	0	8,654	0	Project on target for completion in year.
Cap - Origins Monmouthshire MON55	Liz Thomas	0	0	5,318	5,318	0	0	0	0	5,318	0	Project on target for completion in year.
Cap - Next Steps MON56	Liz Thomas	0	1,111	2,414	2,414	0	0	0	0	2,414	0	Project on target for completion in year.
Cap - Connecting Monmouthshire MON57	Liz Thomas	0	3,438	4,932	4,932	0	0	0	0	4,932	0	Project on target for completion in year.
<b>Sub Total</b>		<b>0</b>	<b>25,508</b>	<b>182,027</b>	<b>182,027</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>182,027</b>	<b>0</b>	
<b>Development Schemes Under £250k - Other Recommend</b>												
Woodstock Way Linkage Scheme	Debra Hill - Howells	0	0	11,170	11,170	0	0	0	0	11,170	0	
<b>Sub Total</b>		<b>0</b>	<b>0</b>	<b>11,170</b>	<b>11,170</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,170</b>	<b>0</b>	
		<b>(232,327)</b>	<b>57,564</b>	<b>814,022</b>	<b>732,022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>732,022</b>	<b>82,000</b>	

**1. Revenue Outturn Forecast**

The revenue budget for 2014-15 equates to £29,648,000. The net forecast outturn expenditure is predicted as £29,678,000, of which £3,158,000 had been incurred at the end of 1st quarter, resulting in an anticipated overspend of £30,000.

	Overspend predicted £'000	Underspend predicted £'000	Cause
Social Care – Adults			
Disability Equipment (Gwices)		38	Reduced activity
Day Centres		11	
Residential care	84		Mainly Mardy Park partnership pressure
Community Meals	26		Shortfall in income
Domicilliary care	33		Increase in staff hours caused by training and reconfiguration
Transition cooperative partnership		47	Secondment cost borne by partner
Management team		21	
Monnow Vale partnership	75		Historic agreement precludes passing equitable cost to partner
Commissioning	11		
Resource and performance		83	Reduced premises and fleet cost, and net salary saving
Total	229	200	

**2. 2014-15 Savings Progress**

- The savings required by 2014-15 budget process, identified in Appendix 1, are not fully secured.
- Of Social Care savings affecting Adults totalling £962,000, £841,000 are anticipated to be made, none deferred to 2015-16 but £121,000 not achievable.
- **What plans has the Directorate to mitigate mitigate pressures and drive alternative savings?**

**3. Capital Outturn Forecast**

Capital budget for the year is £59,000. There was no slippage from 2013-14, and no additional revisions or virements have been made.

At the start of 2014-15 the Council accrued for £3,000 worth of work completed but not invoiced. As at the end of month 3 it had incurred only £1,000, and none of that related to cattle market. This wouldn't normally be a profile that would indicate full spending by the end of the year but project officers are

confident to predict a forecast outturn that exhibits a net £35,000 overspend, caused by anticipated property maintenance costs. Stronger Communities exhibits a similar £33,000 pressure, which is compensated in full by property maintenance underspends forecast at schools.

- **Why is the net spend at the end of month 3 only a little above the level of provision created at the end of 2013-14?**

#### **4. Forecasting approach**

Based on the forecasting review undertaken in the main body of the report and appendix 2 above,

- **Do Members have any refinements to the budget monitoring process or are they comfortable with its accuracy and use as a management tool?**

#### Monitoring Key

Page 1	Social Care and Health Directorate Revenue Divisional Summary
Page 2	Social Care and Health Revenue – Adult Division
Page 3	Social Care and Health Revenue – Community Care
Page 4	Social Care and Health Revenue - Commissioning
Page 5	Social Care and Health Revenue – Resourcing & Performance
Page 6	Capital

## REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3

Social Care and Health		DIRECTOR: Simon Burch			
DIRECT COSTS ONLY		ACTUAL TO MONTH 3 £	ANNUAL FORECAST 0 to 13 £	REVISED BUDGET £	FORECAST OVER / (UNDER) SPEND AT M3 £
DIRECTORATE SERVICE	SERVICE LEAD				
Adult Services	Julie Boothroyd	1,429,287	7,214,192	7,111,935	<b>102,257</b>
Community Care	Julie Boothroyd	3,084,912	19,717,691	19,717,370	<b>321</b>
Commissioning	Julie Boothroyd	388,507	1,761,834	1,751,295	<b>10,539</b>
Resources & Performance	Julie Boothroyd	219,127	984,190	1,067,516	<b>(83,326)</b>
Sub Total Adult Services		5,121,833	29,677,907	29,648,116	29,791
Children Services	Tracy Jelfs	1,964,247	7,539,138	6,956,246	<b>582,892</b>
<b>Net Directly Managed Expenditure</b>		<b>7,086,080</b>	<b>37,217,045</b>	<b>36,604,362</b>	<b>612,683</b>

**REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3**

Adult Services		SERVICE LEAD : JULIE BOOTHROYD				EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECT COSTS ONLY		ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	
DIRECTORATE SERVICE	Responsible Officer	3	0 to 13			
		£	£	£	£	
<u>Aids for Daily Living</u>	Eve Parkinson					
Total Aids for Daily Living		0	311,412	349,603	(38,191)	These figures are provided by the financial host Torfaen as at 31st May. These figures have been questioned as they may be as a result of a single year injection from the Intermediate Care Fund, so a word of caution is necessary. Still awaiting questions to be answered and for June forecast.
<u>Day Centres</u>	Hywel Griffiths, Alysia Mayo, Sandra Dobbs, Hilary gooch, Shelley Welton					
Total Day Centres		236,515	883,750	894,597	(10,847)	
<u>Direct Care Residential</u>	Sian Gardner, Stephen Clarke					
Total Direct Care Residential		473,624	1,762,291	1,678,683	83,608	Staff costs are expected to overspend by £47,000 due to regulatory hours required. Income streams from new clients has decreased due to lower means assessed charges. This budget has been heavily affected by budget reductions to the tune of £60,000.
<u>Direct Care</u>	Pauline Batty, Colin Richings, Cheryl Haskell, Sandra Dobbs, Shelley Welton					
Community Meals Service	Pauline Batty	39,035	193,332	167,090	26,242	At present weekly sales are 1,250, with the breakeven weekly sales required being 1,450. The overspend is largely due to the under achieved sales target. Increased marketing and rebranding, and exploring new sales opportunities could improve this situation in coming months.
Domiciliary Care	Colin Richings	385,402	2,049,356	2,016,349	33,007	The undertaking of staff training and service reconfiguration has lead to an increase in hours provided to backfill staff.
Flexible Respite Options	Cheryl Haskell	4,145	51,604	51,604	0	
Budden Crescent	Cheryl Haskell	79,067	315,440	318,134	(2,694)	
Individual Support Service	Sandra Dobbs	48,598	205,996	201,090	4,906	
Adult Placement	Shelley Welton	0	72,532	73,525	(993)	
Total Direct Care		556,247	2,888,260	2,827,792	60,468	
<u>Grant Schemes (SHS)</u>	Debbie Powell, Mike Logan					
Total Grant Schemes (SHS)		(16,008)	37,748	84,692	(46,944)	Partnership income from a three year secondment opportunity for two staff members.
<u>Management Team</u>	Julie Boothroyd, Simon Burch					
Total Management Team		110,943	510,594	531,915	(21,321)	
<u>Monnow Vale</u>	Eve Parkinson, Helen Neville, Ceri York, Shelley Welton					
Total Monnow Vale		67,966	820,137	744,653	75,484	Monnow Vale partnership. Overspend due to Unitary charge 37k above budget; Running cost contribution 16k above budget along with projected share of £100k pooled budget overspend of 28k. Also, Income is expected to come in 5k lower than budget.
<b>Net Directly Managed Expenditure</b>		<b>1,429,287</b>	<b>7,214,192</b>	<b>7,111,935</b>	<b>102,257</b>	

**REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3**

**Community Care**

DIRECT COSTS ONLY		ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECTORATE SERVICE	Responsible Officer	3 £	0 to 13 £	£	£	
<u>Community Learning Disability Team</u>	Jon Russ					
Total Community Learning Disability Team		1,125,812	5,702,653	5,641,778	60,875	Currently supports 60 residential care placements and provides care hours in the Community of 595 per week
<u>Community Care Team</u>	Lisa Powell, Bernard Boniface, Annett Brady, Clare Morgan, Jon Russ					
Total Community Care Team		1,745,823	12,858,642	12,847,344	11,298	This budget supports 46 residential placements and weekly community care hours of 1,697.
<u>Contingency</u>	Julie Boothroyd					
Total Contingency		(388)	0	0	0	
<u>Frailty Workstream</u>	Julie Boothroyd					
Total Frailty Workstream		213,665	1,156,396	1,228,248	(71,852)	Relates to the lower than anticipated loan repayment to the Frailty scheme.
<b>Net Directly Managed Expenditure</b>		<b>3,084,912</b>	<b>19,717,691</b>	<b>19,717,370</b>	<b>321</b>	



**REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3**

<b>Commissioning</b>						
<b>DIRECT COSTS ONLY</b>		<b>ACTUAL TO MONTH 3 £</b>	<b>ANNUAL FORECAST 0 to 13 £</b>	<b>REVISED BUDGET £</b>	<b>FORECAST OVER / (UNDER) SPEND AT M3 £</b>	<b>EXPLANATION FOR (UNDER)/OVER SPENDS</b>
<b>DIRECTORATE SERVICE</b>	<b>Responsible Officer</b>					
<u>Grant Schemes</u>	Ceri York					
Total Grant Schemes		27,365	21,748	19,843	1,905	
<u>Commissioning Strategy</u>	Ceri York					
Total Commissioning Strategy		236,618	824,712	822,592	2,120	
<u>Commissioning Team</u>	Ceri York					
Total Commissioning Team		91,250	316,195	304,881	11,314	
<u>Support For Users &amp; Carers</u>	Chris Robinson, Ceri York					
Total Support For Users & Carers		52,390	598,191	588,637	9,554	
<u>Grants to Voluntary Organisations</u>	Ceri York					
Total Grants to Voluntary Organisations		(19,116)	988	15,342	(14,354)	
<b>Net Directly Managed Expenditure</b>		<b>388,507</b>	<b>1,761,834</b>	<b>1,751,295</b>	<b>10,539</b>	

## REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3

Resources & Performance						
DIRECT COSTS ONLY		ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECTORATE SERVICE	Responsible Officer	3 £	0 to 13 £	£	£	
<u>Facilities Management</u>	Morley Sims					
Facilities	Morley Sims	37,398	82,450	120,421	(37,971)	Under spend largely due to staff saving on Coed Glas Facilities Manager post and also due to a reduction in Premises costs from the closure of Hightrees and the imminent closure of Hanbury House
Social Service's Transport Management	Morley Sims	490	138,309	172,854	(34,545)	Under spend due to low lease costs now that vehicles have been purchased outright. Budget still needs to be maintained as appropriate vehicles may need to be purchased in line with day service redesign
<b>Total Facilities Management</b>		<b>37,888</b>	<b>220,759</b>	<b>293,275</b>	<b>(72,516)</b>	
<u>Finance (SHS)</u>	Tyrone Stokes					
<b>Total Finance (SHS)</b>		<b>102,573</b>	<b>413,076</b>	<b>427,866</b>	<b>(14,790)</b>	
<u>Performance Management</u>	Simon Burch					
<b>Total Performance Management</b>		<b>5,573</b>	<b>34,636</b>	<b>34,636</b>	<b>0</b>	
<u>Management</u>	Simon Burch					
<b>Total Management</b>		<b>18,695</b>	<b>19,908</b>	<b>27,959</b>	<b>(8,051)</b>	
<u>Service Strategy</u>	Simon Burch					
<b>Total Service Strategy</b>		<b>22,171</b>	<b>87,899</b>	<b>76,244</b>	<b>11,655</b>	
<u>Systems</u>	Steve Beard, Tyrone Stokes					
<b>Total Systems</b>		<b>32,228</b>	<b>207,912</b>	<b>207,536</b>	<b>376</b>	The Council has earmarked £200,000 for a bespoke replacement to the Swift system. The Swift contract is due for renewal in October 2014, and will result in £46,000 savings. In time such savings will be recyclable by the Directorate but initially will replenish the corporate funding until the investment is self financed
<b>Net Directly Managed Expenditure</b>		<b>219,128</b>	<b>984,190</b>	<b>1,067,516</b>	<b>(83,326)</b>	

**MONMOUTHSHIRE COUNTY COUNCIL CAPITAL PROGRAMME 2014/2015**  
**MONTH 3 CAPITAL BUDGET MONITORING REPORT**  
**REPORT DESIGNATION: Social Care and Health Detailed**

Project Code	Project Description	Budget Holder	Provisions B/F	Actual Month 1 to 3	Annual Forecast	Approved Slippage B/F	Original Budget	Budget Virements	Budget Revisions	Total Approved Budget	Provisional Slippage C/F	Adjusted Budget	Annual Overspend / (Underspend)	Comment on Reason for under/overspend; Reason for delay, resulting in slippage; Progress
<b>Maintenance Schemes - Property</b>														
<b>Electrical Services</b>														
Mardy Park - Upgrade lighting with energy efficient		Robert O'Dwyer	(2,519)	795	0	0	0	0	0	0		0	0	Project complete awaiting payment for retention.
Tudor Day Centre Rewire and Additional sockets		Robert O'Dwyer	0	0	17,025	0	17,025	0	0	17,025		17,025	0	On target
Mardy Park - Phase 3 Lighting replacement		Robert O'Dwyer	0	0	11,350	0	11,350	0	0	11,350		11,350	0	On target
<b>Electrical Services Sub Total</b>			<b>(2,519)</b>	<b>795</b>	<b>28,375</b>	<b>0</b>	<b>28,375</b>	<b>0</b>	<b>0</b>	<b>28,375</b>	<b>0</b>	<b>28,375</b>	<b>0</b>	
<b>Mechanical Services</b>														
Mardy Park - repl boilers		Robert O'Dwyer	0	0	40,000	0	17,025	0	0	17,025		17,025	22,975	The project is forecasting an overspend due to poor condition of existing boilers and equipment resulting in additional costs.
Mardy Park - Repl Air conditioning		Robert O'Dwyer	0	0	18,814	0	5,675	0	0	5,675		5,675	13,139	Overspend anticipated due to the need to complete additional works.
Shire Hall - Provide local controls in Kitchen for air supply		Robert O'Dwyer	0	0	2,270	0	2,270	0	0	2,270		2,270	0	On target
<b>Mechanical Services Sub Total</b>			<b>0</b>	<b>0</b>	<b>61,084</b>	<b>0</b>	<b>24,970</b>	<b>0</b>	<b>0</b>	<b>24,970</b>	<b>0</b>	<b>24,970</b>	<b>36,114</b>	
<b>SANITARY SERVICES</b>														
Severn View Res Home - Replacement of Waste disposal system		Robert O'Dwyer	0	0	5,045	0	5,675	0	0	5,675		5,675	(630)	On target
<b>SANITARY SERVICES Sub Total</b>			<b>0</b>	<b>0</b>	<b>5,045</b>	<b>0</b>	<b>5,675</b>	<b>0</b>	<b>0</b>	<b>5,675</b>	<b>0</b>	<b>5,675</b>	<b>(630)</b>	
<b>Sub Total</b>			<b>(2,519)</b>	<b>795</b>	<b>94,504</b>	<b>0</b>	<b>59,020</b>	<b>0</b>	<b>0</b>	<b>59,020</b>	<b>0</b>	<b>59,020</b>	<b>35,484</b>	
<b>Grand Total</b>			<b>(2,519)</b>	<b>795</b>	<b>94,504</b>	<b>0</b>	<b>59,020</b>	<b>0</b>	<b>0</b>	<b>59,020</b>	<b>0</b>	<b>59,020</b>	<b>35,484</b>	

**Children and Young People Select Committee Portfolio  
Position Statement and Prospective Scutiny Points**

**Appendix 6**

**1. Revenue Outturn Forecast**

The combined revenue budget for 2014-15 is made up of SCH Childrens services £6,956,000 and CYP Directorate £52,302,000, totalling £59,258,000. The net forecast outturn expenditure is predicted as £59,867,000, of which £48,071,000 had been incurred at the end of 1st quarter (skewed by the effect of delegating of annual budget to schools), resulting in an anticipated overspend of £583,000 in Social Care and £26,000 in CYP, combined £609,000.

	Overspend predicted £'000	Underspend predicted £'000	Cause
<b>Social Care – Children</b>			
Looked after children	380		Additional case volume
Joint adoption	39		Reflective of anticipated activity
Fostering allowances	35		Foster carers travel allowances – no budget
Disability equipment (Gwices)		33	
Therapeutic services		19	
Counsel costs	66		Anticipated in line with 2013-14 activity
Young persons accomodation		42	Reduced activity
Respite home		46	Premise closed whilst new carers identified and assessed
Team Costs	224		Staffing costs and conveyance of client pressure
Unaccompanied asylum seeking children, local safeguarding board and misc underspends		21	
<b>Total</b>	<b>744</b>	<b>161</b>	

	Overspend predicted £'000	Underspend predicted £'000	Cause
<b>Children and Young People</b>			
Standards	38		Shortfall on income targets
Resources		12	Net salary saving

## 2. 2014-15 Savings Progress

The savings required by 2014-15 budget process, identified in Appendix 1, are not fully secured.

- Of Social Care - Children savings totalling £68,000 £36,000 are anticipated to be made, none deferred to 2015-16 but £32,000 are regarded as not achievable.
- Of Children & Young people Directorate savings totalling £812,000, £729,000 are reported to be made none deferred but £83,000 regarded as not achievable
- **What plans have the Directorates to mitigate these pressures and drive alternate adhoc savings?**

## 3. Schools reserves

Schools balances, as indicated in the main report from para 3.3 onwards exhibit a declining trend, such that the forecast outturn balance would not accommodate the same level of expenditure as the 2014/15 financial year.

- **What is the intention for the use of reserves going forward?**
- **What proportion of reserve usage if any, is used to fund core salary costs?**
- **Do other Councils utilise a balances approach, and if so what is good practice in their administration and is there any prudent level that schools should maintain?**

## 4. Capital Outturn Forecast

Capital budget for the year is £7,112,000 after slipping the £751,000 21st Century feasibility underspend to 2015-16. This was made up of £4,044,000 2014/15 allocation and £3,067,000 slippage from 2013/14. No revisions or virements have taken place

At the start of 2014/15 the Council accrued for £509,000 worth of work completed but not invoiced. As at the end of month 3 it had incurred only £1,250,000. This wouldn't normally be a profile that would indicate full spending by the end of the year but project officers are confident to predict a forecast outturn that exhibits a net £68,000 underspend caused by anticipated property maintenance costs. As is usual the Property Maintenance aspect is balanced across all Directorates and so the net underspend in school spending compensates for additional Property Maintenance pressures in the Strong Communities and Adult Select areas.

- **Why is the net spend at the end of month 3 only a little above the level of provision created at the end of 2013-14?**

## 5. Forecasting approach

Based on the forecasting review undertaken in the main body of the report and appendix 2 above,

- **Do Members have any refinements to the budget monitoring process or are they comfortable with its accuracy and use as a management tool?**

## Monitoring key

Page 1	Social Care and Health Directorate Revenue Divisional Summary
Page 2	Social Care and Health Revenue – Childrens Division
Page 3	Children & Young People Directorate Revenue Divisional Summary
Page 4	Children & Young People Revenue – Delegated schools budgets
Page 5	Children & Young People Revenue – Resources
Page 6	Children & Young People Revenue – Standards
Page 7	Children & Young People Revenue – Youth
Page 8/9	Schools reserves
Page 10	Capital

## REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3

Social Care and Health		DIRECTOR: Simon Burch			
DIRECT COSTS ONLY		ACTUAL TO MONTH 3 £	ANNUAL FORECAST 0 to 13 £	REVISED BUDGET £	FORECAST OVER / (UNDER) SPEND AT M3 £
DIRECTORATE SERVICE	SERVICE LEAD				
Adult Services	Julie Boothroyd	1,429,287	7,214,192	7,111,935	<b>102,257</b>
Community Care	Julie Boothroyd	3,084,912	19,717,691	19,717,370	<b>321</b>
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Resources & Performance	Julie Boothroyd	219,127	984,190	1,067,516	<b>(83,326)</b>
Sub Total Adult Services		5,121,833	29,677,907	29,648,116	29,791
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## REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3

Children Services		SERVICE LEAD : TRACY JELFS				
DIRECT COSTS ONLY		ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECTORATE SERVICE	Responsible Officer	3	0 to 13			
		£	£	£	£	
<u>Children Services Other</u>						
Fostering Allowances and Payments For Skills	Angela McErlane	255,992	900,947	865,570	35,377	Over spend primarily due to foster carers travel costs for which there is no specific budget
Local Safeguarding Children Boards	Jane Rodgers	(6,977)	0	8,527	(8,527)	
Younger People's Accommodation	Rachel Palser	25,054	123,601	166,237	(42,636)	Under spend is due to significant drop in forecasted accommodation costs compared to 2013/14 largely due to two young people who now only require support sessions
JAFF (Joint Assessment Family Framework)	Tracy Jelfs	8,261	0	(1,001)	1,001	
Children – Service Contracts	Tracy Jelfs	153,472	308,219	308,707	(488)	
Tyr Enfys	Angela McErlane	3,254	23,401	69,816	(46,415)	Under spend due to this respite home being closed at present and forecasted to re-open 1st Feb 15 once two new carers have been appointed and assessed
Ser Bach	Angela McErlane	15,655	35,387	34,913	474	
Counsel Costs	Gill Cox	27,078	190,000	124,391	65,609	Over spend is due to level of legal activity forecasted for the year which, at Month 3, is expected to be in line with 2013/14 costs
Fostering Panel	Angela McErlane	345	2,624	4,799	(2,175)	
Therapeutic Service	Gill Cox	2,638	29,008	48,090	(19,082)	
Joint Adoption	Gill Cox	(9,997)	265,670	226,236	39,434	This budget includes the possibility of purchasing two adoptive placements at a cost of £27,000 each.
External Placements - LAC	Gill Cox	400,530	1,730,854	1,350,938	379,916	Over spend based on 36 external LAC placements which include several high cost residential placements.
Unaccompanied Asylum Seeking Children	Rachel Palser	1,950	40,502	47,522	(7,020)	
External Placement - Non-LAC	Gill Cox	33,772	193,506	196,386	(2,880)	
GWICES (Gwent Wide Integrated Community Equip Services)	Tracy Welch	0	6,052	39,486	(33,434)	These figures are provided by the financial host Torfaen as at 31st May.
<b>Total Children Services Other</b>		<b>911,027</b>	<b>3,849,771</b>	<b>3,490,617</b>	<b>359,154</b>	
<u>Children Services Teams</u>						
<b>Total Children Services Teams</b>	Angela McErlane, Jason O'Brien, Jane Rogers, Rachel Palser, John Branchflower, Tracy Jelfs, Tracy Welsh, Debbie Davies	<b>1,053,219</b>	<b>3,689,367</b>	<b>3,465,629</b>	<b>223,738</b>	Net overspend mainly due to conveyance of clients plus staff travel costs and staff efficiency savings not expected to be made
<b>Net Directly Managed Expenditure</b>		<b>1,964,246</b>	<b>7,539,138</b>	<b>6,956,246</b>	<b>582,892</b>	



## REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3

Children & Young People		DIRECTOR - Sarah McGuinness					
	SERVICE LEAD	ACTUAL TO MONTH 3 £	ANNUAL FORECAST 0 to 13 £	REVISED BUDGET £	FORECAST OVER / (UNDER) SPEND AT M3 £	REASON	
<i>DIRECT COSTS ONLY</i>							
<i>DIRECTORATE SERVICE</i>							
21st Century Schools	Simon Kneafsey	6,501	0	0	0		
Individual School Budget	Sarah McGuinness	45,705,949	44,421,415	44,421,415	0		
Resources	Deb Mountfield	(360,853)	1,493,493	1,505,541	(12,048)		
Standards	Sharon Randall Smith	2,538,195	5,616,720	5,578,277	38,443	The net effect of income for Breakfast club included in the budget, this is not going ahead.	
Youth	Deb Mountfield	179,560	796,780	796,780	0		
<b>Net Directly Managed Expenditure</b>		<b>48,069,352</b>	<b>52,328,408</b>	<b>52,302,013</b>	<b>26,395</b>		

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Individual School Budget	SERVICE LEAD - Deb Mountfield					
	RESPONSIBLE OFFICER	ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECT COSTS ONLY		3	0 to 13			
DIRECTORATE SERVICE		£	£	£	£	
<u>Individual Schools Budget</u>						
Primary Schools	Nikki Wellington	23,363,402	24,455,644	24,455,644	0	
ISB Secondary Schools	Nikki Wellington	19,773,991	19,773,991	19,773,991	0	
6th Form Funding (DCells)	Nikki Wellington	2,573,806	150,325	150,325	0	
Raglan Community Education Centre	Jez Piper	(5,374)	26,500	26,500	0	
Usk CRC	Victoria Evans	245	14,955	14,955	0	
<b>Total Individual Schools Budget</b>		<b>45,706,070</b>	<b>44,421,415</b>	<b>44,421,415</b>	<b>0</b>	
<b>Net Directly Managed Expenditure</b>		<b>45,706,070</b>	<b>44,421,415</b>	<b>44,421,415</b>	<b>0</b>	

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Resources	SERVICE LEAD - Deb Mountfield					
	RESPONSIBLE OFFICER	ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECT COSTS ONLY		3	0 to 13			
DIRECTORATE SERVICE		£	£	£	£	
<u>Service Agreements with schools</u>						
Total Service Level Agreement	Deb Mountfield	(493,811)	572,711	572,711	0	
<u>Support Services</u>						
Total Support Services	Deb Mountfield, Nikki Wellington, Matt Jones	132,959	920,782	932,830	(12,048)	
<b>Net Directly Managed Expenditure</b>		<b>(360,852)</b>	<b>1,493,493</b>	<b>1,505,541</b>	<b>(12,048)</b>	

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Standards	SERVICE LEAD - Sharon Randall-Smith					
	RESPONSIBLE OFFICER	ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECT COSTS ONLY		3	0 to 13			
DIRECTORATE SERVICE		£	£	£	£	
Additional Learning Needs	Steph Hawkins					
Total Additional Learning Needs		187,647	3,371,261	3,426,692	(55,431)	Net effect of pupil placements in Monmouthshire dropping
Education Achievement Service	Sharon Randall-Smith					
Total Education Achievement Service		522,288	837,090	837,090	0	
Early Years	Sue Hall, Beth Watkins					
Total Early Years		1,643,006	1,147,345	1,065,892	81,453	The income for Breakfast club was included in the budget, this is not going ahead.
Standards Initiatives & Improvement	Emma Taylor					
Total Improvement		15,716	896	896	0	
Inclusions	Claire Evans, Richard Austin, Sue Hall, Angela Noble					
Total Inclusions		169,537	260,128	247,706	12,422	Potential additional costs anticipated but not quantified at quarter 1 consequential to School library service partnership ceasing in next quarter
<b>Net Directly Managed Expenditure</b>		<b>2,538,194</b>	<b>5,616,720</b>	<b>5,578,276</b>	<b>38,444</b>	

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3



Youth		SERVICE LEAD - Deb Mounfield				EXPLANATION FOR (UNDER)/OVER SPENDS
	RESPONSIBLE OFFICER	ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	
<i>DIRECT COSTS ONLY</i>		3	0 to 13	£	£	
<i>DIRECTORATE SERVICE</i>		£	£			
<u>Inclusions</u>						
Community Education Youth General	Tracey Thomas	179,560	796,780	796,780	0	
<b>Total Inclusions</b>		179,560	796,780	796,780	0	
<b>Net Directly Managed Expenditure</b>		179,560	796,780	796,780	0	

Movement in School Reserves							
Qtr 1 Forecast							
	Responsible Officer	Opening Reserves (Surplus)/Deficit 14-15	Anticipated in-year movement in reserves (Surplus)/Deficit	Difference reported from Month 3 to budget (Surplus)/Deficit	In year forecast at Month 3 (Surplus)/Deficit	Anticipated Reserves to be carried forward to 2015-16 (Surplus)/Deficit	Notes
<b>Abergavenny cluster</b>							
E003 King Henry VIII Comprehensive	Yvonne Jones	(114,518)	187,260	0	187,260	72,742	
E073 Cantref Primary	Richard Brunson	(68,138)	31,700	(18,312)	13,388	(54,750)	Savings on staffing as costs being funded by SEG/PDG and lower scale staff used to cover maternity leave.
E072 Deri View Primary	Sarah Davies	79,952	(37,238)	34,328	(2,910)	77,042	Increase in hours of some non-teaching staff to cover planning & preparation.
E035 Gilwern Jnr & Inf	Roger Guy	(41,057)	10,825	698	11,523	(29,534)	
E037 Goytre Fawr Jnr & Inf	Nicola Sutherland	(4,709)	(9,067)	5,046	(4,021)	(8,730)	
E041 Llanfair Kilgeddin CV Jnr & Inf	LEA	(22,611)	16,359	0	16,359	(6,252)	
E093 Llanfoist Fawr	Jon Murphy	(32,933)	(5,581)	(6,732)	(12,313)	(45,246)	
E044 Llantillio Pertholey Jnr & Inf	David Evans	(65,340)	55,596	(10,352)	45,244	(20,096)	Savings on staffing as costs being funded by SEG/PDG.
E045 Llanvihangel Crocorney Jnr & Inf	Sherri Davies	40,656	(10,461)	(1,705)	(12,166)	28,490	
E090 Our Lady and St Michael's RC Primary School	Rosalind Trigg	(23,663)	10,624	(20,030)	(9,406)	(33,069)	Savings as lower scale staff are covering maternity leave, also employed lower scale teacher than what was budgeted for.
E067 Ysgol Gymraeg Y Fenni	April Wiggins	(32,161)	6,240	(13,694)	(7,454)	(39,615)	Savings as teaching staff hours reducing and being replaced by lower scale staff.
<b>Caldicot cluster</b>							
E001 Caldicot Comprehensive	Susan Gwyer-Roberts	(60,620)	53,060	688	53,748	(6,872)	
E068 Archbishop Rowan Williams Primary	Graham Murphy	(21,991)	(10,380)	6,912	(3,468)	(25,459)	
E094 Castle Park	Kay Ford	97,998	(33,807)	5,194	(28,613)	69,385	
E075 Dewstow Primary School	Gillian Bray	(106,113)	93,911	(17,924)	75,987	(30,126)	Savings on replacement caretaker as on lower scale, plus provision for the supply staff budget reduced
E034 Durand Jnr & Inf	Allison Waters	(44,725)	28,916	217	29,133	(15,592)	
E048 Magor Vol Aided Jnr & Inf	Gareth Atwell	(31,137)	(22,669)	3,070	(19,599)	(50,736)	
E056 Rogiet Jnr & Inf	Kathryn Evans	(83,152)	39,871	(36,573)	3,298	(79,854)	Maternity cover budgeted for in Error plus resignation - head to meet with Governors in September to re-do investment plan
E063 Undy Jnr & Inf	Mark Gunn	(10,117)	(3,451)	(527)	(3,978)	(14,095)	
E069 Ysgol Gymraeg Y Ffin	Diane Ebo	17,914	(30,450)	0	(30,450)	(12,536)	

Movement in School Reserves							
Qtr 1 Forecast							
	Responsible Officer	Opening Reserves (Surplus)/Deficit 14-15	Anticipated in-year movement in reserves (Surplus)/Deficit	Difference reported from Month 3 to budget (Surplus)/Deficit	In year forecast at Month 3 (Surplus)/Deficit	Anticipated Reserves to be carried forward to 2015-16 (Surplus)/Deficit	Notes
<b>Chepstow cluster</b>							
E002 Chepstow Comprehensive	Claire Price	214,589	146,361	(8,799)	137,562	352,151	
E091 New Pembroke Primary School	Garry Keeble	(79,671)	42,132	2,028	44,160	(35,511)	
E057 Shirenewton Jnr & Inf	Jayne Edwards	(81,568)	17,938	903	18,841	(62,727)	Reserve includes £21.5k projects (MAPS & PMI). Schools projected C/f £41,180
E058 St Mary's Chepstow RC Jnr & Inf	Mike Gorell	(813)	(5,025)	3,529	(1,496)	(2,309)	
E060 The Dell Jnr & Inf	Steve King	(50,107)	3,362	(507)	2,855	(47,252)	
E061 Thornwell Jnr & Inf	Tim Appleby	(16,136)	13,594	(1,739)	11,855	(4,281)	
<b>Monmouth cluster</b>							
E004 Monmouth Comprehensive	Vaughan Davies	(130,975)	0	0	0	(130,975)	Savings on staffing due to retirement, staff leaving and maternity - all being replaced by lower scale staff, also reduction in SLA costs
E032 Cross Ash Jnr & Inf	Marilyn Balkwill	(47,987)	43,476	(23,095)	20,381	(27,606)	
E092 Kymin View Primary School	Suzanne Gooding	(34,355)	16,976	0	16,976	(17,379)	
E039 Llandogo Jnr & Inf	Katie Pingree	5,780	16,458	73	16,531	22,311	
E074 Osbaston Church In Wales Primary	Cathryn Jones	(48,712)	(2,379)	(2,032)	(4,411)	(53,123)	Savings around staffing - staffing left and replaced at a lower grade and some staff now funded by SEG/PDG - depending on september intake, an additional teacher may be employed which will reduce this surplus
E051 Overmonnow Jnr & Inf	Huw Williams	(33,729)	24,311	(19,688)	4,623	(29,106)	
E055 Raglan Jnr & Inf	Jeremy Piper	(41,259)	21,026	0	21,026	(20,233)	
E062 Trellech Jnr & Inf	Karen Christofi	(33,605)	(18,243)	2,101	(16,142)	(49,747)	
E064 Usk CV Jnr & Inf	Victoria Evans	(28,687)	11,249	0	11,249	(17,438)	
		<b>(933,700)</b>	<b>702,494</b>	<b>(116,922)</b>	<b>585,572</b>	<b>(348,128)</b>	
<b>Special Schools</b>							
E020 Mounton House	Paul Absalom	(18,464)	31,671	(4,789)	26,882	8,418	
E095 Pupil referral unit	Richard Austin	(35,992)	0	0	0	(35,992)	
		<b>(54,456)</b>	<b>31,671</b>	<b>(4,789)</b>	<b>26,882</b>	<b>(27,574)</b>	
		<b>(988,156)</b>	<b>734,165</b>	<b>(121,711)</b>	<b>612,454</b>	<b>(375,702)</b>	

**MONMOUTHSHIRE COUNTY COUNCIL CAPITAL PROGRAMME 2014/2015**  
**MONTH 3 CAPITAL BUDGET MONITORING REPORT**  
**REPORT DESIGNATION: Children & Young People Detailed**

Project Code	Project Description	Budget Holder	Provisions B/F	Actual Month 1 to 3	Annual Forecast	Approved Slippage B/F	Original Budget	Budget Virements	Budget Revisions	Total Approved Budget	Provisional Slippage C/F	Adjusted Budget	Annual Overspend / (Underspend)	Comment on Reason for under/overspend; Reason for delay, resulting in slippage; Progress
<b>Development Schemes Under £250k - Essential Works</b>														
<b>Sub Total</b>		Paul Jones	(5,675)	0	94,325	44,325	50,000	0	0	94,325	0	94,325	0	
<b>Education Strategic Review</b>														
New Raglan Primary, 21st Century Schools Programme		Simon Kneafsy	0	109060	2,757,907	45,857	2,712,050	0	0	2,757,907		2,757,907	0	Project is on target, will continue beyond 14/15, budget allocation in future years.
ESR: Access For All		Robert O'Dwyer	0	0	177,380	127,380	50,000	0	0	177,380		177,380	0	On target
Llanfoist Primary		Robert O'Dwyer	(1,725)	1,480	0	0	0	0	0	0		0	0	Project Complete
Rogiet Primary		Robert O'Dwyer	0	0	15,000	15,000	0	0	0	15,000		15,000	0	
Flying Start - Minor Improvements		Robert O'Dwyer	(2,639)	0	0	0	0	0	0	0		0	0	Project is complete, awaiting payment against accrual.
Caldicot Castle Park (St Mary's Remodelling)		Robert O'Dwyer	0	0	15,000	15,000	0	0	0	15,000		15,000	0	Main project is complete, awaiting completion of post occupancy evaluation and remedials / alterations.
New School Caldicot Green Lane Site		Robert O'Dwyer	(1,930)	54,152	50,000	50,000	0	0	0	50,000		50,000	0	Project complete within budget.
21st Century Schools		Simon Kneafsy	0	655	0	0	0	0	0	0		0	0	
New Thomwell Primary		Robert O'Dwyer	(448,437)	826,196	690,037	598,037	92,000	0	0	690,037		690,037	0	Project complete, awaiting agreement of final account.
Monmouth Comp – 21C Feasibility		Simon Kneafsy	0	0	472,055	839,133	0	0	0	839,133	367,078	472,055	0	The Future Schools feasibility project is forecasting an underspend of £750,000 at month 3. The original scheme profile included 5 year employee costs whereas these costs can only be funded from feasibility until work reaches stage E (Construction). Any further employee costs will then need to be funded by the main construction schemes 'pending full approval'.
Caldicot Comp – 21C feasibility		Simon Kneafsy	0	4,400	478,755	863,063	0	0	0	863,063	384,308	478,755	0	
Raglan VC Primary feasibility		Simon Kneafsy	0	1,886	0	0	0	0	0	0		0	0	Project complete. Miscode
<b>Sub Total</b>			(454,731)	997,829	4,656,134	2,553,470	2,854,050	0	0	5,407,520	751,386	4,656,134	0	
<b>IT Schemes - Infrastructure/Hardware</b>														
<b>Sub Total</b>		Deb Mountfield	0	14,844	21,270	21,270	0	0	0	21,270	0	21,270	0	
<b>Maintenance Schemes - Property</b>														
		Rob O'Dwyer												
<b>Electrical Services Sub Total</b>			(24,104)	16,761	171,018	0	162,873	0	0	162,873	0	162,873	8,145	
<b>External Areas Sub Total</b>			(2,987)	7,675	213,308	0	275,847	0	0	275,847	0	275,847	(62,539)	
<b>External Walls, Doors &amp; Windows Sub Total</b>			(3,486)	6,367	256,610	0	241,755	0	0	241,755	0	241,755	14,855	
<b>Floors &amp; Stairs Sub Total</b>			0	0	16,383	0	14,755	0	0	14,755	0	14,755	1,628	
<b>Internal Walls &amp; Doors Sub Total</b>			0	0	1,124	0	0	0	0	0	0	0	1,124	
<b>Mechanical Services Sub Total</b>			(5,270)	197,847	664,594	430,750	240,620	0	0	671,370	0	671,370	(6,776)	
<b>Roofs Sub Total</b>			(12,974)	8,808	161,749	5,000	181,600	0	0	186,600	0	186,600	(24,851)	
<b>SANITARY SERVICES Sub Total</b>			0	0	35,198	12,498	22,700	0	0	35,198	0	35,198	0	
<b>Sub Total - Maintenance Programme</b>		0	(48,821)	237,458	1,519,984	448,248	1,140,150	0	0	1,588,398	0	1,588,398	(68,414)	
<b>Grand Total</b>			(509,227)	1,250,131.00	6,291,713	3,067,313	4,044,200	0	0	7,111,513	751,386	6,360,127	(68,414)	

## 2014/15 Budgeted Service Savings Mandates Progress at Month 3

DIRECTORATE	Saving included in 2014/15 Budget	Savings achieved	% progress in achieving savings	Delayed savings	Savings not achievable
	£'000	£'000		£'000	£'000
Children & Young People	812	729	90%	0	83
Social Care & Health	1,992	1,718	86%	0	274
Enterprise	1,276	1,036	81%	147	94
Operations	1,412	990	70%	156	266
Chief Executive's	923	923	100%	0	0
<b>Total Budgeted Service Savings 2014-15</b>	<b>6,415</b>	<b>5,396</b>		<b>303</b>	<b>717</b>



2014/15 Budgeted Savings progress at Month 3

CHILDREN & YOUNG PEOPLE							
Budget proposals 2014/15	Narrative	Saving included in 2014/15 Budget £'000	Value of Saving Forecast at Month 3 £'000	Delayed savings £000s	Savings not achievable £000s	Assessment of progress as at Month 3	Risk of current forecast saving NOT being achieved ( High / Medium / Low )
Schools delegated budgets	Proposal is about finding opportunities to reduce costs in schools. Schools budgets will be protected at cash limit, this means no pay inflation and or non pay inflation is provided for in funding,	434	434	0	0	Fully Achieved	LOW
Review ISB - ALN contingency	Currently a contingency budget is held centrally, proposals to reduce this budget by £75k and reduce staffing in the service by £65,000	140	140	0	0	On Target	MEDIUM
Grants to micro finance and rationalise numerous grants to single organisations	Reducing the amount of grants paid annually to third sector bodies. Options will include reduction, micro-finance and introducing business plans. SCH mandate for £100k in 2014/15, R & C/CEO target of £100k. Further £300k in 2015/16 is not now considered feasible	37	0	0	37	These savings cannot be found from the grant areas as our grants cover a statutory provision.	HIGH
School library service - combine with general library service	£50k is MCCs contribution to full year running costs of school library service, changes to service needs to be considered with TCBC	30	0	0	30	MCC savings have been achieved. Torfaen alongside MCC schools have now decided to withdraw from service, which will introduce additional severance costs (unquantified at present). These together with assets and deficit reserve balance of £100k, will need to be apportioned between MCC and TCBC	HIGH

<b>Adult Education</b>	Cost reduction through reducing overheads and premises costs	90	90	0	0	Savings identified have been achieved but due to a reduction in the franchise income from Coleg Gwent the service is currently reporting an over spend.	HIGH
<b>School Music service - reduction in subsidy</b>	Total MCC contribution to schools music service is £260k, exploration of alternative models to reduce the subsidy required	50	50		0	Savings achieved, working with the service to achieve future savings identified within the budget mandate.	Low
<b>Review of additional payments</b>	Target a 10% reduction in additional payments made eg overtime, standby etc	31	15	0	16	Working with cost centre managers to identify savings	Medium

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**812**

**729**

**0**

**83**

2014/15 Budgeted Savings progress at Month 3

<b>SOCIAL CARE &amp; HEALTH</b>							
<b>Budget proposals 2014/15</b>	<b>Narrative</b>	<b>Saving included in 2014/15 Budget £'000</b>	<b>Value of Saving Forecast at Month 3 £'000</b>	<b>Delayed savings £000s</b>	<b>Savings not achievable £000s</b>	<b>Assessment of progress as at Month 3</b>	<b>Risk of current forecast saving NOT being achieved ( High / Medium / Low )</b>
<b>ADULT SELECT</b>							
<b>Community meals increase take-up</b>	Mainly about increasing customer base	30	4	0	26	Weekly sales are 1,250, 200 below target	High
<b>Grants to micro finance and rationalise numerous grants to single organisations</b>	Reducing the amount of grants paid annually to third sector bodies. Options will include reduction, micro-finance and introducing business plans. SCH mandate for £100k in 2014/15, R & C/CEO target of £100k. Further £300k in 2015/16 is not now considered feasible	100	100	0	0		Low
<b>Redesign day provision in line with My Day/My Life</b>	Reconfiguring day provision for people with Learning disability	160	160	0	0		Low
<b>SCH restructuring: Direct care (£89k), Children's/Adults teams (£50k), Commissioning team (£31k)</b>	Staffing efficiencies	163	163	0	0		Low
<b>SCH Transition project staff transfer to Bright New Futures</b>	Combining our initiative with Bright new futures to establish a shared service model	14	14	0	0		Low
<b>Review of additional payments</b>	Target a 10% reduction in additional payments made eg overtime, standby etc	95	0	0	95	Mechanisms not put in place to realise savings	High

<b>Sustaining Independent Lives in the community</b>	Cabinet report and business case presented on 2nd Oct 2013, aim is to divert people from needing statutory services through Local Area Co-ordination and small local enterprises	123	123	0	0		Low
<b>Practice change - reduction in flexible budget/contingency</b>	Working with individuals, families and communities to find sustainable solutions	277	277	0	0		Low
<b>TOTAL ADULTS SELECT</b>		<b>962</b>	<b>841</b>	<b>0</b>	<b>121</b>		

**CHILDREN & YOUNG PEOPLE SELECT**

<b>SCH children's staff restructuring</b>	Rationalising service delivery within children's services	68	36	0	32	Due to external consultants work with the Directorate one of the two posts was reinstated.	Medium
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<b>1,992</b>	<b>1,718</b>	<b>0</b>	<b>274</b>
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2014/15 Budgeted Service Savings Mandates Progress at Month 3

ENTERPRISE							
Budget proposals 2014/15	Narrative	Saving included in 2014/15 Budget £'000	Value of Saving Forecast at Month 3 £'000	Delayed savings £000s	Savings not achievable £000s	Assessment of progress as at Month 3	Risk of current forecast saving NOT being achieved ( High / Medium / Low )
<b>DEVELOPMENT OF LEISURE SERVICES</b>	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'	125	125			Savings forecast to be achievable	Low
<b>Collaboration on housing services and development of careline services</b>	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	30	30			Savings forecast to be achievable	Low
<b>Sustainable energy initiatives</b>	Investing in biomass boilers, solar farms and reduction in Carbon Reduction Commitment budget	133	98		35	Saving partly made, however income forecasts are ambitious for remaining income target this needs to be monitored closely. Still awaiting planning approval for solar farm not achievable during this financial year, looking to implement for March 2015.	Medium
<b>Museums, Shirehall &amp; Castles and Tourism</b>	Consolidation of tourism and culture offer throughout the County through considering shared services models; making attractions self-sustainable and income generation. This relates to the museum business plan and explores roll-out of some community ownership models. Member consultation has indicated that the aspect of merging of museums and TIC (£150,000 in 2014/15) was not a preferable model, and will necessitate driving even further savings on other aspects of this mandate	245	201.5		43.5	Museums are on target to make 71k of their 78k savings target. Their income targets are unrealistic but they have cut back on other areas. They are currently forecasting a 7k overspend. Shirehall are on target to achieve their 33,500 savings. TIC's - 90,000 savings are forecast to be met due to significantly reducing Chepstow's opening hours and negotiating a much reduced contribution for the Abergavenny service. However income targets are really ambitious given the reduction in opening hours. Countryside - 36,500. They are currently forecasting an overspend due to unfunded salary costs as a result of further restructure savings and also a redundancy which as yet they do not have reserve funding for.	Museums - Medium Low medium Shirehall - TIC's

<b>Grants to micro finance and rationalise numerous grants to single organisations</b>	Reducing the amount of grants paid annually to third sector bodies. Options will include reduction, micro-finance and introducing business plans. SCH mandate for £100k in 2014/15, R & C/CEO target of £100k. Further £300k in 2015/16 is not now considered feasible	50	50			Third sector bodies have already been made aware that their grant will be less this year and this was reflected in the budget.	Low
<b>Strategic Property Review (phase 2)</b>	Target to be achieved by the Accommodation working group and reduction in office accommodation, consolidate in Usk	75	60		15	Savings achieved through closure of Coed Glas and other methods, inability to make full saving due to still needing to pay Rates on Coed Glas to sale of property along with loss of rental income due to change in accommodation strategy at Magor Innovation House	Low
<b>R &amp; C Staffing restructures</b>	Senior management restructure to include new service groupings and alignments and green space concept	70	70			Achieved	Low
<b>R&amp;C - OSS and libraries - 10% reduction in staff budget</b>	The aim is to have one access point for customer service in each of the 4 towns and create efficiencies through a management restructure	116	29	87		Delay in implementing staffing restructure, part year saving realistic.	Medium
<b>Additional Libraries and communications saving</b>	Libraries driver redundancy and media position deleted	80	80			Achieved	Low
<b>Review of additional payments</b>	Target a 10% reduction in additional payments made eg overtime, standby etc	48	48			Achieved	Low
<b>ICT</b>	Staffing efficiencies, integrate enterprise agreement, reduce supplies and services budget	300	240	60		Delays in closing Ty Cyl 3 means that savings delayed, additional CCTV income used in year 1 to purchase additional equipment. Its likely that staff vacancies will cover the additional shortfall	Medium
<b>Planning, place and enterprise</b>	Increase in income from development plans (part of combined £32k savings)	4	4			Achieved	Low

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1,276                      1,036                      147                      94

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2014/15 Budgeted Service Savings Mandates Progress at Month 3

CHIEF EXECUTIVE'S UNIT & OPERATIONS								
Budget proposals 2014/15	Savings Proposal Narrative	Saving included in 2014/15 Budget £'000	Value of Saving Forecast at Month 3 £'000	Delayed savings £000s	Savings not achievable £000s	Assessment of progress as at Month 3	Risk of current forecast saving NOT being achieved ( High / Medium / Low )	
<b>OPERATIONS</b>								
<b>School meals -increase price, market and expand service</b>	Increase in school meal to £2.00, currently £1.65 infants and £1.80 junior based on an estimated 397,058 meals	69	0		69	Saving based on increased sales is unlikely in first 12 months due to A4L menu compliance, reduced take up due to price increase and increased cost of providing meals. In addition any additional saving will be offset against cost of running a client/contractor joint service provision to the standards required to achieve WG compliance status	High	0
<b>Grants to micro finance and rationalise numerous grants to single organisations</b>	Reducing the amount of grants paid annually to third sector bodies. Options will include reduction, micro-finance and introducing business plans. SCH mandate for £100k in 2014/15, R & C/CEO target of £100k. Further £300k in 2015/16 is not now considered feasible	13	13	0	0	Achieved	Low	0
<b>Highways - review of management arrangements, gritting schedules, verge maintenance, use of sub contractors</b>	Reduction in management team and operate from 2 depots, reducing stand by payments and gritting frequencies. Reduce sub contractors and biodiversity policy on verges	405	274	116	15	Restructure of R&C will not allow whole year savings. Pressure from community groups are delaying savings in 2014/15. Some whole year savings predicted for 15/16 as mandate. Simpson review may not permit savings for MCC in Duty Officer mandate. Other offsetting savings will be made within Highways to meet the unachievable savings and the delayed savings.	Low	0

<b>Street Light savings</b>	Review of turning off street lights at designated times	180	180			Achievable	Low	0
<b>Street scene and pest control</b>	Reduction in sweepers and number of cleaning rounds, opportunity for Town & Community Councils to contribute to service and full withdrawal of subsidy for pest control.	195	170		25	£25k is not being delivered from the Street Scene budget saving mandate due to lack of funding support from Town and Community Councils and therefore delays in implementing the reduction in manual sweeping capacity.	Low	0
<b>Home to School Transport - fundamental review of policy</b>	Fundamental policy change - £420k - based around nearest school policy. Withdrawal of subsidy for post 16 transport.	47	47			These savings should be achievable as no travel grants will be issued to new applicants from sept 14	Low	0
<b>Facilities - transfer functions to other providers</b>	Engaging with town and community councils, friends clubs to take on service related costs - Linda Vista, Bailey Park, Public Conveniences	100	0	0	100	Although some engagement has taken place the take up from Tc's and CC's not forthcoming hence the saving is unlikely to be achieved.	High	0
<b>Transport review and fleet rationalisation</b>	Increased income from private hire (Passenger Transport Unit), management and staff reduction	105	25	40	40	Budget problems within the PTU will require fundamental review of budget.	Low	0
<b>Property services and procurement</b>	Staff efficiencies, systems review and procurement savings	115	115	0	0	Saving Realised.	Low	0
<b>Cost neutral waste service</b>	Route optimisation, green waste charges up from £8 to £10 and reduce spend on bags	60	60	0	0	Saving Realised	Low	0



<b>Review of additional payments</b>	Target a 10% reduction in additional payments made eg overtime, standby etc	123	106		17	£24k will be made in accordance with the mandate. In general managers have seen this saving as just a straight cut in budget and have reorganised spend patterns accordingly. E.g. £41k Highways/Swtra – by reducing service or increasing income. £9k Grounds – by reducing service or increasing income. £32k Waste – reductions in other manpower budgets.	Medium
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0

TOTAL

<b>1,412</b>	<b>990</b>	<b>156</b>	<b>266</b>
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0

2014/15 Budgeted Service Savings Mandates Progress at Month 3

CHIEF EXECUTIVE'S UNIT								
Budget proposals 2014/15	Savings Proposal Narrative	Saving included in 2014/15 Budget £'000	Value of Saving Forecast at Month 3 £'000	Delayed savings £000s	Savings not achievable £000s	Assessment of progress as at Month 3	Risk of current forecast saving NOT being achieved ( High / Medium / Low )	
CEO Staffing restructures	Senior management restructure to include new service groupings and alignments and green space concept	70	70	0	0	Achieved	Low	0
CEO - efficiencies, including on line services, staffing structures	Staffing efficiencies and improving on line services, reduction in democratic services will mean that only decision making committees can be serviced, merging of roles supporting area work	595	595	0	0	Achieved	Low	0
CEO - Restructure (Customer Access) - 10% reduction in staff budget	The aim is to have one access point for customer service in each of the 4 towns and create efficiencies through a management restructure	64	64	0	0	Achieved	Low	0
Review of additional payments	Target a 10% reduction in additional payments made eg overtime, standby etc	40	40	0	0	Achieved. In general managers have seen this saving as just a straight cut in budget and have reorganised spend patterns accordingly.	Low	0
Public protection	Service Reductions in Public Protection Division	89	89	0	0	Achieved	Low	0
Legal	Reduction in Legal Services employee hours and Commons and Village Green Inquiries – Inspectors' fees	37	37	0	0	Split £30k Legal & Land Charges, £7k Emergency Planning	Low	0

<b>Planning, place and enterprise</b>	Increase in income from building control & development control (part of combined £32k)	28	28	0	0	Achieved	Low
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**TOTAL**

<b>923</b>	<b>923</b>	<b>0</b>	<b>0</b>
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0

0

## Appendix 7 : The “Equality Initial Challenge”

Name: Joy Robson Service area: Central Finance Date completed: 14 <sup>th</sup> Aug 2014		Please give a <b>brief description</b> of what you are aiming to do. Reporting of the Revenue and capital budget forecast statement 2014/15	
Protected characteristic	Potential <b>Negative</b> impact Please give details	Potential <b>Neutral</b> impact Please give details	Potential <b>Positive</b> Impact Please give details
Age		Neutral	
Disability		Neutral	
Marriage + Civil Partnership		Neutral	
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 <b>negative Impacts</b> .	How do you propose to <b>MITIGATE</b> these <b>negative impacts</b>
➤ <i>NONE</i>	➤
➤	➤
➤	➤
➤	➤

**Signed J Robson      Designation      Head of Finance (Section 151 Officer)**  
**Dated      14<sup>th</sup> Aug 2014**

## EQUALITY IMPACT ASSESSMENT FORM

<b>What are you impact assessing</b>	<b>Service area</b>
Revenue and Capital forecast Outturn Report quarter 1 2014/15	Central Finance
<b>Policy author / service lead</b>	<b>Name of assessor and date</b>
Joy Robson	J Robson 14 <sup>th</sup> Aug 2014

1.What are you proposing to do?

Reporting of the Revenue and Capital forecast Outturn Position for 2014-15 at quarter 1 to Cabinet and Members

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	No	Race	No
Disability	No	Religion or Belief	No
Gender reassignment	No	Sex	No
Marriage or civil partnership	No	Sexual Orientation	No
Pregnancy and maternity	No	Welsh Language	No

3. Please give details of the negative impact

No Negative consequences towards any groups with protected characteristics

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

N/A

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..

Budget monitoring report

**Signed** J Robson...**Designation**...Head of Finance.....**Dated**.....14<sup>th</sup> Aug 2014.....



## The “Sustainability Challenge”

<b>Name of the Officer</b> completing “the Sustainability challenge” <b>Joy Robson</b>		Please give a <b>brief description</b> of the <b>aims</b> proposed policy or service reconfiguration  <b>Review of the Revenue and Capital forecast Outturn Report for 2014-15 at Quarter 1</b>	
<b>Name</b> of the Division or service area  <b>Central Finance</b>		<b>Date</b> “Challenge” form completed  <b>14<sup>th</sup> Aug 2014</b>	
Aspect of sustainability affected	<b>Negative impact</b>  <b>Please give details</b>	Neutral impact  <b>Please give details</b>	<b>Positive Impact</b>  <b>Please give details</b>
<b>PEOPLE</b>			
Ensure that more people have access to healthy food		No impact as report is used to analysis budgetary performance of approved MCC policies and Procedures	
Improve housing quality and provision		No impact as report is used to analysis budgetary performance of approved MCC policies and Procedures	
Reduce ill health and improve healthcare provision		No impact as report is used to analysis budgetary performance of approved MCC policies and Procedures	
Promote independence		No impact as report is used to analysis budgetary performance of approved MCC policies and	

		Procedures	
Encourage community participation/action and voluntary work		No impact as report is used to analysis budgetary performance of approved MCC policies and Procedures	
Targets socially excluded		No impact as report is used to analysis budgetary performance of approved MCC policies and Procedures	
Help reduce crime and fear of crime		No impact as report is used to analysis budgetary performance of approved MCC policies and Procedures	
Improve access to education and training		No impact as report is used to analysis budgetary performance of approved MCC policies and Procedures	
Have a positive impact on people and places in other countries		No impact as report is used to analysis budgetary performance of approved MCC policies and Procedures	
<b>PLANET</b>			
Reduce, reuse and recycle waste and water		No impact as report is used to analysis budgetary performance of approved MCC policies and Procedures	
Reduce carbon dioxide emissions		No impact as report is used to analysis budgetary performance of approved MCC policies and	

		Procedures	
Prevent or reduce pollution of the air, land and water		No impact as report is used to analysis budgetary performance of approved MCC policies and Procedures	
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)		No impact as report is used to analysis budgetary performance of approved MCC policies and Procedures	
Protect or enhance visual appearance of environment		No impact as report is used to analysis budgetary performance of approved MCC policies and Procedures	
<b>PROFIT</b>			
Protect local shops and services		No impact as report is used to analysis budgetary performance of approved MCC policies and Procedures	
Link local production with local consumption		No impact as report is used to analysis budgetary performance of approved MCC policies and Procedures	
Improve environmental awareness of local businesses		No impact as report is used to analysis budgetary performance of approved MCC policies and Procedures	
Increase employment for local people		No impact as report is used to analysis budgetary performance of approved MCC policies and	

		Procedures	
Preserve and enhance local identity and culture		No impact as report is used to analysis budgetary performance of approved MCC policies and Procedures	
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc		No impact as report is used to analysis budgetary performance of approved MCC policies and Procedures	
Increase and improve access to leisure, recreation or cultural facilities		No impact as report is used to analysis budgetary performance of approved MCC policies and Procedures	

What are the potential negative Impacts	Ideas as to how we can look to <b>MITIGATE</b> the <b>negative impacts</b> (include any reasonable adjustments)
➤ <b>None,</b>	➤
➤	➤
➤	➤
➤	➤

## The next steps

Version - March 2014

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

No positive impact as a result of the production of the report

- 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:

No negative impact as a result of the production of the report

**Signed J Robson**

**Dated 14<sup>th</sup> Aug 2014**

**REPORT**

<b>SUBJECT:</b>	<b>MEDIUM TERM FINANCIAL PLAN and BUDGET PROCESS 2015/16 to 2018/19</b>
<b>MEETING:</b>	<b>CABINET</b>
<b>DATE:</b>	<b>3<sup>rd</sup> Sept 2014</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>WHOLE AUTHORITY</b>

**1. PURPOSE:**

- 1.1 To highlight the context within which the Medium Term Financial Plan (MTFP) will be developed for 2015/16 to 2018/19
- 1.2 To agree the assumptions to be used to update the MTFP, and provide an early indication of the level of budget savings to be found.
- 1.3 To agree the process for developing the MTFP and budget for 2015/16

**2. RECOMMENDATIONS:**

- 2.1 That the budget assumptions outlined in paragraphs 3.7 to 3.11 in the report are agreed and updated during the budget process should better information become available.
- 2.2 That the budget process as outlined in paragraph 3.16 is adopted including member budget scrutiny and consultation conducted through all-member seminars, Member and Officer Working Groups, Community Engagement, Select, and Consultation meetings (for Business Rate purposes).

**3. KEY ISSUES:**

**Background**

- 3.1 Members will know that the budget and Medium Term Financial planning process has had a consistent theme over recent years. Since the financial crisis in 2008 the level of resources available to public services has been under pressure and last year we had to manage a gap in our MTFP of around £20 million.
- 3.2 The process that has been adopted has sought to maintain a medium term view on the financial position and plan savings targets for this period. This is essential given the lead in time for making some of the changes required. In February Cabinet approved an indicative MTFP position which used agreed assumptions to forecast the gap in resources over the four year period and identified significant savings targets of over £13 million to meet that gap. A balanced position was established with contingent use of reserve funding to smooth out the surpluses and deficits over the period. Early identification of savings targets has provided the much needed lead in time required to make significant changes to services.
- 3.3 The year end position report to Cabinet in June, gave an indication of the tightening of our financial position. We came in just under budget, but without our normal buffer that we have consistently relied on to replenish our reserves. Not with standing that, during the year we did review our earmarked reserves position and re designated them to ensure that the right reserves were available for our key priorities, investment in redesign of services and inevitable workforce changes.

### **Funding context**

- 3.4 The picture emerging since the March 2014 budget has been one that indicates that the period of financial restraint in public sector is set to continue for some time to come. Whilst Wales had not fared as badly as England from the 2010 Spending Review, that position changed last year with a worsening settlement than previously had been indicated.
- 3.5 The Medium Term Financial Plan agreed by Council on 27<sup>th</sup> February 2014 was based on an indicative reduction in WG funding of 2.3% for 2015/16 and in the absence of further guidance from WG, an assumed reduction of 0.5% in the last 2 years of the plan. On 24<sup>th</sup> June 2014 the Minister for Local Government and Government business wrote to all Local Authorities in Wales informing them that there will now be a significant shift in the likely financial settlement for 2015/16 and beyond. The full letter is attached at Appendix 1, and refers to the pressures on the Assembly's budget particularly in relation to the NHS in Wales, the pertinent messages for local government are captured below:

*'The current published indicative plans for 2015/16 see a reduction of 1.5% compared to 2014/15. There remains a possibility further reductions may be required and I would suggest you consider how you would respond to reductions of up to 4.5%.'*

*The UK Government has provided a broad envelope for likely spending over future financial years and from this there is a clear indication the scale of reductions we have faced since 2010/11 will continue over the next spending review period. In this context, it would be prudent for you to assume current trends in Local Government funding will continue and you should scenario plan for a range of challenging settlements beyond 2015/16.'*

- 3.6 Clearly, this represents a significant shift in the potential budget settlements for future years and will have serious consequences for Local Authorities. In particular the planning assumptions that have previously been used in the MTFP for Monmouthshire need to be revisited to take account of this new information.

### **Assumptions for developing the Medium Term Financial Plan (MTFP)**

- 3.7 The Authority has developed a MTFP model which is reviewed annually. The financial model contains the base budgets of the Authority. This is updated each year in the light of a revised set of assumptions that are identified to enable the gap between resources and expenditure to be highlighted. A first review of the assumptions contained in the MTFP has been undertaken and the existing assumptions are recommended to be used for planning purposes:

1. Base budgets to be constructed using the following factors:

- 1% pay award (including teaching staff)
- 1.8% non-pay expenditure inflation (based on the UK GDP deflator)
- 2.5% income inflation
- 2% staff vacancy factor (0% for schools)
- No increase has been built in for any potential increase in pension fund employers' charges

2. 3.95% council tax across the 4 years of the plan

3. Specific grants – it is expected that a number of grants may be transferred into the main WG funding, for the purposes of this model, it is assumed that all grants continue as currently. If grants are transferred into Revenue support grant then these will not be automatically hypothecated to the purpose for which the grant was given. If specific grants cease, it is expected that the activity will cease. Continuance of an activity following grant funding ceasing, would require a business case to assess each case on its merits

4. The budget for 2015/16 will be constructed without drawing on council fund balances for ongoing expenditure, however, prudent use of earmarked reserves will form an essential part of the MTFP going forward.

5. Services are expected to manage their own pressures in the first instance, ensuring that any significant impact on the public, council policy or performance is explicitly identified and approved.

- 3.8 Clearly consideration of some planning scenarios needs to be given on the basis of the LG minister's letter in relation to Aggregate External Finance (AEF) levels from Welsh Government. Taking a 4.5% reduction over the next four years would require another £13.5 million of savings to be found and this is before considering any further pressures. The following table sets out some scenarios:



<b>Shortfalls on MTFP</b>	<b>2015/16 £m</b>	<b>2016/17 £m</b>	<b>2017/18 £m</b>	<b>2018/19 £m</b>	<b>TOTAL</b>
Approved MTFP 27 <sup>th</sup> Feb 2014 AEF @ -2.3%, -0.5%, -0.5%	0	0	0	N/A	0
<b>Planning Scenarios</b>					
Shortfalls with AEF @					
-3.0% for 4 years	0.7	2.4	2.3	2.7	8.1
-4.0% for 4 years	1.7	3.3	3.1	3.5	11.6
-4.5% for 4 years	2.2	3.8	3.6	3.9	13.5

3.9 A review of the pressures contained in the plan is also being undertaken and may change the extent of the shortfall identified above. Potential new pressures in the model will include:

1. Teachers pensions impact – **part year impact in 15/16 of £330k, full year impact in 16/17 of £566k**
2. Children’s social services - **£500k due to increasing numbers of looked after children** (subject of a separate report on this agenda)

The assumptions highlighted above are based on the best information available at the current time, however they could be subject to variation as new information comes to light and our forecasting techniques are refined. What is clear is that in addition to the £13 million savings already identified in the MTFP, a further £14.5 million savings could be needed.

3.10 There are a myriad of other potential pressures which have not been factored in due to the difficulty in estimating the impact. Included in this list would be any further changes in demand for services, legislation changes, WG requirement to protect schools budgets, review of the structure of local government across Wales, changes to specific grant funding streams and welfare reform.

3.11 The budget monitoring report elsewhere on this agenda has assessed the achievability of delivering the savings identified for 2014/15, and the scale of other pressures manifesting in this year of account. It is clear that with the prospect of further reductions in resources, services need to manage within the budgets set and where it is not possible to achieve the savings originally set alternatives must be found and approved to ensure that this is the case. An assessment of the security of delivery of the savings already set in future years of the MTFP is also being undertaken, again with the clear message that if the original savings are not now feasible alternatives are found and brought through the process for approval as quickly as possible.

### **How we take this forward**

3.12 In terms of how we take this forward it is important to understand the scale of the challenge being faced. The Council’s net budget is around the £160 million level, however part of this budget is ‘fixed’, such as the precepts for other organisations including the Police,

Fire Authorities, costs of servicing debt, payments to those in receipt of Council Tax Reduction support, the cost of levies etc. Therefore the influenceable part of the budget is much more like £126 million. A pressure of £14.5 million over the next 4 years year would mean:

- Reductions of around 11.6% if spread across all services
- Reductions of around 18% if protection is applied to school budgets
- Reductions of around 31% if protection is applied to schools and Social services budgets

3.13 Schools and frontline social care protection, has been a requirement of Welsh Government in recent years. The original levels of protection indicated by WG were 0.6% for 2015/16, however this percentage is dependent on the overall WG budget uplift and so is likely to change.

3.14 Clearly the extent of the problem is such that all service areas of the Council need to form part of the plan to manage the gap in the MTFP. The scale of this challenge in terms of the capacity of the organisation to deliver and the difficult choices that may have to be made cannot be underestimated.

### **Process**

3.15 There is an urgency required to manage this issue, given the scale of the gap which is potentially emerging on top of the work required to deliver the existing savings in the MTFP. Setting the new path for the Council with a much reduced and further reducing resource base is needed now. This is not going to be an easy task and will involve difficult decisions. The work required needs to involve Members and the community as early in the process as possible. It is therefore suggested that the process for developing proposals for the MTFP run in parallel to budget proposals for 2015/16, and would follow the steps outlined below:

- Services need to consider year on year budget reductions of 4.5% across the MTFP as a planning assumption in order to develop options for consideration. This is on top of any savings already included in the MTFP. Key strands of the work will involve:
  - A continued drive for efficiency and focusing on what matters to citizens
  - Service Redesign including demand management, other models of service provision, collaboration.
  - Service reduction, including stopping or closing some services.
  - Income generation.
- The process for developing ideas into active projects (through structured steps, including an early assessment of Equality impacts) needs to take place over the coming months. This will need to involve as many people as possible including Cabinet,

Select committees, working groups, staff and communities. A members seminar and community engagement is being planned for early October.

- Whilst proposals for next year are key deliverables in a shorter timescale, a longer term horizon is also needed.
- The ideas that are sufficiently developed during this process will be captured for contributing to the MTFP gap and the profile of savings estimated. Specific proposals for the 2015/16 budget will be captured and presented to Cabinet in December, but at this stage it is anticipated that there should be no surprises as involvement of members and communities will have been undertaken over the autumn. The underlying MTFP model will also be updated to include new information as it becomes available, specifically information from Welsh Government on the settlement. In this respect the provisional settlement is expected on 8<sup>th</sup> October 2014.
- Formal consultation on the budget proposals will then take place through the normal Select committee cycle over December and January, including one overall scrutiny meeting to consider the budget proposals as a whole. As part of the consultation process the budget proposals will also be considered by the Authority's Equality and Diversity Group.
- Final proposals will be presented to Cabinet in mid February after consideration of any consultation feedback. The budget will then go to Council at the end of February to meet the statutory requirement to set a Council Tax for the following year.

#### **4. REASONS:**

- 4.1 To ensure that short and medium term budgets are constructed to maximize available resources in favour of the Council's priorities and based on the best available knowledge of local and national funding and expenditure pressures.
- 4.2 To provide the opportunity for full and informed engagement, consultation on and scrutiny of budget proposals and processes.

#### **5. RESOURCE IMPLICATIONS:**

Nil at this stage

#### **6. EQUALITY AND SUSTAINABLE DEVELOPMENT IMPLICATIONS:**

The significant equality impacts identified in the assessment (Appendix 2) are summarised below for members' consideration:

There are no significant equality impacts identified at this stage. As part of the budget process, individual budget proposals will be assessed for their equality impacts as they are developed. If the equality impacts identified on individual proposals are significant then a full impact assessment will be required and this may affect the timescales for the introduction of any such proposal.

Consultation with the protected characteristics will be covered as a minimum by engagement with the Authority's Equality and Diversity Group.

**7. CONSULTEES:**

Strategic Leadership Team  
All Cabinet Members  
Head of Legal Services  
Head of Finance

**8. BACKGROUND PAPERS:**

Nil

**9. AUTHOR:**

Joy Robson - Head of Finance

**10. CONTACT DETAILS:**

Tel: 01633 644270

Email: [joyrobson@monmouthshire.gov.uk](mailto:joyrobson@monmouthshire.gov.uk)

Lesley Griffiths AC / AM  
Y Gweinidog Llywodraeth Leol a Busnes y Llywodraeth  
Minister for Local Government and Government Business



Llywodraeth Cymru  
Welsh Government

Ein cyf/Our ref: MB/LG/2445/14

To:  
Leaders of County and County Borough Councils in Wales

Copied to:  
Local Authority Chief Executives  
Local Authority Directors of Finance  
WLGA Chief Executive  
WLGA a Director of Resources,

24 June 2014

Dear Colleague

As I highlighted during the WLGA conference on 19 June, I am committed to providing Local Authorities with as much clarity as possible to support you in improving your financial planning in the medium and longer term. In this context, and following our meeting of the Finance Sub Group on 23 June, I wanted to provide further information on the financial outlook for 2015-16 and beyond.

This aligns with our usual approach to support your financial planning by sharing indicative settlements in line with the budget position for Welsh Government. In this context, we have published indications at the time of each Local Government Settlement announcement to give you as much information as possible within the planning assumptions provided to us by the UK Government. This was the approach we took in the context of the Budget 2014-15, when we also published indicative plans for 2015-16.

Since the Budget 2014-15 was approved by the Assembly in December in 2013, rising demand levels and costs are placing our budgets under increasing pressures. You will be aware of the Nuffield Trust's report, which has highlighted the significant demands and pressures facing the NHS in Wales and the impact of our strategies to manage them, however, we are also facing new pressures.

In the context of these pressures, we need to consider carefully the emerging evidence, both in terms of understanding the likely scale of pressures and to reach conclusions on how we respond to these within the limited funding envelope we have available. The Welsh Government is in the midst of its budget planning process which will complete with the publication in the autumn of the budget proposals for 2015-16. I appreciate the importance of early planning and the need to begin work before the Government's spending plans are confirmed. I would, therefore, urge you to undertake planning work around a range of scenarios. The current published indicative plans for 2015-16 see a reduction of 1.5% compared to 2014-15. There remains a possibility further amendments may be required and I would suggest you consider how you would respond to reductions of up to 4.5%.

In addition to the challenges we face in the current spending review period, the period beyond 2015-16 looks set to be equally as challenging. Making forecasts of the fiscal position of the UK Government is also exceptionally challenging, not least because of the uncertainty about the performance of the wider economy, which drives both tax revenues and large areas of welfare spending. However, the UK Government has provided a broad envelope for likely spending over future financial years and from this there is a clear indication the scale of reductions we have faced since 2010-11 will continue over the next spending review period. In this context, it would be prudent for you to assume the current trends in Local Government funding will continue and you should scenario plan for a range of challenging settlements beyond 2015-16.

A handwritten signature in black ink, reading 'Lesley Griffiths'. The signature is written in a cursive style with a large, sweeping flourish at the end.

**Lesley Griffiths AC / AM**

Y Gweinidog Llywodraeth Leol a Busnes y Llywodraeth  
Minister for Local Government and Government Business

## EQUALITY IMPACT ASSESSMENT FORM

<b>What are you impact assessing</b>	<b>Service area</b>
MTFP and budget process 2015/16 to 2018/19	Finance
<b>Policy author / service lead</b>	<b>Name of assessor and date</b>
Joy Robson	Joy Robson 14/08/14

### 1. What are you proposing to do?

Set the scene for budget setting and review of MTFP

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.

The budget process will include public engagement on the ideas and proposals for budget savings as they come forward



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..

N/A
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**Signed**.....Joy Robson.....**Designation**.....**Head of Finance**.....**Dated**.....14/08/14.....

## The “Sustainability Challenge”

<b>Name of the Officer</b> completing “the Sustainability challenge”  <b>Joy Robson</b>		Please give a <b>brief description</b> of the <b>aims</b> proposed policy or service reconfiguration  Report sets the scene for budget setting and review of MTFP	
<b>Name</b> of the Division or service area  Finance		<b>Date</b> “Challenge” form completed  14/08/14	
Aspect of sustainability affected	<b>Negative impact</b>  <b>Please give details</b>	Neutral impact  <b>Please give details</b>	<b>Positive Impact</b>  <b>Please give details</b>
<b>PEOPLE</b>		All aspects of the budget proposals will be considered for impact as they are put forward	
Ensure that more people have access to healthy food			
Improve housing quality and provision			
Reduce ill health and improve healthcare provision			
Promote independence			

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

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

What are the potential negative Impacts	Ideas as to how we can look to <b>MITIGATE</b> the <b>negative impacts</b> (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 Joy Robson**

**Dated 14/08/14**

**SUBJECT: Children's Services Financial Strategy**

**MEETING: Cabinet**

**DATE: 3<sup>rd</sup> September**

**DIVISION/WARDS AFFECTED: All**

1. **PURPOSE:** To propose a financial strategy for Children's Services, based on analysis of demand and statutory requirements to inform the Medium Term Financial Plan and ensure the continued viability and effectiveness of the service.
2. **RECOMMENDATIONS:**
  - 2.1 That Cabinet accept the findings and proposals in this report and reference them within the wider MTFP discussions
  - 2.2 That a figure of £500k is required in the 2015/16 budget to establish a sustainable base budget for the service in the context of current and projected demand.
  - 2.3 That Children's Services continue to actively pursue their practice improvement agenda to enable them to manage future demand
  - 2.4 That the Children's Services budget continues to be monitored carefully during 2014/15 and managed within the overall budget of the authority, This to include a zero based budget exercise to ensure all aspects of the budget are examined.
3. **KEY ISSUES:**
  - 3.1 There have been consistent pressures on the children's services budget over the past three years. Cabinet have recognised the statutory nature of the service and provided additional resources in 2013/14 and 2014/15 and this paper summarises the findings of a process of financial analysis that has been carried out within the directorate to determine whether the current budget is sustainable.

**3.2** Alongside this financial work there has been intensive work to strengthen the culture, processes and performance of the service, with real commitment across the staff and management and visible evidence of change such as the move to a single service base in Magor.

**3.3** Fundamentally the financial strategy for this service can be stated in two sentences;

- Ensuring the service has a realistic budget in order to meet its statutory, demand led requirements which focus on safeguarding children and young people
- Ensuring that the conditions and leadership are in place to promote excellent practice. This means confident professionals being freed up to work creatively with children and young people, a culture which listens to what young people need and a focus on partnership and early intervention to ensure all children can flourish.

**3.4** This analysis presents a picture of the causes and pressures on the service and the slides in appendix A provide further information;

- The analysis makes it clear that the single most important factor driving cost is the number of looked after children. We have seen an increase of 36% since 2010 (from 80 in 10/11 to 109 in 13/14) and at a unit cost of £41,000 this equates to approx. £1.2m of additional costs. This unit cost is below the welsh average.
- This significant increase in activity drives a range of other costs. For example during the same period the number of children going through the court system rose from 4 cases (2010/11) to 17 (13/14). This correlates with the current overspend in the legal budget.
- At an all wales level the upward trend in looked after children is continuing. Other contextual issues are the difficulty in recruiting and retaining permanent staff and additional policy driven costs e.g. changes to the legal framework
- Alongside these financial pressures practice is key to the effective use of resources. The quality of interaction with families, the skills and capacity of our foster carers and our working relationships with colleagues such as health and education all impact on how we use resources to support children and their families.
- The whole authority support in areas such as legal, transport and human resources are crucial elements that impact on spend.

#### **4. REASONS:**

**4.1** The children's services budget continues to be under significant strain and this impacts on the whole authority's MTFP. The analysis underpinning this report was carried out to give an honest and accurate picture of the demands on the service.

**4.2** Work is ongoing to improve effectiveness at a practice and organisational level. For example improving social work recruitment processes, building the skills and support available to foster carers to increase the range of children who can be supported and working with legal colleagues to improve timeliness and minimise costs.

4.3 Alongside this active improvement agenda this report proposes addressing the budgetary shortfall to establish a realistic budget for this key service area.

**5. RESOURCE IMPLICATIONS:**

5.1 The current budget position (month 3) is showing an overspend in children's services of £583,000. The analysis summarised above would suggest that this is a broadly realistic position. Simply stated the additional LAC demand since 2010 of £ 1.2m, plus additional related pressures would be in the region of £1.4m. Taking into account the additional uplifts of £900k during 2012/13 and 13/14 a figure of approx. £500k is arrived at.

5.2 There are additional pressures such as staffing but these are common to those experienced across other services and are being actively addressed. Therefore these should be borne by the service and separate business cases come forward as necessary.

5.3 Trends for LAC continue to be upward and an argument could be made for building in smaller additional figures into subsequent MTFP years. However the intense pressure on the Council's budget, the volatility of LAC figures and our focus on improving practice leads me to propose that we do not build additional resources in at this point

5.3 Consequently my recommendation as statutory director is that a base budget adjustment is made to place children's services on a firm footing to deliver their statutory duties.

**6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

The significant equality impacts identified in the assessment (Appendix 1) are summarised below for members' consideration:  
No impacts identified. Proposal would benefit children and families.

**7. CONSULTEES:**

Senior Leadership Team  
All Cabinet Members  
Head of Legal  
Head of Finance

**8. BACKGROUND PAPERS: None**

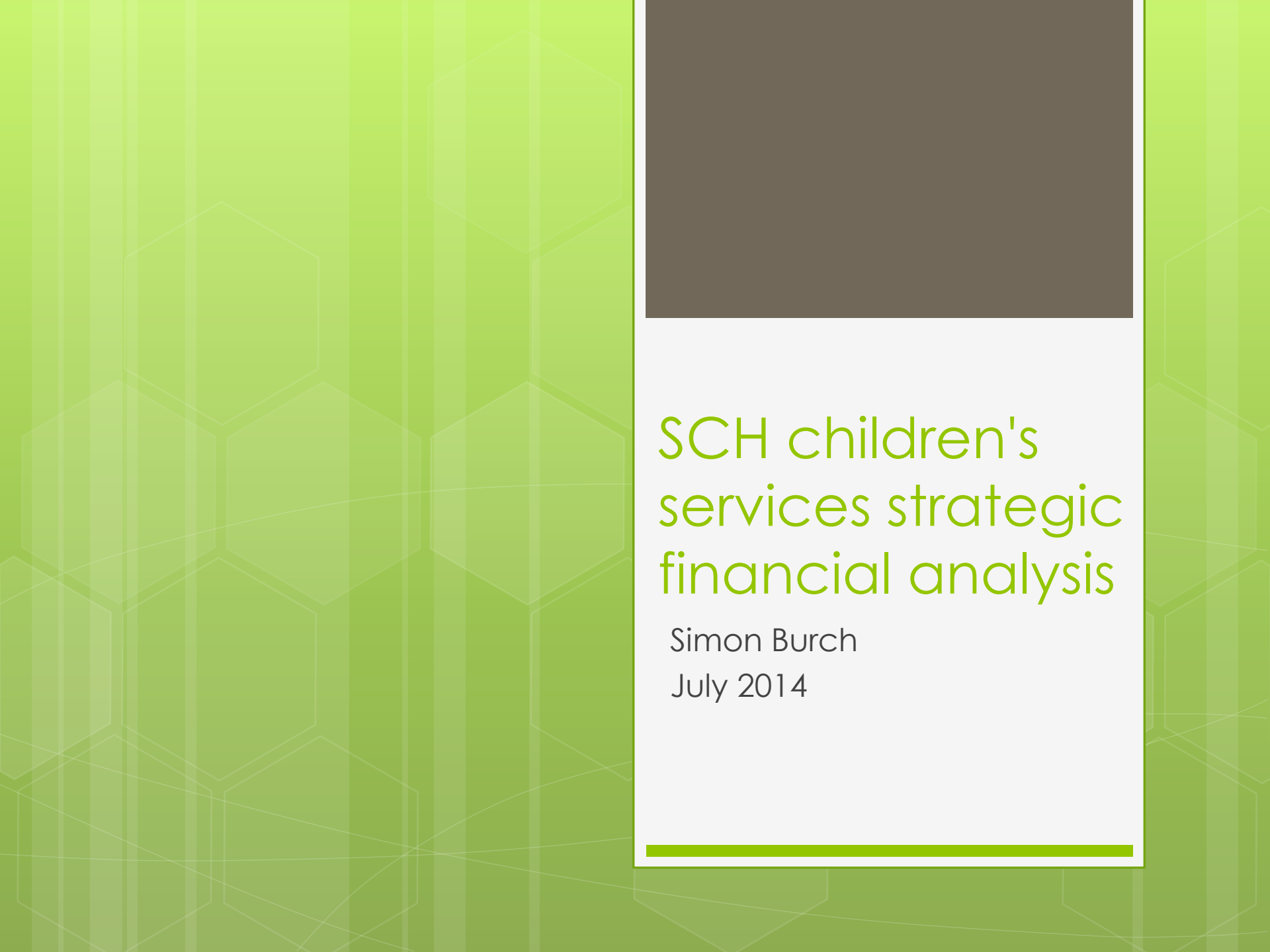
**9. AUTHOR: Simon Burch**



**10. CONTACT DETAILS:**

**Tel:**

**E-mail:** [simonburch@monmouthshire.gov.uk](mailto:simonburch@monmouthshire.gov.uk)



# SCH children's services strategic financial analysis

Simon Burch

July 2014

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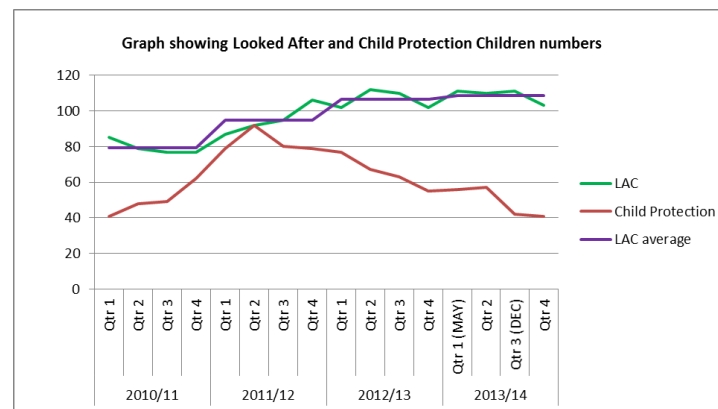
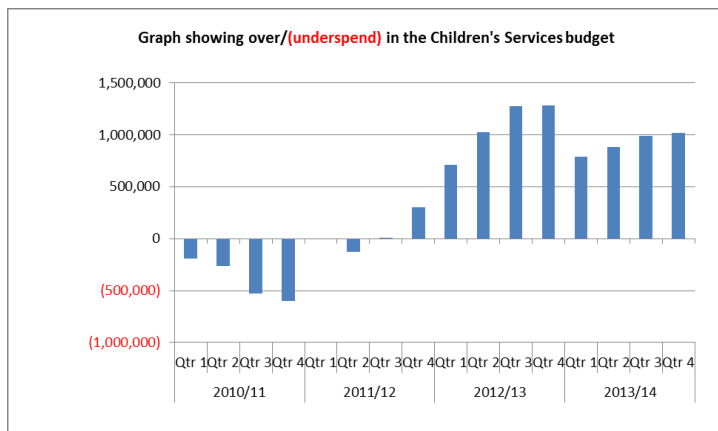
# Purpose

- High level analysis of the financial position and outlook for SCH Directorate

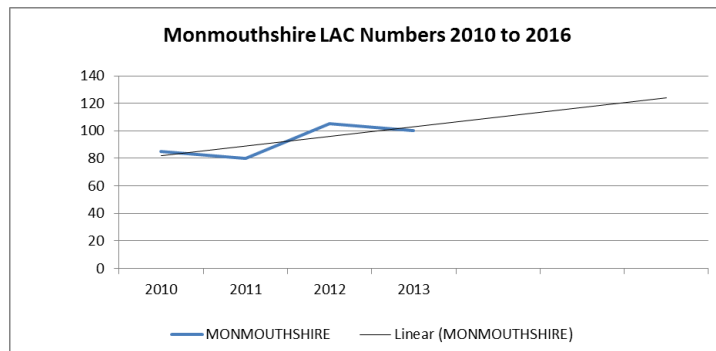
# Background

- £6.9m budget
- Trajectory of increasing demand in most aspects of service
- Strategy of improving frontline practice in order to impact on demand shows evidence of working in adults who have come in on budget
- Childrens services have experienced a surge in demand (esp. LAC) over past 3-4 years and despite additional resources are predicting a shortfall in the region of £600k
- Staffing challenges create both operational and financial pressures.

# Understanding demand; children



# Demand cont.



- If Monmouthshire continued to increase its LAC numbers in line with the Welsh average there would be an additional burden of approx. £360k for each of 15/16 and 16/17. Our planning assumption is that we will now see some levelling off, having accelerated faster than the Welsh average over the past 4 years.

# Childrens pressures arising from LAC numbers

- External placements £400k
- Internal fostering team £114k
- YP's accommodation £141k
- Legal costs £122k
- Travel costs £60k

# Analysis

- At average unit cost of £41k increase of LAC from 80 to 109 ( Q4, 2013/14) = £1m+
- Fairly direct link between LAC and overspend
- No such link between spend and Child Protection register or caseloads.(low CP nos. can reflect quicker progression to court)
- Direct link between court activity and legal costs (2010/11; 4 cases, £60k budget. 2013/14; 17 cases budget overspend by £122k)



# Analysis cont.

- At unit costs of c £40k children's placement costs are in fact similar to adults at £800pw average.
- None of our cases have been rejected by the courts, suggesting that our threshold for proceedings is correct.
- Our rate of LAC exceeded Wales average but trend continues upwards (2016 estimate 122 LAC @ additional cost of c £720k)
- Impact of regional approaches appear marginal (e.g. Adoption service, regional procurement)

# Summary; children's overspend situation

- Unit costs stable and in line with Welsh average
- Thresholds appear appropriate ( e.g. Court feedback)
- Issues re agency staff are a pressure on budgets
- Practice improvement is key focus; signs that this is improving
- Corporate support e.g. legal and human resources are key

# So what?

- The broad financial pressures are understandable in terms of the additional LAC demand. An appropriate response would seem to be the strategy we are employing namely;
- Strengthening in house fostering with its lower unit cost
- Growing use of Special Guardianship Orders
- Progressing cases quicker to decision
- Concentrating on practice to support families
- Need to strengthen earlier focus on children in need and JAFF/TAFF

# Managing demand

Children; working at systemic and individual practice level. Elements going forward;

- LAC; working with others to intervene earlier e.g.
  - Children in Need cases
  - JAFF/ TAFF
  - Families First
- Partnership working with Health and CYP

# Ideas/ Action points

- Relentless focus on achieving permanent staff teams
- Focus on financial awareness for SW's/ TM's in children's services
- Myth busting
- Financial sprints/ deep dives
- Develop whole authority perspective on where costs fall

## Ideas/ action points continued

- Implement new IT system
- Need robust legal response ( nb debt recovery)
- Early intervention; active SCH role e.g. influencing JAFF
- Regular reports on staffing situation
- Invest 2 Save proposals ( Family Support Workers?, fostering?)

## The “Equality Initial Challenge”

Name: Simon Burch		Please give a <b>brief description</b> of what you are aiming to do.	
Service area: Childrens Services		Reconfigure the budget for childrens services to align it with	
Date completed: 29/7/14		demonstrated demands	
Protected characteristic	Potential <b>Negative</b> impact Please give details	Potential <b>Neutral</b> impact Please give details	Potential <b>Positive</b> Impact Please give details
Age			Impact is on children; if agreed would align budget with the current demands.
Disability			
Marriage + Civil Partnership			
Pregnancy and maternity			
Race			
Religion or Belief			
Sex (was Gender)			
Sexual Orientation			
Transgender			
Welsh Language			

Please give details about any potential <b>negative Impacts</b> .	How do you propose to <b>MITIGATE</b> these <b>negative impacts</b>
➤ NONE, other than that any targeting of resources does have an impact elsewhere in the authority	➤
➤	➤
➤	➤
➤	➤

**Signed Simon Burch Designation Chief Officer Dated 29/7/14**

### EQUALITY IMPACT ASSESSMENT FORM

<b>What are you impact assessing</b>	<b>Service area</b>
Proposal re childrens services budget	Childrens services
<b>Policy author / service lead</b>	<b>Name of assessor and date</b>



Simon Burch	
-------------	--

1. What are you proposing to do?

Increase base budget for childrens services for 2015/16
---------------------------------------------------------

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

NONE identified, though any allocation of funding does have an impact somewhere within the wider authority

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

Detailed analysis of the demands on the budget and close linkage with other non- financial improvement work underway in the ditrectorate

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..

WG comparative data

Financial returns

Analysis of activity, trends and performance data

**Signed** Simon Burch...**Designation chief Officer...****Dated** 29/7/14

## The “Sustainability Challenge”

<b>Name of the Officer</b> completing “the Sustainability challenge” <b>details as above</b>		Please give a <b>brief description</b> of the <b>aims</b> proposed policy or service reconfiguration	
<b>Name</b> of the Division or service area		<b>Date</b> “Challenge” form completed 29/7/14	
Aspect of sustainability affected	<b>Negative impact</b> Please give details	Neutral impact Please give details	<b>Positive Impact</b> Please give details
<b>PEOPLE</b>			
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 focusing resources on children and families
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	
<b>PLANET</b>			
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	
<b>PROFIT</b>			

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 <b>MITIGATE</b> the <b>negative impacts</b> (include any reasonable adjustments)
➤ NONE	➤
➤	➤

➤	➤
➤	➤

## The next steps

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

Clarifies funding within social services

- 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 Simon Burch**

**Dated 29/7/14**



## REPORT

Agenda item 4(iv)

**SUBJECT: Implementation of Review of the Management of Monmouthshire County Council's Public Car Parks**

**MEETING: Cabinet**

**DATE: 3<sup>rd</sup> September 2014**

**DIVISION/WARDS AFFECTED: County wide**

### 1. PURPOSE

To introduce changes to the Council's public car park facilities following a review of current arrangements and scrutiny of the proposals by the Economy and Development Select Committee.

### 2. RECOMMENDATIONS

2.1 That in car parks where charging is already in place the new schedule of car park charges provided in appendix 1, section 1 be implemented with the increase taking effect 28 days after publication of the relevant notice.

2.2. That all other recommendations contained within appendix 1 be introduced as soon as practicable subject to specific timescales mentioned within the proposals ( ref 1 and 2 below).

(1) That charging of blue badge holders is introduced only when new pay machines are introduced into the relevant car parks and access to the machine nearest to the disabled bays is improved to facilitate disabled access.



(2) That charging in the Cinderhill St car park and Rowing club car park , Monmouth is not introduced until such time as additional free parking is provided by a new car park to be developed on the Rockfield Road (opposite the fire and ambulance stations).

2.3 In the event of the recommendations being approved that Council approval be sought to amend the capital budget to reflect investment demands described within the recommendations (appendix 1) and detailed within the financial projection (appendix 3).

### **3. KEY ISSUES**

3.1 In February of this year a review of the car park management regime undertaken by Parsons Brinkerhoff was reported to the Economy and Development select Committee. Members commented on the various proposals but recommended that further engagement be undertaken particularly in relation to the impact of the proposals upon individual towns.

3.2 This work was done and a further report with recommendations incorporating the comments of the February meeting and the further consultation was presented by officers to the Economy and Development Select Committee on the 14<sup>th</sup> July 2014.

3.3 The draft minutes of the Economy and Development select committee are attached (appendix 2). The majority of recommendations proposed to the Economy and Development select committee were supported but it was proposed that some be amended (these are noted in appendix 1).

### **4. REASONS**

4.1 The need for the review is outlined in the Economy and Development Select Committee report of the 14<sup>th</sup> July 2014 (Paragraph 4.5) but in summary the main issues are:

- (1) Charges have not been reviewed for 7 years and the budget has overspent in recent years as actual income falls short of budget assumptions
- (2) The needs of individual towns are diverse and can no longer be accommodated in a blanket strategy.

(3) The pay machines need renewing and the car parks generally need improvement.

The proposals within the report that have come from the review and the work undertaken by the select committee provide a new strategy for the provision of car parking by the authority that recognises the different needs of towns, provide incentives to shoppers and invests income raised through a new charging regime into improvements within the car parks.

4.2 Further consultation since the original report was commissioned has been undertaken with Town and community councils and chambers of commerce. Consultation on the proposals surrounding the introduction of charging for blue badge holders has also been undertaken with stakeholder groups with the original proposals in the February report being amended by July by way of mitigation.

## **5. RESOURCE IMPLICATIONS**

Appendix 3 provides a schedule of the estimated financial impact of the various proposals listed in appendix 1. In many instances these costs are based upon current activity revised to reflect proposed changes to charges etc.

It should be noted that changes in parking behaviour caused by the changes will further impact upon the estimates. This creates a risk of variation from the financial forecast provided in appendix 3

If all proposals are implemented then the net financial benefit after recovering the deficit position is £37,788. If all aspects of the proposals are not approved then this will alter the financial forecast in appendix 3. For example any reduction in income may jeopardise investment proposals as the forecast is modelled on capital investment being funded by prudential borrowing funded by revenue income.

If the proposals are approved a further report to Council will be required to approve an amendment to the capital budget (members should note that £200,000 has already been approved in the capital budget for the development of the Granville St car park).

## **6. SUSTAINABLE DEVELOPMENT and EQUALITY IMPLICATIONS**

The Eqia and Sustainability assessment presented to the Economy and Development Select Committee is replicated for Cabinet consideration – appendix 4.

Officers are also attending a meeting of the older people's strategic partnership group on the 28<sup>th</sup> August when, amongst other things, the car park proposals are being discussed. This report is published prior to the meeting so feedback from the meeting will be provided at the Cabinet meeting.

**7. CONSULTEES:**

**SLT**

**Cabinet members**

**8. BACKGROUND PAPERS: Reports to Economy and Development Select committee:**

**20<sup>th</sup> February 2014 – titled 'MCC Car Park Review'**

**14<sup>th</sup> July 2014 – titled ' Car Park Review – Feedback from Consultation Exercise and Recommendations to Cabinet'**

**9. AUTHORS**

Roger Hoggins, Head of Operations

CONTACT DETAILS: [rogerhoggins@monmouthshire.gov.uk](mailto:rogerhoggins@monmouthshire.gov.uk)

Debbie Jackson, Fleet Manager

CONTACT DETAILS: [debbiejackson@monmouthshire.gov.uk](mailto:debbiejackson@monmouthshire.gov.uk)

Amanda Perrin, Car Park Manager

CONTACT DETAILS: [amandaperrin@monmouthshire.gov.uk](mailto:amandaperrin@monmouthshire.gov.uk)

## APPENDIX 1

### Car Park Management – Schedule of Proposed changes – September 2014

*(Feedback from the Economy and Development Select Committee of the 14<sup>th</sup> July 2014 is summarised in italics where relevant. The draft minutes of the Economy & Development Select committee held on the 14<sup>th</sup> July 2014 are provided in appendix 2).*

*The financial impact of each proposal is scheduled in appendix 3 but again this is summarised after each proposal listed below (where appropriate).*

#### Changes to charging structure:

1. That the current charges be increased as follows:

<u>Category</u>	<u>current</u>	<u>proposed</u>	
		Short stay	Long stay
Upto 2 hours	80p	1.00	1.00
Upto 3 hours	1.30	1.50	1.50
Upto 4 hours	1.80	2.00	2.00
Upto 5 hours	2.80	8.00	3.00
Upto 6 hours	3.80	8.00	4.00
Upto 7 hours	4.80	8.00	4.00
Upto 8 hours	5.80	8.00	4.00
All day	3.50	8.00	4.00

*E&D recommended that the increase in charges be considered separately to other recommendations within the report. A separate recommendation has been proposed to Cabinet in the report on the 5<sup>th</sup> September 2014 to achieve this.*

*Projected annual increase in income is estimated at £152,312.*

2. That Blue badge holders pay to park but receive a concession of an extra hour parking over and above the period paid for. (For example a blue badge holder paying for up to 2 hours parking will be entitled to three hours for the same rate). A valid ticket purchased by a blue badge holder will be transferrable between car parks. Introduction of charges to coincide with at least one pay machine being made DDA compliant in the car park when the charge commences.

*Extensive debate at E&D with majority in favour of proposal but emphasised that introduction in any car park would only be when new pay machines have been installed and disabled access to the machine(s) improved.*

*Projected annual income is £98,177. Capital investment to improve disabled access to pay machines and introduction of new pay machines is estimated at £251,000.*

3. That proposals to introduce car park charges on Sundays be deferred until further notice.

*E&D did not support Sunday charging (and in February had also decided that evening charging should not be supported).*

4. That car parks be designated as short or long stay and that the maximum parking period in a short stay car park be 4 hours with no return within 2 hours.

Abergavenny	Fairfield	Long stay
	Trinity Terrace	short stay
	Tiverton Place	short stay
	Brewery Yard	short stay

	Byefield lane	£3 on Tuesdays only
	Tudor St	long stay
	Castle st	long stay
	Bus station	long stay
Monmouth	Glendower st	short stay
	Cattle market	long stay
	Chippenham	short stay
	Cornwall House	long stay
	Monnow st	long stay
	Granville st	long stay
	Cinderhill	£1 all day
	Sports ground	permit only
	Rowing club	£1 all day
Chepstow	Nelson st	short stay
	Welsh st	short stay
	Station rd	long stay
	The station	£1 all day
	Castle Dell	long stay
	Drill Hall	£1 all day

*E&D debated about length of maximum short stay but supported up to 4 hours.*

*Changing designation of car parks is intended to create movement in short stay car parks and will inevitably create change in motorists behaviour. It is not possible to map the permutations so the proposal is being treated as cost neutral.*

5. That the overstay payment facility be increased from £2 to £5 (long stay only).

*Agreed. Assumed financial benefit of £3,000 per year.*

6. That a new season ticket regime be introduced as follows:

	5 day	weekly	3 months	6 months	Annual
Long stay	£15	£18	£100	£200	£390

*E&D agreed but suggested further work be done to develop direct debit options (spreading a 3 month, 6 month or 12 month season ticket over the length of the permit rather than one payment).*

*Financial impact is assumed as cost neutral at this time but reviewed post implementation and budgets adjusted accordingly.*

7. That residential parking permits be increased from £30 to £40 per year.

*Agreed. Estimated additional income of £1,000.*

8. That new car park pay machines be installed that allow motorists to pay by cash, card or in some instances by phone and that the new charge rates listed in section 1 above be introduced as and when new machines are installed.(That the development of a parking app for information and payment be commenced).

*Agreed by E&D but the recommendation before Cabinet on the 3<sup>rd</sup> September 2014 is that the revised charge regime be introduced by notice (recommendation 1) and the remaining recommendations be introduced as soon as practicable. This brings into effect recommendation 1 of the E&D that the review of existing charges be treated separately to other recommendations. As such it is likely that the current charges will be revised before the new machines are installed.*

*Purchase and installation of new pay machines with associated works to approve access is estimated at £251,000 - already mentioned in para 2 above.*

9. That charges (long stay) be introduced at Granville St, Monmouth.

*Agreed.*

*Estimated income for Granville st, Cinderhill, Rowing club and sport ground (recommendations 9, 10 and 11) is £48,500 per annum on a 50% occupancy and the charging rates detailed in 4 above*

10. That an all day charge of £1 be introduced for the Cinderhill st car park and Rowing club car park. These charges to be introduced when the free car park off Rockfield Road has been developed

*Agreed but E&D amended the original recommendation by proposing that these charges should not be introduced until such time as the free car park off Rockfield Road has been developed (ref recommendation 12 below).*

11. That car parking at the entrance to the sports ground Monmouth be by season ticket only.

*Agreed*

12. That income from the car park service be used to fund the development costs of a new (free) car park off Rockfield Road, Monmouth.

*Agreed. The development costs is estimated at £250,000 and capital approval will be required for this amount. A capital budget of £225,000 has already been approved for Granville st and rowing club car parks. Although already approved the*



*income and development costs have been included in the finance to provide a complete picture of developments within the car park service.*

13. That 8 car parking spaces are designated free for 30 minutes in Glendower St Car Park, Monmouth.

*Agreed, estimated loss in income of £7,000 per year.*

14. That MCC car park charges in Abergavenny cease after 4.00p.m.

*Agreed. Assumed reduction in income of £45,000 having allowed for likely change in motorists' behaviour (using car parks later in the day to reduce or avoid car parking charges).*

15. That Byefield Lane car park charge be set at £3 for all day parking on Tuesdays only, all other times the car park remains free of charge.

*E&D proposed that the original proposal that a daily charge be introduced of £1 per day be withdrawn but the Tuesday charge be increased to £3.00 giving an estimated increase in income of £2,000.*

16. That MCC short stay car parks in Chepstow offer one free hour parking for all motorists.

*Agreed. Estimated loss in income is £90,000 assuming some change in motorists behaviour i.e. choosing to remain in the car park for only one hour to avoid car park charges (presently 80p purchases 2 hours parking).*

17. That Station Road car park, Chepstow be designated a long stay car park.

*Estimated income of £69,799 based upon current usage levels for the station and station road car parks ( ref para 19 below).*

18. That the Drill Hall car park, Chepstow, be designated a Long Stay car park with a £1 flat charge.

*Loss of income by reduced charge assumed to be offset by higher usage.*

19. That a flat rate charge of £1 be introduced the station car park, Chepstow.
20. That negotiations commence with Usk Town Council to investigate the option that ownership and management of the car parks within the town be transferred to Usk Town Council.. However if an agreement cannot be reached by June 2015 then consideration will be given to the introduction of a flat rate £1 charge after two hours at some future date, to coincide with refurbishment of the town's car parks and the introduction of lighting at Maryport Street East car park.

*E&D debated the original proposal that provided a time scale for negotiations that lasted until January 2016 and eventually approved a proposal that the timescale be reduced to arrive at an agreement by June 2015.*

21. That in the absence of any other decision that the charges within this report be adjusted bi-annually and in accordance with the retail price index as a compounded calculation on a two year period, rounded up to the nearest 10p (base RPI taken as of April 2014).

*Agreed*

22. That improved directional signage on street and within car parks be improved and increased maintenance in the absence of major refurbishment funding and in accordance with the current provisions of the Welsh Language Act.

*Agreed*

23. Develop advertising options and opportunities within car parking Estate.

*Agreed*

24. Undertake a further review of parking options within the county for HGV's, coaches, motorbikes and cyclists.

*Agreed*

25. Feasibility of the introduction of electric car charging bays be developed for one short stay car park in each town and a discounted or free parking scheme for electric cars in long stay car parks be introduced.

*Agreed*

26. That the MCC car parking estate be rebranded in accordance with current corporate identity guidelines and branded "MON Parking" (in line with other Council services such as "MON Leisure").

*Agreed*

27. Develop a new MON Parking Mobile 'App' in line with the Council's "iCounty" policy to enable motorists to pay via smart/mobile phone technology.

*Agreed*

28. Intention to introduce new "Parent & Child" parking spaces with both Short Stay and Long Stay car parks across the County

*Agreed*

29 Develop options to introduce a discount voucher parking charge for specific groups of people, such as 'back to work' initiatives to be reviewed regularly and introduced as and when deemed appropriate (single member decision).

*Agreed*

30 Continuation of free all-day car parking in all MCC maintained car parks on the three Saturdays preceding Christmas Day.

*Agreed but E&D commented that a separate exercise be done on the financial impact of markets upon car park income.*

*Loss of income is estimated at £18,000 per annum.*

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the Special Economy and Development Select Committee held at County Hall, Usk on Tuesday 14<sup>th</sup> July 2014 at 1.30 pm

#### Appendix 2

**PRESENT:** County Councillor S. Jones (Chairman)

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

County Councillors D. Blakebrough, R. Harris and B. Strong, V.E. Smith.

#### **OFFICERS IN ATTENDANCE:**

Mr P. Matthews	- Chief Executive
Mrs K. Beirne	- Chief Officer, Enterprise
Mr R. Hoggins	- Head of Operations
Mrs A. Perrin	- Car Park Manager
Mr R. Webb	- Communications Manager
Mrs T. Harry	- Head of Improvement and Democracy
Miss H. Ilett	- Scrutiny Manager
Mrs S. King	- Democratic Services Officer

#### **ALSO IN ATTENDANCE:**

Mr P. Munjame	- Chair, Chamber of Commerce Usk
Mrs J. Barnes	- Secretary CAIR
Mr R. Galletley	- Mayor, Usk Town Council
Mr G. Whitcombe	- Monmouthshire Disability Champion
Mr D. Cummings	- Monmouth District Chamber of Trade and Commerce

## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the Special Economy and Development Select Committee held at County Hall, Usk on Tuesday 14<sup>th</sup> July 2014 at 1.30 pm**

#### **1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **2. DECLARATIONS OF INTEREST**

County Councillor D. Edwards declared a personal and non-prejudicial interest, pursuant to the members' code of conduct as a blue badge holder.

County Councillor P. Hobson declared a prejudicial interest, pursuant to the members' code of conduct, as the relative of blue badge holders. Councillor Hobson remained in the meeting and took part in discussion, as he had a dispensation in relation to the interest.

County Councillor D. Dovey, R. Harris, J. Prosser and S. White 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 as the relative of a blue badge holder.

#### **3. CAR PARK REVIEW**

The Chairman welcomed the committee, officers and members of the public. The Special meeting had been convened to consider the Car Park Review report from the Head of Operations.

The Chairman welcomed contributions from members of the public and these were received as follows:

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a) Mr Philip Munjame - Chair of Chamber Commerce of Usk

*'Emotive subject for all in Usk, not just traders, but also residents who use car park and live in high street and Maryport Street, need to use car park for overnight stay and family visits etc. For fellow traders, really annoyed and upset that this had reared its head, it shouldn't have after what's happened before.*

*Disappointed that we have had spent a lot of tax payers money on the report, when communication between Monmouthshire County Council and Usk Town Council and Community Councils could have sorted at less expense.*

*Do not want or do not need the issue of parking charges. Have written objections from traders and residents alike, which will be forwarded by email to Roger Hoggins.*

*As far as we can see, it is a money making exercise for the Council, which, understand from previous efforts to introduce parking charges is illegal. Previous time tried to introduce charges in Usk there was a judicial review, which the Council pulled out of, would like to know why. As a Chamber, two months ago requested, as part of a Freedom of Information request, all information relating to decision but have not had reply. Can this information be readily available so that I can present it to members?*

*Regarding adoption of car park and negotiations with Town Council, we do not want it to cloud the issue that Monmouthshire County Council wants to charge for parking. Two issues, parking charge is still there and we do not want it, please do not let it happen and look at it from our point of view. Report says that Monmouth Chamber of Commerce want Usk to take on board parking charges, we cannot be compared to Monmouth, we are completely different, they have supermarkets, they have larger shopper precinct. Traders are working very hard to maintain businesses work and if we have parking charges, those businesses will suffer and people will not come to the town. I have spoken to the town council and people from the community want to use car park, they will go elsewhere, community council and chamber are against it.'*

The Chair thanked Mr Munjame for the contribution and advised that it was helpful to have a local perspective, particularly around distinct challenges faced in Usk.

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#### b) Mrs Jenny Barnes – Secretary CAIR

*Been involved in CAIR and disablement for 30 years, not disabled and have no blue badge, neither do most of the equality group who have discussed the issue and did not come to an agreement on it. CAIR have discussed it and although some people happy to pay, the disabled people and carers at CAIR are against submission that we should pay for disabled parking:*

- Monmouthshire County Council passed resolution that the most vulnerable section of community should not fall further behind the rest of community. Disabled people are on average, one of the poorest sections of community, and to charge for parking in their town is against the spirit of Monmouthshire County Councils stated beliefs.*
- The amount of disabled people who are in poverty, Welsh Office statistics show there is a considerable amount. Considerable proportion of people with disability fall into the lowest income groups, so to charge them will be charging the poorest people, which is against the authority principles.*
- Disabled people have been consulted through CAIR, who were against the charging and through equalities group, most of whom are able bodied and the group were not in agreement.*
- Although charging may reduce abuse of disabled parking spaces, which we would welcome, if everybody had to pay then it would increase parking on double yellow lines, which disabled people are allowed to do if they are not causing an obstruction. They can not afford to pay fines if they cause an obstruction.*
- The extra parking on main roads could cause chaos in towns, which are already restricted.*
- The car parks need to be improved to be accessible, this is very costly, and the distances for people to walk to pay machines and back to car is further than someone with a blue badge is supposed to walk.*
- CAIR would welcome a clamp down on people using blue badges illegally, in some car parks one third have blue badges, these could be visitors from outside or considerable misuse. Would like prosecution for improper use.*
- It does not mean to say that we agree with charging.*
- Not everyone at CAIR agrees, some are happy to pay, they need tickets to be transferable to other car parks but the system sounds complicated. Important that it is not too complicated.*
- Most disabled people do not agree with increased charges that Monmouthshire County Council will charge.*



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- *One pound does not seem a lot, but going from nothing to one pound is quite a lot and this is the most vulnerable section of the community.*

The Chair thanked Mrs Barnes for addressing the committee and in particular in relation to recommendation two and very useful to have perspective of disabled people.

#### c) Roger G Galletley – Mayor, Usk Town Council

*Mr Munjame put objections forward of chamber of commerce and the town council agree 100% with the chamber position on car park charging in Usk. Usk is unique in the geography of the town and the lack of off street parking for residents. No other town in county has the problem. The vast majority of residential properties in the middle of the town have no off street parking and are upset that they may have to pay for parking in their own town.*

*The issue of ownership and management has been discussed recently and it is an opportunity which town council would be delighted to come to an agreement with County Council about. Town Council would love to take on the responsibility for car park issue in town, as long as commencement of negotiations begins on fairly sensible basis. The issue that would come about if we were unable to reach an agreement, is that any introduction of charges in the future would be significantly opposed and there is a solid basis for arguments.*

*One particularly issue keeps coming up, which we have found virtually no evidence of, is the lack of parking space, difficulty in parking and car sharing. Personally spent many hours watching car park, particularly first thing in the morning and only once have witnessed car sharing once in 12 months. Aware that the Chamber of Commerce conducted survey and found that it did not exist in Maryport Street North Car park. No information has been provided to the town council.*

*Every issue with proposals has been aired fully previously and we will continue to oppose any change regarding parking issue, but delighted that we will have the opportunity to bring about a situation where we can manage and own car parks in the future.*

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The Chair thanked Mr Galletley for addressing the committee.

- d) Mr Gary Whitcombe – Party Leader, Britannia Party, representing blue badge holders of Monmouthshire

*Think it is really disgusting that blue badge holders have to pay at Monmouthshire car parks. There are different disabilities, the disability living allowance is an automatic blue badge, the other is from the doctor where you are allocated a blue badge due to medical issues. People receiving the disability living allowance have trouble to walk. There are some people who shouldn't receive blue badges, but only a few. However, the main people who receive disability living allowance, the party will fight to not pay.*

*Our party is against the parking charge, parking on double yellow lines will increase and people will park where they want to.*

The Chair thanked Mr Whitcombe for the contribution.

- e) Letter from Mr David Cummings – Monmouth District Chamber of Trade and Commerce

*There was extensive consultation with stakeholders prior to preparation of the full report back in February in contrast to the last one compiled by Capita Symonds.*

*Each town covered by the report has its own challenges in relation to parking, but it has been widely acknowledge for many years that the major problem Monmouth faces is a lack of off street parking and we welcome the consultants proposals for new car parks behind the Queens Head and in Drybridge Park, which have now been costed.*

*We are aware of the county council's need to find savings in the budget but believe that any increased income generated here will continue to be spent on improving the experience for those using car parks and to cover projects such as the Queens Head car park. As MP Eric Pickles said earlier this year "car parks should not be a revenue stream for councils "*

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*Whilst welcoming the opportunity to put the Monmouth Chamber's point of view it has been necessary to reduce comment to important issues and to make comments as far as possible. Our proposals are divided into those recommendations with which we concur, those we are against, options not considered. Due to the confines of a short letter. we have not covered these.*

#### *Options proposed with which we do agree*

*Section 8. We welcome the fact that car park machines are to be upgrade to include multiple means of paying for parking.*

*Section 22. We welcome improvements to the signage to car parks and corrections where car parks are shown as short stay, but are in fact long stay.*

*Section 30. We welcome the free parking Saturdays offer in the run up to Christmas from MCC, but would like to have the option to choose, which Saturdays to take account of shoppers spending patterns*

#### *Options proposed with which the Chamber does not agree*

*Section 1. We oppose the fact that it will still be possible to feed the meter in Short Stay Glendower Street car park by paying for all day. It is important for businesses at this end of town that there is turnover each day in parking spaces .Short stay should mean short stay.*

*Section 3. We oppose the imposition of a flat charge for Sunday parking.*

*We see it as inequitable that it is proposed that it is free all week in Usk, but other towns now have to give up their free parking on Sundays. How much would the raising of parking charges in Usk raise? Presumably, a lot more than £25,000 pa for Sunday parking. It has taken a number of years to develop Sunday as a day for relaxed shopping by families with possibly 40% of shops and cafes now open in Monmouth. By imposing parking charges this relaxed atmosphere will be threatened.*

*Section 10. We oppose the loss of all our free parking. This will be a great disadvantage to 1000 + shop workers on the minimum wage most of whom travel into work by car due to poor public transport in the area and also having to work unsociable hours. If you start a 12 hour supermarket shift at 0530hrs how do you get to work other than by car?*

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*Section 13. See our comments to Section 1 above*

*Sections 14 and 16. These sections ram home the message that MCC want to penalise Monmouth by taking away all our free parking yet giving more free parking to Chepstow and Abergavenny.*

*Section 20. See our comments on Usk under Section 3 above. Why is Usk a special case to continue with free parking when MCC are taking away all free parking in Monmouth Monmouth residents and shoppers are in effect subsidising Usk. Why? Businesses in different towns need a level playing field to compete.*

*Options not considered by the consultants*

*There is no assessment of the impact that the soon to be imposed pay and display car parking at Waitrose will have on car parks at that end of town (£5 charge refunded in store) . In our view this will increase usage on the other car parks dramatically at peak times and might change the consultants opinion, in the original report, that Chippenham car park is usually empty.*

*The option to abolish the market in the small Cattle Market car park on Fridays and Saturdays has not been considered. From an MCC standpoint this would increase car park revenues from zero to £11,000 p,a. From a business point of view we would get back 30 prime parking spaces back at times of peak demand. Several Chamber members feel that this market does nothing to enhance the image of the town.*

*The development of the Dixton Road clinic (January 2015) for residential development, with only one parking space per dwelling, we oppose this, we feel that the consultants have not considered the increased demands on car parking and street parking will increase demand close to, and probably in, Glendower Street car park. Currently we have a number of shops that will soon be let as well as the development of 20-24 Monnow Street development. This is likely to increase parking demand from additional shoppers and increase use of Monnow Street car park.*

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#### *Apparent discrepancies*

*. Section 9. Error in report. There is no car park (yet) in Granville Street, Monmouth.*

*Section 12. We have recently been asked by MCC officers to include a question in our August Business Survey as to whether business owners felt their staff would park in the proposed Rockfield Road car park, if the charge was £1 per day. This report suggests it would be free. If it is to be free, we will remove the question, as of course employees will park there if it is free. It is our understanding that the probability of this car park ever being built is very low.*

*There is no mention in the main body of the report of the construction of the car park behind the Queens Head. Funding for this project has been agreed by MCC after 13 years of lobbying by the Chamber of Commerce. Currently progress is stifled by air quality management reports on this site. Expert opinion given to the Chamber suggests that a car park located in this location will not have any measurable impact on air quality, We therefore oppose this delay.*

*We also feel that calling the car park "Granville Street" in Appendix 3iii is likely to inflame the situation with residents of that road. The Chamber proposed In January 2014 a new access to the proposed car park, but has not yet received any formal comment from MCC on our proposals.*

*Our proposal would mean the car park would have no negative impact on the residents of Granville Street.*

The Cabinet Member for Community Development outlined the following points:

- The report had identified different users, long term, short term, occasional users and blue badge holders. It had not been possible to come to one situation which suited all towns within the county, as each town had different needs.
- Facilities had been bespoke to the town as much as possible, which would reflect the long/short term use. New factors have to be considered, such as iCounty parking app, which will enable payment via phone. Current machines had become

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redundant and problems would occur as the machines will not be repaired. The new networked machines will have live data, the new machines and refurbishment of car park will have cost implications.

- The issue of charging for blue badge, had been repeatedly discussed and there had been significant consultation. The parking available required improvement and spaces have to be within the closest proximity, the level of provision offered at present is sub-standard and changes would be required.
- Work had been undertaken to understand the criteria for how blue badges were issued and it was noted that the situation can be permanent or temporary. There was an expectation to exceed desired standards and propose that charges should be introduced.

The Head of Operations presented the report and we noted the following points:

- Parsons Brinkerhoff consultant report had been presented to the committee in February and recommendations relating to area based matters had been referred for consideration by the appropriate area committee.
- Some recommendations remained the same and some had been revised. As an introduction, the report has endeavoured to take a holistic approach.
- Members were content to look at towns differently, due to varied requirements.
- Costs were associated with investment in machines and improved layout and signage. There was a deficit on the budget at this point in time and no revisions had been made to the service since 2007.

We considered each recommendation individually:

#### **1. That the current charges be increased as follows:**

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<u>Category</u>	<u>current</u>	<u>proposed</u>	
		Short stay	Long stay
Upto 2 hours	80p	1.00	1.00
Upto 3 hours	1.30	1.50	1.50
Upto 4 hours	1.80	2.00	2.00
Upto 5 hours	2.80	8.00	3.00
Upto 6 hours	3.80	8.00	4.00
Upto 7 hours	4.80	8.00	4.00
Upto 8 hours	5.80	8.00	4.00
All day	3.50	8.00	4.00

During discussion we noted the following points:

- A member suggested that it would have been beneficial for two reports to have been received, one which dealt with charging issues and the other which tackled difficult problems and principles of parking.
- Members were reminded that funding streams from new proposals would go into the existing service, therefore, there would be financial benefit for the revised service. This would help to manage deficit, improve signage, machines, disabled bays, parent/child bays
- Investment benefits proposed within the report would be funded from charges at car parks. It would be unlikely that funding would be found within MCC's current capital strategy.
- We were advised that the report would be presented to Cabinet in a similar format, to how it had been received by the Select committee.
- **We agreed that the committee would put forward a recommendation that the two issues were separated.**
- Members had mixed views in relation to the maximum time for short stay parking, some felt that it should be reduced to 3 hours, however, some felt that 4 hours was appropriate.

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- A member suggested that a half hour parking time should be introduced.
- Officers highlighted that permeations could be created, however, time required for a typical shopper had to be considered. Information would be conveyed to Cabinet.

#### ***Recommendation agreed.***

2. **That Blue badge holders pay to park but receive a concession of an extra hour parking over and above the period paid for.  
(For example a blue badge holder paying for up to 2 hours parking will be entitled to three hours for the same rate).  
A valid ticket purchased by a blue badge holder will be transferrable between car parks.**

During discussion the following points were noted:

- The issue surrounding charging for blue badge holders had been debated extensively, consultation had been undertaken and feedback had been received. Proposed introduction of charging would result in the blue badge holder receiving a free hour rate. The scheme was used in other authorities, to give due reference to mobility issues.
- In addition, proposals included layout for blue badge holders to be improved and access to machines be improved, to help those with mobility issues.
- Introduction of charges to coincide with at least one pay machine being made DDA compliant in the car park when the charge commence.
- Members thanked Mrs Barnes for her representation on behalf of CAIR.
- One member could not comprehend the fact that disabled people would be charged for parking and a question was raised whether views from organisations had been fully considered. Significant concerns were expressed that disabled people would be charged.
- It was recognised that some blue badge holders were receiving low income and some members felt that they shouldn't be charged.



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- The committee were of mixed opinion with regard to charging for blue badge holders parking. It was agreed that it was a very emotive and difficult situation.
- The purpose of the blue badge was to ensure people were closer to facilities and this would be provided, through refurbished car parks.
- The issue of income was discussed and members considered that some blue badge holders were on low incomes, however, some received a reasonable income. It was suggested that the provision could be means tested.
- Some members of the committee questioned the appropriateness of providing some free places (blue badge) and other places that would be charged for parking.
- We were informed that there would be a requirement to ensure that spaces were as close as practically possible and that any charges would potentially be an income.
- The committee discussed provision for the first hour free, for blue badge holders.
- We recognised that there could be impact elsewhere, and that blue badge holders may park on streets.

***Recommendation agreed, with the proviso that members comments are included in the Cabinet report and that the position relating to applicants being means tested can be investigated.***

- 3. Where a charge already exists, that a flat rate charge of £1 be introduced for parking in MCC car parks on Sundays.**

***Recommendation refused.***

- 4. That car parks be designated as short or long stay and that the maximum parking period in a short stay car park be 4 hours with no return within 2 hours.**

**Abergavenny**

**Fairfield**

**Long stay**

**Trinity Terrace**

**short stay**

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	<b>Tiverton Place</b>	<b>short stay</b>
	<b>Brewery Yard</b>	<b>short stay</b>
	<b>Byefield lane</b>	<b>£1 all day</b>
	<b>Tudor St</b>	<b>long stay</b>
	<b>Castle st</b>	<b>long stay</b>
	<b>Bus station</b>	<b>long stay</b>
<b>Monmouth</b>	<b>Glendower st</b>	<b>short stay</b>
	<b>Cattle market</b>	<b>long stay</b>
	<b>Chippenham</b>	<b>short stay</b>
	<b>Cornwall House</b>	<b>long stay</b>
	<b>Monnow st</b>	<b>long stay</b>
	<b>Granville st</b>	<b>long stay</b>
	<b>Cinderhill</b>	<b>£1 all day</b>
	<b>Sports ground</b>	<b>permit only</b>
	<b>Rowing club</b>	<b>£1 all day</b>
<b>Chepstow</b>	<b>Nelson st</b>	<b>short stay</b>
	<b>Welsh st</b>	<b>long stay</b>
	<b>Station rd</b>	<b>long stay</b>
	<b>The station</b>	<b>£1 all day</b>
	<b>Castle Dell</b>	<b>long stay</b>
	<b>Drill Hall</b>	<b>long stay</b>

***Recommendation Agreed.***

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5. That the overstay payment facility be increased from £2 to £5 (long stay only).

*Recommendation Agreed.*

6. That a new season ticket regime be introduced as follows:

	5 day	weekly	3 months	6 months	Annual
Long stay	£15	£18	£100	£200	£390

Further work would be undertaken to look into direct debit options.

*Recommendation Agreed*

7. That residential parking permits be increased from £30 to £40 per year.

*Recommendation Agreed.*

8. That new car park pay machines be installed that allow motorists to pay by cash, card or in some instances by phone and that the new charge rates listed in section 1 above be introduced as and when new machines are installed.(That the development of a parking app for information and payment be commenced).

*Recommendation Agreed.*

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**9. That charges (long stay) be introduced at Granville St, Monmouth.**

*Recommendation Agreed.*

**10. That an all day charge of £1 be introduced for the Cinderhill st car park and Rowing club car park.**

*Recommendation agreed with the amendment that Cinderhill and the Rowing club remain free until the provision of a free car park at Rockfield Road has been developed.*

**11. That car parking at the entrance to the sports ground Monmouth be by season ticket only.**

*Recommendation Agreed.*

**12. That income from the car park service be used to fund the development costs of a new (free) car park off Rockfield Road, Monmouth.**

*Recommendation Agreed.*

**13. That 8 car parking spaces are designated free for 30 minutes in Glendower St Car Park, Monmouth**

*Recommendation Agreed.*

**14. That MCC car park charges in Abergavenny cease after 4.00pm**

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***Recommendation Agreed.***

**15. That Byefield Lane car park charge be set at £1 per day.**

During discussion members suggested that the £1 charge be removed, on all days except Tuesday where it would be increased.

***Recommendation amended and agreed, that Byefield Lane car park charge increase to £3 on a Tuesday and free on every other day.***

**16. That MCC car parks in Chepstow offer one free hour parking for all motorists.**

***Recommendation Agreed.***

**17. That Station Road car park, Chepstow be designated a long stay car park.**

***Recommendation Agreed.***

**18. That the Drill Hall car park, Chepstow, be designated a Long Stay car park, with a flat rate charge of £1.**

***Recommendation Agreed.***

**19. That a flat rate charge of £1 be introduced to the station car park, Chepstow.**

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*Recommendation Agreed.*

**20. That negotiations commence with Usk Town Council to investigate the option that ownership and management of the car parks within the town be transferred to Usk Town Council.. However if an agreement cannot be reached by January 2016 then consideration will be given to the introduction of a flat rate £1 charge after two hours at some future date, to coincide refurbishment of the town's car parks and the introduction of lighting at Maryport Street East car park.**

During discussion we noted the following:

- Members considered the timeline for negotiations and suggestion that it should be sooner than January 2016.
- The committee were reminded that sensitive and time consuming discussions were required.

***Recommendation amended and agreed, that negotiations commence with Usk Town Council to investigate the option that ownership and management of the car parks within the town be transferred to Usk Town Council.. However if an agreement cannot be reached within 9 months (June 2015) then consideration will be given to the introduction of a flat rate £1 charge after two hours at some future date, to coincide refurbishment of the town's car parks and the introduction of lighting at Maryport Street East car park.***

**21. That in the absence of any other decision that the charges within this report be adjusted bi-annually and in accordance with the retail price index as a compounded calculation on a two year period, rounded up or down to the nearest 10p (base RPI taken as of April 2014).**

*Recommendation Agreed.*

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**22. That improved directional signage on street and within car parks be improved and increased maintenance in the absence of major refurbishment funding and in accordance with the current provisions of the Welsh Language Act.**

*Recommendation Agreed.*

**23. Develop advertising options and opportunities within car parking Estate.**

*Recommendation Agreed.*

**24. Undertake a further review of parking options within the county for HGV's, coaches, motorbikes and cyclists.**

*Recommendation Agreed.*

**25. Feasibility of the introduction of electric car charging bays be developed for one short stay car park in each town and a discounted or free parking scheme for electric cars in long stay car parks be introduced.**

*Recommendation Agreed.*

**26. That the MCC car parking estate be rebranded in accordance with current corporate identity guidelines and branded "MON Parking" (in line with other Council services such as "MON Leisure").**

*Recommendation Agreed.*

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**27. Develop a new MON Parking Mobile ‘App’ in line with the Council’s “iCounty” policy to enable motorist to pay via smart/mobile phone technology.**

***Recommendation Agreed.***

**28. Intention to introduce new “Parent & Child” parking spaces with both Short Stay and Long Stay car parks across the County.**

During discussion, members highlighted the need to for a feasibility study to be undertaken for the intention to introduce new “Parent & Child” parking spaces.

***Recommendation amended and agreed, that a feasibility study was required in relation to the intention to introduce new “Parent & Child” parking spaces.***

**29. Develop options to introduce a discount voucher parking charge for specific groups of people, such as ‘back to work’ initiatives to be reviewed regularly and introduced as and when deemed appropriate (single member decision).**

***Recommendation Agreed.***

**30. Continuation of free all-day car parking in all MCC maintained car parks on the three Saturdays preceding Christmas Day.**

***Recommendation Agreed.***



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Following consideration of the recommendations, members discussed whether it would be possible for a viability study to be undertaken to consider the market were justified in taking up spaces.

In addition, members discussed the issue of on and off street parking and requested that officers look into the issue, in conjunction with police colleagues.

The Head of Operations thanked the committee for contributions and advised that certain aspects would have to go back out for consultation, as they would be changes to the car park order.

**The meeting ended at 4.30pm.**

**SCHEDULE OF FUNDING IMPLICATIONS OF PROPOSALS WITHIN CAR PARKING REPORT - JULY '14 - APPENDIX 3**

					Capital	Increased Expend	Increased Income
<b>1 increase in daily charges:</b>							
	tickets sold	current gross income (£)	Proposed gross income (£)	Gross increase (£)			
Abergavenny	525,967	569,472	664,979	99,641			
Chepstow	243,580	271,572	318,758	53,856			
Monmouth	231,098	289,572	330,106	51,404			
Less current overpayment income				-52,589			
sub total				<b>152,312</b>			152,312
<b>2 Introduction of charges for blue badge holders</b>							
Taken from Parsons Brinkerhoff analysis (reported February '14)					<b>98,177</b>		98,177
<b>3 introduction of Sunday charging - * withdrawn *</b>							
1981 paid parking spaces with an assumed 25% occupancy would deliver £25,740					<b>withdrawn</b>		
<b>5 overstay payment be increased from £2 to £5</b>							
estimated				<b>3,000</b>			3,000
<b>7 increase in residential parking permit charge from £30 to £40</b>							
				<b>1,000</b>			1,000
<b>8 introduction of new pay machines and works to make accessible</b>							
38 machines @£4,500 each plus DDA works - pc sum -£80,000							
capital sum £251,000 paid over 10 years - assume £30,000 per annum					<b>-30,000</b>	251,000	30,000
<b>9,10,11 - introducing charges in Monmouth car parks</b>							
Cinderhill, Sports ground, Rowing club, Granville st (assuming planning consent granted) assume 50% occupancy					<b>48,500</b>		48,500
<b>12,13 - developing new car parks in Granville st and Rockfield rd and providing 30 minute free spaces in Glendower st car park</b>							
Granville st and Rockfield rd - capital cost - £200k and £250k respectively £450k paid over 10 years - assume £50k per annum					<b>-50,000</b>	450,000	50,000
<b>14,15 - remove car park charges in Abergavenny after 4.00 p.m.</b>							
current ticket sale after 4.00 - 19,756@ 80p = £15,804 - assume behaviour change -					<b>-45,000</b>		- 45,000
£3 flat rate charge for Byefield Lane car park on Tuesdays only				<b>2,000</b>			2,000
Existing income is £10,500, new income is estimated at £12,500							
<b>16 - Free one hour parking in Chepstow town</b>							
present 2 hour income is £138,308 - assume behaviour change -					<b>-90,000</b>		- 90,000
<b>17, 18 introduce charging in Station road and the Station car parks</b>							
Long stay and £1 per day for Station rd and the Station respectively					<b>69,799</b>		69,799
<b>19, introduce charging for parking in Usk Town</b>							
No income is assumed given the proposal to eneter into discussions with Usk TC.							
21, improved signage on the highway and in the car parks with better maintenance to be assessed but assume £100k recovered over 10 years					<b>-12,000</b>	100,000	12,000
Note : ongoing budget deficit on car park income (£117k in 12/13, £108k in 13/14)					<b>-110,000</b>		- 110,000
					<b>801,000</b>	<b>92,000</b>	<b>129,788</b>
<b>NET BUDGET IMPACT</b>					<b><u>37,788</u></b>		<b>37,788</b>

**Appendix 3**

**The “Equality Challenge” (Screening document)**

<b>Name of the Officer</b> Roger Hoggins		Please give a <b>brief description</b> of the <b>aims</b> proposed policy or service reconfiguration  <b>Review of the management of public car parks provided by Monmouthshire County Council</b>	
<b>Name</b> Operations Department		<b>Date</b> 1 <sup>st</sup> July 2014	
0Protected characteristic affected	<b>Negative impact</b> <b>Please give details</b>	Neutral impact <b>Please give details</b>	<b>Positive Impact</b> <b>Please give details</b>
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 <b>MITIGATE</b> the <b>negative impacts</b> (include any reasonable adjustments or engagement with affected parties).
➤ Introduction of car park charges for blue badge holders	<ul style="list-style-type: none"> <li>➤ The issue of blue badges is needs based but not means tested. Nevertheless evidence shows that disabled are more likely to be classed in poverty than able bodied.</li> <li>➤ Charging blue badge holders is commonplace within privately managed car parks and is increasingly being introduced within local authority managed car parks.</li> <li>➤ If charging is introduced then mitigation may be considered: (i) a reduced charging structure, (ii) a period of free parking before any charge is imposed (iii) no charging regime will be introduced until a car park is modified to become DDA compliant.</li> </ul>
➤	➤
➤	➤
➤	➤

## The next steps

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

Improved disabled parking facilities (delineated spaces) and reduced likelihood of 'abuse' of disabled spaces by non-disabled motorists.

- 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:

Members will wish to consider whether mitigation should be applied if blue badge charging is recommended. Potential mitigation is proposed to be extra parking time (an additional hour parking time over and above that paid for – included in the proposals).

**Signed R Hoggins**  
**Dated 12<sup>th</sup> February 2014**

**Designation Head of Operations**



monmouthshire  
sir fynwy

## **Appendix C**

**Equality Impact Assessment Form**

**and**

**Sustainable Development Checklist**

## EQUALITY IMPACT ASSESSMENT FORM

<b>Name of policy or change to service (Proposal)</b>	<b>Directorate:</b>	<b>Department:</b>
Review of MCC car park management	Chief Executive's	Operations
<b>Policy author / service lead</b>	<b>Name of assessor</b>	<b>Date of assessment:</b>
Roger Hoggins	Roger Hoggins	12 <sup>th</sup> february 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)

The various aspects of the management regime of Monmouthshire county council public car parks have not been comprehensively reviewed since the introduction of charging in 1997. This review looks at all aspects, including charging, disabled parking, maintenance, lighting, signage, short and long stay parking etc.

This review will seek to revise the current regime and make it more appropriate to current needs.

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	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.

CAIR has been invited to comment upon the current regime and draft proposals – feedback is included in the February report appendices .

Since then further consultation has been undertaken and an extract from the Monmouthshire Equality and Diversity Group meeting on the 28<sup>th</sup> May 2014 is provided below:



#### 4. Car Parking

RH (Head of Operations for MCC) joined the group for this item.

PH explained that the Consultant's Report included in the papers for the meeting gave recommendations for the changing of provisions for Monmouthshire car parks. No increase of charges had been implemented by the Council in 7 years and the machines are in need of changing. PH added that everything needs to be remodelled, and the proposed charging mechanisms based on the report would be to fund all improvements. RH noted that all money raised by the proposed charging changes can only be used for highways/traffic purposes.

JB said that charging for disabled people seems as if the Council are trying to raise money, and wanted to see transferable tickets so that it would be possible to move from one car park to another. RH commented that he did not see this as an issue.

JB noted that following a report compiled by CAIR, it was found that disabled people are poorer as a whole and raising charges from 0 to £1 for a 2 hour stay will have an impact. RH said that a mitigation of allowing an extra hour for free for those with blue badges, so they will get 3 hours. JB commented that she would rather see the 1<sup>st</sup> hour as free.

BL asked about availability of spaces. RH said that there are free car parks in all of the towns, however the vast majority of spaces are taken up by 8.30am as they are usually taken by the people who work in the town. AD stated that any new ticket machines will need to be easily accessible and need to be very close to disabled bays, JB agreed and that the location of dropped curbs will have to be considered also.

PH said that if there were no charges at all for anyone it would create mayhem, whilst suggesting an idea of making car parks central to services a little more expensive to encourage workers to use car parks on the edge of town, to open up spaces for those who simply need to pop into town.

AB noted that the charges would create parity of everyone having to pay so people won't use disabled bays as much. JB and AB agreed that having disabled bays in Abergavenny just down from Castle Street would be a good idea – but Police cars park there a lot.

RH informed the group that all feedback received will be heard at economy and development select committee – who will then make recommendations to Cabinet.

JB said that some European countries have camper van spaces, where people pay an overnight fee and electric and water is available. PH asked for comments for charging on a Sunday, adding that it may cause upset for those who attend church services. LG commented that not charging on a Sunday could make Sunday trading more viable.

ACTION: AB to circulate car parking paper when received from RH (report published on Tuesday 8<sup>th</sup> July 2014 – MCC website, Economy and development select committee – agenda and minutes)

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.

Review of charging regimes employed by other local authorities and private sector car parking made available to the public (included in appendix 2).  
Demographic data for Monmouthshire.

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

No charging for blue badge holders will be introduced until any car park is improved to become DDA compliant.  
Mitigation proposed is an additional hour parking included with any charge (for example a payment for 2 hours will allow a blue badge holder a three hour parking entitlement).

7. Final stage – What was decided?

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

To be resolved by Cabinet as and when any proposals are presented to members

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

See above

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

See above

**Signed.....R Hoggins.....Designation...Head of Operations**

**Dated.....1<sup>st</sup> July 2014 .....**

**Appendix A**

**The “Sustainability Challenge”**

<b>Name of the Officers -</b> Roger Hoggins Alan Burkitt,	Please give a <b>brief description</b> of the <b>aims</b> proposed policy or service reconfiguration  <b>Review of MCC public car parking regime</b>
<b>Name</b> Operations	<b>Date</b> 1 <sup>st</sup> July 2014

Aspect of sustainability affected	<b>Negative impact</b> <b>Please give details</b>	Neutral impact <b>Please give details</b>	<b>Positive Impact</b> <b>Please give details</b>
<b>PEOPLE</b>			
Ensure that more people have access to healthy food			
Improve housing quality and provision			
Reduce ill health and improve healthcare provision			
Promote independence			
Encourage community participation/action and voluntary work			
Targets socially excluded			
Help reduce crime and fear of crime			
Improve access to education and training			
Have a positive impact on people and places in other countries			

<b>PLANET</b>			
Reduce, reuse and recycle waste and water			
Reduce carbon dioxide emissions			Supports public transport provision so reducing private car journeys
Prevent or reduce pollution of the air, land and water			
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)			
Protect or enhance visual appearance of environment			
<b>PROFIT</b>			
Protect local shops and services			New regime intended to promote local retail
Link local production with local consumption			
Improve environmental awareness of local businesses			
Increase employment for local people			
Preserve and enhance local identity and culture			

Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc			
Increase and improve access to leisure, recreation or cultural facilities			

What are the potential negative Impacts	Ideas as to how we can look to <b>MITIGATE</b> the <b>negative impacts</b> (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 R Hoggins**

**Dated 12<sup>th</sup> February 2014**