

County Hall
Rhadyr
Usk
NP15 1GA

4th March 2015

Notice of Meeting:

Strong Communities Select Committee

Thursday 12th March 2015 at 10.00am
The Council Chamber, County Hall, Rhadyr, Usk, NP15 1GA

*** There will be a pre-meeting for Select Committee Members in the Council Chamber at 9.30am**

AGENDA

The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.

Item No	Item
PART A – SCRUTINY OF CRIME AND DISORDER MATTERS	
No matters to discuss.	
PART B – STRONG COMMUNITIES SELECT COMMITTEE	
1.	Apologies for absence.
2.	Declarations of Interest.
3.	Public Open Forum.
4.	To confirm and sign the minutes of the Strong Communities Select Committee held on 18 th September 2014 (copy attached).
5.	To scrutinise the Draft People and Organisational Development Strategy – Update Report (copy attached).

6.	Scrutiny of the following reports by the Assistant Head of Finance (copies attached): (i) Capital Budget Monitoring 2014/15 Month 9 Outturn Forecast Statement. (ii) Revenue Monitoring 2014/15 Month 9 Outturn Forecast Statement.
7.	To scrutinise a report on the Future Provision of Public Conveniences (copy attached).
8.	Work Programming (copies attached): i. Strong Communities Select Committee Work Programme 2014 –15. ii. Cabinet Forward Work Planner.

Paul Matthews

Chief Executive

Strong Communities Select Committee Membership

Councillors: D.L.S. Dovey
R. Edwards
A. Easson
S.G.M. Howarth
S. Jones
R.P. Jordan
V.E. Smith
K. Williams
S. White

Aims and Values of Monmouthshire County Council

Building 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.

**Minutes of the Strong Communities Select Committee meeting
held in Steve Greenslade Conference Room, County Hall, Usk on
Thursday, 18th September 2014 at 10.00 a.m.**

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

County Councillors: D.L.S. Dovey, R. Edwards, A. Easson, P. Jordan and V.E. Smith.

Also in attendance County Councillors D. Edwards and S.B. Jones.

OFFICERS IN ATTENDANCE:

Mr R. Hoggins	- Head of Operations
Mr B. Winstanley	- Acting Estates Manager
Mrs R. Jowitt	- Head of Waste and Street Services
Miss H. Ilett	- Scrutiny Manager
Mrs N. Perry	- Democratic Services Officer
Mrs S. King	- Senior Democratic Services Officer

1. SCRUTINY OF CRIME AND DISORDER MATTERS

There were no crime and disorder items to scrutinise.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillors, S. Jones, S. White and K. Williams.

3. DECLARATIONS OF INTEREST

County Councillor D. Edwards declared a personal interest, pursuant to the Members' Code of Conduct as a member of ACT.

4. PUBLIC OPEN FORUM

There were no members of the public in attendance.

5. CONFIRMATION OF MINUTES

The minutes of the Strong Communities Select Committee meeting held on Thursday 10th July 2014 were confirmed as an accurate record and signed by the Chairman, subject to the following amendment:

**Minutes of the Strong Communities Select Committee meeting
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Apologies *add* 'Councillor R. Edwards'

In reviewing the action sheet, we noted the following points:

- The speed monitoring working group had met and a visit would be undertaken to the CCTV office. Mr Lewis had been invited to attend the next working group meeting.

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

We agreed that the Revenue and Capital Budget Monitoring 2014/15 Month 3 Outturn Forecast statement report would be deferred to next meeting.

7. PRE-DECISION SCRUTINY OF THE PEOPLE STRATEGY

We agreed that pre-decision scrutiny of the People Strategy would be deferred to the next meeting.

8. PARK STREET LEASE TO ACT – UPDATE

We received a report which updated member son the Park Street project, presented by the Acting Estates Manager.

Some members expressed dissatisfaction that the Cabinet member and senior officer had not attended.

We noted that a question had been raised at a full Council meeting and this had been deferred to a future meeting.

The committee were reminded that a decision made by Cabinet was called in and the Strong Communities Select scrutinised the report on the 28th November, it was subsequently agreed to refer the matter to full Council.

Council considered the report on 16th January 2014 and agreed to ratify the original Cabinet decision, which involved funding the works from the Property Maintenance Budget by deferring planned works to the Schools Kitchen programme.

It was confirmed that following the decision by Full Council, Property Services have engaged in undertaking the works which include:

- Undertaking an asbestos survey

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- Strip out of identified asbestos
- Completion of fire precaution works
- Completion of a new fire alarm and emergency lighting
- Repairing suspended ceilings.

The main elements of the works were completed on site at the beginning of September, the final snagging works are currently being agreed and should be completed in the near future.

There were outstanding issues identified in relation to the main lease, however, the committee were advised that these issues should not cause the project to be delayed further.

We were notified of one other issue There was an issue which we Works done and lease on course to be signed.

A report was presented to Cabinet on 6th November seeking funding to undertake health and safety works to the former Park Street School to enable the letting of the property to Abergavenny Community Trust, a community organisation.

ACT were reluctant to apply for grant funding until the works had commenced as a copy of the lease agreement would have to be provided, ACT were not prepared to enter into an agreement until health and safety works have been completed.

During consideration of the report we noted:

- Members requested figures and breakdown of costs in the event that work had not been required. We expected that a repayment facility should have been built into the project, when grants were received from ACT.
- A query was raised whether ACT legal costs would be indemnified. Officers advised that they were unable to provide at the present time but information could be obtained following the meeting.
- Concerns were expressed that the initial survey may have been inadequate, as snagging issues were not identified.
- We were informed that issues had presented themselves during the process and when works had already commenced. It was noted that legal dialogue had contributed to delays.
- Some members perceived that the budget for the project had been overestimated at the start, which had subsequently resulted in an under spend.
- The committee expressed disapproval of the proposed 12 month lease and it was suggested that 3 year rolling lease would be more appropriate.

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- In response, the phased approach would be 3 year term, funding had been sought. If funding was secured then it would be reviewed and a 25 year lease would be pursued.
- The Car Park area was where the main building site would be developed. Parking could be provided on the school playground area, which would be surplus as an asset. There had been thoughts for the playground to be extended for workshops and uses which were not included in the original ideas. Members were reassured that this to extend to playground for workshops and other uses, which weren't part of original ideas. This aspect would not cause the project to be delayed as it would be treated separately.
- We recognised the need for a longer lease and for income to be generated through the car park.

In summing up, we agreed that the car park should become part of the project and further information should be obtained from the Cabinet Member, the committee recommended that a 3 year lease should be considered. In addition, legal issues should be progressed and resolved.

9. EXCLUSION OF PRESS AND PUBLIC

We agreed to exclude the press and public during consideration of the following item, on the grounds that it included exempt information.

10. KERBSIDE COLLECTED ORGANICS TREATMENT CONTRACT

We were presented with a report which updated members on the proposed arrangements for kerbside collected organics treatment contract.

The committee agreed to note the report.

11. RE-ADMISSION OF PRESS AND PUBLIC

We readmitted the press and public.

**12. STRONG COMMUNITIES SELECT COMMITTEE WORK PROGRAMME
2014 – 15 & CABINET FORWARD WORK PLANNER**

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

- A date would be arranged for a member seminar regarding street lighting.

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- It was clarified that issues had been presented regarding switching off of lights in some areas and these had been addressed.
- Items for the next meeting 16th October:
 - Rights of Way
 - A-board and advertising
 - People Strategy and Finance report (deferred)
- A joint meeting of all selects would be held on 9th October 2014 and the Single Integrated Plan would be scrutinised.
- Recycling Review – Special meeting Tuesday 18th
- Joint select committee with adults on 9th October
- Items for the meeting dated 20th November:
 - Crime and disorder public protection update
 - Affordable Housing
 - Pollinator policy
- Additional items to be considered:
 - Update from Local Area Coordinators
 - Sustainable Energy

We resolved to note the Committee work programme and Cabinet Forward Work Planner for information.

13. DATE OF NEXT MEETING

We noted future meetings of Strong Communities Select Committee as:

- Special Joint with Adults – Thursday 9th October 2014 at 2pm
- Special – Thursday 16th October 2014 at 2pm
- Thursday 20th November 2014 at 2.30pm

The meeting terminated at 12.40pm.

**Minutes of the Strong Communities Select Committee meeting
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SUBJECT: DRAFT PEOPLE AND ORGANISATIONAL DEVELOPMENT STRATEGY – UPDATE REPORT

MEETING: CABINET

DATE: 15TH April 2015

DIVISION/WARDS AFFECTED: Countywide

1. PURPOSE:

- 1.1 To update Select Committee members on progress with staff engagement activity associated with the Draft People and Organisational Development Strategy.

2. RECOMMENDATIONS:

- 2.1 To note the feedback resulting from staff engagement activity undertaken to date and that will inform the final version of the People and Organisational Development Strategy.
- 2.2 To note current progress with the draft People and Organisational Development programme plan.

3. KEY ISSUES:

- 3.1 *Monmouthshire People* is the latest version of the Authority's 'People Strategy', the last being published in 2012. A ['draft' strategy](#) was approved by Cabinet in October 2014, such as to allow engagement and feedback ahead of it being subsequently presented back to Cabinet for approval.
- 3.2 A draft programme plan was appended to the draft strategy that outlined proposed actions and outcomes arising from the strategy. The programme plan is a living document that will be updated and refined as further evidence of need is established.
- 3.3 Select Committee members received a presentation at its October meeting and were provided the opportunity to scrutinise the draft strategy and programme plan.
- 3.4 Since the draft strategy has been released the following notable engagement events have taken place:
- a) A staff conference was held on 12th November 2014. The conference was designed based on feedback from a cross section of staff. The conference allowed over 1,300

of our employees the opportunity to hear from the Chief Executive and Leader of the Council, to ask questions of the Leadership Team and to provide specific and general feedback on aspects of the draft strategy. It also afforded us the opportunity to visually test the staff survey, the results of which are shown in appendix 1.

- b) *Monmouthshire Minds* was established, a staff peer group that comprises a cross-section of our workforce who have volunteered their time to provide feedback. The group have met twice since its inception in December 2014. The initial focus of the group has been to provide and capture feedback on the strategy and to assist with publicising the staff survey. Representatives of the peer group have now been invited on to the People Programme Board, which oversees development and delivery of the strategy.
- c) A staff survey has been produced and made available to all staff. The survey was again designed based on feedback which was based on more frequent and shorter surveys. To stimulate the response rate staff resources have been assigned to assist in generating awareness and encouraging staff and teams across the Authority to complete the survey. The results of the survey will be reported before the end of March.
- d) A manager focus group has been established to seek specific feedback on the strategy.

3.5 Further engagement activity is planned across March. This includes ongoing engagement with community and voluntary groups around volunteer development and co-ordination. A temporary volunteer co-ordinator has recently been appointed to support this important work stream.

3.6 We have sought feedback, both positive and negative from staff. Although there is further engagement activity planned to conclude our data gathering exercise there are common and consistent themes that have emerged. The positive themes that have emerged are:

- a) That staff have a very clear understanding of what the Authority is trying to achieve.
- b) That staff have a strong understanding of their purpose and contribution to the Authority, and have completed a check-in check out staff appraisal. Some of the constructive feedback provided has assisted us in reviewing the check-in check-out process. This has in turn has led to improved guidance and a further iteration of the approach due to be launched in April.
- c) That staff generally feel that they are able to share ideas in work and suggest areas for improvement. However, it is recognised that there needs to be improved mechanisms, guidance and training for staff and managers.

- d) A significant number of staff responded to say that what matters most to them for the Authority is making a difference within Monmouthshire and giving service users and communities the best services possible.
- e) Staff generally feel that they have access to relevant training that is appropriate to their jobs. However, it is important to recognise that people are our most valuable resource and they need to be invested in. We are doing separate engagement to better understand the training needs of leadership and staff in order to ensure that our training programmes are aligned to need.

3.7 The negative themes that have emerged are very much taken in a constructive manner. It is pleasing to note that a number of these themes are already being addressed through existing programmes of work. In summary these are:

- a) The adequacy of internal staff communication came out as a key theme. Staff are asking to have access to relevant and timely communication. The new Communications and Engagement Manager has recently presented outline plans to improve '*Colleague Communications*'. Delivering against these plans, combined with planned developments that should lead to a more 'connected' workforce through use of technology, will go a long way to addressing these issues.
- b) There were some indications from staff that ICT systems and equipment did not meet their needs. We are exploring this further as part of targeted work being undertaken as part of the iCounty programme plan to ensure that our key IT systems are fit for purpose and that staff have the level of connectivity and equipment needed to perform their roles effectively. We have also commissioned an independent survey via SOCITM to allow staff to provide their views and experiences.
- c) That we are not always seen to live and breathe our corporate values, with further feedback suggesting this is linked to our values around openness and fairness. It is hoped that steps to improve internal communications will help to address some of these concerns, as will a concerted effort for those in management and leadership roles to better explain the rationale for decisions and to meaningfully engage with staff groups where decisions might affect them.
- d) Some staff felt that agile working doesn't work well for everyone in the organisation. There is often a misconception that 'agile' means 'working from home' and that it only applies to office based staff. We are currently undertaking an agile working survey in order to assess how well the arrangements have bedded in within the Authority and what adjustments may be needed. But also we are ensuring that we understand what staff need to be able to operate in an agile manner, operating flexibly and close to the customers and communities that they serve. Some of this will be covered by our assessment of technology needs going forward, ensuring that staff remain 'connected' and close to their customers.

- 3.8 Further to the above, engagement with senior leadership and management has also highlighted the need for a more coherent and explicit approach to succession and workforce planning, such that there is effective talent management and there is a clear strategy to consider how we manage departures and valuable experience that is lost.
- 3.9 The iterative *Monmouthshire People* programme plan demonstrates how we are approaching and addressing the key themes and priorities, showing our position to date and measuring the impact. A revised programme plan, updated for activity to the end of February, will be appended to the final strategy presented to Cabinet.
- 3.10 The next staff conference is planned to take place on 29th June, which will not only give another opportunity to keep in touch with the whole organisation but also to allow us to report back that we've listened and that we've acted on the feedback received.
- 3.11 It is planned for the final People and Organisational Development Strategy, *Monmouthshire People*, to be presented to Cabinet in April. As the engagement activity is largely concluded it is proposed that the final strategy document is not brought back to the Select Committee for further scrutiny but rather that Select Committee members are added as an additional consultee to the Cabinet report in order to allow any further comments to be provided.
- 3.12 The People Programme Board holds responsibility for overseeing progress with delivery of the strategy and programme plan. It is proposed that Strong Communities Select receive periodic updates in order to fulfil effective scrutiny of strategy delivery, performance and outcomes.

4. REASONS:

- 4.1 Our people are central to the success of the council and county against the backdrop of continues economic constraint, local government reform and growing awareness of the areas in which to make sustained improvements.
- 4.2 We must equip our people with the mind-sets and tools to meet the changing demands of our organisation and society.
- 4.3 Organisational cultural impacts our ability to be innovative and forward thinking and we must create the conditions in which everyone is enables to flourish.
- 4.4 Our workforce must be able to react and adapt as rapidly as the communities we serve. We want our people to be innovators and problem solvers, continually seeking and responding to challenges. One such challenge will be galvanising the talent that exists outside our payroll. Our goal is to support talent development both inside and outside of our organisation and to engage all the people with whom we can create value.

4.5 The release of the draft strategy has allowed for staff and community engagement to take place. The feedback received will impact on both the finalisation of the strategy and the forward work programme and its prioritisation.

5. RESOURCE IMPLICATIONS:

5.1 There are no resource implications directly arising from this report. All resources required to engage on and deliver the strategy will be met from existing budgets. For any projects that cannot subsequently be met from existing budgets individual business cases will be developed and brought through the appropriate process for consideration.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

6.1 There are no sustainability or equality implications directly arising from this report. In terms of the People and Organisational strategy itself there are no anticipated negative equality impacts identified in the equality impact assessment and the sustainability challenge identifies only positive impacts.

6.2 The actual impacts from delivery of the strategy will be reviewed every year and criteria for monitoring and review will include the monitoring of performance indicators through relevant Service Improvement Plans.

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

7.1 This report is a progress update report. There are no safeguarding and corporate parenting implications arising from either this update report or the final People and Organisational Development strategy and programme plan that will be subsequently presented to Cabinet.

8. CONSULTEES:

None

9. BACKGROUND PAPERS:

Appendix 1 – Staff Conference – Staff Survey question responses

10. AUTHOR:

Peter Davies – Head of Commercial & People Development

11. CONTACT DETAILS:

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E-mail: peterdavies@monmouthshire.gov.uk



WHAT YOU SAID.....



Morning Session



Afternoon Session

Q1: Do you have a clear understanding of what Monmouthshire County Council is trying to achieve?

The vast majority of staff voted blue for YES



monmouthshire
sir fynwy



WHAT YOU SAID.....



Morning Session



Afternoon Session

Q2: Do you feel the Authority lives and breathes its corporate values of openness, fairness, flexibility and teamwork?

While the votes were mixed, the overall colour voted was pink for NO



monmouthshire
sir fynwy



WHAT YOU SAID.....



Morning Session



Afternoon Session

**Q3: Do you understand your purpose and contribution to the Authority?
Overwhelming vote of yes, you understand your purpose & contribution**



monmouthshire
sir fynwy

WHAT YOU SAID.....



Morning Session



Afternoon Session

Q4: Do you feel valued and listened to?

Mixed response, with more voting no in the morning session and slightly more voting yes in the afternoon.

Overall opinion is 50/50



monmouthshire
sir fynwy



WHAT YOU SAID.....



Morning Session



Afternoon Session

**Q5: Do you feel kept up to date?
Approximately 60% of staff don't feel kept up to date**



monmouthshire
sir fynwy



WHAT YOU SAID.....



Morning Session



Afternoon Session

Q6: Do you feel you are able to share ideas in work & suggest areas for improvement?

Majority of staff said YES



monmouthshire
sir fynwy



WHAT YOU SAID.....



Morning Session



Afternoon Session

Q7: Do you have everything you need to do your job effectively (e.g. equipment, IT, policies & procedures)?

More staff voted no in for morning session than in the afternoon session.

Overall approximately 70% voting NO



monmouthshire
sir fynwy



WHAT YOU SAID.....



Morning Session



Afternoon Session

Q8: Do you feel you have access to training that is relevant and appropriate to your job?

Approximately 80% of staff voted "Yes"



monmouthshire
sir fynwy



WHAT YOU SAID.....



Morning Session



Afternoon Session

Q9: If you have received training in the last 12 months, have you been able to use what you have learnt?

Nearly all staff stated yes



WHAT YOU SAID.....



Morning Session



Afternoon Session

**Q10: Have you completed your check-in, check-out staff appraisal?
The response highlighted that the majority of staff had completed a
check-in, check-out staff appraisal**



WHAT YOU SAID.....



Morning Session



Afternoon Session

Q11: Would you be interested in taking part in volunteering opportunities in Monmouthshire (e.g. events in your town) if the Authority were to provide appropriate incentives?

Positive response to volunteering with the majority of staff voting YES.



REPORT

SUBJECT	CAPITAL BUDGET MONITORING 2014/15 MONTH 9 OUTTURN FORECAST STATEMENT
DIRECTORATE	Chief Executive's Unit
MEETING	Strong Communities Select Committee
DATE	12th March 2015
DIVISIONS/WARD AFFECTED	All Authority

1. PURPOSE

1.1 The purpose of this report is to provide Members with information on the capital forecast outturn position of the Authority at the end of month 9 for the 2014/15 financial year.

2. RECOMMENDATION

2.1 That Select Committee Scrutinises the attached report and recommendations presented to Cabinet on 4th March 2015.

CABINET RECOMMENDATIONS

2.2 That Members consider the position concerning 3rd quarter capital monitoring with a revised budget of £16.1 million, month 9 spending of £8.2 million and forecast spend of a further £7.7million in last 3 months of financial year, to derive an outturn underspend of £187,000.

2.3 That in light of previous concerns about the level of progress with capital projects that Cabinet considers the slippage levels of £9.1 million identified in Appendix 1, and

- accepts slippage proposals totalling £8,159,000 subject to final outturn position being confirmed
- de-prioritises schemes totalling £771,000 whose funding is of a general nature subject to final outturn position being confirmed:

Property Maintenance Schemes	£185k
Infrastructure Schemes	£218k
ESR Access for All	£136k
General Access for All	£200k
RDP	£ 16k
Cemeteries	£ 15k

- Refers ICT schemes totalling £195,000 whose funding is from the IT transformation reserve to the Digital Board for them to consider whether the scheme should be

decommitted or slipped as appropriate in the light of other pressures on the IT transformation Reserve

2.4 That Cabinet seek confirmation that practice designed to mitigate the level of slippage going forward in future years will be improved such as:

- Ensuring that capital schemes are planned before the beginning of the financial year so that spend can take place in the better weather rather than risk being deferred due to inclement weather later in the year
- Ensuring that there is clear agreement of interested parties as to what is being delivered, that any other funding streams brought to the project by third parties is confirmed, and that the project can progress significantly in the year the budget is requested to be profiled.
- Ensuring that project managers more carefully consider the plans to complete their schemes and estimate realistic timescales for completion so that budgets can be more accurately profiled

2.5 Utilises in part the £771,000 scheme decommitment above to fund the £395,000 new capital priorities of the 2015-16 budget report as per para 3.2.9 and unfinanced additional expenditure of £87,000 manifest at month 9 as per para 3.4.3 subject to final outturn position.

3. MONITORING ANALYSIS

3.1 Capital Position

3.1.1 The summary Capital position as at month 9 is as follows

Select Portfolio	Annual Forecast	Slippage B/F plus Budget 14-15	Budget Virements & Revisions since last quarter	Total Approved Budget	Provisional Budget Slippage C/F to 2015-16	Revised Budget 2014-15	Annual Overspend / (Underspend) Month 9	Annual Overspend / (Underspend) Month 6
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Children and Young people	7,006	13,084	6	13,089	6,082	7,008	(2)	(55)
Adult	274	259	14	273		273	1	29
Economy & Development	280	814		814	517	297	(18)	(92)
Stronger Communities	8,319	14,326	(3,313)	11,013	2,527	8,487	(168)	(140)
Grand Total	15,878	28,483	(3,293)	25,190	9,125	16,065	(187)	(258)

3.1.2 Revisions to the capital programme during the last quarter reflect combined property maintenance virements of £20,000 in CYP and Adult Select with a compensatory reduction in Stronger Communities select area, and a £106,000 addition to Sc106 Monmouth Development scheme and £34,000 additional Road Traffic Capital Grant scheme and the anticipated realignment of Abergavenny Library budget into alternate scheme in future year, subject to a separate report to Council on 26th February 2015.

3.1.3 The extent of progress and level of spend incurred has been questioned in each of the quarterly monitoring reports. Managers report collectively that they will spend £7.7m in the last 3 months of year, when they only spent slightly more than this over the first 9 months (net £8.2m). There is a risk that this will not materialise as only £3.8 m was spent between month 6 and 9 and the commonly inclement January to March weather is likely to introduce further risk that schemes have to be delayed.

3.2 Proposed Slippage to 2015-16

- 3.2.1 The forecast outturn presumes £9.1 m slippage, an increase of £3.5m since month 6 and whilst 21c schools initiative remain more significant aspects of it, there are a number of schemes that evidence limited activity for in excess of 12 months and appear pretty historic in nature.
- 3.2.2 Examination of requested slippage proposals has focussed on schemes where,
- there has been little or no progress in 12 month,
 - the level of expenditure incurred this year has been less than in year budget and slippage brought forward, to consider any opportunity to realign the budget to more realistic levels or reprofile budget more accurately over multiple years,
 - or where there are identified problems/barriers to progress e.g. no agreement over scheme, archeological considerations, planning considerations not yet satisfied or where little or no explanation of the reason for the slippage is given.
- 3.2.3 Appendix 1 indicates slippage requested by managers, alongside progress narratives, spending activity over the year, whether the budget has slipped forward from previous years and an indication of how the particular capital project is financed to recommend whether the slippage should be approved
- 3.2.4 The analysis indicates £9.1 million slippage proposed by managers, on presumption that Abergavenny Library situation has been confirmed and agreed by Council in the intervening period.
- 3.2.5 Of this £8.1million reflects schemes of an active nature, and where a use of slippage is recommended.
- 3.2.6 Conversely £771,000 worth of schemes exhibit limited progress.

In summary this is represented by the following breakdown:

Property Maintenance Schemes	£185k
Infrastructure Schemes	£218k
ESR Access for All	£136k
General Access for All	£200k
RDP	£ 16k
Cemeteries	£ 15k

- 3.2.7 It is recommended to de-commit these schemes. This will effectively create an underspend on the budget and subject to confirmation at outturn will be used as follows:

- to offset any emerging overspends forecast as £87,000 and subject to confirmation at the year end
- to fund the additional priorities for the 2015-16 capital programme as recently highlighted in the capital budget report,

“These schemes are assessed as being of a higher priority than schemes currently included in the programme. This relates to the following schemes:

- *Community Hubs – £300k capital investment required to achieve revenue budget savings and create the Hubs in Caldicot by creating the Hub in the existing Library, in Chepstow by creating the Hub in the existing building, in Monmouth by creating the Hub in the Market Hall or Rolls Hall and in Usk by creating the Hub in the*

building with the Youth service. It is assumed that the proposal in Abergavenny will be funded from the capital already allocated to the Library.

- *Rights of way issues – current allocation of £40k to be increased by £30k to enable some mitigation measures to be undertaken*
- *Monmouth sports ground - £25k required to ensure the drainage meets all statutory requirements*
- *Caldicot castle kitchen - £40k to bring kitchen up to date and comply with environmental health requirements to enable income targets to be met*

The schemes above are considered of sufficient priority that they need to be funded, however they are not self-financing. All possible sources of external funding will be explored, however if this is not forthcoming it is proposed that any underspends in 2014/15 are carried forward and used for these priority schemes. In the absence of both of these funding streams it is proposed that the following budgets in 2015/16 are reduced to provide the required funding in order for these schemes to go ahead:

£136k from Property maintenance

£159k from Infrastructure maintenance

£100k from County farms maintenance

The impact on these capital budgets means that refurbishment and maintenance works to highway infrastructure, property and county farms will be curtailed.”

3.2.8 The remaining possible headroom created could present a number of options to Members as follows:

- to bank as an underspend, reducing the pressure on the revenue budget.
- to be held as a source of headroom to facilitate any capital investment required to deliver further revenue savings in the MTFP
- to reconsider the issues and pressures previously presented in the attached Appendix 2

3.2.9 There is a further category of de-commitment proposed, which due to the specialist IT nature of funding, isn't readily transferrable to alternate schemes. These schemes need to be reconsidered by the Digital Board once timely spending can be guaranteed, that the nature of the works/costs is explicit, that impediments to progress have been resolved, and agreement confirmed with interested parties. The category of de-commitment totals £194,000 IT transformation reserve funded.

3.3 Outturn

3.3.1 The capital programme for 2014-15 evidences a forecast underspend of £187,000, largely the consequence of,

Children and Young People – **underspend** in SIMS development costs (£5,000) compensating for overspend in Property Maintenance costs (£3,000)

Adult – **overspend** in Property Maintenance cost at Mardy Park (£1,000)

Economy & Development – net **underspend** (£18,000) in development schemes compensating for legal costs incurred in successfully defending the Council practice in Abergavenny regeneration project. Colleagues are exploring whether and to what extent the Council could reclaim our legal expenses.

Stronger Communities – net **underspend** of £168,000, predominantly the effect of an underspend of £207,000 against an abortive highways scheme which ultimately isn't a net underspend as it's financing will need to be returned to Welsh government, underspends on

IT projects totalling £36,000, net savings of £4,000 in property maintenance costs (compensating for property maintenance cost overspends in CYP and E&D), £17,000 underspend on maintenance to County Farm portfolio, which mitigate an overspend to the 3g pitch project and surrounding ground condition issues of combined £83,000 (subject to a separate report to March Cabinet meeting), miscellaneous overspends of circa £9,000, and an overspend of £5,000 in respect of old County Hall which would be funded 50:50 funded with Torfaen County Borough Council.

Given the return of transport grant and part funding of old County Hall costs by TCBC, Stronger Communities capital schemes more transparently indicate a £37,000 overspend for the reasons described above.

Whilst there are forecast over and underspends in respect of Property maintenance across Select areas, traditionally property maintenance have been viewed collectively and overall exhibits a balanced position.

3.4 Capital Financing and Receipts

3.4.1 Given the anticipated capital spending profile reported in para 3.1.1, the following financing mechanisms are expected to be utilised.

Financing Stream	Annual Forecast Financing	Approved Slippage B/F	Original Budget	Budget Virements & Revisions	Total Approved Budget	Provisional Budget Slippage C/F to 2015-16	2014-15 Adjusted Budget	Increased / (Reduced) Financing	Comments
Supported Borrowing	2,420		2,420		2,420		2,420	0	
General Capital Grant	1,473		1,473		1,473		1,473	0	
Grants and Contributions	2,481	53	1,246	4,348	5,647	2,962	2,685	-204	An underspend on specific grant funded schemes of £207,000 offset by an increased contribution due from TCBC in the event that the forecast overspend on County Hall demolition
S106 Contributions	422	556		527	1,083	661	422	0	
Unsupported borrowing	5,036	6,710	3,492	91	10,294	5,257	5,037	-1	
Earmarked reserve & Revenue Funding	407	656	0	231	887	439	448	-41	Underspends on ICT schemes
Capital Receipts	4,400	2,957	1,707	2,095	6,759	2,260	4,499	-99	County Farms maintenance and reinvestment & RDP schemes are forecast to underspend by £17,000 and £75,000 reducing the need to call on capital receipts.
Low cost home ownership receipts	52	60			60	8	52	0	
Unfinanced	158				0		0	158	Overspends on the 3G pitch Caldicot (£71,000), Abergavenny Regeneration (£57,000), Caldicot School Drainage (£11,000), County Hall replacement (£7,000), County Hall demolition (£2,500) and other small scheme variances (£10,000)
Grand Total	16,849	10,992	10,338	7,292	28,623	11,587	17,036	-187	

3.4.2 The effect of slippage and underspends identified above are anticipated to predominantly delay the need to access unsupported borrowing and capital receipts.

3.4.3 There will be a need to identify funding for £158,000 worth of overspends that are currently unfinanced. The sc106 aspect element on 3g pitch will be subject to a separate report for funding consideration, and whilst the remaining balance (£87,000) would normally involve a recommendation about additional capital receipts usage or borrowing. There would still be an anticipated net surplus resource created by the decommitment of historic schemes identified in para 3.2.6 despite proposing in the first instance to use this capacity to support the new priorities in the 2015-16 totalling £395,000.

3.5 Useable Capital Receipts Available

3.5.1 In the table below, the effect of the changes to the forecast capital receipts on the useable capital receipts balances available to meet future capital commitments is shown. This is also compared to the balances forecast within the 2014/18 MTFP capital budget proposals.

Movement in Available Useable Capital Receipts Forecast

TOTAL RECEIPTS	2014/15	2015/16	2016/17	2017/18
	£000	£000	£000	£000
Balance b/f 1 st April	7,854	15,423	11,782	21,205
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 9	(10,170)	(2,881)	21,200	0
Deferred Capital Receipts	4	4	4	4
Less: Set aside Capital Receipts	0	0	(10,452)	0
Less: Receipts to be applied	(3,429)	(1,930)	(76)	(538)
Less :21C Schools programme	(0)	(12,391)	(5,252)	(11,207)
TOTAL Actual / Estimated balance c/f 31st March	15,423	11,782	21,205	11,464
TOTAL Estimated balance reported in 2014/18 MTFP Capital Budget proposals	14,062	26,923	30,851	32,317
Increase / (Decrease) compared to MTFP Capital Receipts Forecast	1,361	(15,141)	(9,645)	(20,853)

3.5.2 The Council has agreed to the inclusion of 21c schools initiative within the capital programme. This relies on utilising £29 million receipts during this next 4 year MTFP window, and a further £600,000 in 2018-19. Consequently the balance of capital receipts available during this MTFP window has reduced compared to the original 2014/18 MTFP predictions due to the anticipated resourcing of the 21st Century Schools programme.

3.5.3 Despite changes in the timing of individual receipts, which remains a risk to the Council to ensure it has sufficient receipts to fund its expenditure aspirations in the years necessary and avoid temporary borrowing costs, the balance of capital receipts available to fund capital expenditure, at the end of this next MTFP window has been revised to circa £11 million, as a consequence of additional receipts predominantly LDP related.

4 REASONS

4.1 To identify the progress with capital projects and improve the timely utilisation of resources.

5 RESOURCE IMPLICATIONS

5.1 As contained in the report.

6 EQUALITY AND SUSTAINABLE DEVELOPMENT IMPLICATIONS

6.1 The decisions highlighted in this report are reviewed in the attached EQIA.

7 CONSULTEES

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

8 BACKGROUND PAPERS

8.1 Month 9 monitoring reports, as per the hyperlinks provided in the Select Appendices

9 AUTHORS

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Appendices

Appendix 1	Slippage analysis
Appendix 2a	Major capital pressures
Appendix 2b	Issues List
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

Proposed Slippage Analysis and Recommendation

Appendix 1

- 1.1 Managers combined advocate the following budgets to be carried forward into 2015-16.
- 1.2 The majority of which is sensible to slip forward as it is an extension of existing work that is demonstrable, however there are a minority of schemes, where
 - there has been little or no progress in 12 month, and the budget has slipped forward from a previous year
 - the level of expenditure incurred this year has been less than in year budget and slippage b/fwd., so I'd propose taking the opportunity to realign the budget to more realistic level,
 - or where there are identified problems/barriers to progress e.g. no agreement over scheme, archeological considerations, planning considerations not yet satisfied or where the manager hasn't evidenced in the progress narrative why this should be slippage rather than an underspend.
- 1.3 Officers of the Capital Working Group, who act as representatives for their Directorates and services, have been engaged with intentions. To date no adverse feedback has been volunteered to specific proposals and the general reaction is it would be sensible to review historic schemes to consider whether they still exhibit a strategic relevance for the authority, particularly in an environment where new schemes have to demonstrate that they are either self-funding or that new priorities displace existing schemes within the programme.

	Annual Forecast	Approved Slippage B/F	Total Approved Budget	Provisional Slippage identified by managers	Recommended Slippage	Budgets proposed to be de-committed to provide headroom for Cabinet to consider alternate priorities	Budgets proposed to be de-committed, where financing usage is restrictive and not recyclable to alternate general schemes, to be brought back for Cabinet endorsement once scheme, need and cost has been reviewed	Funding aspect
Children & Young People Select Portfolio								
New Monmouth Comp – 21c Schools	511,000	0	2,740,000	2,229,000	2,229,000			
New Caldicot Comp – 21c Schools	478,000	0	3,211,000	2,733,000	2,733,000			
ESR: Access For All	27,380	127,380	177,380	150,000	14,000	136,000		£14k of ESR receipts. General element recyclable
New School Caldicot Green Lane Site	25,000	50,000	50,000	25,000	25,000			
New Thomwell Primary	656,782	598,037	690,037	33,255	33,255			
Monmouth Comp – 21C Feasibility	426,133	839,133	839,133	413,000	413,000			
Caldicot Comp – 21C feasibility	463,063	863,063	863,063	400,000	400,000			
Economy & Development Select Portfolio								
Brewery Yard Development	10,000	12,500	12,500	2,500	2,500			
Replacement Cattle Market	28,325	226,325	226,325	198,000	198,000			
Caerwent House, Major Repairs	0	300,000	300,000	300,000	300,000	0		Self financing CPO
Rural Development Plan for Wales	0	6,430	6,430	16,181		16,181		This usage of slippage is not strictly in the conditions of the RDP grants but is MCC funded so could be recycled

	Annual Forecast	Approved Slippage B/F	Total Approved Budget	Provisional Slippage identified by managers	Recommended Slippage	Budgets proposed to be de-committed to provide headroom for Cabinet to consider alternate priorities	Budgets proposed to be de-committed, where financing usage is restrictive and not recyclable to alternate general schemes, to be brought back for Cabinet endorsement once scheme, need and cost has been reviewed	Funding aspect
Stronger Communities Select Portfolio								
Proposed New Abergavenny Library	0	3,433,302	3,433,302	0	0			
County Farms Fixed Asset Disposal Costs	7,600	20,899	20,899	7,000	7,000			
Non County Farms Fixed Asset Disposal Costs	60,781	224,116	394,116	335,335	335,335			
Access For All	203,605	223,619	473,619	270,014	70,014	200,000		MCC funding
lfton Common Sewerage Treatment Plant	0	10,070	10,070	10,070	10,070			
Area Management (Combined)	15,000	15,725	35,725	20,725	20,725			
Cemeteries Investigations	953	15,907	15,907	14,954		14,954		MCC funding
PV Scheme - Usk Primary	0	29,334	29,334	29,334	29,334	0		This is borrowing taken out for specific schemes. Interest/mrp on borrowing is paid for by service from income from panels when in use. Can not be taken for other scheme. If scheme could not go ahead this would have to be removed from program and budget vired back to service.
Car Park Granville St & Wyebridge St	0	200,000	200,000	200,000	200,000	0		This comes from Invest to redesign reserve - as Cabinet report 27/9/2012 so would have to go back to that reserve if not spent. (Although could then reuse reserve)
Signing Upgrades And Disabled Facilities	0	51,250	91,738	91,738		91,738		MCC funding
Implementation & Review Of TRO's	0	10,250	18,348	18,348		18,348		MCC funding
Parking Studies	0	31,779	39,877	39,877		39,877		MCC funding
Structural Repairs - PROW	24,755	52,336	92,820	68,065	68,065			
Accessibility Enhancements	3,729	72,643	72,643	68,914		68,914		MCC funding
CRM	40,000	146,652	146,652	106,652		0	106,652	IT reserve funded
Highways Asset Management & Road	12,176	50,089	50,089	37,913	37,913			
Replace MCC Central Storage Devices(Net App Servers)	0	49,299	49,299	49,299		0	49,299	IT reserve funded
Purchase of Sharepoint and Active Directory Licences	0	38,737	38,737	38,737		0	38,737	IT reserve funded
Imp. Physical & Virtual Access-Museums Collections	20,125	44,480	44,480	24,355	24,355			
Internet / Intranet Functionality	680	40,104	40,104	39,424	39,424			
Low Cost Home Ownership	52,000	60,000	60,000	8,000	8,000			
County Farms Maintenance & Reinvestment	324,445	236,877	441,603	100,000	100,000			

	Annual Forecast	Approved Slippage B/F	Total Approved Budget	Provisional Slippage identified by managers	Recommended Slippage	Budgets proposed to be de-committed to provide headroom for Cabinet to consider alternate priorities	Budgets proposed to be de-committed, where financing usage is restrictive and not recyclable to alternate general schemes, to be brought back for Cabinet endorsement once scheme, need and cost has been reviewed	Funding aspect
Magor & Undy Community Hall	0	49,846	32,346	32,346	32,346	0	0	S106
Multi Use Games Area Bayfield Open Space	0	70,470	70,470	70,470	70,470	0	0	S106
S106 – Recreation Croesonen	0	40,000	40,000	40,000	40,000	0	0	S106
S106 - Llanfoist and Llanwenarth Ultra	23,000	141,052	141,052	118,052	118,052			
S106 – Church Road Caldicot – Offsite Rec	32,494	70,619	70,619	38,125	38,125			
S106 - Pedestrian Improvement RE Land off Sudbrook Road	0	28,334	28,334	28,334	28,334			
S106 - Croesonen Infants Site, Abergavenny	0	23,374	23,374	23,374	23,374	0	0	S106
S106 – Combined 3 Monmouth Developments	129,250	0	439,574	310,324	310,324			
Slippage excluding Property Services	3,576,276	8,504,031	15,760,999	8,739,715	7,959,015	586,012	194,688	
Property Services Maintenance								
Stronger Communities Select Portfolio								
Penyrhiw - improvements to treatment plant	0	62,335	62,335	62,335		62,335		MCC funding
Passenger Transport - Repair path & resurface yard	0	0	6,810	6,810		6,810		MCC funding
Various - Safety Glazing film works	23,876	0	28,375	4,499	4,499			
Chepstow LC - repair/repl timber cladding to sports hall	0	0	11,350	11,350		11,350		MCC funding
Slaughterhouse Arches - Continue Stonework repairs & repointing	350	0	28,375	28,025	28,025			
Abergavenny LC - Replace CHP Plant	0	0	79,450	79,450		79,450		MCC funding
Chepstow LC - Replace CHP plant, Flues. Heat curtain to entrance	2,153	0	96,475	94,322	94,322			
Property Services								
Thornwell Primary - Re-render panels	188	25,000	25,000	24,812		24,812		MCC funding
Trellech Primary - install biomass boiler	5,970	0	79,450	73,480	73,480	0		MCC funding
Property Services explicit slippage	32,537	87,335	417,620	385,083	200,326	184,757	0	
TOTAL	3,608,813	8,591,366	16,178,619	9,124,798	8,159,341	770,769	194,688	

Indicative Major Capital Pressures
Appendix 2

Strong Communities Select Committee Portfolio Position Statement
Appendix 3
Position Statement and Prospective Scrutiny Points

1. Capital Outturn Forecast

1.1 The capital budget has been revised to £8,487,000 from £10,037,000. 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 again into 2015-16). The budget has been increased between October and December by £120,000 on the previous revisions reported of £899,000 but does also reflect the proposed realignment (subject to separate report) of Abergavenny Library resource to future years. These latest revisions comprise

	£'000
Monmouth Development Sc106	106
Additional Road Traffic Capital Grant to supplement works	34
Reduction in property maintenance (virements to other Select areas, nil effect overall)	(20)
Total	120

1.2 The budget exhibits a net reduction since month 6 due to the net increase in slippage being higher than increase in revisions. Slippage is proposed to increase by £1,671,000 to £5,960,000 and comprises

	Month 9 £'000	Month 6 £'000
Abergavenny Library (subject to separate report concerning decommitment)	0	3,433
Fixed asset disposal	342	146
Access for all scheme	270	120
Infrastructure repairs	287	30
IT systems	297	92
Section 106 schemes	661	468
Development Schemes	75	
Granville St & Weybridge St Car Parks	200	
County Farms maintenance	100	
Low cost home ownership	8	
Property maintenance	287	
Total	2,527	4,289

1.3 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 9 it had incurred only £4,493,000. As communicated previously during quarterly monitoring this wouldn't normally be a profile that would indicate full spending by the end of the year, a symptom of which being the need to report increasing slippage as the year progresses.

1.4 The outturn forecast exhibits a net underspend of £168,000, however £207,000 of this relates to a transport grant scheme not progressing which was highlighted at month 6 and for which we will need to repay WG grant so there isn't a saving that can be offset against other schemes in reality. So the more transparent position is an overspend of £39,000,

predominantly the effect of overspends to 3g project and related drainage works in vicinity which exhibits a combined pressure of £83,000, which will be subject to a separate report to March Cabinet committee. There are some other minor overspends caused largely by retentions being larger than remaining budget for a minority of schemes which have been offset by savings in IT scheme spend (£34,000), fixed asset disposal costs (£4,000), county farms maintenance (£17,000) and property maintenance (£4,000).

2. **Supporting Financial Monitoring Workbooks (ctrl click to access)**

[Capital monitoring Qtr 2](#)

Economy & Development Select Committee Portfolio
Appendix 4
Position Statement and Prospective Scrutiny Points

1. Capital Outturn Forecast

- 1.1 The capital budget for the year is £297,000, a reduction on £732,000 budget reported at month 6, caused by £517,000 slippage reported by managers which wasn't evident at month 6. The original budget was made up predominantly from slippage brought forward from 2013-14 and £82,000 worth of in year revisions reported previously in respect legal costs incurred in relation to abergavenny regeneration. These costs have increased by a further £57,000 since month 6. The Council has successfully defended the claim and officers are considering whether, and to what extent such costs could be transferrable to the plaintiff.
- 1.2 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 9 it had incurred only £195,000, and only £2,000 related to the cattle market. As communicated previously during quarterly monitoring this wouldn't normally be a profile that would indicate full spending by the end of the year, a symptom of which being the need for managers to report increasing slippage as the year progresses.

The £517,000 slippage relates to

	Month 9 £'000	Month 6 £'000
Cattle market	198	
Brewery Yard retentions	3	
Caerwent House	300	
Regional development plan work	16	
Total	517	

2. Supporting Financial Monitoring Workbooks (ctrl click to access)

[Capital monitoring Qtr 2](#)

Adult Select Committee Portfolio

Appendix 5

Position Statement and Prospective Scrutiny Points

1. Capital Outturn Forecast

- 1.1 The capital budget for the year is £273,000. There was no slippage from 2013-14, and is predominantly relates to upfront funding of Swift software replacement of £200,000 which will ultimately be funded from IT licence revenue savings within SCH.
- 1.2 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 9 it has incurred £155,000 cost. Managers forecast an outturn spend that exhibits negligible variance to the budget.

2. Supporting Financial Monitoring Workbooks (ctrl click to access)

[Capital monitoring Qtr 2](#)

1. Capital Outturn Forecast

- 1.1 The capital budget for the year is £7,008,000, a reduction on £12,252,000 reported at month 6. This was made up of £4,044,000 2014/15 allocation and £3,067,000 slippage from 2013/14 and revisions of £5,978,000 (an increase of £6,000 on month 6 levels and due to property maintenance virements).
- 1.2 The budget exhibits a net reduction since month 6 due to the net increase in slippage being higher than increase in revisions. Slippage is proposed to increase by £1,299,000 to £6,081,000 and comprises

	Month 9 £'000	Month 6 £'000
21 c schools feasibility	813	751
21 c schools build	4,962	3,951
Access for all scheme	150	80
Thornwell school works	33	
Green Lane school works	25	
Property maintenance	98	
Total	6,081	4,782

- 1.3 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 9 it had incurred only net £3,571,000. 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 accords with reduced budget but this still necessitates a spend of £3,435,000 in the last 3 months of the year.

2. Supporting Financial Monitoring Workbooks (ctrl click to access)

[Capital monitoring Qtr 2](#)

Appendix 2a - Major Capital Pressures

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

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

Appendix 2b - Issues List			
Area	Background	Forecast Cost if known	Recommendation
Community Hub	The revenue budget proposal to create community hubs will require capital investment to ensure the Hubs have appropriate accommodation in Caldicot by creating the Hub in the Library, in Chepstow by creating the Hub in the existing building, in Monmouth by creating the Hub in the Market Hall or Rolls Hall and in Usk by creating a Hub in the building with the Youth Service. It is assumed that the proposal in Abergavenny will be funded from the capital already allocated to the library.	300,000	Being included in Capital Budget for 2015/16
Monmouth Pool	Monmouth Pool – Recent report indicated options for members. Preference was to replace the pool, with a 4 lane 25 metre pool, subject to finalisation of budget costs and funding streams linked to 21st century schools	4,000,000	Requires business case to establish funding
Cycle track	The site at Gilwern wasn't suitable due to ecology issues in the national park and the need to use flood lights etc. Alternative sites will be considered if appropriate. Gilwern report 6/11/13 - was for £150k from Sports Wales, £120k S106 funding, £50k from Leisure budget and £150k Invest to save.	0	Requires business case to establish funding
Energy Efficiency schemes	Solar farm project requires member and Planning support - estimate Nov 14 Cabinet – proposal to be funded initially from borrowing (£5.7m cost), but ultimately self financing from feed in tariff to provide net saving in time.	0	Requires business case to establish funding
Accommodation rationalisation including J block	Rationalisation of property portfolio to include remodelling of J Block, Usk - Lease extension to Coleg Gwent until Dec 2016. Once building empty, 9 month refurbishment before move in (sep 17) which will require capital investment.	0	Need to establish cost for consideration in 2016/17 capital budget
Car parking strategy – Rockfield road £250k	Cabinet report 3/9/14 - proposed that a report go to Council to invest capital budget to include Rockfield Road £250,000 subject to final agreement of charging policy	250,000	Subject to final agreement on charging policy
Outdoor education strategy	A review of the service is ongoing looking at increasing revenue opportunities and also if the current three site approach is suitable for future delivery. If the conclusion of the report is close a facility, capital money will be required to develop facilities on remaining sites. The review is at an early stage. If combined 3 buildings into one, could free up a site and maybe generate a capital receipt; Will have completed review by Dec 14 ;	0	Review to take place

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

People Strategy	A revised People and Organisational Development Strategy has been taken through Cabinet. There is some work to do on our HR systems and processes. From this it is envisaged that there may well be investment needs that are required which of course would feed through Digital Board.	0	Requires business case to establish funding
Children's Services Contact centres	Capital required for adaptation of buildings for occupation.	0	Being completed in 2014/15
Sewerage treatment plan	Shirenewton sewerage treatment plant - Estimate increased from £50k to £75k. Last service /inspection report received in Sept 2014 stated 'very poor general condition and system in desperate need of replacement'.	75,000	To be managed within the current allocation in the budget
Sewerage treatment plan	Penyrhiw, Llanwenarth Citra sewerage treatment plant – is being reactively managed and remedially repaired, but is well past economic repair.	75,000	
Sewerage treatment plan	Itton Common Sewerage treatment plant - There is currently £10k in the capital programme but anticipated cost of works suggests a requirement for an additional £15k due to the need to acquire an additional area of land.	25,000	
Countryside	Llanfoist Bridge - The failure of the stone blockwork on the River Usk by Llanfoist bridge in Castle Meadows, Abergavenny – This continues to get worse and whilst we occasionally fill the resulting voids as it slumps it will eventually fail more fundamentally probably associated with a major flooding event. Given its the likely site for the Eisteddfod this is becoming a much higher corporate risk.	50,000	Capital allocation for countryside to be increased from ££40k to £70k. An additional £30k included in 2015/16 capital budget
Countryside	Current Rights of Way issues (Whitebrook byway) - Engineering assessments have been completed on landslip / collapse of byway at Whitebrook, estimated cost of repairs in the region of £70-£80k.	75,000	
Countryside	Current Rights of Way issues (Wye and Usk Valley Walks) - Engineering assessments have been completed on river erosion / landslips on the Wye and Usk Valley Walks. [Monmouth Viaduct] (Wye Valley Walk) £23,925, [Clytha] (Usk Valley Walk) £46,725, [Coed Y Prior] (Usk Valley Walk) £9,900, site investigations/design £5,500	86,000	
Countryside	Current Rights of Way issues (Closed Dangerous Bridges) - part of the wider rights of way bridges pressure (see major pressures) but specifically relating to those bridges in such poor condition that they have been legally closed on health and safety grounds	29,000	
Leisure	Monmouth Sportsground - The Monmouth Sports Pavilion is part of the land leased to the Monmouth Sports Association. The drain was diverted direct into the River Monnow when the second Monnow Bridge was constructed. However this needs to be reviewed to ensure it complies with all requirements. Capital costs are likely to be £10,000 for the sewer re-routing and connection works plus fees, the cost of a Section 104 Agreement with Welsh Water (DCWW) and the cost of adopting the sewer	25,000	£25k capital funding being included in 2015/16 to comply with all requirements

	connection once the work is completed.		
Property services	Radon Gas Surveys	30,000	Revenue cost
Property services	Tree Risk Assessments	30,000	Revenue cost
Countryside	Caldicot Castle - Kitchen Modifications (£40k) to bring up to date and comply with environmental health requirements and to allow banquets to take place and provide additional income to the castle. Consolidation of fire and security alarms (£20k)	60,000	£40k capital investment being included in 2015/16 to achieve the increase income targets in the revenue budget
Property services	School Kitchen H&S Works - Gas safe interlock valves are now required to all school kitchens to comply with Gas safe regulations. Also required to these kitchens are replacement cookers as some of the units present do not have gas flame safety devices	36,000	Being funded through property planned maintenance allocation
Leisure	Caldicot 3G pitch - Unanticipated ground conditions, electrical connection capacity and retention of original pitch by school are anticipated to increase costs.	55,000	Being addressed in 2014/15

The “Equality Initial Challenge”

Name: Mark Howcroft Service area: Central Finance Date completed: 12 th February 2015		Please give a brief description of what you are aiming to do. This proposal seeks to evaluate the effect of decommitting slippage sums totaling £771,000, and reversions to IT funds of £195,000	
Protected characteristic	Potential Negative impact Please give details	Potential Neutral impact Please give details	Potential Positive Impact Please give details
Age		Neutral	
Disability		<p>Certain schemes pertain to accessibility initiatives. These schemes tend to be generic in nature to be available during the year as the need arises.</p> <p>There is no perceived disadvantage as the resources have remained unused, and where there was activity it has been insufficient even to utilize the in year allocation, so slippage at the end of the year is actually greater than brought forward.</p> <p>Undertaking this housekeeping will allow the capital programme projects to remain at realistic levels and encourage timely spending.</p> <p>The proposal is designed to allow Members a degree of flexibility to consider evolving capital priorities, and it may be that these have a protected characteristic to it, but there is nothing precluding schemes from being refreshed and volunteered for re-introduction by</p>	

		service managers.	
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 negative Impacts .	How do you propose to MITIGATE these negative impacts
➤	➤
➤	➤
➤	➤
➤	➤

Signed Mark Howcroft Designation Assistant Head of Finance (Deputy S151 Officer)

Dated 12th February 2015

EQUALITY IMPACT ASSESSMENT FORM

What are you impact assessing	Service area
Consideration of 2014-15 slippage	Central Finance
Policy author / service lead	Name of assessor and date
Mark Howcroft	M. Howcroft, 12/2/15

1. What are you proposing to do?

To review slippage levels volunteered by service managers

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

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

3. Please give details of the negative impact

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

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

Signed **M Howcroft...** **Designation...Asst Head of Finance (Deputy S151 officer)** **Dated** **12/2/15**

The “Sustainability Challenge”

Name of the Officer completing “the Sustainability challenge” Mark Howcroft		Please give a brief description of the aims proposed policy or service reconfiguration Review of slippage proposed by service managers at mth 9.	
Name of the Division or service area Central Finance		Date “Challenge” form completed 12/2/15	
Aspect of sustainability affected	Negative impact Please give details	Neutral impact Please give details	Positive Impact Please give details
PEOPLE			
Ensure that more people have access to healthy food		No effect	
Improve housing quality and provision		No effect	
Reduce ill health and improve healthcare provision		No effect	
Promote independence		No effect	
Encourage community participation/action and voluntary work		No effect	
Targets socially excluded		No effect	

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

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

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

The next steps

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

N/A

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

N/A

Signed

M. Howcroft

Dated

12/2/15

REPORT

SUBJECT	REVENUE MONITORING 2014/15 MONTH 9 OUTTURN FORECAST STATEMENT
DIRECTORATE	Chief Executive's Unit
MEETING	Strong Communities Select
DATE	12th March 2015
DIVISIONS/WARD AFFECTED	All Authority

1. PURPOSE

- 1.1 The purpose of this report is to provide Members with information on the forecast revenue outturn position of the Authority at the end of month 9 for the 2014/15 financial year. Revenue forecasting is being brought forward by a month against the usual timescale. Capital monitoring will be reporting against that usual timescale.
- 1.2 It also seeks to provide summary performance indicator information alongside financial data to allow Members a better opportunity to consider how services are provided and whether resources are being utilised efficiently.

2. RECOMMENDATION

- 2.1 That Members consider the position concerning 3rd quarter revenue monitoring (£144,000 deficit) and seek assurance of the action Chief Officers are taking to address the over spends in their service areas.
- 2.2 A caveated use of reserves is sought in relation to redundancy costs incurred by services this year totalling £545,000, whilst services will continue to find compensatory savings additional to the mandates to mitigate the net cost pressure by end of financial year.
- 2.3 That Members reflect upon the internal performance management information included alongside traditional financial data to consider whether it assists them in providing a better link between inputs and outputs and allows them to better consider whether resources are being economically and efficiently utilised.

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

Table 1: Draft Council Fund Outturn 2014/15 – Summary Total Net Expenditure Position at Month 9	Appendix	Annual Forecast at Month 9	Annual Budget @ Month 6	Revisions since month 6	Annual Budget @ Month 9	Forecast Over/(Under) Spend at Month 9	Comparative Forecast Over/(Under) Spend at Month 6	Comparative Forecast Over/(Under) Spend at Month 3
		£'000	£'000	£'000	£'000	£'000	£'000	£'000
Social Care & Health	4&5	37,865	36,604		36,604	1,261	797	613
Children & Young People	5	52,243	52,302	(152)	52,150	93	45	26
Enterprise	3	10,212	10,285	(205)	10,080	132	55	232
Operations	2	17,964	17,857	4	17,861	103	182	385
Chief Executives Unit	2	6,991	7,376		7,376	(385)	(208)	(133)
Corporate Costs & Levies	2	17,758	17,941		17,941	(183)	(116)	(94)
Net Cost of Services		143,033	142,365	(353)	142,012	1,021	755	1,029
Attributable Costs – Fixed Asset Disposal	2	132	224		224	(92)	(47)	1
Interest & Investment Income	2	(88)	(29)		(29)	(59)	(58)	(48)
Interest Payable & Similar Charges	2	3,532	3,773		3,773	(241)	(235)	(231)
Charges Required Under Regulation	2	5,575	5,610		5,610	(35)	(35)	(35)
Capital Expenditure Financed from Revenue		16	16		16	0	0	0
Contributions to Reserves	2	275	70	204	274	1	2	5
Contributions from Reserves	2	(2,163)	(2,700)	353	(2,347)	184	382	0
Amounts to be met from Government Grants and Local Taxation		150,312	149,329	204	149,533	779	764	721
General Government Grants	2	(69,544)	(69,340)	(204)	(69,544)	0	0	0
Non-Domestic Rates	2	(28,984)	(28,984)		(28,984)	0	0	0
Council Tax	2	(57,169)	(56,780)		(56,780)	(389)	(415)	(348)
Council Tax Benefits Support	2	5,825	6,071		6,071	(246)	(233)	(154)
Council Fund (Surplus)/Deficit		440	296	0	296	144	116	219
Budgeted contribution from Council Fund		(296)	(296)		(296)	0	0	0
		144	0	0	0	144	116	219

3.1.3 The bottom line situation, a £144,000 potential overspend, has continued to be mitigated significantly by anticipated net Council Tax receipts and favourable treasury considerations. The net cost of services pressure of £1,021,000, simplistically indicates a worsening of £266,000 since month 6, predominantly reflective of net Children's Services challenges within the Social Care budget which has evidenced pressures totalling £475,000 since month 6 report.

3.1.4 There are costs, such as redundancy payments, that aren't generally a budgeted expense. Such costs will, during quarterly monitoring, appear as an overspend in comparison to the annual budget. Specifically with regard to redundancy payments, the traditional expectation is that services bear such costs, that they are mitigated where possible through the year, and for any net balance to be considered and borne through a use of reserves during the outturn process. This is a little different for schools where instead a resource of

£300,000 is provided for by CYP, with schools only bearing any costs above that level. Currently school redundancy costs amount to £391,000, of which schools have borne £91,000.

3.1.5 The forecast costs included within the monitoring associated with redundancy payments for the rest of the Council amount to ,

Directorate	Amount £'000
Children & Young People	7
Social Care & Health	0
Enterprise	113
Operations	378
Chief Executives Office	47
Total	545

3.1.6 Given the relationship with service re-engineering and savings mandates, and an appreciation that it is often difficult for managers to predict such costs with certainty at the outset without prejudging interview processes and redeployment opportunities, it is proposed to include this analysis as a standing item in future reports.

3.1.7 Also given the significance of such costs, and whilst services continue to bear and mitigate in first instance, it is prudent to seek a caveated use of reserves to apply to any unmitigated costs included in the table 3.1.5 where necessary at the end of the year.

3.1.8 Given the financial challenges that will continue to face the Authority for the foreseeable future, Chief Officers continue to be tasked with ensuring that services live within the budgets and savings targets set for the current financial year. Monitoring reports will seek to contain the information on what is being done to manage the overspends identified and the positive action that is required to ensure that the budget is not breached.

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

Service area	Indicative Forecast Position exclusive of savings not yet achieved	2014-15 savings not yet made	Forecast Position net of savings not achieved	Headline Cause
	Red=Adverse Green = Favourable		Red=Adverse Green = Favourable	
	£'000	£'000	£'000	
Social Care & Health (SCH)				
Children's Services	1,188	32	1,220 (worsening of 475)	Looked after children activity and additional team and conveyance of client costs
Adult Services	-70	111	41 (improvement of 11)	Most notably historic Monnow Vale partnership cost apportionments and residential care costs exceeding recovery due to means testing considerations
Sub Total SCH	1,118	143	1,261	

Children and Young People (CYP)				
Standards	-17	0	-17 (improvement of 267)	Reduction in shortfall on income targets, but mainly reduced costs involved in out of county placement and additional income from other Councils using MCC services plus reserve funding of £104k has been allowed subsequent to month 6 report to cover cost of winding up school library
Individual schools budget	54	0	54 (worsening of 279)	Budget included anticipated reserve funding, month 6 recommendation sought to increase transparency and defer both expenditure budget and reserve financing to 2015-16
Resources and Performance	30	53	83 (worsening of 38)	Effect of Recovery Board and tribunal costs, unbudgeted IT migration costs, and reduction in SEG grant in year impacting adversely upon the level of grant administration costs that are recoverable
Youth Services	-28	0	-28 (improvement of 3)	Additional income and reduced transport costs
Sub Total CYP	39	53	92	
Enterprise (ENT)				
Community Led Delivery	47	0	47 (improvement of 23)	Net effect of restructure changes not fully implemented within Libraries and new agreement between Community Education and Coleg Gwent not according with original budget
Commercial & People Development	-57	23	-34 (improvement of 17)	Reduced shortfall in savings target presumed on SRS, in house reduced IT costs, reduced HR and training costs
Tourism, Life & Culture	115	37	152 (worsening of 51)	Continued pressure in tourism services, and in particular Caldicot Castle, together with net costs of cycling initiatives. The service is looking at ways to release additional revenue headroom elsewhere in the Directorate through capital recharging to mitigate the consequence where possible.

Development Plans	-33	0	-33 (worsening of 67)	
Sub Total ENT	72	60	132	
Operations (OPS)				
Highways	-489	116	-373 (improvement of 73)	Extra agency income
Property	-56	89	33 (worsening of 44)	Schools meals service transfer from CYP with significant pressure, main improvement in schools cleaning area caused by removing unbudgetted contract consultancy costs
Home to school transport	319	40	359 (worsening of 88)	Past budget saving reviews of home to school and SEN haven't taken place. Overspends are in Council provided transport, mainly employee and transport maintenance costs. External transport provider costs tenders are anticipated to provide net savings to compensate for Council's SEN transport overspend. A bad debt assumption has been made in respect of historic debts of £50,000
Transport	94		94 (improvement of 35)	Predominantly car parking income deficit
Waste	20		20 (improvement of 85)	Net effect of redundancy costs anticipated from restructure of the service. Prospective MRF contract concerns have re materialised from month 3 but are not quantified in forecasting.
Raglan training	70		70 (worsening of 20)	Mixture of redundancy costs, additional training costs and reduced income anticipated
Grounds	-100		-100 (static)	Additional income
Sub Total OPS	-142	245	103	

Regulation & Central Support Services				
Chief Executives Office (CEO)	-384	0	-384 (improvement of 176)	Staff savings and increased income predictions in democratic services. Savings in audit and revenues team costs and housing benefit administration below budget levels
Corporate (CORP)	-183	0	-183 (improvement of 68)	Predominantly an underspend on external audit fees and small saving in precepts exhibited at mth 6, plus the saving effect from minor revisions in insurance cover
Sub Total Regulatory Services	-567	0	-567	
Total – Net Cost of Services	520	501	1,021	Net overspend position is £1,021,000 on net cost of services

3.1.10 More detailed monitoring information together with a narrative of more significant variance over £25,000 is provided in the Select Appendices 2 to 5.

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 outturn forecast Schools' balances position based on month 9 projections.

Draft Council Fund Outturn 2014/15 – Summary Forecast Year-end School Balances Position at Month 9	Opening Reserves (Surplus)/ Deficit 14-15	In year forecast at Month 6 (Surplus)/ Deficit	Difference reported from Month 9 to Month 6 (Surplus)/ Deficit	In year forecast at Month 9 (Surplus)/ Deficit	Anticipated Reserves to be carried forward to 2015-16 (Surplus)/ Deficit
	£'000	£'000	£'000	£'000	£'000
Clusters					
Abergavenny	(285)	249	(77)	173	(112)
Caldicot	(242)	103	(36)	67	(175)
Chepstow	(14)	266	(11)	255	241
Monmouth	(394)	72	(15)	57	(337)
Special	(54)	11	53	65	10
	(988)	700	(85)	616	(372)

3.2.2 School balances at the beginning of the financial year amounted to £988,000 credit. The draw upon balances has been identified as being £616,000 resulting in closing school balances budgeted to be £372,000 credit, and an improvement of £84,000 on month 6 position, this is despite in year WG improvement grant reductions and net £91,000 redundancy costs borne by schools.

- 3.2.3 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 £385,000 by the end of year, a worsening of £10,000 on month 6 reported position. The school has prepared a draft recovery plan which has been endorsed by Governors, which is currently being analysed by Council with a view to being agreed. This level of deficit balance remains a risk to the Council going forward in the interim.
- 3.2.4 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 are all forecast to improve their deficit balance position by the end of the year. Ysgol Gymraeg Y Ffin is predicting to come out of deficit by the end of the year
- 3.2.5. Of concern, King Henry Comprehensive and Mounton House are anticipated to move into deficit by the end of year.
- 3.2.6 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	(372)

- 3.2.7 There has been a significant reliance on reserve balances to supplement school spending plans in the last 2 years, and limited indication of significant replenishment. 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.
- 3.28 Further information on Schools is provided in Children & Young People Select appendix 5.

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 9						
DIRECTORATE	Saving included in 2014/15 Budget £'000	Savings achieved month 6 £'000	Savings achieved month 9 £'000	% progress in achieving savings	Delayed savings £'000	Savings not achievable £'000
Children & Young People	722	669	669	93%	0	53
Social Care & Health	1,030	877	887	86%	0	143
Enterprise	1,366	1,025	1,306	96%	0	60
Operations	1,412	1,007	1,167	83%	176	69
Chief Executive's	923	923	923	100%	0	0
Total Budgeted Service Savings 2014-15	5,453	4,501	4,952		176	325

3.3.2 There wasn't a great deal of change evident between quarter 1 and 2 report. Conversely at month 9, managers report an improvement in progress of circa £450,000. Part of this progress reflects the approval by Cabinet at month 6 to accept alternate savings.

3.3.3 The savings appendix also indicates a risk score as to whether savings are likely to be achieved or otherwise. The following savings mandates are still reported to be high or medium risk.

Operations (OPS)

- School meals -increase price, market and expand service – none of saving anticipated has materialised (£69,000).
- Transfer of facilities to other providers – engagement and consultation means £20,000 is reported as delayed saving
- Transport review and fleet rationalisation, £40,000 short of mandate requirements
- Highways – review of management arrangements are anticipated to exhibit a shortfall in savings of £116,000 against £405,000 originally reported

Enterprise (ENT)

- Museums, Shirehall & Castles and Tourism – the Tourism aspects exhibit a £37,000 shortfall
- SRS savings exhibit a £23,000, as original intention to divest a building haven't occurred, the service is seeking alternate staffing savings to compensate

Children and Young People (CYP)

- 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 still below the 1,450 target introducing a £16,000 shortfall, although exhibit a reported improvement on month 6
- SCH children's staff restructuring – Re-introduction of a 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 £15,000 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.

4 REASONS

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

5 RESOURCE IMPLICATIONS

5.1 As contained in the report.

6 EQUALITY AND SUSTAINABLE DEVELOPMENT IMPLICATIONS

6.1 The decisions highlighted in this report have no equality and sustainability implications per se.

7 SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

7.1 The decisions highlighted in this report have no safeguarding or corporate parenting implications per se, although monitoring does cover a commentary about Childrens Services as part of holistic reporting..

8 CONSULTTEES

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

9 BACKGROUND PAPERS

9.1 Month 9 monitoring reports, as per the hyperlinks provided in the Select Appendices

10 AUTHORS

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11 CONTACT DETAILS

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Appendices

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

2014/15 Budgeted Service Savings Mandates Progress at Month 9

DIRECTORATE	Saving included in 2014/15 Budget £'000	Savings achieved month 6 £'000	Savings achieved month 9 £'000	% progress in achieving savings	Delayed savings £'000	Savings not achievable £'000
Children & Young People	722	669	669	93%	0	53
Social Care & Health	1,030	877	887	86%	0	143
Enterprise	1,366	1,025	1,306	96%	0	60
Operations	1,412	1,007	1,167	83%	176	69
Chief Executive's	923	923	923	100%	0	0
Total Budgeted Service Savings 2014-15	5,453	4,501	4,952		176	325

2014/15 Budgeted Service Savings Mandates Progress at Month 9

CHILDREN & YOUNG PEOPLE							
Budget proposals 2014/15	Narrative	Saving included in 2014/15 Budget £'000	Value of Saving Forecast at Month 9 £'000	Delayed savings £000s	Savings not achievable £000s	Assessment of progress as at Month 9	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	30	0	0	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
School Music service - reduction in subsidy	Total MCC contribution to schools music service is £260k, exploration of alternative models to reduce the subsidy required	50	50		0	Saving achieved, working with the service to achieve future savings identified within the budget mandate.	Low
Review of additional payments	Target a 10% reduction in additional payments made eg overtime, standby etc	31	15	0	16	Given current pressures we are not able to achieve anymore of this saving.	High
		722	669	0	53		

2014/15 Budgeted Savings progress at Month 9

SOCIAL CARE & HEALTH							
Budget proposals 2014/15	Narrative	Saving included in 2014/15 Budget £'000	Value of Saving Forecast at Month 9 £'000	Delayed savings £000s	Savings not achievable £000s	Assessment of progress as at Month 9	Risk of current forecast saving NOT being achieved (High / Medium / Low)
Community meals increase take-up	Mainly about increasing customer base	30	14	0	16	Weekly sales are 1,300, 150 below target.	High
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	100	100	0	0		Low
Practice change - reduction in flexible budget/contingency	Working with individuals, families and communities to find sustainable solutions	277	277	0	0		Low
Redesign day provision in line with My Day/My Life	Reconfiguring day provision for people with Learning disability	160	160	0	0		Low
SCH restructuring: Direct care (£89k), Children's/Adults teams (£50k), Commissioning team (£31k)	Staffing efficiencies	163	163	0	0		Low

SCH Transition project staff transfer to Bright New Futures	Combining our initiative with Bright new futures to establish a shared service model	14	14	0	0		Low
Review of additional payments	Target a 10% reduction in additional payments made eg overtime, standby etc	95	0	0	95	Work not undertaken corporately on issues such as reviewing bank holidays.	High
Sustaining Independent Lives in the community	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
TOTAL ADULTS SELECT		962	851	0	111		

CHILDREN & YOUNG PEOPLE SELECT

SCH children's staff restructuring	Rationalising service delivery within children's services	68	36	0	32	Due to Dr Paul Thomas one of the two posts was reinstated, but mandate and/or additional funding not adjusted for.	High
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1,030	887	0	143
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2014/15 Budgeted Service Savings Mandates Progress at Month 9

ENTERPRISE							
Budget proposals 2014/15	Narrative	Saving included in 2014/15 Budget £'000	Value of Saving Forecast at Month 9 £'000	Delayed savings £000s	Savings not achievable £000s	Assessment of progress as at Month 9	Risk of current forecast saving NOT being achieved (High / Medium / Low)
DEVELOPMENT OF LEISURE SERVICES	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
Collaboration on housing services and development of careline services	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
Sustainable energy initiatives	Investing in biomass boilers, solar farms and reduction in Carbon Reduction Commitment budget	133	133		0	Savings achieved	Medium
Museums, Shirehall & Castles and Tourism	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	208		37	Museums are on target to make the full 78k savings at M9. Shirehall are on target to achieve their 33,500 savings. TIC's 77k forecast. 13k not achievable due to ambitious income targets & reduced opening hours, although we have been forecasting the full 90k, at month 09 this doesn't look realistic with three months of the year left. Countryside 36,500 - Castle savings of 24k will not be met. 12,500 within countryside looks as though it will be met, but current underspends are offsetting overspends within the Castle and Old Station. The forecast overspend at M9 for Countryside is 89k.	Museums - Low Shirehall - Low TIC's 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	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
Strategic Property Review (phase 2)	Target to be achieved by the Accommodation working group and reduction in office accommodation, consolidate in Usk	75	75		0	Savings achieved	Low
R & C Staffing restructures	Senior management restructure to include new service groupings and alignments and green space concept	70	70			Achieved	Low
R&C - OSS and libraries - 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	116	116			Savings achieved	Medium
Additional Libraries and communications saving	Libraries driver redundancy and media position deleted	80	80			Achieved	Low
Review of additional payments	Target a 10% reduction in additional payments made eg overtime, standby etc	48	48			Achieved	Low
ICT	Staffing efficiencies, integrate enterprise agreement, reduce supplies and services budget	300	277	0	23	No plans to close Ty Cyd 3 means that savings will not be achieved. Additional CCTV income used in year 1 to purchase additional equipment. Further savings made by vacancies	Medium
Adult Education	Cost reduction through reducing overheads and premises costs	90	90	0	0	Savings through change of courses and reduction in premises costs	Low
Planning, place and enterprise	Increase in income from development plans (part of combined £32k savings)	4	4	0	0	Achieved	Low

1,366	1,306	0	60
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2014/15 Budgeted Service Savings Mandates Progress at Month 9

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 6 £'000	Value of Saving Forecast at Month 9 £'000	Delayed savings £000s	Savings not achievable £000s	Assessment of progress as at Month 9	Risk of current forecast saving NOT being achieved (High / Medium / Low)
OPERATIONS								
School meals -increase price, market and expand service	Increase in school meal to £2.00, currently £1.65 infants and £1.80 junior based on an estimated 397,058 meals	69	0	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
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	13	13	13	0	0	Achieved	Low
Highways - review of management arrangements, gritting schedules, verge maintenance, use of sub contractors	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	289	116	0	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.	High
Street Light savings	Review of turning off street lights at designated times	180	180	180			Achievable	Low

Street scene and pest control	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	195			Achievable	Low
Home to School Transport - fundamental review of policy	Fundamental policy change - £420k - based around nearest school policy. Withdrawal of subsidy for post 16 transport.	47	47	47			These savings should be achievable as no travel grants will be issued to new applicants from sept 14	Low
Facilities - transfer functions to other providers	Engaging with town and community councils, friends clubs to take on service related costs - Linda Vista, Bailey Park, Public Conveniences	100	0	80	20	0	30k of mandate has been found from Town Councils, remaining has been found from additional grounds maintenance income	Medium
Transport review and fleet rationalisation	Increased income from private hire (Passenger Transport Unit), management and staff reduction	105	25	65	40	0	Budget problems within the PTU will require fundamental review of budget.	Medium
Property services and procurement	Staff efficiencies, systems review and procurement savings	115	115	115	0	0	Saving Realised.	Low
Cost neutral waste service	Route optimisation, green waste charges up from £8 to £10 and reduce spend on bags	60	60	60	0	0	Saving Realised	Low
Review of additional payments	Target a 10% reduction in additional payments made eg overtime, standby etc	123	123	123	0	0	£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. All these savings are now forecast to be achieved.	Medium

TOTAL

1,412	1,007	1,167	176	69
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2014/15 Budgeted Service Savings Mandates Progress at Month 9

CHIEF EXECUTIVE'S UNIT							
Budget proposals 2014/15	Savings Proposal Narrative	Saving included in 2014/15 Budget £'000	Value of Saving Forecast at Month 9 £'000	Delayed savings £000s	Savings not achievable £000s	Assessment of progress as at Month 9	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	Achieved	Low
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	Achieved	Low
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	Achieved	Low
Review of additional payments	Target a 10% reduction in additional payments made eg overtime, standby etc	40	40		0	Achieved. In general managers have seen this saving as just a straight cut in budget and have reorganised spend patterns accordingly.	Low
Public protection	Service Reductions in Public Protection Division	89	89		0	Achieved	Low

Legal	Reduction in Legal Services employee hours and Commons and Village Green Inquiries – Inspectors' fees	37	37		0	Split £30k Legal & Land Charges, £7k Emergency Planning	Low
Planning, place and enterprise	Increase in income from building control & development control (part of combined £32k savings)	28	28		0	Achieved	Low
TOTAL		923	923	0	0		

1. Revenue Outturn Forecast

1.1 The combined budget and outturn forecast for this portfolio is,

Service Area	Budget Mth 6	Virements	Budget Mth 9	Forecast Outturn	Variance Mth 9	Variance Mth 6	Variance Mth 3
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Chief Executive's office	7,375		7,375	6,991	(384)	(207)	(133)
Operations	17,857	4	17,861	17,964	103	232	385
Corporate	17,941		17,941	17,758	(183)	(116)	(94)
Appropriations	6,964	558	7,522	7,279	(243)	8	(307)
Financing	(149,032)	(204)	(149,236)	(149,871)	(635)	(648)	(502)
Total	(98,895)	358	(98,537)	(99,879)	(1,342)	(731)	(651)

1.2 The more significant over and underspends are,

	Overspend predicted £'000	Underspend predicted £'000	Cause
Chief Executives Office		384 (176 improvement)	Policy Division net underspend of £23,000 despite £47,000 redundancy costs, reduced cost in Democracy Division (£173,000) and £189,000 savings in Finance division
Operations – Highways		373 (73 improvement)	Predominantly extra highway agency income, supplemented by additional fee income earned in traffic management and traffic & development and reduced costs in highways operations
Operations – Property	33 (44 improvement)		Pressures from schools meals continues (£110,000), cleaning mainly conveniences (£26,000), additional call charges (£30,000) compensated by comparable savings in office services, redundancy costs of £18,000 mitigated by procurement team savings (£54,000) and net accommodation cost savings (£69,000)
Operations – Home to school transport	359 (88 worsening)		Overspends in employee costs £203,000, (includes £7,000 redundancy costs), unachievable staff efficiencies £22,000, fuel and repair £50,000 and reduction in income £32,000 and a provision for historic bad debts recovery of £50,000. Whilst past budget saving reviews of home to school and SEN haven't taken place, the rolling tender of external transporter costs exhibit a compensatory saving.
Operations – Transport	94 (35 improvement)		Predominantly car parking income deficit
Operations – Waste	20 (85 improvement)		Predominantly redundancy costs (£171,000), potential for MRF contractor

			dispute identified at month 3 but discounted at month 6 has been re-introduced (£50,000), compensated by reduction in transfer station expenditure
Training Unit	70 (20 worsening)		Mixture of redundancy costs (£40,000), increasing costs and reduced income predictions
Operations – Grounds		100 (static)	Additional income
Corporate		183 (68 improvement)	Predominantly saving in external audit fees (£87,000) and effect of NNDR revaluation of Council properties £65,000 (compensatory increased costs in Directorates), and insurance negotiation savings (£30,000) on contract extension
Appropriations		243 (252 improvement)	Predominantly net reduction in interest payable (£240,000). Asset sale slippage results in £92,000 savings in disposal costs deferred. £59,000 interest receivable due to higher rolling investment balance than anticipated, and £35,000 reduction in anticipated borrowing repayment costs caused by slippage of previous years capital programme which covers for a further reduced call from reserves of £182,000.
Financing		635 (13 worsening)	Predicted extra Council tax receipts and reduced CT benefits
Total		1,342	

2. 2014-15 Savings Progress

- 2.1 The savings required by 2014-15 budget process, identified in appendix 1, are not fully secured.
- 2.2 Operations savings totalling £1,412,000, £1,167,000 (an increase of £160,000 against that reported at month 6) are anticipated to be made, £176,000 deferred to 2015-16 (an increase of £20,000 on month 6) and £69,000 not achievable (an improvement of £180,000).
- 2.3 As at month 9, Operations Directorate are anticipating an adverse outturn £103,000, as deferred and not achievable savings total £245,000, the service is effectively making adhoc savings of £142,000 to compensate in part for the level of savings that it has reported but has yet to make.
- 2.4 Of Chief Executives savings totalling £923,000, the full extent continues to be reported as delivered.

3. Performance Monitoring

Policy & Engagement	2011/12	2012/13	2013/14	2014/15	Period
Revenue Budget	New service area	New service area	New service area	766,158	
Number of Staff Employed (FTE)	New service area	New service area	New service area	24.45	Q3
The percentage of national PIs improving or at maximum	63	63	70	74	Q2
Percentage Social Media Influence (Klout Score - higher is better)	not available	65	57	58	Q3
The percentage of Outcome Agreement Funding received	100	100	100	100	Q3
The percentage of people who agree that the local authority is good at letting them know how we are performing	not available	41	47	Not available until year-end	n/a
Average sickness days per FTE	New service area	New service area	New service area	0	

3.1 Performance improvement team report that 74% of the available national performance measures are showing improvement, this is a four percentage point improvement on the position in 2013-14.

Democracy & Regulatory Services	2011/12	2012/13	2013/14	2014/15	Period
Revenue Budget	New service area	New service area	New service area	4,445,262	
Number of Staff Employed (FTE)	New service area	New service area	New service area	92.08	Q3
Number of Building Control applications	343	306	306	296	year end forecast
Number of Planning applications received	1083	987	983	634 (by month 6)	Q2
Average days taken to Process Full Plan building control Applications	24	22	22	20	Q2
% High Risk Businesses Liable to Programmed Inspection that were inspected - Trading Standard	87	76	87	57	Q2
% High Risk Businesses Liable to Programmed Inspection that were inspected - Food Hygiene	100	N/A	100	43.7	Q2
% High Risk Businesses Liable to Programmed Inspection that were inspected - Animal Health	83	83	100	38 (by month 6)	Q2
Percentage Planning applications approved	93.6	93.7	93.7	94	Q2
Percentage Food Establishments are 'Broadly Compliant' with Standards	84.34	88.08	91.2	not available until year end	
Average sickness days per FTE	New service area	New service area	New service area	6.09	Forecast

3.2 Generally activity seems consistent with previous year, with the exception of high risk inspections involved with food hygiene and animal health which appear on a straight line projection to be less than equivalent last year.

Finance	2011/12	2012/13	2013/14	2014/15	Period
Revenue Budget for Finance section	-	-	-	2,164,014	
Number of Staff Employed	-	-	-	53.16	Q3
Percentage of council tax due in the financial year received	97.3	97.5	97.9	57.5	Q2
Percentage of new housing benefit claims decided within 14 days	83	87	94	98	Q3
Percentage of planned internal audits completed	82	74	62	41	Q2
Percentage of invoices paid within 30 days	79	83	87	86	Q2
Average sickness days per FTE	-	-	-	5.49	Forecast

3.3 More housing benefit claim decisions are being made within 14 day period. A similar percentage of invoices are being paid within 30 days between current and previous year. Planned audit activity reporting is ahead of equivalent activity in 2013-14, on a straight line basis. Council tax collection is marginally behind equivalent month 6 activity for 2013-14(which was 59%). The difference is attributable to a greater proportion taking up 12 month instalment payments rather than the traditional 10 month.

Operations	2011/12	2012/13	2013/14	2014/15	Period
Revenue Budget	New service area	New service area	New service area	17,849,000	
Number of Staff Employed (FTE)	New service area	New service area	New service area	478.07	Q3
Tonnes of overall Municipal waste collected	45632	46007	45962	26902 (by month 6)	Q2
Number Fly tipping Incidents Reported	497	358	423	171 (by month 6)	Q2
Total length of A,B & C roads maintained (KM)	-	-	-	1481	Q2
% Municipal Waste Prepared for Reuse/Recycled	54.97	55.52	62.94	67	Q2
% Highways and Relevant Land Inspected of a High/Acceptable Standard	95.7	98.4	99	Annual - not yet available	
% of Reported Fly tipping Incidents Cleared Within 5 Working Days	81.09	82.1	95.98	97.78	Q2
Average Number of Calendar Days Taken to Repair Street Lamp Failures in Year	3.09	2.71	4.6	3.5	Q2
% A,B & C roads that are in Overall Poor Condition	9.4	7.8	9.8	Annual - not yet available	
Average sickness days per FTE	New service area	New service area	New service area	11.98	forecast

3.4 Encouragingly despite making currently £1,167,000 savings from Operations Directorate performance activity reported in relation to month 6 indicates an improving trend on previous year activity, if extrapolated on a straight line basis.

3.5 Forecast average sickness days lost per FTE are equivalent to the overall Council sickness forecast, but are still significant at circa average 12 days per FTE.

4. **Director's Commentary (Head of Operations – Roger Hoggins)**

It is encouraging that the deficit position is improving during the year particularly when one off redundancy costs of £378,000 are absorbed in the month 9 deficit projection of £103,000.

However certain areas continue to cause concern and are under review to assess what action is required to address the budget imbalance in coming years. In particular schools transport budget is overspending. There are several contributors to this including budget assumptions from 13/14 that have not been delivered e.g. reductions in SEN transport costs, reductions in overtime and increased income all of which have continued to place the budget in deficit during 14/15 coupled with other assumptions for 14/15, reported above, that add to the deficit where full delivery is not achieved. This service is being assessed to ascertain what options exist to address the overspend and what policies might be adopted for the future to include within the MTFP.

The school meals service is very cost effective when looking at unit production costs but budget assumptions on customer levels have proven over ambitious. The service is promoted occasionally but a concerted effort to increase numbers is required to bring the service within budget coupled with a further review of costs.

On a positive note the highways and grounds units continue to outperform the budget assumptions and overall the performance measures are satisfactory with improvement in response to fly tipping being particularly noticeable.

Looking towards the end of the year and on the increase in waste is a noticeable development, which has cost implications despite our recycling performance, and so far the winter weather has not created costs over and above what is typical, if it remains as such then this can only assist the budget position.

5 **Supporting Financial Monitoring Workbooks (ctrl click to access)**

[Revenue Monitoring Chief Executives Office Qtr 3](#)

[Revenue Monitoring Operations Qtr 3](#)

[Revenue Monitoring Corporate Qtr 3](#)

[Revenue Monitoring Appropriations Qtr 3](#)

[Revenue Monitoring Financing Qtr 3](#)

1. Revenue Outturn Forecast

Service Area	Budget Mth 6	Virements	Budget Mth 9	Forecast Outturn	Variance Mth 9	Variance Mth 6	Variance Mth 3
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Community led delivery	2,414	44	2,458	2,505	47	70	107
Commercial & people development	4,187	(147)	4,040	4,006	(34)	(16)	79
Enterprise management	103		103	103	0	0	0
Development Planning	508	(100)	408	375	(33)	(100)	0
Tourism, life & culture	3,073	(2)	3,071	3,153	152	101	46
Total	10,285	(205)	10,080	10,212	132	55	232

The net forecast outturn expenditure is predicted as £10,161,000, of which £8,915,000 had been incurred at the end of 3rd quarter.

1.2 The more significant over and underspends are,

	Overspend predicted £'000	Underspend predicted £'000	Cause
Community led delivery	47 (23 improvement)		Net effect of restructure changes not fully implemented yet within libraries (£41,000), and net cost (£54,000) to Adult Education caused by Coleg Gwent franchise changes in September, £9,000 net effect of increased maintenance cost to industrial units and markets income under recovery not being mitigated in full by increased farm rental payments, mitigated in part by savings within Housing Services (£61,000)
Commercial & people development		34 (17 improvement)	Savings in People Services (£54,000) compensating for additional rates costs on Innovation building (£6,000) and net cost on business growth and enterprise (15,000) caused predominantly by redundancy costs
Tourism, Leisure & culture	152 (97 worsening)		Net saving/income within cultural services of £22,000. Leisure exhibits an adverse £56,000 situation, predominantly the net effect of cycling events. Managers are exploring whether alternate revenue spend can be capitalised to provide headroom to mitigate. But the predominant cost pressure remains in Tourism (£119,000) and most significantly Caldicot Castle and Country park, but this does include £23,000 redundancy costs which wouldn't be a

			budgeted expense.
Development Plans		33 (67 worsening)	Reduced draw upon reserve funded expenditure in 2014-15 to be undertaken in 2015-16
Total	132		

2. 2014-15 Savings Progress

- 2.1 The savings required by 2014-15 budget process, identified in Appendix 1, are not all fully secured.
- 2.2 Of Enterprise savings totalling £1,366,000, £1,306,000 are anticipated to be made (an increase of £281,000 since month 6).
- 2.3 £177,000 savings were predicted to be deferred at month 6, at month 9 no savings are anticipated to be deferred.
- 2.4 Similarly £164,000 was recorded as not achievable at month 6, at month 9 the Directorate now reports that unachievable savings total only £60,000 and reflect a shortfall in Shire Hall, Museums, Castles and Tourism mandate and ICT savings.

3. Performance Management

Commercial & People Development	2011/12	2012/13	2013/14	2014/15	Period
Revenue Budget	New service area	New service area	New service area	4,187,312	
Number of Staff Employed (FTE) - Commercial and People Development	New service area	New service area	New service area	41	Q3
Average sickness days per FTE (Whole authority)	13.3	11.9	11	11.19	forecast
Number of new business start-ups where assistance was provided by Monmouthshire Business and Enterprise and Partners	57	60	103	61 (by month 6)	Q2
Number of new jobs created where assistance was provided by Monmouthshire Enterprise and Partners	185	331	124	66 (by month 6)	Q2
Average sickness days per FTE (Commercial & People Development)	New service area	New service area	New service area	7.11	forecast

- 3.1 Forecast average sickness days per FTE taken for the whole authority indicates a largely static position against previous years, but is still significant at circa 11 days per FTE.
- 3.2 Job creation and business start ups performance indicate favourable activity against previous year activity (on a straight line basis).

Tourism, leisure & Culture	2011/12	2012/13	2013/14	2014/15	Period
Revenue Budget	New service area	New service area	New service area	3,073,865	
Number of Staff Employed (FTE)	New service area	New service area	New service area	115.97	Q3
Number of visits to leisure centres	525291	627020	742368	not available until year end	
Number of visits to Museums	71097	64215	65116	38631 (by month 6)	Q2
Percentage of Rights Of Way maintenance issues	61.94	62.99	66.02	64.85	Q2
% of children & young people who participate in physical activity (5 x 60 scheme)	N/A	40	41	Annual	
Total number of tourists per year	2,102,500	2,015,300	2,052,500	Annual	
Average sickness days per FTE	New service area	New service area	New service area	12.49	Forecast

3.3 Limited in year activity is provided in this service area to develop any meaningful conclusion about service activity in comparison with previous year, although number of visits to museums if extrapolated on a straight line basis indicates a significantly increased footfall than previously.

3.4 Anticipated average days lost to sickness per FTE are slightly more than the prediction for Council as a whole, and are recognised as causing financial pressures in employee costs monitoring by service lead.

Community led Delivery	2011/12	2012/13	2013/14	2014/15	Period
Revenue Budget	New service area	New service area	New service area	2,412,802	
Number of Staff Employed (FTE)	New service area	New service area	New service area	85.95	Q3
Number of Bryn -y -cwn and Severnside programme board meetings held	N/A	N/A	2	6	Q2
Total number of visits to libraries	642,466	666,129	666,361	678,000	year-end forecast
Homeless applications determined	361	417	388	240	year-end forecast
Amount of energy generated from renewable sources (kWh)	169,940	292,174	509,649	364,401	Q2
Percentage of Homelessness applications accepted	60	52	44	38	Q2
Total number of library materials issued	544,394	547,641	534,196	535,000	year-end forecast
Average sickness days per FTE	New service area	New service area	New service area	7.33	forecast

3.5 Visits to libraries, the extent of programme board meetings and amount of energy generated from renewable sources all indicate a positive trend between current and previous years.

3.6 Less homelessness applications have been accepted than previously and consequently number of homeless application determined has indicatively reduced on previous years. This should be viewed as symptomatic of Council's successful prevention work and aspects like shared house initiative which seeks to avoid the need for homeless presentation where possible. An increase in the prevention of homelessness for longer than six months has improved from 24% to 47%.

4 **Director's Commentary (Kellie Beirne)**

I'm pleased with the position reported for Enterprise at month 9, with improvements in most areas and compensatory movements made explicitly across the service area to neutralise under and

over spends. Community Education remains a concern where indications suggest further reductions in franchise income going forward and a gap has opened up around the NOVUS project where grant income remains outstanding. Efforts are now focussed on addressing this situation and understanding options for the future operation of the service. Other issues around leisure (which has supported 6 major cycling events in year and yielded a ROI of £3m+) and tourism remain, however the gaps are closing with income levels remaining strong and I remain confident that year-end position will show a small surplus. Given that a good deal of our efficiencies are predicated upon income generation, this is a pleasing position to report and officers are performing at consistently high levels to sustain this.

5. **Supporting Financial Monitoring Workbooks (ctrl click to access)**

[Revenue Monitoring Enterprise Qtr 3](#)

1. Revenue Outturn Forecast

1.1

Service Area	Budget Mth 6	Virements	Budget Mth 9	Forecast Outturn	Variance Mth 9	Variance Mth 6	Variance Mth 3
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Adult Services	6,830		6,830	6,961	131	163	128
Community Care	19,840		19,840	19,793	(47)	(38)	(8)
Commissioning	1,950		1,950	1,962	12	10	(6)
Resources & Performance	1,028		1,028	973	(55)	(83)	(83)
Total	29,648		29,648	29,689	41	52	31

The net forecast outturn expenditure is predicted as £29,699,000, of which £12,639,000 had been incurred at the end of 3rd quarter.

1.2 The more significant over and underspends are,

	Overspend predicted £'000	Underspend predicted £'000	Cause
Social Care – Adults			
Disability Equipment (Gwices)	1 (19 worsening)		
Day Centres		12 (21 improvement)	
Residential care	133 (21 worsening)		Employee efficiencies and savings not deliverable, Mardy Park partnership pressure
Community Meals	16 (13 improvement)		Shortfall in income
Domiciliary care		22 (47 improvement)	Predominantly the effect of one off intermediate care funding recently approved
Transition cooperative partnership		46 (static)	Secondment cost borne by partner
Management team	1 (15 worsening)		
Monnow Vale partnership	59 (6 improvement)		Historic agreement precludes passing equitable cost to partner
Community Care		47 (9 improvement)	Net effect of regional Frailty programme not spending to plan, results in loan repayment to WG being less than budgeted
Commissioning	12 (2 worsening)		
Resource and performance		55 (28 worsening)	Reduced premises and net salary saving
Total	40		

2. 2014-15 Savings Progress

- 2.1 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, £851,000 are anticipated to be made, none deferred to 2015-16 but £111,000 not achievable. This exhibits a £10,000 favourable effect since month 6.

3. Performance management

Adult Social Care	2011/12	2012/13	2013/14	2014/15	Period
Revenue budget*	-	28,351,000	28,723,000	28,619,861	
Number of staff employed (FTE)	287	not available	not available	282.93	Q3
Number of older people who get a package of care to support them in the community	1281	1247	1159	1116	Q3
Number of people in local authority funded residential care	239	254	227	209	Q3
Satisfaction with adult social care	93	96	90	94.6	Q3
Average sickness days per FTE	not available	not available	15.96	18.02	forecast
* total of adult, community care and commissioning budgets					

- 3.1 Service user numbers exhibit a similar, if slightly reducing, trend on previous year. The proportion of residential placements in comparison to care in community appears relatively static (19%). The average level of sickness per FTE is significantly in excess of the whole Council average equivalent.
- 3.2 Different ways of working within adult social care, focusing on what matter to people rather than process, are proving successful. This is enabling the Council to meet the needs of a growing older population with declining resources. Satisfaction scores with the service indicate a favourable trend on previous year.

4. Director's Commentary (Social Care & Health – Simon Burch)

As Chief Officer I have to report that the pressures previously reported, and addressed by Cabinet authorising additional resources for 2015/16, have continued over the past quarter. The forecast outturn for month 9 is an increase since month 6 of £463K and this is almost exclusively due to pressures in Children's Services

To put this in context, Children's Services is a volatile area, with clear statutory safeguarding duties and consequently the budget is susceptible to fluctuating levels of demand and the complexity of placements required. Since month 6 we have had to place an additional 9 children into external placements, at a cost of £310K, taking the overspend to a predicted £812K. Legal costs are still generating an overspend, currently estimated at £70K, up by £15K since the last quarter, reflecting court activity. Due to vacancy and extra capacity issues, we are utilising agency staff which is further adding to the budget pressure.

In response we have carried out intensive analysis to ensure that we are working as effectively as possible and we have identified further projects to improve our support to Looked After Children. A further report on this will be coming to Cabinet in February

Finally I am pleased to note that Adult Services is continuing to reduce its overspend, with current predictions standing at a £40K overspend, £10K less than at month 6. This area is

stable with Community Care estimating an underspend of £47K, reflecting the excellent demand management work which is having a real budget impact.

5. **Supporting Financial Monitoring Workbooks (ctrl click to access)**

[Revenue monitoring Social Care and Health Qtr 3](#)

1. Revenue Outturn Forecast

Service Area	Budget Mth 6	Virements	Budget Mth 9	Forecast Outturn	Variance Mth 9	Variance Mth 6	Variance Mth 3
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Childrens Services (Social Care)	6,956		6,956	8,176	1,220	745	583
Individual schools budget (CYP)	44,421	(256)	44,165	44,219	54	(225)	0
Resources (CYP)	1,506		1,506	1,589	83	45	(12)
Standards (CYP)	5,578	104	5,682	5,665	(17)	250	38
Youth services (CYP)	797		797	769	(28)	(25)	0
Sub Total CYP	52,302	(152)	52,150	52,242	92	45	26
Total	59,258	(152)	59,106	60,418	1,312	790	609

The net forecast outturn expenditure is predicted as £60,418,000, of which £59,006,000 had been incurred by end of 3rd quarter (Childrens Services £6,014,000, CYP £52,992,000).

1.2 The more significant over and underspends are,

	Overspend predicted £'000	Underspend predicted £'000	Cause
Social Care – Children			
Looked after children	812 (310 worsening)		Proportion of more significant unit cost cases
Joint adoption	7 (3 worsening)		Reflective of anticipated activity
Fostering & allowances	67 (22 worsening)		Predominantly foster carers travel allowances – no budget
Disability equipment (Gwices)		24 (1 improvement)	
Therapeutic services		9 (2 worsening)	
Counsel costs	70 (15 worsening)		Anticipated in line with 2013-14 activity
Young person's accommodation		58 (3 improvement)	Reduced activity
Respite home		55 (static)	Premise closed whilst new carers identified and assessed
Team Costs	434 (130 worsening)		Staffing costs, predominantly use of agency staff and conveyance of client pressure
Unaccompanied asylum seeking children, local safeguarding board and misc. underspends		24 (2 improvement)	

Total	1,220		

	Overspend predicted £'000	Underspend predicted £'000	Cause
Children and Young People			
Resources delegated to schools	54 (279 worsening)		Budget included anticipated reserve funding, month 6 recommendation sought to increase transparency and defer both expenditure budget and reserve financing to 2015-16
Standards		17 (267 improvement)	Reduction in shortfall on income targets, but mainly reduced costs involved in out of county placement and additional income from other Councils using MCC services plus reserve funding of £104k has been allowed subsequent to month 6 report to cover cost of winding up school library service
Resources	83 (38 worsening)		Effect of Recovery Board and tribunal costs, unbudgeted IT migration costs, and reduction in SEG grant in year impacting adversely upon the level of grant administration costs that are recoverable
Youth services		28 (3 improvement)	
Total	92		

2. 2014-15 Savings Progress

- 2.1 The savings required by 2014-15 budget process, identified in Appendix 1, are not fully secured.
- 2.2 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. This exhibits no change since month 6.
- 2.3 Of Children & Young people Directorate savings totalling £722,000, £669,000 are reported to be made none deferred but £53,000 regarded as not achievable. This exhibits no equivalent change since month 6.

3. Schools reserves

3.1 Schools balances, as indicated in the main report from para 3.3 onwards exhibit a declining trend, such that the forecast outturn balance will not accommodate the same level of expenditure as the 2014/15 financial year. This remains a risk whilst the detail of individual school budgets remains unknown. The following table indicates anticipated reserve levels for each school. Bracketted amounts indicate a surplus position and non bracketed amounts a deficit.

Movement in Reserves	Opening Reserves (Surplus/ Deficit 14-15	In year forecast at Month 6 (Surplus/ Deficit	Difference reported from Month 9 to Month 6 (Surplus/ Deficit	In year forecast at Month 9 (Surplus/ Deficit	Anticipated Reserves to be carried forward to 2015-16 (Surplus/ Deficit	Notes
Abergavenny cluster						
E003 King Henry VIII Comprehensive	(-114,518)	239,615	(-20,330)	219,285	104,767	Recovery plan drafted. TLR and Management team restructure have resulted in savings since Month 6
E073 Cantref Primary	(-68,138)	20,678	(-2,418)	18,260	(-49,878)	Investment plan process is underway
E072 Deri View Primary	79,952	(-42,703)	(-22,655)	(-65,358)	14,594	Seconded staff replaced on lower grade
E035 Gilwern Jnr & Inf	(-41,057)	16,061	2,036	18,097	(-22,960)	
E037 Goytre Fawr Jnr & Inf	(-4,709)	(-12,889)	7,619	(-5,270)	(-9,979)	
E041 Llanfair Kilgeddin CV Jnr & Inf	(-22,611)	45,016	(-24,304)	20,712	(-1,899)	Curriculum provision revisions have resulted in reduced staffing costs.
E093 Llanfoist Fawr	(-32,933)	(-6,921)	(-14,651)	(-21,572)	(-54,505)	Savings since Month 6 due to supply costs for covering seconded member of staff being lower than anticipated.
E044 Llantillio Pertholey Jnr & Inf	(-65,340)	16,980	11,193	28,173	(-37,167)	Newly seconded HT & Acting HT on higher scale than budgeted
E045 Llanvihangel Crocorney Jnr & Inf	40,656	(-17,983)	(-1,785)	(-19,768)	20,888	Recovery plan on track
E090 Our Lady and St Michael's RC Primary School	(-23,663)	(-13,246)	(-16,068)	(-29,314)	(-52,977)	Building plans budgeted to start this year will now start in new financial year. Investment plan process underway.
E067 Ysgol Gymraeg Y Fenni	(-32,161)	4,624	4,791	9,415	(-22,746)	
Caldicot cluster						
E001 Caldicot Comprehensive	(-60,620)	53,001	(-6,663)	46,338	(-14,282)	
E068 Archbishop Rowan Williams Primary	(-21,991)	(-4,948)	(-2,889)	(-7,837)	(-29,828)	
E094 Castle Park	97,998	(-36,613)	(-12,509)	(-49,122)	48,876	Recovery plan continues to be on track. Additional savings now forecasted as a result of a maternity post being covered on a lower grade.
E075 Dewstow Primary School	(-106,113)	77,043	(-20,759)	56,284	(-49,829)	Additional savings as a result of ALN funding being awarded where provision was already in place.
E034 Durand Jnr & Inf	(-44,725)	15,050	4,025	19,075	(-25,650)	
E048 Magor Vol Aided Jnr & Inf	(-31,137)	(-5,240)	18,224	12,984	(-18,153)	Increase in number of ancillary staff & hours. Also 2 Assistant HT's receiving increase in salary.
E056 Rogiet Jnr & Inf	(-83,152)	43,972	(-10,424)	33,548	(-49,604)	Sickness absence not previously made know to Finance the costs of which have now been reimbursed via the compensation scheme.
E063 Undy Jnr & Inf	(-10,117)	(-4,351)	(-8,160)	(-12,511)	(-22,628)	
E069 Ysgol Gymraeg Y Ffin	17,914	(-35,305)	3,132	(-32,173)	(-14,259)	
Chepstow cluster						
E002 Chepstow Comprehensive	214,589	158,084	12,327	170,411	385,000	Additional £10k forecasted to cover agency staff for short term sickness absences. Draft Recovery plan being analysed.
E091 New Pembroke Primary School	(-79,671)	63,990	2,225	66,215	(-13,456)	
E057 Shirenewton Jnr & Inf	(-81,568)	13,996	13,030	27,026	(-54,542)	Increased agency costs
E058 St Mary's Chepstow RC Jnr & Inf	(-813)	(-986)	(-12,145)	(-13,131)	(-13,944)	Additional income not anticipated at Month 6.
E060 The Dell Jnr & Inf	(-50,107)	2,080	5,513	7,593	(-42,514)	
E061 Thornwell Jnr & Inf	(-16,136)	28,459	(-31,558)	(-3,099)	(-19,235)	Following the forecasted deficit at month 6 the HT completed a recovery plan with CYP Finance, as a result supply cover provision has been significantly reduced and premises budget forecast has been revised to reflect only necessary expenditure.
Monmouth cluster						
E004 Monmouth Comprehensive	(-130,975)	0	0	0	(-130,975)	
E032 Cross Ash Jnr & Inf	(-47,987)	19,126	(-5,711)	13,415	(-34,572)	
E092 Kymin View Primary School	(-34,355)	9,034	3,117	12,151	(-22,204)	
E039 Llandogo Jnr & Inf	5,780	18,728	(-1,791)	16,937	22,717	
E074 Osbaston Church In Wales Primary	(-48,712)	(-9,656)	17,611	7,955	(-40,757)	Investment in IT as per plan
E051 Overmonnow Jnr & Inf	(-33,729)	23,214	2,679	25,893	(-7,836)	
E055 Raglan Jnr & Inf	(-41,259)	3,197	(-12,508)	(-9,311)	(-50,570)	Additional ALN funding where staffing provision already in place
E062 Trellech Jnr & Inf	(-33,605)	(-15,846)	783	(-15,063)	(-48,668)	
E064 Usk CV Jnr & Inf	(-28,687)	23,948	(-18,912)	5,036	(-23,651)	Reduced costs on salaries and further support from Donations
	(-933,700)	689,209	(-137,935)	551,274	(-382,426)	
Special Schools						
E020 Mounth House	(-18,464)	5,473	28,479	33,952	15,488	Additional staffing costs as a result of increased levels of sickness. Recovery plan to be undertaken.
E095 PRU	(-35,992)	5,708	24,919	30,627	(-5,365)	Additional staffing costs for education other than at school and CAMHS provision.
	(-54,456)	11,181	53,398	64,579	10,123	
	(-988,156)	700,390	(-84,537)	615,853	(-372,303)	

4. Performance management

Children's Social Care	2011/12	2012/13	2013/14	2014/15	Period
Revenue budget	-	6,075,000	6,572,000	6,956,246	
Number of staff employed (FTE)	93	not available	85	93.41	Q3
Percentage of referral decisions made in one day	96.7	93.9	99	98.6	Q3
Percentage of initial assessments completed within 7 working days	77	76.8	76.4	73.0	Q3
Number of children looked after	106	101	103	102	Q3
Number of children on the CPR	79	55	37	50	Q3
Average sickness days per FTE	not available	not available	15.18	11.9	forecast

- 4.1 The number of staff employed in service appears consistent with last year, despite £400,000 additional resources attributable to service as part of 2014-15 budget process. Average sickness days per FTE shows a significant improvement on 2013-14 and is consistent with the Council average forecast which remains significant. The percentage of referral decisions and initial decision made within target timescale has remained similar to last year. Looked after children activity at month 9 reflects similar profile to that of whole year activity for 2013-14, and that level of activity appears pretty static on previous years. There is not a huge volatility in cases anticipated in final quarter, which suggests that the £1.2 m adverse situation is caused by nature and mix of presentations favouring more intensive higher unit cost provision.
- 4.2 In children's social services the Council aspired to improve five key performance measures. All of these have shown marked improvement with three having achieved the desired target by quarter 2 and the others are on course to achieve this milestone by year-end.

Individual School Budget	2011/12	2012/13	2013/14	2014/15	Period
Corporate budget delegated to schools	£42,411,451	£42,939,533	£43,543,431	£44,421,415	
Schools in deficit (no. and %)	8 / 21.1%	5 / 13.5%	6 / 16.2%	8 / 21.6%	Q2

- 4.3 There is an increase in anticipated number of schools likely to fall into deficit by end of year. The level of reserve usage has always been a feature of quarterly monitoring.

Resources	2011/12	2012/13	2013/14	2014/15	Period
Revenue budget	£1,977,307	£1,653,547	£1,099,936	£1,505,541	
Number of staff employed (FTE)	n/a	n/a	n/a	15	Q3
Percentage of class sizes above 30 pupils	0	0	0	0.4	Final
Number of pupils on roll in primary schools	6653	6612	6625	6670	Final
Number of pupils on roll in secondary schools	5205	5140	5065	4874	Final

- 4.4 National studies indicate that secondary-aged pupil numbers have been declining generally since 2004. However, indications are that this trend will start to reverse in 2016, and by 2020 numbers are expected to exceed their previous 2004 high, as the growth in primary-aged pupils begins to feed through.
- 4.5 These studies are consistent with the activity above, however currently the decrease in secondary numbers in Monmouthshire exceeds the growth apparent in primary schools, which will continue to impact upon disaggregation of resources to schools, and there can be challenges in realising sufficient economies of scale in provision in a similar timescale to compensate for falling rolls.

Standards	2011/12	2012/13	2013/14	2014/15	Period
Revenue budget	£5,488,441	£5,833,904	£6,592,991	£5,578,277	
Number of staff employed (FTE)	n/a	n/a	n/a	52.54	Q3
Percentage Attendance in primary schools	94.4	94.7	94.4	95.8	Final
Percentage Attendance in secondary schools	92.3	93.2	93.4	94.6	Final
School causing concern (no. and %) determined by an overall red categorisation	n/a	n/a	n/a	3 (8.1%)	Final
Schools categorised as excellent (no. and %)	n/a	n/a	n/a	3 (8.1%)	Final
Foundation Phase indicator	n/a	86.8	89.5	91.2	Final
Key stage 2 core subject indicator	82.5	86.3	89.3	89.5	Final
Key stage 3 core subject indicator	71.5	77.7	80.3	84.2	Final
Key Stage 4 Level 2 including English/Welsh and Maths	51.3	56.3	57.3	66.3	Final

4.6 In 2014 the percentage of children with five or more GCSEs including English and Mathematics increased from 57% to 65% - and is understood to be the highest reported performance in Wales.

Youth Provision	2011/12	2012/13	2013/14	2014/15	Period
Revenue budget	£703,569	£644,491	£814,481	£796,780	
Number of staff employed (FTE)	n/a	n/a	n/a	36.5	Q3
Percentage of Monmouthshire's population who access the Youth service provision or programmes (aged 11-25)	18.0	23.0	25.0	not yet available	
Percentage of young people supported by Youth Access programme leaving school meeting the level 1 threshold of KS4	50.0	80.0	94.0	not yet available	

4.7 The staffing establishment has indicated a 30% reduction on 2013-14 levels. The equivalent activity data is not provided in year on which to base judgement yet in respect of 2014-15.

5. Directors' Commentaries

5.1 Social Care & Health (Simon Burch)

As Chief Officer I have to report that the pressures previously reported, and addressed by Cabinet authorising additional resources for 2015/16, have continued over the past quarter. The forecast outturn for month 9 is an increase since month 6 of £463K and this is almost exclusively due to pressures in Children's Services

Children's Services is a volatile area, with clear statutory safeguarding duties and consequently the budget is susceptible to fluctuating levels of demand and the complexity of placements required. Since month 6 we have had to place an additional 9 children into external placements, at a cost of £310K, taking the overspend to a predicted £812K. Legal costs are still generating an overspend, currently estimated at £70K, up by £15K since the last quarter, reflecting court activity. Due to vacancy and extra capacity issues, we are utilising agency staff which is further adding to the budget pressure.

In response we have carried out intensive analysis to ensure that we are working as effectively as possible and we have identified further projects to improve our support to Looked After Children. A further report on this will be coming to Cabinet in February

Finally I am pleased to note that Adult Services is continuing to reduce its overspend, with current predictions standing at a £40K overspend, £10K less than at month 6. This area is stable with Community Care estimating an underspend of £47K, reflecting the excellent demand management work which is having a real budget impact.

5.2 Children & Young People (Sarah McGuinness)

The month 9 results, while pleasing, highlight some of our more vulnerable areas of our budgets. The major variance since month 6 focuses around the Additional Learning Needs budgets where we have seen an increase in recoupment income at Mounton House. In addition to this, we are placing less pupils in our out of county provision generating a further saving. The closure of the School Library Service has been approved by both LA partners with funding coming from reserves to support the process.

The reserve approved by cabinet to be used for raising standards is primarily being used to support training in our schools for Read, Write Inc, while this funding will be used in total to support this, the timing of the spend will result in some of the expenditure falling into 15-16, therefore the reserve has been adjusted for this.

The costs for the recovery board fall under resources and some of these costs are being offset with staffing savings.

The level of school balances are forecast to fall by £615,000 from the beginning of the financial year. The number of schools forecasting a deficit position has also decreased by one. The majority of the schools are making good progress against their plans, and it is pleasing to see that some schools have made significant progress to address their deficits.

It remains a concern that schools are still funding some core staff from their surpluses and given the pressures going forward this will need to be reviewed.

The benchmarking data provides a useful insight to attainment and funding, to provide a more rounded perception of services.

6 **Supporting Financial Monitoring Workbooks (ctrl click to access)**

[Revenue monitoring Social Care and Health Qtr 3](#)

[Revenue monitoring Children & Young People Qtr 3](#)



SUBJECT: Future provision of Public Conveniences

MEETING: Strong Communities Select Committee

DATE: 12th March 2015

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

To update members on the provision of public conveniences at various sites within the County and seek feedback from members on options for the future provision of public conveniences.

2. RECOMMENDATIONS:

That members review the information provided, consider the options for the future provision of the service (paragraph 4.10 below) and offer commentary for submission to Cabinet.

3. KEY ISSUES:

3.1 In 2010 the Strong Communities Select Committee undertook a detailed review of the provision of public conveniences. This informed a strategy for the future provision of public conveniences and as a result new arrangements were implemented including some closures but also transfer of responsibility to other providers (community and town councils).

3.2 Since then some further adjustments to service provision have been arrived at through greater collaboration with town councils and mandated in the MCC budgets for 14/15 and 15/16.

3.3 This has resulted in the majority of public conveniences remaining open to the public but the method of management and provision varying between towns and villages.

3.4 Appendix 1 lists those toilets where MCC retains an 'interest' and approved proposals for their future provision.

3.5 Those toilets that remain the responsibility and cost to MCC after the proposals already approved are:

1. Abergavenny: Whitehorse Lane
Castle Street
Brewery Yard
Bus station
2. Monmouth: Blestium Street (Cattle market)
3. Usk: Maryport Street car park
Usk Island
4. Tintern: Abbey car park

4. REASONS:

- 4.1 Members of the Strong Communities Select committee have asked for an update on developments surrounding public conveniences. Furthermore, as part of the exercise to identify potential savings within Operations, consideration has been given to the future provision of public conveniences by the Council
- 4.2 Guidance from Welsh Government indicates that whilst there is no statutory requirement on the part of the Authority to provide this service, members will be mindful of the likely impact of removing these facilities from our local towns, both in terms of the needs of local communities and also with regard to tourist activity, which plays such a significant role in the local economy
- 4.3 Recent discussions with colleagues in Town Councils have highlighted an interest in the possible transfer of these services to facilitate more localised delivery arrangements, on the premise that they are able to meet the cost of the provision of that facility
- 4.4 The revenue costs associated with the provision of these services within the separate town areas, are detailed in appendix 1. This is based on the presumption that that in each case, the respective town council is prepared to meet the full cost of providing the facility. This information has recently been provided to each town council as appropriate. (Appendix 1 also provides a status/options comment that summarises comments in paragraph 4.10 below).

- 4.5 In addition, however, there are capital costs associated with the required refurbishment if each facility is to be brought back to an appropriate condition. These are detailed at appendix 2.
- 4.6 In terms of the available funding to undertake the refurbishment exercise it is possible that most of these sites could be accommodated, however, having regard for the existing provision within Abergavenny, it is unlikely that additional funding could be identified to refurbish the facility at White Horse Lane (Abergavenny Town Council acknowledge that the major refurbishment of the toilets is unlikely in the foreseeable future).
- 4.7 Welsh Government recognises that each authority will need to address the continued provision of such facilities in the context of the limited resources available and to consider a range of approaches that will facilitate appropriate provision within its local communities. To this effect, consideration may be given to extending the use of existing facilities in leisure centres, libraries and other public buildings as part of a wider strategy to this meet this requirement
- 4.8 To date, arrangements have been made for the transfer of facilities at Jubilee Way and Bank Street to Caldicot and Chepstow Town Councils respectively, also Chepstow TC will take on the cost of managing and cleaning the toilets at the TIC. At this point, there are no other clear expressions of interest in the transfer of facilities
- 4.9 Members have requested an update on current arrangements which is provided within the report. However officers are taking this opportunity to promote discussion around options available for the future provision of public conveniences. In offering suggestions officers are prompting further discussion but are also conscious of the financial pressure upon local authorities combined with the success achieved so far in keeping public conveniences open but provided by community and town councils.
- 4.10 Within this context officers would suggest that members consider the withdrawal from direct provision and management of public conveniences as from April 2016. In conjunction with this decision the authority would enter into discussions with the relevant town and community councils about the potential transfer of the public conveniences to their responsibility.

During 2015/16 it is suggested that MCC only maintain the public conveniences at the Bus Station, Abergavenny, Blestium Street, Monmouth, Maryport Street, Usk and Tintern Abbey car park. The main impact of this in real terms will be for MCC to withdraw from management and maintenance of the public conveniences at the Brewery Yard, Castle Street car park, and Whitehorse Lane, Abergavenny, seeking to transfer to Abergavenny Town Council (Abergavenny Town Council is aware that MCC is reviewing its continued involvement in the future provision of public conveniences).

MCC supports community and town councils that provide public conveniences (previously provided by MCC) by an annual grant of £1200. To support any further transfers officers would suggest that the grant continue to be paid for a further three years after the current approval expires but at that time is withdrawn completely.

The grant provided by Welsh Government to private businesses that make their facilities available to the general public has been withdrawn (subsumed into the revenue support grant). Should members be minded to completely withdraw from the direct provision of public conveniences then they may wish to mitigate the impact by supporting shops and businesses that make their facilities available, similar to the Welsh Government scheme, albeit within a limited budget.

Further mitigation may also be offered by advertising the availability of conveniences in Council buildings that might reasonably be made available to the public.

5. RESOURCE IMPLICATIONS:

As detailed in appendices 1 and 2

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS: Appendix 3

7. CONSULTEES:

8. BACKGROUND PAPERS:

**9. AUTHOR: Robert Nancarrow,
Robert O'Dwyer**

10. CONTACT DETAILS:

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E-mail: robertnancarrow@monmouthshire.gov.uk

Appendix 1

SUMMARY ANALYSIS OF REVENUE COSTS ASSOCIATED WITH PROVISION OF PUBLIC CONVENIENCES and STATUS/OPTIONS

sites	rates	water	electricity	Cleaning	maintenance	total	Status/options
Abergavenny							
White Horse Lane	£1277	£4070	£1211	£10337	£6218	£23113	Joint funded by MCC and ATC. Refurbishment between MCC and ATC considered unviable (£110k). Remain not fit for purpose – close?
Castle Street	£1183	£1727	£345	£10337	£1078	£14670	MCC responsible – transfer to ATC?
Bus Station	£1862	£4652	£545	£10337	£2682	£20078	MCC responsible – retain until 16/17 or transfer to ATC?
Brewery Yard	£2696	£3472	£932	£10337	£439	£17876	MCC responsible – transfer to ATC?
Monmouth							
Agincourt street	£1005	£2134	£568	£14750	£2417	£20874	Funded by MTC – transfer of asset being arranged
Cattle Market	£934	£1701	£600 (e)	£14750	£2169	£20154	MCC responsible – retain until 16/17, transfer to MTC?
Usk							
Maryport Street	£898	£1149	£407	£4184	£2445	£9083	MCC responsible – transfer to Usk TC?
Caldicot							
Jubilee Way	£2033	£2056	£329	£14105	£2193	£20716	Transfer to Caldicot TC in progress
Chepstow							
Welsh st / Bank st	£1170	£1764	£570	£15000	£2027	£20531	Transfer to Chepstow TC in progress
TIC Chepstow	£1750	Charged to TIC	£509	Included above	0	£2259	Transfer of mgt and cleaning to Chepstow TC in progress – but no transfer of asset.
Tintern, car park	Tba	Tba	Tba	Tba	Tba	Tba	MCC responsible – transfer to Tintern CC?

SUMMARY ANALYSIS OF ESTIMATED CAPITAL COST REQUIREMENTS TO RENOVATE PUBLIC CONVENIENCES

SITE	ESTIMATE
White Horse Lane- Abergavenny	£110,000
Castle Street- Abergavenny	£ 5,040
Bus Station - Abergavenny	£ 11,840
Brewery Yard - Abergavenny	No survey
Agincourt St- Monmouth	£ 9,500
Cattle Market - Monmouth	£ 10,696
Maryport St Usk	£ 4,264
Usk Island - Usk	£ 2,052
Jubilee Way - Caldicot	£ 30,000
Caldicot Castle	£ 20,756
Beaufort Cottage - Tintern	£ 8,852
Welsh St / Bank St - Chepstow	£ 10, 000
TIC, Chepstow	£ 10,000

Appendix 3

The “Equality Challenge” (Screening document)

Name of the Officer Robert Nancarrow		Please give a brief description of the aims proposed policy or service reconfiguration This report discusses the options for the future provision of public conveniences in our towns and villages in MCC. It prompts a debate about the transfer of public conveniences to town and community councils but otherwise to withdraw from direct provision of public conveniences. It suggest alternative facilities might be provided from within our existing public buildings or alternatively by offering financial support to private businesses and retails outlets to advertise that the public are welcome to use their facilities.	
Name Operations Department		Date 27 th February 2015	
0Protected characteristic affected	Negative impact Please give details	Neutral impact Please give details	Positive Impact Please give details
Age	X		
Disability	X		
Marriage + Civil Partnership		X	
Pregnancy and maternity	X		
Race		X	
Religion or Belief		X	
Sex (was Gender)		X	

Sexual Orientation		X	
Transgender		X	
Welsh Language		X	

What are the potential negative Impacts.	Ideas as to how we can look to MITIGATE the negative impacts (include any reasonable adjustments or engagement with affected parties).
➤ <i>If community or town councils do not take up the provision of public conveniences then there are less public conveniences available to the general public. This is inconvenient to all but children and older people may be further inconvenienced by need.</i>	➤ Provision of conveniences by private businesses and retailers to the general public would be promoted. Conveniences in public buildings would be advertised as available to the public
➤ <i>Most public conveniences provide disabled facilities. If these are closed then the impact upon disabled users is obvious.</i>	➤ See above plus businesses with disabled facilities would be encouraged to take part in the scheme. Work would be undertaken to facilities in public buildings to allow disabled access where practicable
➤	➤
➤	➤

The next steps

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

Described above

- 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:

Seek to provide alternative facilities through public buildings that are presently not available and provide grants to private businesses to encourage them to advertise their facilities are available to the general public.

Signed R Hoggins
Dated 27th February 2015

Designation Head of Operations



monmouthshire
sir fynwy

Appendix C

Equality Impact Assessment Form

and

Sustainable Development Checklist

EQUALITY IMPACT ASSESSMENT FORM

Name of policy or change to service (Proposal)	Directorate:	Department:
Provision of public conveniences	Operations	Property and FM
Policy author / service lead	Name of assessor	Date of assessment:
Roger Hoggins	Roger Hoggins	6 th March 2014

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

Yes

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

To reduce the cost of the provision of public conveniences whilst suggesting alternative provision to mitigate the effect.

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

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

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

Consultation with the Select committee prior to further discussion with alternative providers (town and community councils, private businesses etc.)

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.

Previous public convenience reports

Budget data

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

Yes, making conveniences available in public buildings and supporting private businesses to make their facilities available.

7. Final stage – What was decided?

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

Subject to consideration at Select committee prior to any recommendations being made to Cabinet

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

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

None

Signed

R Hoggins

Designation...Head of Operations

Dated.....27th February 2015.....

Appendix A

The “Sustainability Challenge”

Name of the Officer Roger Hoggins		Please give a brief description of the aims proposed policy or service reconfiguration Change in the provision of public conveniences in towns	
Name Operations department		Date 27 th February 2015	
Aspect of sustainability affected	Negative impact Please give details	Neutral impact Please give details	Positive Impact Please give details
PEOPLE		X	
Ensure that more people have access to healthy food		X	
Improve housing quality and provision		X	
Reduce ill health and improve healthcare provision		X	
Promote independence		X	
Encourage community participation/action and voluntary work		X	
Targets socially excluded		X	

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

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

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

The next steps

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

- 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 27th February 2015

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
REPORT	Pollinator Policy Update	Report on response to community concerns.	Alison Howard	Performance Monitoring
12th March 2015	Month 9 Capital and Revenue Budget Monitoring Report	Review of finance position for directorates, identifying risks/trends in underspends and overspends.	Mark Howcroft	Budget Monitoring
	Final People and Organisational Development Strategy	Return of the final strategy.	Peter Davies Lisa Knight-Davies	Pre-decision scrutiny
	Public Conveniences	Review position: all the facilities that have been closed since the committee's report and which facilities remain open, together with a position statement on Raglan toilets.	Roger Hoggins	Performance Monitoring
Special Meeting End March 2015	Outline Business Case Heads of Valleys	Detail TBC	Rachel Jowitt	Pre-decision scrutiny
	Anaerobic Digestion Project	Detail TBC	Rachel Jowitt	Pre-decision scrutiny
	Modernising Trade Waste Services	Detail TBC	Rachel Jowitt	Pre-decision scrutiny
30th April 2015	Local Flood Risk Management Strategy	Strategic Environmental Assessment and Habitats Risk Assessment to return to the committee for scrutiny.	Dave Harris Tim England (National Resources Wales)	Performance Monitoring
	Annual Complaints Report	Committee requests a discussion on the annual complaints report in respect of regeneration and culture directorate.	Annette Evans	Statutory Reporting

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
11th June 2015	Whole Place	Progress on WAO Recommendations. Community Plans	Deb Hill Howells	Performance Monitoring
	Improvement Plan 2014-2017	Full year 2014-15 scrutiny of performance against the Improvement Objectives and the statutory 'all Wales performance indicators'.	Richard Jones	Performance Monitoring
	Revenue and Capital Budget Monitoring - Outturn Reports	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Mark Howcroft	Budget Monitoring
16th July 2015 Joint Meeting with Strong Communities	Joint Housing Option Team	Ongoing scrutiny of the performance of the Joint Housing Option Team (collaboration with Torfaen Council).	Ian Bakewell	Performance Monitoring
	Homelessness and Discretionary Housing Payments Policy	Homelessness remains a risk which both Adults Select and Strong Communities Select are jointly responsible for scrutinising. The Committees agreed to scrutinise homelessness in conjunction with welfare reform.	Ian Bakewell	Policy/Performance Update
	Monmouthshire Housing Association	Invite Monmouthshire Housing Association: Discussion on the following and links to our corporate priorities: → Housing Register → Community development → Welfare Reform	MHA	Policy/Performance Update
	Affordable Housing	Progress on Committee's Recommendations.	Kellie Beirne Shirley Wiggam	Performance Monitoring

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
10 th Sep 2015	TBC			
5 th Nov 2015	TBC			
10 th Dec 2015	TBC			

Meeting Dates to be confirmed for:

- × GAVO - Discussion on progress in line with Service Level Agreement
- × Safer Monmouthshire Plan - approx. September/October
- × Burial Provision



Council and Cabinet Business – Forward Plan

Monmouthshire County Council is required to publish a Forward Plan of all key decisions to be taken in the following four months in advance and to update quarterly. The Council has decided to extend the plan to twelve months in advance, and to update it on a monthly basis.

Council and Cabinet agendas will only consider decisions that have been placed on the planner by the beginning of the preceding month, unless the item can be demonstrated to be urgent business

Subject	Purpose	Consultees	Author
25th FEBRUARY 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
Amendment of the Council's No Smoking Policy	To seek approval to amend the councils existing no smoking policy to include electronic smoking devices	Cabinet Members Leadership Team JAG	David Jones
Learning and Development Prototype			John McConnachie
Approval of former Rogiet School to Melin Homes			Gareth King
Map modification order			Mandy Mussell
26th FEBRUARY 2015 – COUNCIL			
Final composite council tax resolution	To set Budget and Council Tax for 2014/15	Cabinet SLT	Joy Robson
Treasury Management Strategy 2014/15	To accept the Annual Treasury Management Strategy	Cabinet SLT	Joy Robson
Mobile Homes (Wales) Act 2013	To agree the Council's approach to delivering its responsibilities under the Act from April 2015	Cabinet SLT	Graham Perry
Monmouth Pool		Cabinet	Kellie Beirne

Subject	Purpose	Consultees	Author
		SLT	
Abergavenny Library		Cabinet SLT	Roger Hoggins
Local Transport Plan		SLT Cabinet	Roger Hoggins
Council Diary	To agree the 2015/16 council diary	SLT Cabinet	Tracey Harry
Vibrant and Viable Places Loan Funding	To seek member approval for VVP Loan opportunities	Cabinet SLT	Deb Hill Howells Colin Phillips
Foster Care Assistance			Simon Burch
4TH MARCH 2015 – CABINET			
Month 9 Capital Budget Monitoring report	To provide Members with information on the forecast outturn position of the Authority at the end of Month 9 for the 2014/15 financial year		Joy Robson/Mark Howcroft
2014/15 Education & Welsh Church Trust Funds Investment & Fund Strategy	The purpose of this report is to present to Cabinet for approval the 2015/16 Investment and Fund strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2015/16 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.	SLT Cabinet Head of Legal services	Dave Jarrett
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2014/15, meeting 5 held on the 22 nd January 2014		Dave Jarrett
Financial Position Assessment			WAO
S106 Planning agreements	To seek approval for the introduction of an administrative charge to recover costs for the administration and monitoring of S106 planning agreements	SLT S106 corporate working group Planning committee Cabinet	Jane Coppock / Phil Thomas
Community Contact Centres/Hubs		SLT Cabinet	Rachel Jowitt/Deb Hill Howells

Subject	Purpose	Consultees	Author
Whole Place review and next steps	To provide detailed review update as per WAO report recommendation	SLT Cabinet	Deb Hill-Howells
Broadband in Monmouthshire	To provide and overview of the likely implications to the County of the roll-out of Superfast Cymru and to seek endorsement of the proposed options for moving forward	Cabinet SLT	Peter Davies
Severnside 3G		Cabinet SLT	Ian Saunders
Risk Assessment		Cabinet SLT	Matt Gatehouse/ Will McLean
Democracy & Regulatory restructure		SLT Cabinet	Tracey Harry
Quarter 3 PIs		SLT Cabinet	Matt Gatehouse
Guidance on fixed penalty notices		SLT Cabinet	Richard Austin
School Admissions		SLT Cabinet	Deb Mountfield
Restructure Disability service		SLT Cabinet	Ceri York
Mandate Preparedness	The purpose of this report is to provide Cabinet with an assessment on the preparedness of services to deliver the 2015/16 budget mandates	SLT Cabinet	Will McLean
11th MARCH 2015 – INDIVIDUAL CABINET MEMBER DECISION			
Review of the Homeseach SLA		Cabinet SLT	Ian Bakewell
25th MARCH 2015 – INDIVIDUAL CABINET MEMBER DECISION			
			Martin Davies
SPG report of consultation and adoption	Update existing SPGs on Replacement dwellings and extensions in the Countryside; conversion of agricultural buildings; assessment of re-use for business purposes in relation to countryside building conversions, new SPG on green	SLT Cabinet	Martin Davies

Subject	Purpose	Consultees	Author
	infrastructure		
Home Improvement Loan Scheme Update			Steve Griffiths
26TH MARCH 2015 – COUNCIL			
Corporate Strategy		SLT Cabinet	Matt Gatehouse/ Will McLean
The Future Food Waste Treatment Strategy: Outline Business Case & Inter Authority Agreement	for the Council to consider the inclusion of MCC in the Heads of the Valleys Anaerobic Digestion Procurement. To agree the Outline Business Case and the Inter Authority Agreement which commits the Council to the procurement and partnership and a 15-20 year contract.	SLT Cabinet	Rachel Jowitt
Self Evaluation Draft		Cabinet SLT	Sarah McGuinness
Engagement framework evaluation report		Cabinet SLT	Will McLean
WAO Stage 2 Improvement Plan		Cabinet SLT	Will McLean/ Matt Gatehouse
Partnership Agreement		Cabinet SLT	
Senior Officer Pay award		SLT Cabinet	Sally Thomas Peter Davies
Corporate Pay Policy		Cabinet SLT	Sally Thomas Peter Davies
15TH APRIL 2015 – CABINET			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2014/15, meeting 6 held on the 26 th March 2015		Dave Jarrett
People and Organisational Development Strategy (Final)			Peter Davies
Taking Forward Service Transformation in Adult	A review of Community Coordination and Small Local Enterprise		Nicola Needle

Subject	Purpose	Consultees	Author
Social Care and Health			
Invest to redesign funding			Kellie Beirne
S106 Chepstow Area			Cath Sheen
Play sufficiency audit report			Nicola Bowen / Ian Saunders
Modernising trade waste services			Rachel Jowitt
Major Events Strategy	To set out a Major Events Strategy through which to co-ordinate all local community and organised events in the county	SLT Cabinet	Ian Saunders
MOU Housing Solutions			Ian Bakewell
Y Prentis			Cath Fallon
Schools Pay Policy		Cabinet SLT	Sally Thomas
Schools disciplinary policy		Cabinet SLT	Sally Thomas
Education performance framework			Matt Gatehouse
ICT in schools			Peter Davies
Developing a Business Improvement District in Abergavenny	To seek endorsement of a new BID in Abergavenny town centre	SLT Cabinet	Deb Hill Howells
Supporting Monmouthshire Businesses' competitiveness	To assist Monmouthshire businesses to improve their competitiveness and online trade	SLT Cabinet	Peter Davies
CMC ² Strategic Review and Year 4 Business Plan	To endorse the review of CMC ² and future business strategy and approve year ahead business plan	Cabinet SLT	Peter Davies Sian Hayward
Chief Officer Report			Kellie Beirne
Programme board update			Kellie Beirne
MAY 2015 – CABINET			
Monmouthshire Crowdfunding platform	To seek approval for the development of a crowdfunding platform that together with Authority loan finance will support business growth and job creation	Cabinet SLT Member Seminar Pre-scrutiny	Peter Davies

Subject	Purpose	Consultees	Author
Council Tax Reduction Fraud Prosecution Policy	To provide Monmouthshire with a policy that will prevent, deter and/or detect Benefit Fraud		Ruth Donovan
Raglan – Proposed Community Hall	To inform members of the progress that the Raglan Village Hall Association has made in developing plans for a new village hall within the Raglan Community	Cabinet SLT	Deb Hill Howells
MAY 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
Draft supplementary planning guidance (SPG) Primary Retail Frontages	To endorse draft SPG to issue for consultation	SLT Planning Cabinet	Jane Coppock
JUNE 2015 - CABINET			
Income Generation Strategy	To provide a strategy for maximising the income opportunities available to the Council		Joy Robson
JUNE 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
Draft supplementary planning guidance (SPG) Landscape	To endorse draft SPG to issue for consultation	SLT Planning Cabinet	Jane Coppock
JUNE 2015 – COUNCIL			
Chief Officer Report			Sarah McGuinness
Chief Officer Report			Simon Burch
JULY 2015 – CABINET			
Effectiveness of Council Services: quarterly update			Matt Gatehouse
Evaluation of community Coordination			Matt Gatehouse
30th JULY 2015 – COUNCIL			
Cultural Service Review			Ian Saunders
SEPTEMBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
SPG Programme annual review	To endorse draft SPG programme for 2015/16	SLT Planning Cabinet	Jane Coppock
SEPTEMBER 2015 – CABINET			
Local Development Plan –	To seek approval to submit the first AMR on the	SLT	Jane Coppock

Subject	Purpose	Consultees	Author
annual monitoring report	LDP to the Welsh Government	Planning Cabinet	
Review of allocation policy		Cabinet Members Leadership Team Appropriate Officers	Ian Bakewell
SEPTEMBER 2015 - COUNCIL			
Local Development Plan – annual monitoring report	To seek approval to submit the first AMR on the LDP to the Welsh Government	SLT Planning Cabinet	Jane Coppock
NOVEMBER 2015 – CABINET			
Effectiveness of Council Services: quarterly update			Matt Gatehouse