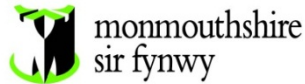


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Tuesday, 11 December 2018

## Notice of Reports Received following Publication of Agenda.

### Cabinet

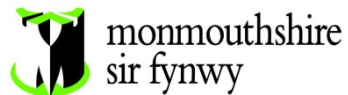
Wednesday, 19th December, 2018 at 10.00 am,  
Conference Room - Usk, NP15 1AD

Attached are reports that the committee will consider as part of the original agenda but were submitted to democratic services following publication of the agenda.

Item No	Item	Pages
3.4	<p>2019 DRAFT REVENUE BUDGET PROPOSALS 2019/20</p> <p><b><u>Divisions/Wards Affected:</u></b> All</p> <p><b><u>Purpose:</u></b> To set out a budget proposal for financial year 2019/20.</p> <p>To commence a period of consultation on the budget proposal that will remain open until 31 January 2019.</p> <p>To consider the 2019/20 budget proposal within the context of the 4 year Medium Term Financial Plan (MTFP) and the Corporate Plan.</p> <p>Author: Joy Robson – Head of Finance</p> <p>Contact: <a href="mailto:joyrobson@monmouthshire.gov.uk">joyrobson@monmouthshire.gov.uk</a></p>	1 - 618

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

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**SUBJECT: BUDGET PROPOSALS 2019/20**

**MEETING: CABINET**

**DATE: 19<sup>th</sup> December 2018**

**DIVISION/WARDS AFFECTED: All**

**1. PURPOSE:**

- 1.1 To set out a budget proposal for financial year 2019/20.
- 1.2 To commence a period of consultation on the budget proposal that will remain open until 31 January 2019.
- 1.3 To consider the 2019/20 budget proposal within the context of the 4 year Medium Term Financial Plan (MTFP) and the Corporate Plan.

**2. RECOMMENDATIONS:**

- 2.1 That Cabinet approves the release of the budget proposal for 2019/20 for consultation purposes.
- 2.2 That Cabinet approves that the consultation period and opportunity to present alternative proposals that have been assessed for Future Generations implications ends on 31<sup>st</sup> January 2019.
- 2.3 That Cabinet recognises a year on year cash reduction of £936k in funding that it will receive from Wales Government
- 2.4 That Cabinet recognises unavoidable pressures of some £5.7 million that need to be provided for within the 2019/20 budget.
- 2.5 That Cabinet confirms its intention to fully fund all pay related pressures insofar as they impact schools and demand pressures caused by increasing numbers of looked after children in Social Services.
- 2.6 That Cabinet proposes a Council Tax rise of 5.95% for financial year 2019/20.
- 2.7 That Cabinet recognises that the budget proposal remains un-balanced at this stage. There is a remaining savings gap of £594k to address.

### 3. KEY ISSUES:

#### OVERVIEW

- 3.1 It is well trailed nationally that local government funding has been challenged for a number of years. Monmouthshire, in keeping with all other Councils in Wales has had to make significant adjustments year on year to its cost base to ensure that the service offer has remained relevant and appropriate for the citizens of the county. Members of all parties and none are familiar with having to take decisions that they would prefer not too but with this as a context there has tended to be a reasonable and pragmatic approach taken. Financial year 2019/20 will continue this approach. The priorities of the Administration are set out in the Corporate Plan and these, in summary, are repeated later in the report.
- 3.2 This budget proposal looks to support the priorities of the Administration. Specifically it seeks to recognise in full all pay and pension related spending pressures in our schooling system and the increasing demand being placed on our children's social care services. The budget proposal sees a continuation of our preparedness to challenge all services to improve rather than to see the closure of services that matter to citizens. There is an acknowledgement that when things close they never return and it is better to scale back rather than absolutely withdraw. This is a feature of a number of proposals for change that make up these proposals. In overall terms there are some £5.7 million of new unavoidable pressures that need to be accommodated as part of the 2019/20 budget and these are detailed in appendices.
- 3.3 It is never popular to charge for services but the reality is that we need to do so. We are proposing increases in a number of areas. Likewise increasing Council Tax is never popular but with the retreat of national funding, local taxation is by default having to shoulder a greater proportion of our overall funding. This budget proposal assumes a council tax rise of 5.95% for 2019/20 (1% higher than was signalled in our report of 7th November 2019) and a Council Tax rise of 3.95% for the remaining years of this Council. For a current Band D property with Council only element of £1,242 (exclusive of community council or Police levy), this would illustratively be an additional £73.90 a year or £1.42 a week.

BUDGET PROGRESS TO DATE	£'000
Gross Expenditure	155,920
Unavoidable Pressures	5,688
<b>Sub Total Expenditure</b>	<b>161,608</b>
Gross Income	(153,069)
Welsh Government funding reduction (-1%)	936
Savings Proposals	(4,415)
Income generation increase	(1,437)
Council tax additionality (5.95%)	(3,029)
<b>Sub Total Income</b>	<b>(161,014)</b>
Net Expenditure	594
<b>Savings still to be identified</b>	<b>(594)</b>
Net Expenditure	0

3.4 As part of our budget, the Administration signals an intent to enter into a specific piece of work to look at service provision within Usk in the early part of 2019. This will follow similar lines to work done in Caldicot this year which culminated in a £multi-million regeneration proposal. We would like to work with Usk Town Council and others on this. It is premature to assume outcomes but we would hope to have some recommendations for change and improvement coming forward in the autumn of 2019.

### Purpose and Priorities

3.5 Monmouthshire County Council's Corporate Business Plan sets out the things we will be working on in the medium term. The plan sets out our five Organisational Goals (also our well-being objectives) supported by the 22 commitments to action we will make and the ways in which they will be measured in the run-up to 2022. This plan has been developed and aligned to the direction set in the Public Service Board objectives. The Plan is underpinned by a clear policy framework that sets out in more detail our work to enable the delivery of the plan. The aspiration and objectives set for Monmouthshire by the PSB and Council are:

<b>Purpose: Building Sustainable and Resilient Communities</b>	
<b><i>Public Service Board Well-being Objectives</i></b>	<b><i>Monmouthshire County Council Goals &amp; Well-being Objectives</i></b>
<b>Provide children and young people with the best possible start in life</b>	The best possible start in life
<b>Respond to the challenges associated with demographic change</b>	Lifelong well-being
<b>Protect and enhance the resilience of our natural environment whilst mitigating and adapting to the impact of climate change</b>	Maximise the potential of the natural and built environment
<b>Develop opportunities for communities and businesses to be part of an economically thriving and well-connected county.</b>	Thriving and well-connected county
	Future - focussed Council

3.6 The budget proposals contained within this report have sought to ensure these key outcomes and priorities can be continued to be pursued as far as possible within a restricting resource base. This does not, however, mean that these areas will not contribute to meeting the financial challenges. The aim is to make sure everything is efficient so that as broad a range of service offer, in line with those functions that matter most to our communities, can be maintained. Chief Officers in considering the proposals and strategy above have also been mindful of the whole authority risk assessment.

3.7 In assessing the affordability considerations of the corporate plan, an exercise which is iterative and ongoing, confirmation **Page 3** either been received at this stage that

commitments to delivering the Corporate Plan for 2019-20 will either be met from existing budgets or are contained within the draft budget proposals. This work will continue as programmes of work develop and affordability considerations are more clearly understood and considered.

3.8 The following table demonstrates the links at a summary level that have been made with the 5 priorities, Corporate Plan and the strategic risks:

<b>Proposal</b>	<b>Link to Goals and Well Being Objectives in the Corporate Plan</b>	<b>Link to Whole Authority Risk assessment</b>
Schools budgets have been protected	Direct Spending in schools is maintained Best possible start in life Thriving and well connected County	Budget proposals are mindful of the risk in the register around children not achieving their full potential
Social care budgets will see additional resources going into the budget for Children's and adults social services to meet the pressures in these areas.	Lifelong well being	These proposals seeks to address the risks around more people becoming vulnerable and in need and the needs of children with additional learning needs not being met
The drive for service efficiencies savings has continued and a few focused service reviews have enabled saving to be identified e.g. Passenger Transport Unit review, Inclusion review and practice change in social care.	Further reviews has enabled frontline services to transform the way they do things whilst still delivering the goals of the Corporate plan and therefore contributing to the creation of sustainable and resilient communities.	Addresses risks around the ability to sustain our priorities within the current financial climate
The need to think differently what income can be generated has been a clear imperative in working up the proposals. Clear examples are the income opportunities from implementing the Commercial Strategy and the business plans within Tourism, Leisure and Culture.	Being able to generate further income streams responds to the consultation responses in previous years regarding a preference for this compared to services cuts and contributes to the aims of creating a sustainable and resilient communities.	

3.9 Cabinet received a report on the MTFP and budget process at their meeting of 7<sup>th</sup> November 2018. The report outlined the assumptions that were being used in the construction of the budget for 2019/20 and the MTFP and highlighted the outcome of the provisional settlement announcement for Monmouthshire.

3.10 As a reminder the following assumptions have been used initially for the 2019/20 budget:

- Council Tax – 4.95% for 2019/20, 3.95% for rest of MTFP
- Other external income – 0%, individual services to determine price increases
- Pay inflation – 2% for 2019/20, 1% for rest of MTFP
- Non pay inflation – 0%
- Vacancy factor – 2% (except schools)
- Superannuation – 23.1%, rising 1% each year of the MTFP
- Teachers superannuation – 16.48% rising to 23.6% at 1<sup>st</sup> Sept 2019
- Aggregate External Finance – 1% reduction based on the provisional settlement

3.11 The above assumptions led to a gap of £4.6 million in 2019/20 rising to a gap of £13.8 million over the medium term. At that time further work was being undertaken to assess service based pressures both in the current year budget and any new pressures arising. Savings and income generation proposals were also being worked up and reviewed in order to close the gap between available resources and demand for resources.

3.12 The Final Settlement is expected to be announced on 19<sup>th</sup> December 2018, however the Cabinet Secretary for Finance issued a written statement on the 20<sup>th</sup> November 2018 which identified further funding for Local Government for both 2018/19 and 2019/20. In terms of the effect on the budgets, and without Authority specific allocations having been confirmed by Welsh Government, it has been estimated that Monmouthshire will benefit from the following:

#### 18/19

- One-off grant to meet social care pressures (£406k)
- Teachers pay award (£208k) - £70k of which will go to schools to honour pay award commitment
- General capital grant (£1.354m)

#### 19/20

- Increase in floor from -1% to -0.5% (£468k)
- Teachers pay award (£208k)
- Children's social services (£41k)
- General capital grant (£812k)

At this stage there is no clarification on any monies being available from WG to fund the teachers' pension increase (£784k pressure), despite the Chancellor inferring it will be funded in his autumn budget announcement. Provision has been made at this stage for a proportion (60%/£475k) of the pressure to be funded. Any update that may be available on the Final Settlement will be given verbally at the Cabinet meeting.

### **Pressures**

3.13 The work on pressures has highlighted that a number of significant pressures need to be taken into account in next year's budget. A summary table of pressures is provided below and further information on the individual pressures is provided in Appendix 1 and 3. The main pressures often relate to areas outside of the control of the Authority, such as the

increase in Teachers pension £784k pressure, and changes to capital thresholds in social care creating a £501k pressure. There are also changes to the national pay structure causing £1,027k pressure and increase in the National living wage causing social care costs to rise - £434k pressure. Other pressures are more to do with the increasing demands for services such as children's social services £250k pressure.

- 3.14 It is noticeable that there are a limited number of pressures identified for years 2 to 4 of the MTFP, however it is common for them to be recognised closer to the year in question and this needs to be borne in mind when considering the remaining gap in the MTFP. As part of the ongoing work to further develop the latter years of the MTFP consideration will be given to the level of pressures needing to be accommodated in recent years and to determine whether prudently a greater provision needs to be made.

Pressures by Directorate	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
Children & Young People	1,189	560	0	0
Social Care & Health	1,192	809	184	0
Enterprise	1,235	175	112	(50)
Resources	342	64	76	62
Chief Executives Unit	281	0	0	0
Corporate Costs & Levies	1,118	675	2,166	2,307
Appropriations	332	169	(36)	111
Financing	0	0	0	0
<b>Totals</b>	<b>5,688</b>	<b>2,452</b>	<b>2,502</b>	<b>2,430</b>

- 3.15 Previously agreed savings that have been identified as not achievable have also been recognised as pressures in the model together with any current year budget overspends that look set to continue into 2019/20 and to the extent that they can't be mitigated. In previous budgets Directorates have been asked to manage these pressures within services, however given the level of savings already being delivered by some service areas a decision has been taken to recognise these pressures in the budget for 2019/20 to mitigate this risk.

### **Saving Proposals for 2019/20**

- 3.16 After several years of taking significant resource out of the budget the means of achieving further savings becomes increasingly more challenging. Work is continuing to develop ideas and proposals such that they can be brought into the budget once they are sufficiently progressed. The pressure of 2019/20 is immediate, however the need to establish a more medium to longer term financial strategy to tie into the Corporate Plan is recognised and a draft was presented to Cabinet on 7<sup>th</sup> November 2018. This will be revisited in the New Year, in the meantime all service areas were asked to bring forward budget proposals to help manage the gap, whilst simultaneously, looking ahead and ensuring wherever possible, proposals support the medium term direction of travel. The proposals are contained in Appendix 2 and 4.
- 3.17 The proposals also contain a change in approach to the annual review of fees and charges. The automatic inflationary increase in the MTFP has been taken out, increasing the net gap to be managed, but more transparently reflecting Director and service manager choice in their budget management consideration and their decision making in sustaining their business offerings. Members may recall the WAO study into fees and charges which provided some interesting provocations, identifying that the higher income levels in



Authorities such as Monmouthshire could allow more scope to raise income through fees and charges. The new approach to fees and charges in this budget round enables Directorates to consider this, whilst understanding that they are best able to predict the price elasticity of supply and demand for services and avoid perverse situations where an anticipated increase in unit fees and charges results in a decline in footfall and overall income. Individual Directorate mandates for fees and charges in their areas are therefore contained in the appendices as part of the budget proposals. This enables the fees and charges proposals to be linked with the other budget saving information provided to the four Select Committees as part of the budget consultation process.

- 3.18 All proposals have been considered and tested through an initial process of independent challenge by officers and Cabinet Members. A summary of all the proposals are shown in the table below, and are shown in more detail in the attached appendices 2 and 3.

Disinvestment by Directorate	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
Children & Young People	(1,191)	0	0	0
Social Care & Health	(1,246)	(116)	0	0
Enterprise	(1,068)	(156)	0	0
Resources	(1,342)	(50)	(62)	(75)
Chief Executives Units	(106)	(3)	(3)	0
Corporate Costs & Levies	0	0	0	0
Appropriations	(282)	(1)	0	(2)
Financing	(618)	0	0	0
<b>Totals</b>	<b>(5,853)</b>	<b>(326)</b>	<b>(65)</b>	<b>(77)</b>

### Treasury Impact

- 3.19 The Capital MTFP is being considered as a separate report on this agenda and for the purposes of establishing the revenue impact of the capital MTFP, the current summary position in the Capital report has been taken.
- 3.20 The Treasury budgets continue to be closely monitored throughout the year, and any changes in the following will be considered at final budget stage: a review of the current year underspend, the profile of capital expenditure and potential slippage, a review of maturing debt over the medium term and the balance between the level of fixed and variable rate debt in the Council's portfolio. The balance of risk is an important consideration in this review as are the principles of security, liquidity and yield when considering any investment strategies.

### Council Tax

- 3.21 The Council Tax increase in the budget has been modelled as 4.95% + 1% for 2019/20 and 3.95% per annum across the MTFP as a planning assumption. The Council tax base report approved by Cabinet on 5<sup>th</sup> December 2018 has concluded an assessment of collection rates and growth in properties. Overall, the Council Tax base calculated for

2019/20 has risen by 0.45% compared to 2018/19. This increase takes into account the anticipated changes in dwellings. The estimated additional income of £150k derived from this and changes to CTRS (Council Tax Reduction Scheme) projections has been incorporated within the MTFP as part of the budget process.

## Summary position

- 3.22 In summary, the 2019/20 budget gap is now **£594k**, if all the savings proposals contained in the Appendix 2 are approved. Clearly there is a gap still to meet and further work is progressing to bring forward measures to balance to budget if further funding is not made available through the final settlement.

Services	Adjusted Base 2018/19 £000	Indicative Base 2019/20 £000	Indicative Base 2020/21 £000	Indicative Base 2021/22 £000	Indicative Base 2022/23 £000
Children & Young People	50,174	51,177	52,171	52,610	53,053
Social Care & Health	45,604	46,099	47,194	47,745	48,117
Enterprise	18,328	23,070	23,335	23,778	24,094
Resources	7,382	6,588	6,716	6,855	6,970
Chief Executive's Unit	4,342	4,619	4,681	4,743	4,810
ADM	3,264	0	0	0	0
Corporate Costs & Levies	21,143	22,270	23,221	25,537	28,052
<b>Sub Total</b>	<b>150,238</b>	<b>153,823</b>	<b>157,317</b>	<b>161,269</b>	<b>165,095</b>
Transfers to reserves	93	444	63	63	63
Transfers from reserves	(389)	(535)	(96)	(218)	(88)
Treasury	7,871	7,875	7,935	7,899	8,008
<b>Appropriations Total</b>	<b>7,574</b>	<b>7,785</b>	<b>7,903</b>	<b>7,744</b>	<b>7,983</b>
<b>Total Expenditure Budget</b>	<b>157,812</b>	<b>161,608</b>	<b>165,220</b>	<b>169,013</b>	<b>173,079</b>
Aggregate External Financing (AEF)	(93,268)	(92,623)	(90,956)	(89,319)	(87,711)
Council Tax (MCC)	(50,908)	(53,937)	(56,067)	(58,282)	(60,584)
Council Tax (Gwent Police)	(10,960)	(11,160)	(11,360)	(11,565)	(11,773)
Council Tax (Community Councils)	(2,676)	(2,676)	(2,676)	(2,676)	(2,676)
Contribution to/(from) Council Fund	0	0	0	0	0
Disinvestment		(618)	(618)	(618)	(618)
<b>Sub Total Financing</b>	<b>(157,812)</b>	<b>(161,014)</b>	<b>(161,678)</b>	<b>(162,460)</b>	<b>(163,362)</b>
<b>(Headroom)/Shortfall</b>	<b>(0)</b>	<b>594</b>	<b>3,542</b>	<b>6,553</b>	<b>9,716</b>

## Reserves strategy

- 3.23 Earmarked reserve usage over the MTFP is projected to decrease the balance on earmarked reserves from £5.8 million in 2019/20 to £5.5 million at the end of 2021/22. Taking into account that some of these reserves are specific, for example relating to joint arrangements or to fund capital projects, this brings the usable balance down to £4.4 million. The general fund reserve is sustained at its current level of £7 million.
- 3.24 The previously approved Reserves strategy sought to ensure that earmarked reserves are not used to balance the budget for ongoing expenditure and that they are instead used to the best effect and impact on one off areas of spend to help the authority transform itself to the new resource levels available to it. The final budget report will contain an

assessment of the adequacy of reserves, however, at this stage limited use is being made of reserves.

- 3.25 The Authority continues to receive advice from VAT consultants around the potential to successfully recover up to £1.7m of VAT from HM Revenues and Customs as a consequence of VAT principally paid on leisure activities in previous years. A European Court of Justice Ruling (referred to as the 'Ealing' case) determined that local authorities could treat such income generated from such activities as exempt income. The Authority is assessing its partial exemption position to ensure that with careful VAT management it won't breach its 5% de minimis threshold going forward and which would result in the Authority having to pay significantly more VAT. If the conclusion is drawn that the Authority can safely manage its VAT position going forward then recovery of VAT would be used to bolster earmarked reserves.

### **Next Steps**

- 3.26 The information contained in this report constitutes the budget proposals that are now made available for formal consultation. Cabinet are interested in consultation views on the proposals and how the remaining gap may be closed. This is the opportunity for Members, the public and community groups to consider the budget proposals and make comments on them. Cabinet will not however, be prepared to recommend anything to Council that has not been subject to a Future Generations Assessment and Equality Impact Assessment and therefore a deadline to receive alternative proposals has been set as 31<sup>st</sup> January 2019.
- 3.27 Public consultation (to include the formal requirement to consult businesses) and Select Committee Scrutiny of Budget proposals, will take place between the 19<sup>th</sup> December 2018 and the 31<sup>st</sup> January 2019. In the past extensive community engagement has been undertaken around the budget and the impact of any potential changes under the banner of #MonmouthshireEngages. The budget proposals contained within this report are extensions of previously agreed changes and in addition there has not been any substantive or material service developments that has not undergone its own consultation process; on this basis we will not be conducting another large scale public engagement. There will be opportunity for the community to provide consultation responses via meetings with various consultative fora (such as the Schools budget forum, JAG, Access for All group) and via the website and social media where details of the proposals and consultation events will be published.
- 3.28 The scrutiny of the budget proposals are key areas of this part of the budget process. The following dates have been set for Select committees:
- Economy and Development – 10th January 2019
  - Children and Young People – 24th January 2019
  - Adults - 29th January 2019
  - Strong Communities – 31st January 2019
- 3.29 Final budget proposals following consultation and receipt of the final settlement will go to a special Cabinet on 20th Feb 2019 and Council Tax and budget setting will then take place at Full council on 7th March 2019.

## **4 OPTIONS APPRAISAL**

- 4.1 Directorates are required to consider and outline the options that have been considered for each of the budget proposals and pressures identified in this report. The detail is contained in the Appendices.

## **5 EVALUATION CRITERIA**

- 5.1 The means of assessing whether the final budget put in place for 2019/20 has been successfully implemented is undertaken throughout the year via the regular budget monitoring and periodic reports to Cabinet and then to Select committees for scrutiny. In addition regular monitoring of the performance of the Council against service business plans and the Corporate Plan takes place. Taken together these arrangements enable the Council to evaluate its success and progress against its longer term plans within the resources available.

## **6 REASONS:**

- 6.1 To agree budget proposals for 2019/20 for consultation purposes

## **7. RESOURCE IMPLICATIONS:**

- 7.1 As identified in the report and appendices

## **8. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING and CORPORATE PARENTING):**

- 8.1 The future generation and equality impacts of the saving proposal have been initially identified per budget saving mandate in Appendix 5. As the impact on services has been kept to a minimum, no significant negative impact has been identified. Further consultation requirements have been identified and are on going. Further assessment of the total impact of the all the proposals will be undertaken for the final budget report.
- 8.2 The actual equality impacts from the final budget report's recommendations will be reviewed and monitored during and after implementation.

## **9. CONSULTEES:**

SLT  
Cabinet  
Head of Legal Services

## **10. BACKGROUND PAPERS:**

Appendix 1: Summary of budget pressures  
Appendix 2: Summary of budget savings  
Appendix 3: Directorate pressure proposals  
Appendix 4: Directorate savings proposals  
Appendix 5: Future Generations Evaluations  
Appendix 6: Future Generations Evaluation for the overall budget (to follow)

## **11. AUTHOR:**

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## Appendix 1 Summary of Budget Pressures

Ref	Children & Young People	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
PCYP001	CYP New Bill Responsibilities Additional Learning Needs (ALN)	66			
PCYP002	Rates Increases from new school Caldicot	87			
PCYP002	Rates Increases from new school Monmouth	85			
PCYP004	Teachers Unfunded Pension Scheme - increased rates (central govt budget 2016)	784	560		
PCYP005	Additional Learning Needs Pressure (based on Month 7 Monitoring report)	167			
	<b>CYP Totals</b>	<b>1,189</b>	<b>560</b>	<b>0</b>	<b>0</b>

Ref	Social Care & Health	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
PSCH001	SCH National living wage	434			
PSCH002	SCH Capital threshold	501	668		
PSCH003	Harmonisation of fostering allowance. Gwent authorities aligning together - Children's serv		141		
PSCH004	Staffing implications of Project 5 team after Independent Care Fund (ICF) funding ceases			184	
PSCH005	Children's net pressures (informed by M5 forecast outturn)	257			
	<b>SCH Totals</b>	<b>1,192</b>	<b>809</b>	<b>184</b>	<b>0</b>

Ref	Enterprise	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
18-19	FUTUREMON One off investment to deliver 2018-19 budget	(100)			
18-19	TLC Leisure Income - Extended Monmouth rebuild consequences	(49)			
18-19	TLC Monlife facilitation	(143)			
18-19	OPS PTU	72	75	62	
PENT001	OPS Street Lighting - Energy Increases	74	50	50	
PENT002	OPS Grounds - Potential loss of Monmouthshire Housing Assoc (MHA) contract	100			
PENT003	OPS Waste - Loss of Tidy Towns grant into Rural Development Plan (RDP)	30			
PENT003	OPS Waste - Loss of Sustainable waste management grant	52			

PENT004	OPS Waste - Additional Management costs - viridor	375			
PENT005	OPS Car Park Income Pressure - Shortfall in pay & Display income. Impact of free parking at Morrison's.	120			
PENT006	OPS Fuel Pressure for Operations - 5% increase based on £800,000 net departmental spend.	40			
PENT007	MonLife/CYP - Rates Pressure for Monmouth Leisure Centre	30			
PENT008	TLCY-All Service Pay award assumption	147			
PENT009	TLCY-All services Inflation Increases (rates and other non pay)	13			
PENT010	TLCY-All Services Fuel costs anticipated inflation (2.5%)	14			
PENT011	TLCY-Attractions Shirehall - efficiency target never achieved	18			
PENT012	TLCY-Attractions Caldicot Castle - income targets never achieved	50			
PENT013	TLCY-Attractions Tintern - income targets never achieved	21			
PENT014	TLCY-Attractions TIC - Staff costs to support opening hours & double manning when necessary	15			
PENT015	TLCY-Attractions Withdrawal of Town Council Funding for Chepstow TIC	10			
PENT016	TLCY-GI & ROW Contribution to Brecon Beacon National Park (BBNP) ( increase to 18k from 10k)	8			
PENT017	TLCY-Leisure Cleaning costs contractual inflation / energy pressures and income targets	50			
PENT018	TLCY-Marketing Appointment of Marketing Manager (Grade I) - net increase assumes they will recover 50% of cost	27			
PENT019	TLCY-Museums Restructure Proposals did not achieve required savings	23			
PENT020	TLCY-Outdoor Education Removal of Torfaen Subsidy, further reduction of BG subsidy	63			
PENT021	TLCY-Outdoor Education Loss of remaining subsidy from Blaenau Gwent County Borough Council (BGCBC)	31			
PENT022	TLCY-Play Loss of Grant Income for open access play	10			
PENT023	TLCY-Youth All posts regraded through Job evaluation last year - no provision for increase	21			
new	PLANHOUS - Cardiff Capital Region Strategic Dev Plan - Support costs	0	50		(50)
PENT024	OPS Waste. Blaenau Gwent Income not materialising	100			



PENT025	OPS Waste. Household waste recycling centre reduced hours, 2018-19 saving not enacted	13			
<b>ENT Totals</b>		<b>1,235</b>	<b>175</b>	<b>112</b>	<b>(50)</b>

Ref	Chief Executive's Unit	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
PCEO001	GOVDEMSUP - Contact Centre VOIP communications contract increases	35			
PCEO002	GOVDEMSUP - Communications Unachievable external income targets.	20			
PCEO003	LEGAL & MONITORING - Legal Review	196			
PCEO004	LEGAL & MONITORING - Land charges income decline	30			
<b>CEO Totals</b>		<b>281</b>	<b>0</b>	<b>0</b>	<b>0</b>

Ref	Resources	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
PRES001	CORPLORD Estates Climate change levy increases (Elec,Gas,etc)	57	59	60	62
PRES002	FINANCE SRS - Revenues & systems admin transferring to Torfaen	24			
PRES003	RES (Procurement - Gateway Review) - unachievable saving 1819	150			
PRES004	TLC Monlife central support consequence	111	5	16	
<b>RES Totals</b>		<b>342</b>	<b>64</b>	<b>76</b>	<b>62</b>

Ref	Corporate Costs & Levies	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
PCORP001	CORP Living Wage Foundation increase	9			
PCORP004	Spinal point harmonisation	1,027			
PCORP002	Insurance - uplift in rates based on activity and claims during 2018-19	50			
PCORP005	Council Insurance Consequences of Monlife	15			
PCORP003	Coroners Joint Committee - increased levy	17			
	Unidentified Pressures	0	675	2,166	2,307
<b>Corporate Costs &amp; Levies Totals</b>		<b>1,118</b>	<b>675</b>	<b>2,166</b>	<b>2,307</b>

Ref	Appropriations	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
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PAPP001	OPS Waste vehicles replacement, annual borrowing cost	95			
PAPP002	Net Minimum Revenue Provision (MRP) increase based on additional activity	163	157	(105)	114
PAPP003	Interest Payable	74	12	69	(3)
	<b>Appropriations Totals</b>	<b>332</b>	<b>169</b>	<b>(36)</b>	<b>111</b>

**TOTAL PRESSURES**

**5,688**

**2,452**

**2,502**

**2,430**

## Appendix 2 Summary of Budget Savings and Income Proposals

Ref	Children & Young People	2019/20	2020/21	2021/22	2022/23
		0	£000	£000	£000
CYP001	Federated school model	(23)			
CYP003	Investigate options to revise running and budgeting of Gwent Music - Schools	(40)			
CYP004	Fees and charges - Before School Club - Schools. Residual effect of 2018-19 budget proposal, reflecting 5 months activity at £1 pd	(72)			
CYP006	Continuation of inclusion review (incl Mounton Hse)	(275)			
CYP007	Nursery Provision, double counting topped up schools Jan 19 - March, already provided every Sept	(40)			
CYP009	Removal of 1 North 1 South Specific Learning Difficulties (SpLD) teacher in favour of school staff being trained	(58)			
CYP010	Teachers Pay award	(208)			
CYP011	Teachers Pension Scheme - increased rates - prudent assumption of funding from WG at 60%	(475)			
CYP012	Discretionary fees & charges uplift				
	<b>CYP Totals</b>	<b>(1,191)</b>	<b>0</b>	<b>0</b>	<b>0</b>

Ref	Social Care & Health	2019/20	2020/21	2021/22	2022/23
		£000	£000	£000	£000
SCH001	Practice change- continue the transformation of practice. Early help, reablement, better life planning and realigning provision to meet personal outcomes .	(536)			
SCH002	Fairer charging weekly threshold increases from £70 to £80 generating income following means test	(129)	(116)		
SCH003	Respite Care - income generation from Fairer charging threshold.	(9)			
SCH004	Increase income budget for Mardy Park to reflect additional income from new sc33 agreement	(36)			
SCH005	Adults transport budget realignment as people use own transport solutions	(15)			
SCH006	Realign Drybridge Gardens budget , based on M5 underspend position	(11)			
SCH007	Reduce Individual support service (ISS) staffing costs following end of current two year detriment	(6)			
SCH008	Efficient rota management @Budden Crescent following recent review	(20)			
SCH009	Continuing Health Care (CHC) Adult - Health recoupment	(100)			
SCH010	Budget to represent care home fee income from property sales	(160)			
SCH011	Additional charges recovered from property	(90)			
SCH012	Children, Welsh government (WG) additional grant funding for Looked after children (LAC)	(41)			
SCH013	Discretionary fees & charges uplift	(93)			
	<b>SCH Totals</b>	<b>(1,246)</b>	<b>(116)</b>	<b>0</b>	<b>0</b>

Ref	Enterprise	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
18-19	OPS Grounds/waste - 1 year freeze of Head of waste post	40			
18-19	OPS Highways - displace core costs with grant	200			
ENT001	PLANHOUS – Development Mgt – Increased income from discretionary services	(13)			
ENT002	PLANHOUS - Development Mgt Press notice savings	(4.5)			
ENT003	OPS - Waste - Move to Re-usable bags for recycling. Works on 3 year replacement cycle.	(90)			
ENT004	OPS - Waste - Move to plastic bags instead of starch for food waste £30k per annum. Bags are going for EfW regardless and contractor wants us to use plastic as easier to reprocess	(30)			
ENT005	Household waste recycling centre Day closures – Usk 2 days, Troy 2 days, Llanfoist 1 day, Five Lanes 1 day	(72)			
ENT008	OPS - Waste - Issue “Tax Disc” style permits to all residents with council tax to reduce cross border traffic of waste, WG estimate 5% of waste is cross border giving saving of £80k MCC likely to be higher as our sites are closer for neighbouring authority	(30)	(50)		
ENT009	OPS Grounds/waste - 1 year freeze of Head of waste post - This can be a permanent removal from base.	(40)			
ENT010	OPS - Car Parks - Increase in charges - 10%	(90)			
ENT011	OPS - Car Parks - Charging for Blue Badge Holders	(45)			
ENT012	OPS - Car Parks - Remove Xmas free parking	(20)			
ENT014	OPS - Car Parks - Identifying additional car parking sites. Severn Tunnel Junction (requires investment)	(15)			
ENT015	OPS - Car Parks - changing charging times 08.00-18:00	(3)			
ENT016	OPS - Car Parks - Charging On a Sunday	(40)			
ENT017	OPS - Charging for Heavy goods vehicles in Abergavenny Bus Station	(2)			
ENT010-017	First year implementation costs of car parking proposals	106	(106)		
ENT018	OPS - Releasing spare budget funding from 18-19 Pay Award pressure.	(30)			
ENT019	OPS - Highways - Generate additional turnover through expansion of workforce to undertake more private/grant work. Would require additional investment.	(50)			
ENT020	OPS – Highways – Review of disposal of Highways arisings	(25)			
ENT021	OPS - Streetlighting - rearranging of the funding of previous LED SALIX Loans	(38)			
ENT022	OPS - PTU Dynamic purchasing system (DPS) Retendering Savings.	(330)			
ENT023	ECO - Community & Pships - Staff and Supplies & services savings	(30)			
ENT024	ADM/MONLIFE savings	(331)			
ENT025	ADM/MONLIFE fees & charges uplift	(59)			
ENT025	Discretionary fees & charges uplift	(27)			
		(1,068)	(156)	0	0

Ref	Chief Executive's Unit	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
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CEO001	GOVDEMSUP - Releasing budget saving on Wales local government association (WLGA) Subscription	(3)			
CEO002	GOVDEMSUP - Reduction in annual grant provided to Monmouth CAB (1k), releasing budget saving (3k)	(1)	(1)	(1)	
CEO003	GOVDEMSUP - Additional Income from Caldicot Hub - Desk Leasing Scheme	(2)	(2)	(2)	
CEO004	GOVDEMSUP - Policy - Net Staff Savings from not filling admin post	(3)			
CEO005	GOVDEMSUP - Community Hubs - Cross-subsidy with new income from Com Ed external	(25)			
CEO006	GOVDEMSUP – Contact Centre – Integrated Customer Communications	(60)			
CEO007	GOVDEMSUP - Members - Chairman's charity - Reduce/remove MCC Subsidy	(8)			
CEO008	GOVDEMSUP – Make wider use of Chairmans car to enable a release of a pool car within MCC	(3)			
CEO009	Discretionary fees & charges uplift	(1)			
	<b>CEO Totals</b>	<b>(106)</b>	<b>(3)</b>	<b>(3)</b>	<b>0</b>

Ref	Resources	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
18-19	RES (Procurement - supplementary duplicate payment review) - one off saving in 18-19 - needs to come back out	25			
RES001	CORPLORD Estates RE-FIT Energy Savings (net after funding repayments)	(25)	(50)	(62)	(75)
RES002	Central Services Recharge to Monlife (gross, £143k pressure accommodated in 2018-19 budget)	(704)			
RES003	Commercial property income - additional acquisitions - rental income above borrowing and other costs	(400)			
RES004	Commercial property income - Castlegate - create sinking fund through wider reserve replenishment from one-off VAT savings to afford release of annual net income to revenue account	(170)			
RES005	Further Travel cost reduction (10%) to be allocated via Future Mon	(50)			
RES006	Discretionary fees & charges uplift	(18)			
	<b>Resources Totals</b>	<b>(1,342)</b>	<b>(50)</b>	<b>(62)</b>	<b>(75)</b>

Ref	Appropriations	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
APP001	Interest Receivable	(162)	(1)		(2)
APP002	Minimum revenue provision (MRP) savings from capital receipts set aside - to be confirmed	(120)			
	<b>Appropriations Totals</b>	<b>(282)</b>	<b>(1)</b>	<b>0</b>	<b>(2)</b>

Ref	Financing	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
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FIN001	Council tax base increase - further increase resulting from revised and updated CT1 taxbase estimate	(40)			
FIN001	Council Tax Reduction Scheme activity saving	(110)			
FIN002	Anticipated "floor" change to Aggregate external funding (AEF) (0.5% improvement)	(468)			
	<b>Financing Totals</b>	<b>(618)</b>	<b>0</b>	<b>0</b>	<b>0</b>

**TOTALS** (5,853) (326) (65) (77)

## Appendix 2: Individual mandates for pressures

Pressure Mandate Proposal Number: PCYP001

Pressure Mandate Title: ALN New Bill

<b>Mandate Completed by</b>	<i>Sharon Randall Smith</i>
<b>Date</b>	<i>29/11/18</i>

### Why is this pressure required?

THIS IS A CONTINUATION OF A PRESSURE FROM 2018-19

There will be an additional pressure to the ALN budget as the local authority implement the additional requirements of the new ALN Bill and revised Code of Practice because:

- the local authority will be responsible for providing strategic oversight of the system and for supporting mainstream schools to fulfil their duties
- the local authority will have a role in the identification of ALN and providing expertise where necessary to meet the needs of learners and supporting education settings to deliver these functions. This means that additional officer time will be needed to provide enhanced support and advice to schools and settings during the implementation period
- the local authority will have additional responsibilities in respect of Early Years and for young people up to the age of 25 years, compared to the current 3 – 19 years, increasing the number of live cases in the authority by almost 50%
- statements of SEN will cease and be replaced by Individual Development Plan (IDP). This process will take a period a minimum of two years during which time both systems will run concurrently
- the time line for completing an IDP is up to a maximum of 10 weeks compared to the current 26 weeks for a statutory statement of SEN
- the development of IDPs will be based on a person centred approach that will require a multi-agency approach and will take time to develop, refine and quality assure, increasing demands on officer time to attend multi-agency meetings
- the local authority will have a statutory duty to provide avoidance and resolution of disagreement processes
- additional Educational Psychology (EP) clinical expertise and advice will be required to accommodate increases in numbers of children and young people and attendance at multi-agency meetings
- Appeals to ALN Tribunals and DDA will increase as a result of the introduction of the New Bill, especially during the early transition period because there is some ambiguity about the legal status of an IDP and no existing precedent
- the increase in demand to deliver statutory services will result in an increase in administration time needed to maintain recording and reporting systems

### How much pressure is there and over what period?

The pressure arises from:

- the additional work force required to introduce and implement two complex and legal statutory systems concurrently
- the extension of the age range covered by the New Bill and subsequent increase in numbers
- an increase in the demand for Officer, EP and multi-agency partner time to provide advice and support to education settings
- an increase in time for officers preparation for and attendance at ALN Tribunals and DDA under the New Bill
- an increase in officer time to facilitate resolution and disagreement processes

The pressure will be at its most intense over the initial two years in terms of increased workload and the manageability of the implementation. It will be important during this period to ensure that we have the capacity to implement the changes effectively so that there is confidence in the quality and impact of the process going forward.

Once the new systems and processes become embedded, new pressures are likely to emerge to support increases in the number of children and young people with IDPs and accessing additional provision, however, until the New Bill and Code are finalised, the extent of this increase is unclear.

**Directorate & Service Area responsible**

Children and Young People  
 Additional Learning Needs

**Mandate lead(s)**

TBC

**Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?**

Name	Organisation/ department	Date
Welsh Government Statutory Bill	NA	September 2018

**Has the specific budget pressure been consulted on?**

Function	Date	Details of any changes made?
Department Management Team	10 <sup>th</sup> October 2017	
Other Service Contributing to / impacted		
Senior leadership team		
Select Committee		
Public or other stakeholders		
Cabinet (sign off to proceed)		

**Will any further consultation be needed?**

Name	Organisation/ department	Date
Welsh Government Statutory Bill	NA	NA

**Final pressure approved by Cabinet**

**Date:**

**1. Vision and Outcomes of the Pressure Mandate**

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly does it impact on service performance within the immediate service area or any impact on other services provided by the authority / any other providers. In doing so, the pressure mandate must be tested against the equality impact assessment and sustainable development impact assessment and must consider impact in relation to the new Future Generations Bill.



What are the outcomes of investing in the identified pressure?
<ol style="list-style-type: none"> <li>All learners' needs are identified early, addressed quickly, and their views, wishes and feelings are at the heart of the planning processes so that they can participate in and enjoy learning</li> <li>The Local Authority will comply in full with all statutory duties under the New Bill and ALN Code of Practice</li> </ol>
Expected positive impacts
<p>Additional capacity within the Directorate will ensure:</p> <ul style="list-style-type: none"> <li>resources and support are in place to manage the transition from the current system for meeting the needs of children and young people with ALN to the new system</li> <li>sufficient time and capacity is available to introduce IDPs without undue pressure so that they are of good quality and of equitable quality across the county</li> <li>there is sufficient capacity to develop and embed effective multi-agency working practices so that everyone involved in supporting the child or young person can work in their best interests and minimise the need for avoidance and resolution of disagreements procedures</li> <li>adequate officer time is available to provide support and advice to schools and settings up to the age of 25 years.</li> <li>effective arrangements are in place to develop and facilitate avoidance and resolution of disagreements procedures to reduce the number of appeals to ALN Tribunals</li> <li>wellbeing and good will of staff is maintained</li> </ul>
Expected negative impacts
<p>The implementation of the New Bill will:</p> <ul style="list-style-type: none"> <li>significantly increase officer workload a significantly greater demand on officer time</li> <li>significantly increase the workload of the ALNCo in schools</li> <li>require additional financial resources to meet the needs of a wider remit and age range of pupils, particularly where these are health needs, for example diabetes, that are not currently included within the existing bill.</li> <li>place pressure on schools to meet the requirements of the new Bill without support and within existing resources</li> <li>require a significant investment of time to support parents, children and young people through the process and effectively manage expectations</li> <li>result in some parental opposition as the legal status of IDPs is unclear at this point and the process is untried across the system as a whole</li> </ul>

## 2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

What is the evidence for the pressure? How has it been estimated?								
	<b>2 officers</b> <b>1 admin</b> <b>Additional EP time</b>							
Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year				Total pressure proposed
				17/18	18/19	19/20	20/21	
EPS / ALN	£338,506		NA			£66,000	£0	£66,000

### 3. Actions required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the mandate.

Action	Officer/ Service responsible	Timescale
Appointment of Officer with Post 16/ALN expertise (1 fte) [two year fixed term]	CYP ALN	September 2018
Appointment of Officer with Early Years/ALN expertise (0.5 fte) [two year fixed term]	CYP ALN	September 2018
Appointment of Administration Officer [30 hours]	CYP ALN	September 2018
Appointment of Educational Psychologist [0.5]	CYP ALN	September 2018

### 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed mandate successfully. For example new expertise and knowledge etc..

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)
Training on the New Bill for Officers/Schools	WG and Region	Office space/ICT and equipment/travel/release time
Training for Administration Support on systems and processes	LA internal training	System Licence for One
Educational Psychology expertise across a wider age range for example EY and post 16	Recruitment	Office space/ICT and equipment/travel

### 5. Measuring performance on the mandate

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the mandate where appropriate.

Focus- Budget / Process / Staff / Customer	Indicator	Actual 2017/18	Actual 2018/19	Actual 2019/20	Target 2017/18	Target 2018/19	Target 2019/20
Customer	Number of cases appeal to ALN Tribunal	1	8	4	2	2	1
Process	Timeline for conversion for	NA	New measures	New measures	New measures	New measures	New measures

	Statutory statement to IDP on target						
Schools	Proportion of IDP Reviews completed on time	NA	New measures	New measures	New measures	New measures	New measures
Staff	Local Authority IDPs issued on time	NA	New measures	New measures	New measures	New measures	New measures

## 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these.

<b>Barrier or Risk</b>	<b>Strategic/ Operational</b>	<b>Reason why identified (evidence)</b>	<b>Risk Level (High, Medium or Low)</b> Based on a score assessing the probability & impact	<b>Mitigating Actions</b>
LA does not comply with statutory duties	Strategic	The New Bill places a far wider range of duties on Local Authorities across an extended age range up to 25 years.	High	Increase in workforce to meet the increased demand
Judicial Review resulting from non-compliance	Strategic	If the local authority do not comply with statutory timescales we will be vulnerable to judicial review	High	Increase in workforce to meet the timescales and follow processes in the new Bill
Engagement with wider agencies is inadequate	Strategic	Person centred planning, supported by all of the relevant agencies is at the heart of the new Bill. Unless the engagement is purposeful and effective, we will not meet the needs of the child or young person appropriately.	High	Work has started to train schools in PCP processes. CYP will take the lead on developing engagement with wider agencies ahead of the implementation of the new Bill.
Greater reliance on providers to enable the LA to meet statutory deadlines	Operational	Not all agencies are legally required to comply with the new Bill and therefore delays from these partners will result in the LA missing statutory deadlines.	High	
Officer wellbeing	Operational	There is a significant increase in the workload for staff compared to the current system.	High	Increase in workforce will maintain officer wellbeing
Increase in appeals to ALN Tribunal	Operational	Given the current uncertainties surrounding the legal status of IDPs we	High	Early development and introduction of avoidance and resolution of

resulting in increased costs to the LA		expect the number of appeals to Tribunal to increase. In the current version of the new code pupil voice and the wishes of the parent appear to take priority.		disagreements procedures
Educational providers do not have sufficient support to discharge their duties in full under the new code	Strategic	There is a significant deficit in skills and expertise within LAs and schools to enable them to deliver the new Bill. WG have committed to providing training to support the implementation however, it is unclear if this will be completed before implementation. This is particularly significant for ALNCos.	High	Training will be delivered regionally supported by WG through the Innovation Grant.

## 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
The New Bill will be introduced in its current form by the due date of September 2018	The timescale has been set by Welsh Government	Welsh Government
Current levels of ALN and EPS staff remain and any new staff are additional	The current level of staffing is not sufficient to ensure that the Local Authority will be able to adhere to statutory requirements and deadlines during the period of transition from the current to the new system.	The department believe that additional capacity is required and this view is supported by ADEW based on information from other LAs

## 8. Options

Prior to the pressure mandate being written, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded. (see options appraisal guide for further information)

Options	Reason why Option was not progressed	Decision Maker

1. Capacity of ALN Team remains unchanged	The New Bill will not be implemented in line with statutory Welsh Government timelines	
2. Full implementation of the proposal	The New Bill will be implanted in full and in line with WG timelines	

#### 9. Monitoring the pressure mandate

The pressure mandates must be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure mandate, including the performance being achieved and the level of impact.

Pressure Title:	Employers contribution for teachers pension	Lead/Responsible Officer:	Nikki Wellington
Your Ref No:	PCYP004	Directorate:	CYP
Version No:		Section:	Finance
Date:	29-11-18		

#### Why is this pressure/efficiency required?

Following a recent valuation of the teachers' pension, the employers contribution is anticipated to increase from 16.5% to 23.6%. This is anticipated to start in September 2019 and the actual pressure will be £112k per month.

#### Pressure/Efficiency Proposal

Please provide reference to the pressure/efficiency proposal submitted in previous years or reference to a Business Plan approved or undergoing consideration by SLT

N/A

#### Wellbeing Assessment

Please provide reference to the previously submitted Wellbeing Assessment completed for the pressure/efficiency proposal

N/A

#### Anticipated Cost of Pressure/Efficiency

Ref	Pressure/Efficiency	Target year				Total pressure/efficiency proposed
		19/20	20/21	21/22	22/23	
1	Employers contribution for Teachers Pension	£784,000				To be put in base budget

Pressure Title:	ALN Recoupment and school actions plus	Lead/Responsible Officer:	Nikki Wellington
Your Ref No:	PCYP005	Directorate:	CYP

Version No:		Section:	Finance
Date:	29-11-18		

#### Why is this pressure/efficiency required?

Following the recent Month 7 monitoring report the support to schools to fund the pupils in mainstream schools has resulted in an overspend of £93,000. In addition there is a pressure for pupils placed in out of county provision of £74,000. This pressure is anticipated to continue in 2019-20.

#### Pressure/Efficiency Proposal

Please provide reference to the pressure/efficiency proposal submitted in previous years or reference to a Business Plan approved or undergoing consideration by SLT

N/A

#### Wellbeing Assessment

Please provide reference to the previously submitted Wellbeing Assessment completed for the pressure/efficiency proposal

N/A

#### Anticipated Cost of Pressure/Efficiency

Ref	Pressure/Efficiency	Target year				Total pressure/efficiency proposed
		19/20	20/21	21/22	22/23	
1	School Action plus	£93,000				To be put in base budget
2	Out of County	£74,000				To be put in base budget

Pressure Mandate Proposal Number: PSCH001

Pressure Mandate Title : Increase in Domiciliary Care and Care Home provider fees due to introduction of the National Living Wage

**All information requested must be completed on the proposed mandate to enable the Cabinet to decide whether to proceed with the proposal.**

<b>Mandate Completed by</b>	<i>Tyrone Stokes</i>
<b>Date</b>	<i>10<sup>th</sup> September 2015 (amended 8<sup>th</sup> November 2017)</i>

### Why is this pressure required?

Current discussion is on the removal of the 1.7% non-pay budget inflation factor from the 2016/17 MTFP on the basis of present low to near zero RPI.

Within the SCH 2016/17 budget we have a £8,822,039 third party budget covering payments to domiciliary care agencies providing 9,532 weekly hours of care as at 31<sup>st</sup> March 2015.

For 2016/17 the current minimum wage of £6.50 per hour will be replaced by the Living wage of £7.20 per hour rising to £9 per hour in 2020, which is a direct cost to providers and impacts on our fees.

In his budget statement this summer, the Chancellor announced that the current minimum wage will be replaced in 2016 with the Living wage of £7.20 per hour increasing to £9 per hour by 2020. Recent information gathered shows that these agencies can no longer bear the cost of wage increases and in order to sustain a supply market in this sector, we will need to reflect any future rises in our fees.

The United Kingdom Homecare Association (UKHCA) has sent out recent research suggesting a domiciliary care hourly fee rate of £16.70 be charged for domiciliary services. This research has been quoted by one of our major domiciliary care agency in a letter to Paul Matthews. If we compare the UKHCA rate against our current average framework rate of £12.52 per hour, this is over £4 per hour less. This mandate is not seeking to address this difference but to only acknowledge the Living wage increase from the current £6.50 minimum wage, and the future increases up to the £9 per hour in 2019/20.

In relation to Care Homes, we have a £10,186,788 third party budget covering payments to residential/nursing care homes for the elderly supporting 280 placements as at 31<sup>st</sup> March 2015.

Work we have done with the Adult Residential and Nursing care home sector through the "Fair Fee" exercise tells us that care providers have a cost base of 70% wages not sensitive to RPI but sensitive to wage increases, in this mandate Living Wage.

We are unable to mitigate this increase and are contractually bound to reflect in our fees. The reason why we cannot mitigate this increase is that four years ago the Council agreed to undertake the fair fee exercise to defend the Council against a judicial review in not considering the true costs of running a care homes in its fees. Two Authorities namely Pembrokeshire and Vale of Glamorgan did have a judicial review and in the case of Pembrokeshire, led to a million plus sum in fines and legal costs and the back payment in increased fees.

Our fair fee toolkit does sufficiently safeguard the Authority from a potential judicial review but ties us into the need to understand the costs pressures that face care homes and to reflect this in our fees paid to homes. The fair fee toolkit uses the minimum wage as a base which will now be replaced by the Living Wage.

### How much pressure is there and over what period?



£1,131,349 for 2016/17 just to address the introduced Living wage rate of £7.20. If we make an assumption on how the Government will increase the NLW to meet the pledged rate of £9 per hour in 2019/20, there needs to be a 60p per hour increase each year, which gives the annual pressure of £634,018 until the £9 per hour rate is reached.

**Directorate & Service Area responsible**

SCH and Community Care

**Mandate lead(s)**

Tyrone Stokes

**Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?**

Name	Organisation/ department	Date
Mark Howcroft	Assistant Head of Finance	20 <sup>th</sup> July then challenge panel 4 <sup>th</sup> September
Joy Robson	Head of Finance	20 <sup>th</sup> July then challenge panel 4 <sup>th</sup> September
Simon Burch	Former SCH Director	20 <sup>th</sup> July
Julie Boothroyd	Interim SCH Director	20 <sup>th</sup> July

**Has the specific budget pressure been consulted on?**

Function	Date	Details of any changes made?
Department Management Team		
Other Service Contributing to / impacted		
Senior leadership team		
Select Committee		
Public or other stakeholders		
Cabinet (sign off to proceed)		

**Will any further consultation be needed?**

Name	Organisation/ department	Date

**Final pressure approved by Cabinet**

**Date:**

**1. Vision and Outcomes of the Pressure Mandate**

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly does it impact on service performance within the immediate service area or any impact on other services provided by the authority / any other providers. In doing so, the pressure mandate must be tested against the equality impact assessment and sustainable development impact assessment and must consider impact in relation to the new Future Generations Bill.

**What are the outcomes of investing in the identified pressure?**

To ensure we have a market that will contract with the Authority and provide sustainable services.

**Expected positive impacts**

Harbour good relations with providers and sustain a viable market which can meet cost pressures through the introduction of the Living wage to care staff.

**Expected negative impacts**

Domiciliary care agencies will decide not to contract with Monmouthshire and of those that do, face financial hardship. Over the past 12 months four agencies have gone financially insolvent and we are currently working with two who are on the edge of insolvency.

**2. Pressure proposed**

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

**What is the evidence for the pressure? How has it been estimated?**

Evidence for the pressure is based on the introduction of the Living Wage hourly rate of £7.20 in 2016 and research issued by the UKHCA. We have determined the pressure using the weekly care hours provided.

The total estimated pressure is £1,131,348 but a decision has been taken to opt for the high risk mitigation of reducing this pressure by £200,000 (£200,000 mitigation in total across domiciliary care and residential care sectors).

The Government pledge is the increase the National Living Wage (NLW) each year until it reaches £9 per hour in 2019/20.

Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target years					Total pressure proposed
				16/17	17/18	18/19	19/20	20/21	
Community Care	£19,008,827	£931,348	0	£931,348	£434,018	£434,018	£434,018	£0	£2,233,402

**3. Actions to required to minimise the pressure**

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the mandate.

Action	Officer/ Service responsible	Timescale
There are two distinct areas of action: -		
Action 1 – Work with providers to gauge the level of workers under 25, any mitigation from future tax assistance by the Chancellor and VAT reclaims are maximised. Industry advice	Shelley Welton and Tyrone Stokes	31 <sup>st</sup> March 2016

will be obtained from consultants such Rockhaven Healthcare Ltd to fully understand and maximise opportunities.		
Action 2 – Embark on a piece of work to understand, review and scrutinise rate increases thereby entering negotiations to limit any impact.	Ceri York and Shelley Welton	Initial scoping by 31 <sup>st</sup> March 2016

#### 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed mandate successfully. For example new expertise and knowledge etc..

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)

#### 5. Measuring performance on the mandate

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the mandate where appropriate.

Focus- Budget / Process / Staff / Customer	Indicator	Actual 2016/17	Actual 2017/18	Actual 2018/19	Target 2016/17	Target 2017/18	Target 2018/19

#### 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions
<ul style="list-style-type: none"> <li>The number of people aged 25 and under is not known and any</li> </ul>	Both		In considering the likely reductions that could result from these	Reduce the amount reflected in rates paid to providers by:

<p>there is a risk we might over-estimate.</p> <ul style="list-style-type: none"> <li>• There may be no compensatory tax breaks announced by the Chancellor.</li> <li>• Many providers will not wish to take the opportunity to reconfigure to enable the recovery of VAT.</li> <li>• Some providers have an active self funding market and may decide not to seek business from the Council thus placing areas where it is difficult to attract providers at greater risk.</li> <li>• Much of the ‘right sizing’ work has already been undertaken so the likelihood of identifying significant reductions is limited.</li> <li>• Providers may decide not to accept Monmouthshire’s business. Many of the spot purchase arrangements are in place to accommodate gaps in the market.</li> <li>• Some potential savings from reducing rates could be double-counted as they may have already been attributed to a separate adult services mandate.</li> <li>• Future transformation approaches are based on good relationships and this approach could put these at risk.</li> </ul>			<p>two courses of action it is suggested:</p> <ul style="list-style-type: none"> <li>• A confident estimate: <b>£100,000</b></li> <li>• With some risk of non-achievement: <b>£150,000</b></li> <li>• With a high risk of non-achievement of all mitigations: <b>£200,000</b></li> </ul> <p>The decision at SLT has been taken to opt for the high risk action which spans both the National Living Wage pressures so £100,000 will be attributed to the Domiciliary care pressure and the other £100,000 to the residential care pressure.</p>	<ul style="list-style-type: none"> <li>• Factoring in people who are under 25 who will not qualify for the National Living Wage.</li> <li>• Assuming that the Chancellor of the Exchequer will introduce measures such as tax breaks to offset some of the effects of the National Living wage for providers.</li> </ul> <p>Making strenuous efforts to encourage providers to alter their status to enable them to recover VAT. Many of the care management arrangements in Social Care and Health are individually negotiated. Whilst it is fully expected that providers will uplift the set rates to reflect the National Living Wage, Officers have agreed to undertake a process to review and scrutinise rates that appear to higher than the norm with a view to negotiating a reduced increase.</p>
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## 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker

## 8. Options

Prior to the pressure mandate being written, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded. ( see options appraisal guide for further information)

Options	Reason why Option was not progressed	Decision Maker
Do not reflect Living wage increases in our fee	Care agencies face financial hardship, domiciliary care business is no longer viable in Monmouthshire	Julie Boothroyd
Increase eligibility criteria	<p>Previous raising of eligible criteria has not materialised savings. Adult services approach to manage practice is by maximising support from family and community before providing formal services, which has resulted in Community Care delivering to budget, despite demographics and increased complexity pressures.</p> <p>In addition, mandate 34 has addressed the raising of eligibility criteria to removing the 'moderate' threshold.</p>	Julie Boothroyd
Reduce services provided	As with above this is addressed in mandate 34 and mirrors our current direction of travel. At present we are looking to support service users through community support, small local enterprises and community co-ordination that will see less reliance on formal support and a more blended approach for people to remain safe and connected to communities.	Julie Boothroyd

## 9. Monitoring the pressure mandate

The pressure mandates must be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure mandate, including the performance being achieved and the level of impact.

Pressure Mandate Proposal Number: PSCH002

Pressure Mandate Title : Capital threshold increase pressures

**All information requested must be completed on the proposed mandate to enable the Cabinet to decide whether to proceed with the proposal.**

<b>Mandate Completed by</b>	Tyrone Stokes
<b>Date</b>	8 <sup>th</sup> November 2017

### Why is this pressure required?

As part of a series of financial support measures by the Welsh Government borne out of the introduction of the Social Services and Wellbeing (SSWB) Act 2014, the capital threshold limit will be increased from its current level of £24,000 as at 2016/17, to £50,000 in 2020/21.

The capital threshold limit is the amount an individual is allowed to keep before they are able to apply to the Local Authority for funding of residential/nursing care.

The present level as at 2016/17 was £24,000 set under the old Community Care Act and the Charging for Residential Accommodation Guidelines.

From the introduction of the SSWB Act 2014, and the replacement of its charging regulations which came into force from 1<sup>st</sup> April 2016, the Government announced the capital threshold would be increased from 2017/18 to £30,000 up to a maximum of £50,000 in 2020/21.

The Government announced a financial grant to compensate Local Authorities and it would be disbursed under the present Older Peoples funding formula.

Based on the amount of clients that were previously self funding and their capital fell below the capital threshold limit in 2016/17, we had 14 in seven months during 2016/17 so full year we could expect 23. The calculated annual pressure would far exceed the grant so there is a net annual pressure which will not be met by the grant provided.

### How much pressure is there and over what period?

Based on the expected number of clients that will fall into Local Authority funding under the increased capital threshold limits, for 2017/18 the increase to £30,000 will result in a GROSS pressure of £629,000. When we offset the grant of £128,000, the net annual pressure for 2017/18 is £501,000.

If we assume the capital threshold limit will increase by a further £6K each year (being £36K in 2018/19 and £42K in 2019/20), in 2020/21 the increase will be £8K to the £50K limit the Government has pledged.

Therefore the NET pressure for 2018/19 will be £501,000, 2019/20 will be a further £501,000 and the final year 2020/21 will be £668,000.

### Directorate & Service Area responsible

SC&H and Community Care division

### Mandate lead(s)

Tyrone Stokes

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Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?		
Name	Organisation/ department	Date
Tyrone Stokes	SC&H	July to September 2016

Has the specific budget pressure been consulted on?		
Function	Date	Details of any changes made?
Department Management Team	17/10/16	SCH DMT

Will any further consultation be needed?		
Name	Organisation/ department	Date
no		

Final pressure approved by Cabinet	Date: When the 2017/18 MTFP was agreed
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### 1. Vision and Outcomes of the Pressure Mandate

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly does it impact on service performance within the immediate service area or any impact on other services provided by the authority / any other providers. In doing so, the pressure mandate must be tested against the equality impact assessment and sustainable development impact assessment and must consider impact in relation to the new Future Generations Bill.

What are the outcomes of investing in the identified pressure?
<ul style="list-style-type: none"> <li>Allows the Council to meet the legal obligations of meeting funding for clients who's capital falls below the introduced capital threshold limit,</li> <li>Makes sure the Council are compliant with its obligations under the SSWB Act,</li> <li>Social Care to have the budget available to meet these obligations set by Government.</li> </ul>
Expected positive impacts
<ul style="list-style-type: none"> <li>Promotes the Government pledge under this scheme,</li> <li>From the client perspective allows them to retain more of their capital when going into a residential/nursing care home setting</li> </ul>
Expected negative impacts
<ul style="list-style-type: none"> <li>Additional financial burden for the Local Authority which unfortunately as the grant provision is hypothecated, Monmouthshire doesn't get the true cost met,</li> </ul>

- The grant provision did not consider nor recognise other factors that have a financial impact on Local Authorities such as clients that were previously self funding have a higher weekly fee level which then transfers over to the Local Authority when their capital falls to the higher threshold limit,
- Clients lose Attendance Allowance and Severe Disability payments when they become eligible for Local Authority financial support, which again were not recognised by Welsh Government when introducing this scheme,
- More clients into Local Authority funding for residential/nursing care provision.

## 2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

What is the evidence for the pressure? How has it been estimated?								
As above.								
Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year				Total pressure proposed
				17/18	18/19	19/20	20/21	
Community Care	£10,186,788	£2,171,000		£501K	£501K	£501K	£668K	£2,171,000

## 3. Actions required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the mandate.

Action	Officer/ Service responsible	Timescale
1.		
2.		
3.		
4.		

## 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed mandate successfully. For example new expertise and knowledge etc..

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)




#### 5. Measuring performance on the mandate

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the mandate where appropriate.

Focus- Budget / Process / Staff / Customer	Indicator	Actual 2017/18	Actual 2018/19	Actual 2019/20	Target 2017/18	Target 2018/19	Target 2019/20

#### 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions

#### 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
		DJ/LD
		DJ/LD
		DJ/HO
		DJ/HO

## 8. Options

Prior to the pressure mandate being written, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded. (see options appraisal guide for further information)

Options	Reason why Option was not progressed	Decision Maker

## 9. Monitoring the pressure mandate

The pressure mandates must be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure mandate, including the performance being achieved and the level of impact.

**2019-20 Pressure Proposal Form: PSCH003**

The Senior Responsible Officer (SRO) for the proposal should complete the forms. Please use a separate form for each pressure.

The information provided in this pressure proposal will be used to enable Cabinet to decide whether to include the pressure in the MTFP and to assist with further mitigation of the pressure.

Pressure Title:	Fostering Fees	Lead/Responsible Officer:	Jane Rodgers
Your Ref No:	PSCH003	Directorate:	SCH
Version No:	1	Section:	Children's Services
Date:	November 2018		

**Why is this pressure required?**

The pressure is required to harmonise Monmouthshire's generic foster carers' fees and allowances structure with its regional neighbours to enable a regional approach to the recruitment and retention of in-house (LA) foster carers. **This is a potential pressure which would require a full cost-benefit analysis before proceeding.** Initial indications are that a regional approach (if it could be achieved) would result in greater benefits than costs (more in-house carers, less reliance on IFA carers). A regional approach has been discussed with Heads of CS within Gwent and is desired, however, the absence of a harmonised fees structure is a significant barrier currently.

**How much pressure is there and over what period?**

On current calculations the pressure for Monmouthshire is £141K and would represent an annual pressure going forward. This pressure is not likely to commence prior to financial year 20/21 as it would require a full cost benefit analysis and political approval across 5 LAs.

The calculation is based on the current fees and allowances x increases required to harmonise regionally (based on Caerphilly model) x numbers of current Monmouthshire carers. This calculation would change depending on the variables.

**Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?**

Name	Organisation/department	Date
Julie Boothroyd	Director	On-going discussion
Ty Stokes / Rob Long	Finance	On-going discussion

**Will any further consultation be needed?**

Name	Organisation/ department	Date
Further consultation with regional partners and nationally		

with the National Fostering Framework / WG		

### 1. Vision and Outcomes of the Pressure Proposal

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly, does it affect service performance within the immediate service area or any impact on other services provided by the authority / any other providers? In doing so, the pressure proposal must be tested against the Future Generations Evaluation and consider the impact in relation to the new Future Generations Bill.

#### What are the outcomes of investing in the identified pressure?

The fees and allowances for our current cohort of generic Monmouthshire foster carers would increase. Any new generic carers would be recruited on the basis of the revised fees and allowances structure.

#### Expected positive impacts

##### Potential benefits

Increased financial offer might assist in recruiting and retaining in-house carers thereby reducing the reliance on the external market and reducing spend to the external placement budget.

Better outcomes for children & young people would be achieved through enabling increased in-county placements with in-house foster carers.

A harmonised fee structure would enable a regional approach to a 'front-door' for fostering with the following potential benefits:

- Sustainable and refined business approach to advertising / marketing and recruitment processes with economies of scale and increased expertise and specialism
- Strong Gwent image to attract foster carers to LA work
- Harmonised fee and SUPPORT offer to carers ensuring that LAs are not competing against each other
- Stronger challenge to IFAs recruiting in Gwent
- Increased opportunities for inter-authority placement exchanges
- Increased opportunity for joint approaches to more complex placements e.g. mother and baby

#### Expected negative impacts

##### Potential Negative impacts

- Potential for IFAs to challenge in terms of fee increase and marketing campaigns
- The overall carer provision for Monmouthshire does not increase
- Current carers are paid more at more expense to the LA
- Economies of scales are not realised because of the challenges in regional working
- Resources would be taken out of local service to put into regional service thereby reducing the level of flexibility at a local level (e.g. to redirect resources at critical times)
- The differential in the fees and allowances structure between generic and kinship carers would increase

### 1. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

What is the evidence for the pressure? How has it been estimated?								
Full spreadsheet of calculations undertaken on a regional basis to arrive at the £141K figure.								
Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year				Total pressure proposed
				19/20	20/21	21/22	22/23	
In-house Fostering Allowances	TBC	£141K at current calculation	Approx £20K differential between unit cost for IFA and In-house carer (cost avoidance)		£141K			£141K

### 2. Actions required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the proposal.

Action	Officer/ Service responsible	Timescale
If this went ahead then actions required would be as per a recruitment strategy on a regional basis to ensure increase in fees / allowances result in increased in-house foster carers (generic) who have the required skill mix to meet demand of ever increasing numbers and complexity within the LAC population	Jane Rodgers	Not Yet Confirmed

### 3. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed successfully. For example new expertise and knowledge etc.

Any additional capability required	Where will this come from	Any other resource/business need (non-financial)
Increase in marketing efforts on a regional basis and possibly an increased marketing budget (but economies of scale should off-set this)	A regional foot-print would need to include Marketing/Communication expertise and interface with Coms teams within each local authority within the Gwent region	
Resource and capacity would be required to re-structure local services into a regional service	In-service	
Further expertise in conducting a local cost benefit analysis regarding the current options.	In-service, potentially with assistance from corporate if possible	

#### 4. Measuring performance on the proposal

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the proposal where appropriate.

Focus - Budget/Process/Staff/Customer	Indicator	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
Numbers of carers	Number of in-house foster carers (net) and recruitment activity		To Be Agreed		
Number of placements	% of LAC in IFA placements : In-house placements		To Be Agreed		
Retention of in-house carers	No. of carers deregistered as a % of total approved carers during the year		To be Agreed		

#### 5. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these risks.

Barrier or Risk	Strategic/Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions

Too much financial pressure within neighbouring LAs to allow a regional approach to be adopted.	Strategic	Regional harmonisation exercise	High	Build in pressure locally so that we would be in a position to move regionally if this became feasible.
Monmouthshire would not benefit from the regional service i.e. insufficient new carers would be recruited to gain benefit from the increased fee / allowances structure and the move to a regional footprint.	Strategic	<p>We would still be competing with IFAs</p> <p>The number of potential carers suitable for fostering is not fully known</p> <p>Local campaigns have already been running.</p>	Medium	Monmouthshire would need to maintain a strong position and be a strong advocate for local needs within a regional service

## 6. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
The current calculation of the fees and allowances	Based on variables – most significantly the number of generic carers at a given time	
The final cost benefit analysis would be favourable for Monmouthshire	Initial analysis is favourable	
That 4 regional partners will wish to proceed	The degree of financial pressure (vis a vis harmonisation of fees / allowances) that other LAs face in order to achieve a regional service	

## 7. Options

Prior to the pressure proposal being prepared, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded.

Options	Reason why Option was not progressed	Decision Maker
Do Nothing Differently for Now	<p><u>Reason why this is a viable option (and is currently being progressed)</u></p> <ul style="list-style-type: none"> <li>- Current activity has improved foster carer recruitment without increasing fees / allowances significantly – this to be continued</li> <li>- Fees / Allowances could be increased in a more incremental way (ie annual inflation)</li> <li>- MyST has the potential to recruit carers on a higher fee structure to work with the most complex children – this allows us opportunity to ‘test the market’ and to ensure new carers meet the actual demand (e.g. around complexity)</li> </ul>	Jane Rodgers
Increase fees at local level without moving to a regional front-door structure for fostering	A further cost benefit analysis <b>should</b> be conducted. Initial thoughts are that this would not be as favourable and that the benefits would be harder to realise as a single LA whilst still creating a considerable financial pressure for the LA.	Jane Rodgers
Increase fees and align with 1 or 2 of the Gwent LAs (i.e. a partial regional structure)	A further cost benefit analysis <b>should</b> be conducted. Initial thoughts are that this would not be as favourable and that the benefits would be harder to realise without the full regional structure. Those LAs in a more favourable position to proceed to a 3-way alignment are BG and Caerphilly.	Jane Rodgers
Look at different ADM for fostering	Some scoping thoughts / discussions are taking place to explore the potential to create a strategic partnership with not-for-profit organisations for the recruitment of Monmouthshire carers but this would potentially go against national and regional direction, and would require a detailed cost benefit analysis and business case to be developed. This would be a high risk strategy.	Jane Rodgers

## 8. Monitoring the pressure proposal

The pressure proposal will be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition, the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure proposal, including the performance being achieved and the level of impact.





**2019-20 Pressure Proposal Form: PSCH004**

The Senior Responsible Officer (SRO) for the proposal should complete the forms. Please use a separate form for each pressure.

The information provided in this pressure proposal will be used to enable Cabinet to decide whether to include the pressure in the MTFP and to assist with further mitigation of the pressure.

Pressure Title:	<b>MyST Service (Project 5)</b>	Lead/Responsible Officer:	<b>Jane Rodgers</b>
Your Ref No:	<b>PSCH004</b>	Directorate:	<b>SCH</b>
Version No:	<b>1</b>	Section:	<b>Children's Services</b>
Date:	<b>27<sup>th</sup> November 2018</b>		

**Why is this pressure required?**

**MyST is a Multi-disciplinary Intensive Therapeutic Fostering Service for Looked After Children and Young People.** The project is a partnership with Blaenau Gwent County Borough Council, under the governance of the Regional Children and Families Partnership Board and initially funded by the Integrated Care Fund (ICF).

**How much pressure is there and over what period?**

The ICF grant funding will sustain the local team for 18 months. It is expected that the intensive therapeutic fostering service becomes self-sustaining after a period of 18 months. To achieve this the local authority funds coming back from high cost placements needs to be diverted to meet the costs of the local team. The running costs (post-ICF funding) will be split on a simple 50:50 basis. Both Blaenau Gwent and Monmouthshire will need to fund the local team to the amount of £187,876.50 per annum once the 18 month ICF funding period has ended (anticipated to be from either 1st October 2020 or 1st April 2021 depending on when the team is operational with a suitable building sourced as its base). Given the existing overspend position on the external placement budget the operational costs of £187,876.50 per annum is represented as a potential pressure within the 19/20 MTFP for 21/22.

2021/22 £187,876.50  
 ( as in cabinet report)

**Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?**

Name	Organisation/department	Date
DMT	MCC	12 <sup>th</sup> Sept
SLT	MCC	16 <sup>th</sup> Sept 2018
CYP Select	MCC	18 <sup>th</sup> Sept 2018
Children and family partnership board	Region	Sept 2018
MyST Reference Group	Region	Sept 2018
IPC	IPC	Sept 2018

**Will any further consultation be needed?**

Name	Organisation/ department	Date
N/A		


## 1. Vision and Outcomes of the Pressure Proposal

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly, does it affect service performance within the immediate service area or any impact on other services provided by the authority / any other providers? In doing so, the pressure proposal must be tested against the Future Generations Evaluation and consider the impact in relation to the new Future Generations Bill.

### What are the outcomes of investing in the identified pressure?

MyST supports the delivery of the next stage of the Children's Services improvement journey regarding ensuring the right service offer is in place for children in receipt of statutory social work services.

MyST accords with the work within the fostering project regarding the development of Monmouthshire carer's for Monmouthshire children, extending this to supporting in-house carer's to meet the needs of the most complex and troubled children.

It promotes and supports our aims to deliver against the Medium Term Financial Plan regarding returning children from high costs residential carer's, and preventing high cost residential placements (cost avoidance).

The project is based on a firm evidence of a similar project within Gwent (and elsewhere) with a proven track record of achieving financial savings and delivering better outcomes for children.

The Local Authority is now in a stronger position regarding attracting in-house carer's, and retaining a stable workforce within children's services, so has a stronger platform for building, including the development of family support intervention services.

The Local Authority will share risks with Blaenau Gwent County Borough Council.

The MyST project will be supported through grants for the initial 18months to reach financial sustainability.

### Expected positive impacts

- The opportunity to improve outcomes for children and young people presenting with complex needs at a local level using an initial grant is maximised
- Opportunity to develop a Gwent wide approach to delivering a joint multi-disciplinary intensive therapeutic fostering service in close partnership with Health is maximised.
- Opportunity to develop a financially sustainable service that reduces the reliance on the external market (and potentially saves money longer-term) is maximised.

### Expected negative impacts

n/a

## 2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

### What is the evidence for the pressure? How has it been estimated?

Blaenau Gwent and Monmouthshire will fund the local team to the amount of £187,876.50 per annum once the 18 month ICF funding period has ended (anticipated to be from either 1st October 2020 or 1st April 2021 depending on when the team is operational (with a suitable building sourced as its base).

Given the existing overspend position on the external placement budget the operational costs of £187,876.50 per annum is represented as a potential pressure within the 19/20 MTFP for 21/22.

Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year				Total pressure proposed
				19/20	20/21	21/22	22/23	
Children's Services		187,876.50				187,876.50		187,876.50

### 3. Actions required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the proposal.

Action	Officer/ Service responsible	Timescale
To ensure delivery of the project in line with the agreed timescales.	Jane Rodgers	In line with project plan
To ensure all recruitment is carried out in line with the agreed structure	Jane Rodgers	In line with project plan
To operate within the partnership agreement	Jane Rodgers	In line with project plan
Ensure there is a clear pathway in order to identify Children who might benefit from the Project are referred into the service	Jane Rodgers	In line with project plan
That additional support provided to carers to enable them to look after children with complex needs is in place, appropriate and timely.	Jane Rodgers	In line with project plan
The regional MyST Programme Director and Clinical Directors are aware of and able to unblock any issues that might prevent this project from being a success.	Jane Rodgers	In line with project plan
That the 'Children and families Partnership' monitor progress and support the Project in order for it to succeed.	Jane Rodgers	In line with project plan

### 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed successfully. For example new expertise and knowledge etc.

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)
IT	Sourced from within host LA – but set up costs included in the grant	
HR Support	Sourced from within the host LA	

Advertising and marketing	Sourced from within the host LA – recruitment costs included within the grant	
Training	Team Teach, DPP, regional leads – included within operational costs	

#### 5. Measuring performance on the proposal

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the proposal where appropriate.

Focus - Budget/Process/Staff/Customer	Indicator	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
Number of residential placements	Reduction of average as a % of LAC	To be agreed			
Avoidance of high cost placements in cases which meet MyST criteria	Identification of cost avoidance	To be agreed			
Placement stability	% for MyST young people	To be agreed			
MyST Young people engaged in education or training.	% of	To be agreed			
Improved school attendance	%	To be agreed			
Improved emotional wellbeing	%	To be agreed			
Feedback from children and young people receiving a service from the project.	Including number of children placed closer to home, quality of friendships, access to employment/ education/ training	To be agreed			

#### 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these risks.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low)	Mitigating Actions
<i>Unable to attract and appoint suitable calibre of staff into posts</i>	Operational	Current recruitment market and overall shortage of CS workforce	Medium	All posts are permanent, increasing likelihood of quality staff applying. Robust adverting, selection and training processes in place.

Inability to achieve the financial release children and Young people returning from residential placements to enable to team to be sustainable			Low	Children are already identified. We already have skilled carers. Skilled carers cost less than alternative options. Builds on existing evidence base. Programme Director and Clinical Director will unblock issues as they arise. The partnership will monitor progress and support the project to succeed.
Redundancy costs should the project not be sustainable	Operational	In line with Protection of Employment Policy	Low	There is a commitment that HR issues will be dealt with collectively. There are vacancies across all Local authorities, reducing the potential for redundancy costs There is recent history of staff being re-absorbed into local authorities.
Capital bid may not be successful leaving the regional team and the local base or suitable accommodation might not be found.	Operational / strategic	Lack of accommodation available in suitable locality	Medium	Look to house the team within the existing accommodation to meet the needs of the project.

## 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
That full savings of a child returning to the LA from residential may not be achieved.	Existing funds will still be required to fund the local placements ( at a much reduced rate)	Head of Service Monitored by Finance.
The model is based on the success of the Torfaen and Caerphilly models.	Information provided from these models suggest that we will reduce the external placements and will deliver better outcomes for children.	
Monmouthshire will share the risks with Blaenau Gwent County Borough Council.	This is a partnership arrangement between the two local authorities.	Head of Service.
After the initial 18 months the grant money to transfer to Newport.	This will enable Newport to set up their multi-disciplinary intensive therapeutic fostering service.	Gwent Children and Families Partnership Board.

## 8. Options

Prior to the pressure proposal being prepared, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded.

Options	Reason why Option was not progressed	Decision Maker
<b>Option 1</b> Do nothing	The opportunity to improve outcomes for children and young people presenting with complex needs would be lost Opportunity to develop a Gwent wide approach to delivering a multi-disciplinary intensive therapeutic fostering service within Monmouthshire which would mirror approaches already adopted by Torfaen and Caerphilly would be lost.	DMT / SLT / cabinet
<b>Option 2</b> For Monmouthshire to develop a joint multi-disciplinary intensive therapeutic fostering service for Looked After Children and young people as a single Local Authority.	Loss of Partnership Support and investment through the ICF grant (full or part) requiring up-front investment from the Council The future sustainability of the Project would be predicated on a greater reduction of children placed in residential care and the risks of not achieving this would fall to Monmouthshire alone.	DMT/ SLT / Cabinet
<b>Option 3 Chosen Option</b> To develop a joint multi-disciplinary intensive therapeutic fostering service for Looked After Children and young people between Blaenau Gwent and Monmouthshire County Borough Councils, using an ICF to establish the service over the first 18 months.	<b>Reason for chosen option.</b> The opportunity to improve outcomes for children and young people presenting with complex needs at a local level using an initial grant is maximised. Opportunity to develop a Gwent wide approach to delivering a joint multi-disciplinary intensive therapeutic fostering service in close partnership with Health is maximised. Opportunity to develop a financially sustainable service that reduces the reliance on the external market (and potentially saves money longer-term) is maximised.	DMT/ SLT / Cabinet

## 9. Monitoring the pressure proposal

The pressure proposal will be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition, the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure proposal, including the performance being achieved and the level of impact.

Pressure Title:	<b>Overspend in Children's Services</b>	Lead/Responsible Officer:	<b>Jane Rodgers</b>
Your Ref No:	<b>PSCH005</b>	Directorate:	<b>SCH</b>
Version No:	<b>2</b>	Section:	<b>Children's Services</b>
Date:	<b>3<sup>rd</sup> December 2018</b>		

### Why is this pressure required?

As part of the 2018/19 formal forecast monitoring exercise, the month 7 Children's Services forecast outturn is set to overspend by £561,000.

As part of the 2019/20 MTFP, the full year implications of the overspend were worked through to predict the effect on 2019/20.

Pressures arise from the increased demand on the service right across the spectrum of need and particularly in respect of the numbers of children requiring longer term interventions through child protection, court and Looked After / Leaving Care services. With more children in the system this has a knock on effect across the service in respect of the cost of providing the full range of support and services that are required including staffing costs.

### How much pressure is there and over what period?

Based on the 2018/19 month 7 forecast, the predicted 2019/20 overspend was £493,000. In further consideration of mitigating actions that could be worked through totalling £235K, the anticipated overspend was reduced to £258,000, as per the below breakdown: -

#### Analysis of £493,025 Full Year Effect Budget Pressure 2019/20

AREA OF OVERSPEND	£
2% Staff Efficiency, based on Budget Build	94,969
Staff travel/mileage budget reduction in year	12,398
Staff travel/mileage budget overspend prior to in year budget reduction	16,544
In house fostering budget	82,262
External placement budget (which includes IFA placements)	69,772
External Transport	84,566
Direct Payments & Respite Care Pressure	40,035
Professional Fees	25,000
Agency/over establishment staff costs	67,479
<b>Full year effect before mitigation</b>	<b>493,025</b>
LESS - Mitigating factors	
Remove anticipated full year effect of case NJ	(168,000)
Remove agency/over establishment staff costs	(67,479)
<b>Full year effect after mitigation</b>	<b>257,546</b>

### Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?

Name	Organisation/department	Date
DMT	mccPage 54	21/11/2018




Will any further consultation be needed?		
Name	Organisation/ department	Date
DMT	MCC	On-going

### 1. Vision and Outcomes of the Pressure Proposal

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly, does it affect service performance within the immediate service area or any impact on other services provided by the authority / any other providers? In doing so, the pressure proposal must be tested against the Future Generations Evaluation and consider the impact in relation to the new Future Generations Bill.

What are the outcomes of investing in the identified pressure?
<b>Children's Services are enabled to deliver services within budget</b>
Expected positive impacts
<ul style="list-style-type: none"> <li>• Service continues to safely meet current demand and respond appropriately to children in need of care, support and protection</li> <li>• Service continues to develop and plan towards achieving financial sustainability as part of on-going programme of work 'Delivering Excellence'</li> </ul>
Expected negative impacts
<ul style="list-style-type: none"> <li>• Budget is diverted from other areas of the council.</li> </ul>

### 2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

What is the evidence for the pressure? How has it been estimated?								
Based on the 2017/18 month 7 Children's Services forecast outturn.								
Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year				Total pressure proposed
				19/20	20/21	21/22	22/23	
Children's Services	11,460,529	257,546		257,546				257,546

### 3. Actions required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the proposal.

Action	Officer/ Service responsible	Timescale
Continue to implement budget recovery actions linked to the overall programme plan for Children Services 'Delivering Excellence' now at (the end of Yr 3). Key areas of activity:	Jane Rodgers	Programme on-going
<ul style="list-style-type: none"> <li>Ensure financial checks (systems and processes) are in place and working well</li> </ul>		
<ul style="list-style-type: none"> <li>Continue to implement pathways to independence work for individual cases (LAC and Non-LAC) where there are high cost packages of care in place.</li> </ul>		
<ul style="list-style-type: none"> <li>Implement MyST to support this programme and cost avoid</li> </ul>		
<ul style="list-style-type: none"> <li>Work more effectively with health to secure increased contributions (inc Continuing Care) in complex cases</li> </ul>		
<ul style="list-style-type: none"> <li>Continue to deliver fostering project to reduce reliance on IFAs</li> </ul>		
<ul style="list-style-type: none"> <li>Fully implement family support offer at all tiers to ensure de-escalation of need / complexity wherever possible.</li> </ul>		
<ul style="list-style-type: none"> <li>Undertake transport review</li> </ul>		
<ul style="list-style-type: none"> <li>Continue to implement workforce strategy</li> </ul>		

### 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed successfully. For example new expertise and knowledge etc.

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)
Already within service		

### 5. Measuring performance on the proposal

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the proposal where appropriate.

Focus - Budget/Process/Staff/Customer	Indicator	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
Budget / Customer	% in-house places : IFA placements	increase			
Budget / Customer	# children in residential placements	decrease			
Budget / Staff	# / % agency staff to permanent	decrease			

## 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these risks.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low)	Mitigating Actions
<i>Increase demand LAC and CP within the system</i>	Operational	Current trend broadly in keeping with national picture	High	Full implementation and further development of preventative services
Fragility of Workforce	Operational	Workforce Data	High	On-going implementation of workforce strategy
Scope and pace of changes required by the service to cope with operational demand; the development and re-design of services; and delivering on practice change	Operational	Scope of the current programme plan	High	On-going support to leadership group within service through DMT / SLT

## 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
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Current demand stays the same	Projection is based on 'as is' whereas in reality new cases / risk within current cases will arise during the course of the year	

## 8. Options

Prior to the pressure proposal being prepared, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded.

Options	Reason why Option was not progressed	Decision Maker
1. Do not address the current pressure	Children's Services would continue to be in an overspend position	
2. Increase pressure to the 'worst-case scenario' – no mitigating factors	There remains a small chance of achieving below the 'worst-case scenario', making the additional pressure unnecessary. We have time leading up to next year's budget to work on mitigations considered in order to achieve.	

## 9. Monitoring the pressure proposal

The pressure proposal will be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition, the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure proposal, including the performance being achieved and the level of impact.

Pressure Title:	Transport to Welsh Medium Education	Lead/Responsible Officer:	Richard Cope
Your Ref No:	Original Ref 16/17 BP08	Directorate:	Enterprise
Version No:	3	Section:	Passenger Transport Unit
Date:	30.11.18		

#### Why is this pressure/efficiency required?

The pressure is required because the new welsh medium secondary school Ysgol Gyfun Gwent Iscoed opened in Newport in 2016 , transport is increasing to this school year on year and we also still have to provide transport from the south of the county to the existing welsh school in Pontypool Ysgol Gyfun Gwynllw until 2022.

#### Pressure/Efficiency Proposal

##### Please provide reference to the pressure/efficiency proposal submitted in previous years or reference to a Business Plan approved or undergoing consideration by SLT

The pressure was first submitted with other pressures in 2015/16 (Ref BP08) and resubmitted in November 2017 with projections for the following years as detailed below:-

£72k 19/20

£75k 20/21

£62k 21/22

Ref BP08

<http://corphub/initiatives/budgetmandates/20162017/Pressure%20Mandates/>

#### Wellbeing Assessment

##### Please provide reference to the previously submitted Wellbeing Assessment completed for the pressure/efficiency proposal

This was undertaken as part of the previous proposals .

#### Anticipated Cost of Pressure/Efficiency

Ref	Pressure/Efficiency	Target year				Total pressure/efficiency proposed
		19/20	20/21	21/22	22/23	
	Extra Transport required to maintain transport to both welsh medium secondary schools until 2022	72K	75K	62K		209K

Pressure Title:	Street Lighting Energy Price Increase	Lead/Responsible Officer:	Gareth Sage
Your Ref No:	PENT001	Directorate:	ENT
Version No:	1.1	Section:	OPS
Date:	29/11/18		

#### Why is this pressure required?

Energy price increases are anticipated to be in the region of 20% next year. This will put a pressure on the street lighting budget as energy costs will outstrip the budget available.

#### How much pressure is there and over what period?

2019/20 total anticipated pressure = £74,000

#### Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?

Name	Organisation/department	Date
	SLT/Cabinet	November

#### Will any further consultation be needed?

Name	Organisation/ department	Date

### 1. Vision and Outcomes of the Pressure Proposal

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly, does it affect service performance within the immediate service area or any impact on other services provided by the authority / any other providers? In doing so, the pressure proposal must be tested against the Future Generations Evaluation and consider the impact in relation to the new Future Generations Bill.

#### What are the outcomes of investing in the identified pressure?

Investing in the pressure will ensure the Street Lighting function has enough budget to operate and will alleviate a problem that, if not plugged, will result in cuts to lighting repair budgets or other maintenance budgets within operations.

#### Expected positive impacts

N/A

#### Expected negative impacts

N/A

## 2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

#### What is the evidence for the pressure? How has it been estimated?

20% increase on forecast energy spend in 18-19 taking the predicted total costs for energy to £370,000.

Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year				Total pressure proposed
				19/20	20/21	21/22	22/23	
Street Lighting	670,000	£74,000	0	£74,000				£74,000

## 3. Actions required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the proposal.

Action	Officer/ Service responsible	Timescale
Continuation of investment in LED lights to help reduce energy output.	Gareth Sage	

## 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed successfully. For example new expertise and knowledge etc.

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)
N/A		

#### 5. Measuring performance on the proposal

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the proposal where appropriate.

Focus - Budget/Process/Staff/Customer	Indicator	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
Budget Monitoring	Budget performance	Break-even	Break-even	Break-even	Break-even

#### 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these risks.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions
N/A				

#### 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker



Energy Price increase will be 20%	Estimate provided by our energy manager. This is the current best guess, until purchasing cycle is complete we will not know the true increase.	Ian Hoccom – Energy Manager

#### 8. Options

Prior to the pressure proposal being prepared, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded.

Options	Reason why Option was not progressed	Decision Maker
Do Nothing	Energy budget will overspend	Gareth Sage
Switch off	No appetite for further switch-off.	Gareth Sage

Pressure Title:	Potential loss of MHA Contract	Lead/Responsible Officer:	Carl Touhig
Your Ref No:	PENT002	Directorate:	Enterprise
Version No:	1	Section:	Waste and Street Services
Date:	04/12/18		

#### Why is this pressure required?

The grounds maintenance service currently provides a service to Monmouthshire Housing Association (MHA). The MHA contract for grounds maintenance services across their estate/s has been retendered. The value of the contract to the service area is currently valued at £250,000. If the department are not awarded the contract there will be gross income loss of £250,000.

Through the TUPE regulations, 7 posts have been put forward to a value of £170,000 but were challenged by MHA resulting in 5 posts @ £130,000 TUPE being accepted. If the contract is lost, there will be a reduction in machinery maintenance which will result in a partial saving. The maintenance/equipment budget pressure will be an estimated £20,000.

The resultant budget pressure is estimated at £100,000

#### How much pressure is there and over what period?

The budget pressure of £100,000 for 2019/20. The grounds maintenance schedules can be reviewed during 2019 once the outcome of the contract award is known and additional external income will be sought for 2020/21 to help to alleviate and partially mitigate the pressure but the impacts of this are not known nor secured.

#### Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?

Name	Organisation/department	Date
Frances Williams	MCC	October 2018
Roger Hoggins	MCC	October 2018
Rob O'Dwyer	MCC	November 2018

#### Will any further consultation be needed?

Name	Organisation/ department	Date
Elected Members	MCC	Jan 2019

### 1. Vision and Outcomes of the Pressure Proposal

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly, does it affect service performance within the immediate service area or any impact on other services provided by the authority / any other providers? In doing so,

the pressure proposal must be tested against the Future Generations Evaluation and consider the impact in relation to the new Future Generations Bill.

#### What are the outcomes of investing in the identified pressure?

Grounds maintenance will be able to continue to operate during 2019/20 to fulfil internal work and external contract work. By investing in the service, it will give the opportunity to revise schedules and mowing regimes to reduce pressure in future years.

#### Expected positive impacts

Maintain capacity to deliver grounds maintenance functions for internal and external contracts.

#### Expected negative impacts

If contract is lost there will be different mowing regimes across MHA owned land and MCC owned land. It is anticipated that this will lead to complaints and will take time and additional resources to rationalise schedules to minimise the impact.

## 2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

#### What is the evidence for the pressure? How has it been estimated?

Income on contract is £250,000 for past 10 years. TUPE and reductions in maintenance of machinery of £150,000 leaves £100,000 pressure

Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year				Total pressure proposed
				19/20	20/21	21/22	22/23	
Grounds	£1.2m	£250,000	£150,00	£100k				£100,000

## 3. Actions required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the proposal.

Action	Officer/ Service responsible	Timescale
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Review mowing schedules in 2019/20 to reduce pressure in subsequent years	Carl Touhig	December 2019
Explore opportunities for additional income for the service	Carl Touhig	Jan-March 2019

#### 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed successfully. For example new expertise and knowledge etc.

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)
Support from MCS team to move paper based schedules into MCS	MCS team and Abavus	

#### 5. Measuring performance on the proposal

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the proposal where appropriate.

Focus - Budget/Process/Staff/Customer	Indicator	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
Budget	Deliver grounds maintenance services within overall budget	£1.3m			
Source additional external income			£100k		

#### 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these risks.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions

Managing complaints regarding mowing regimes	Ops	If MHA have different contractor we will no longer cut total area and standards will be different	Medium	Reschedule MCC schedules to reduce cuts and where practical cut on same week as MHA
Decisions delayed on reducing mowing schedules	ops	Reductions in mowing schedules have not met political approval in the past	Low	Work with members to deliver sensible mowing regime that reduces cost and ensures MCC remains clean, green and safe.

## 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
That MCC will not secure the MHA contract	There are no guarantees that MCC will win the tender for services.	MHA

## 8. Options

Prior to the pressure proposal being prepared, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded.

Options	Reason why Option was not progressed	Decision Maker
Do not bid for contract and reduce mowing schedules in 2019/20	Tender value is £250,000 per year. Income generation is key to supporting grounds maintenance budget; MHA contract supports internal core work through efficiencies of scale. We will still be cutting plots in same areas that are non-MHA properties.	Commercial team WSS
Seek additional external work	No capacity to tender for additional work at same time as preparing MHA tender. New contract will commence May 2019 leaving no time to implement other changes to reduce costs in 2019.	Commercial team WSS


Pressure Title:	Loss of Tidy Towns grant funding and reduction on ESDD grant	Lead/Responsible Officer:	Carl Touhig
Your Ref No:	PENT003	Directorate:	Enterprise
Version No:	1	Section:	Waste and Street Services
Date:	04/12/18		

#### Why is this pressure required?

Welsh Government have ceased a grant funding pot that has supported core services for cleansing, fly tipping and community improvement, litter champions and dog fouling work for last 7 years. The pot was £115,000 and this was shared between waste services, countryside services and sustainable development. Waste retained £60,000 of this pot.

The funding has been moved into RDP type funding pot where Councils bid collaboratively for elements that support environmental resources and wellbeing. A collaborative bid has been developed. This bid will be with Keep Wales Tidy for the waste element with a maximum funding pot of £30,000 for MCC if successful.

In addition to this grant reduction, WG have indicated an annual 10% reduction on the ESDD grant which supports waste services. This grant is currently £523,246 and will give a pressure of £52,000 in 2019/20.

#### How much pressure is there and over what period?

£30,000 pressure ongoing

£52,000 pressure in 2019/20 and there is an ongoing reduction anticipated in ESDD grant per annum creating an ongoing pressure.

#### Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?

Name	Organisation/department	Date
Frances Williams	MCC	October 2018
Roger Hoggins	MCC	October 2018
Countryside	MCC	October 2018

#### Will any further consultation be needed?

Name	Organisation/ department	Date
Keep Wales Tidy		Jan 19
Elected Members		Jan 19

### 1. Vision and Outcomes of the Pressure Proposal

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly, does it affect service performance within the immediate service area or any impact on other services provided by the authority / any other providers? In doing so, the pressure proposal must be tested against the Future Generations Evaluation and consider the impact in relation to the new Future Generations Bill.

**What are the outcomes of investing in the identified pressure?**

Funding will allow the continuation of litter champion's support, community improvement teams and community projects to reduce litter, clear fly tipping and implement services in line with Litter Strategy.

Delivery of existing waste services.

**Expected positive impacts**

Continue to support excellent work of litter champions and implement Litter Strategy

**Expected negative impacts**

Reduced funding and national collaborative bid will reduce capacity to support community clean-ups and localised campaigns to reduce litter and improve the local environmental quality indicators.

**2. Pressure proposed**

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

**What is the evidence for the pressure? How has it been estimated?**

Confirmed reduction in grants from WG which will be implemented in March 31<sup>st</sup> 2019

Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year				Total pressure proposed
				19/20	20/21	21/22	22/23	
Waste	£7m	£30,000		30k				£30,000
Waste		£52,000		52k	47k	42K	40K	£181,000

**3. Actions required to minimise the pressure**

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the proposal.

Action	Officer/ Service responsible	Timescale
Work with KWT to deliver national collaboration in form of Caru Cymru/Love Wales to continue LEQ work.	Carl Touhig	February 2019
Implementation of changes to waste services	Carl Touhig	April 2019

**4. Additional skills/ business needs**

Describe any additional skills, resource and capability needed in order to carry out the proposed successfully. For example new expertise etc.



Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)

#### 5. Measuring performance on the proposal

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the proposal where appropriate.

Focus - Budget/Process/Staff/Customer	Indicator	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
Budget	Deliver waste services within overall budget	£7m			

#### 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these risks.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions
KWT unsuccessful with bid and full pressure of £60k ensues	Strategic	Confirmation of bid and grant funding will be March 2019	low	KWT have worked with 22 authorities on bid and in conjunction with WG advisors on eligibility criteria.

#### 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
KWT will secure grant	KWT have developed bid in conjunction with all Welsh Authorities and bid appears to meet the eligibility criteria a set by WG	Carl Touhig
Services will be maintained at the current level	It is assumed that the grant awarded to MCC is not going to be less than currently modelled.	Welsh Government

## 8. Options

Prior to the pressure proposal being prepared, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded.

Options	Reason why Option was not progressed	Decision Maker
Reduction in service provision	Maintaining the service provision within Waste Streetscene services is important to continued delivery of corporate priorities	Carl Touhig

Pressure Title:	Increased management costs of household waste recycling centres and transfer stations	Lead/Responsible Officer:	Carl Touhig
Your Ref No:	PENT004	Directorate:	Enterprise
Version No:	01	Section:	Waste and Street Services
Date:	Dec 18		

#### Why is this pressure required?

Viridor have proposed an increase in management costs to mitigate losses in last 2 financial years and loss of income from food and garden waste processing and move to energy from waste from landfill.

With contractual changes in 2015 to move from landfill to energy from waste and in 2018 the move from in-vessel composting to Anaerobic Digestion and from garden waste treatment at Viridor Walpole to Abergavenny Green Waste the overall value of the contract for Viridor has reduced by £875,000. Viridor have maintained the service levels and worked closely with MCC to mitigate costs but are unable to sustain this budget pressure moving forward.

#### How much pressure is there and over what period?

The existing management fee is £1.045m.

Viridor propose a new fee of £1.52m for 2019/20 but this includes a proposal for profit sharing the recycle sales estimated at £100k leaving gross pressure of £375,000.

The contract for the management of our Household Waste Recycling Centres (HWRC), Waste Transfer Stations (WTS) and associated waste disposal contracts is ready to be tendered. This contract will only be issued following elected member decisions on the future requirements for service provision including for example the opening hours, day closures and/or full closures.

It is projected that the new contract will commence in October 2019. It is unknown at this point what service provision will look like or what retendered service will cost.

#### Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?

Name	Organisation/department	Date
Frances Williams	MCC	October 2018
Roger Hoggins	MCC	October 2018
Rob O'Dwyer,	MCC	November 2018
Viridor	Viridor	September 2018

#### Will any further consultation be needed?

Name	Organisation/ department	Date
Viridor		Jan 19

### 1. Vision and Outcomes of the Pressure Proposal

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly, does it affect service performance within the immediate service area or any impact on other services provided by the authority / any other providers? In doing so, the pressure proposal must be tested against the Future Generations Evaluation and consider the impact in relation to the new Future Generations Bill.

What are the outcomes of investing in the identified pressure?
Without the investment in this identified pressure, the HWRCs and waste transfer stations will close on March 31 <sup>st</sup> 2019 until new contractor can be appointed or service is provided in-house following TUPE and permits approvals. This is a significant risk for the Authority and the service area should the pressure agreed.
Expected positive impacts
HWRCs and WTS remain open to public and MCC from the end of March 2019 and a new contract reflects service provision to meet affordability envelope.
Expected negative impacts
None if funded

### 2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

What is the evidence for the pressure? How has it been estimated?								
Viridor have provided a proposal and costings for the service continuation beyond March 31 <sup>st</sup> 2019 and until the new contract (and new costs) commence.								
Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year				Total pressure proposed
				19/20	20/21	21/22	22/23	
Waste	£7m	£375,000		£375k				£375k

### 3. Actions required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the proposal.

Action	Officer/ Service responsible	Timescale
Retender service following political decision on service provision beyond April 2019 and for length of new contract	Carl Touhig	February 2019

#### 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed successfully. For example new expertise etc.

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)
Consultancy to provide shadow bid for affordability envelope	WRAP and Welsh Government funded Eunomia to develop contract and shadow bid	In house support from procurement, commercial services and legal team on tendering process

#### 5. Measuring performance on the proposal

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the proposal where appropriate.

Focus - Budget/Process/Staff/Customer	Indicator	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
Budget	Deliver waste services within overall budget	£7m			
Retender contract or bring service in-house	New contract model				

#### 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these risks.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score	Mitigating Actions

			assessing the probability & impact	
Service provision required exceeds affordability envelope	Strategic	Market testing on existing service indicates the contract value will exceed the current budget of £1.045m	high	Work with Members to reduce service levels to reflect affordability envelope

## 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
Viridor agree to provide service for 12 months at £1.52m	Viridor are keen to continue to work with MCC and will be retendering for contract – pulling out of contract on March 31 <sup>st</sup> and leaving MCC with no provision will damage the partnership style relationship that has been built over last 30 years.	Carl Touhig

## 8. Options

Prior to the pressure proposal being prepared, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded.

Options	Reason why Option was not progressed	Decision Maker
Do not tender contract and extend with Viridor	Market remains untested and MCC may not be getting most economically advantageous tender price	Carl Touhig
Bring service in house	Costs for running service in-house are being developed alongside affordability envelope – purchase of plant and machinery, permit approvals and TUPE would be unachievable by March 31 <sup>st</sup> .	Carl Touhig

Pressure Title:	Car Park Income Pressure	Lead/Responsible Officer:	Roger Hoggins
Your Ref No:	PENT005	Directorate:	ENT
Version No:	1	Section:	OPS
Date:	30/11/2018		

#### Why is this pressure required?

Car Park income has dropped since Morrisons car park opened in Abergavenny where they provide two free hours parking at their car park. There is now an identified shortfall in the pay and display income.

When the site was sold the original agreement required Morrisons to replicate MCC charging arrangements but to increase the capital receipt the amendment was made to allow free parking for 2 hours. No revenue pressure was made for 18/19 as the impact was not anticipated to be so severe.

#### How much pressure is there and over what period?

Ongoing – it is predicted that this will be at least £120k each year and would vary based upon use.

#### Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?

Name	Organisation/department	Date
SLT	MCC	October 2018
Cabinet	MCC	November 2018
Enterprise DMT	MCC	October & November 2018

#### Will any further consultation be needed?

Name	Organisation/ department	Date
Elected Members		Jan 19

### 1. Vision and Outcomes of the Pressure Proposal

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly, does it affect service performance within the immediate service area or any impact on other services provided by the authority / any other providers? In doing so, the pressure proposal must be tested against the Future Generations Evaluation and consider the impact in relation to the new Future Generations Bill.

**What are the outcomes of investing in the identified pressure?**

This is a budget issue of reduced income due to the increased Car Parking Spaces with the supermarket. To match the offer MCC would need to offer 2 free hours in car parks as well but this would have further implications upon the income through pay and display income.

**Expected positive impacts**

There is a perception that free parking would generate extra footfall within the town centre but there are opposing views that charges do not deter shoppers assuming that the levels at which they are set are reasonable.

The Morrison's store is proving a popular addition to the Abergavenny retail offer.

**Expected negative impacts**

Loss of income to invest elsewhere in car parks, public transport, highway infrastructure, town centre management etc.

**2. Pressure proposed**

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

**What is the evidence for the pressure? How has it been estimated?**

Car park income is down since Morrison's offered 2 free hours parking

Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year				Total pressure proposed
				19/20	20/21	21/22	22/23	
Car parking		£120,000		£120,000				£120,000

**3. Actions required to minimise the pressure**

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the proposal.

Action	Officer/ Service responsible	Timescale
Increase charges elsewhere within county to offset loss	Car parks	July'19




#### 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed successfully. For example new expertise and knowledge etc.

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)
Car park management staff to develop, propose and implement new charging regime	Direct employment, consultancy support	

#### 5. Measuring performance on the proposal

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the proposal where appropriate.

Focus - Budget/Process/Staff/Customer	Indicator	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
Budget Monitoring	Income levels & Budget Performance	Break-even	Break-even	Break-even	Break-even

#### 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these risks.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions
Change in shopping habits	strategic	Known potential effect of charging too high coupled with wealth of shoppers	high	Adjust budget down


## 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
That customer demand levels are maintained	Retail offers remain reasonably buoyant but shopping habits change	Roger Hoggins

## 8. Options

Prior to the pressure proposal being prepared, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded.

Options	Reason why Option was not progressed	Decision Maker
A number of changes to pay and display charges are presented within the savings mandates		

Pressure Title:	Fuel Increase Operations	Lead/Responsible Officer:	Roger Hoggins
Your Ref No:	PENT006	Directorate:	ENT
Version No:	1	Section:	OPS
Date:	29/11/18		

#### Why is this pressure required?

Fuel prices have been increasing to levels that can no longer be managed within service budgets. The medium term financial plan (MTFP) model assumes zero inflation on non-pay expenditure so current price rises are affecting budgets in our services that have heavy vehicle and plant use.

#### How much pressure is there and over what period?

2019/20 - £40,000

#### Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?

Name	Organisation/department	Date
SLT	MCC	October 2018
Cabinet	MCC	November 2018
Enterprise DMT	MCC	October & November 2018

#### Will any further consultation be needed?

Name	Organisation/ department	Date
Elected Members	MCC	Jan 19

### 1. Vision and Outcomes of the Pressure Proposal

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly, does it affect service performance within the immediate service area or any impact on other services provided by the authority / any other providers? In doing so, the pressure proposal must be tested against the Future Generations Evaluation and consider the impact in relation to the new Future Generations Bill.

What are the outcomes of investing in the identified pressure?

Investing in the pressure will ensure the Operations department has the correct level of budget to operate and as a result not adversely affect the provision of front-line services.

#### Expected positive impacts

N/A

#### Expected negative impacts

N/A

## 2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

#### What is the evidence for the pressure? How has it been estimated?

5% increase on forecast fuel spend in 18-19 of £800,000.

Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year				Total pressure proposed
				19/20	20/21	21/22	22/23	
Operations	£800,000	£40,000	0	£40,000				£40,000

## 3. Actions required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the proposal.

Action	Officer/ Service responsible	Timescale
N/A		

## 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed successfully. For example new expertise and knowledge etc.

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)
N/A		

#### 5. Measuring performance on the proposal

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the proposal where appropriate.

Focus - Budget/Process/Staff/Customer	Indicator	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
Budget Monitoring	Budget performance	Break-even	Break-even	Break-even	Break-even

#### 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these risks.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions
There is a risk that fuel prices will continue to fluctuate significantly making it difficult to predict the implications on the budget	Operational	Fuel prices have continued to rise and fluctuate	Medium	Consideration is given to each vehicle purchase of the use of alternative fuels to reduce expenditure on diesel and move towards more sustainable fuel sources. This will take time to implement as vehicles evolve and become more effective.


## 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
Fuel Price increase will be 5%	This is an estimate based on price inflation forecasts, current trend estimates a 5% increase, although this can fluctuate.	Roger Hoggins

## 8. Options

Prior to the pressure proposal being prepared, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded.

Options	Reason why Option was not progressed	Decision Maker
Do Nothing	Fuel budgets will overspend meaning front line services will have to amend working practices to bring budget back in line.	Roger Hoggins

Pressure Title:	TLCY Pressures	Lead/Responsible Officer:	Ian Saunders
Your Ref No:	PENT007, PENT009 – PENT023	Directorate:	Enterprise
Version No:	1	Section:	TLCY
Date:	28 <sup>th</sup> November 2018		

#### Why is this pressure required?

TLCY has had significant income and savings targets over the past few years, and has seen budgeted income rise by 2.5% whilst having to manage in year inflationary pressures, adjust to changes in demand and subsidy withdrawals from other local councils whilst continuing to maintain front line services.

In December 2015, after a series of annual budget cuts, concerns were expressed about being able to sustain these services and a decision was taken to explore alternative models of provision. This has resulted in a business case being developed which would enable the authority to maintain these services through an ADM.

Whilst the business case was being developed, only limited pressures were built into the MTFP and in 2018-19 part year pressures of £143k were built into the model (and removed as part of the 19-20 MTFP process albeit they were not one-off) on the assumption that the ADM would be operational by September 2018. A decision still needs to be determined as to whether the ADM will go ahead and so regardless of the model chosen, the real pressures facing the service have to be built into the MTFP (the Monlife ADM business plan includes the same assumptions)

#### How much pressure is there and over what period?

The total pressure is £404k and covers the period 2017 to 2019. The breakdown of this is as follows

£30k – Monmouth Leisure Centre Rates – the leisure centre is in the process of being redeveloped with partial opening from August 2018 and the new swimming pool scheduled to be opened in February 2019. It is likely that the rates bill will increase. This amount is an estimate only

£27k – Inflation across all TLCY services – to include rates and fuel costs. Costs are anticipated to rise further in 2019.

£89k – Prior Budgeted Income targets at Attractions (Shirehall, Caldicot Castle, Tintern) have been unachievable

£25k – Chepstow TIC – Potential withdrawal of funding from the Town Council for 2019 and the need to support the longer opening hours and double manning where necessary

£8k – GI & ROW – contribution to the Brecon Beacons National Park has increased from £10k to £18k in 2018

£50k – Leisure Centres Cleaning Contract – the contract with Regent Cleaning increased in April 2018 (no increases since 2015) by 23% resulting in a pressure of £31k for 3 sites. Notice has now been served on this contract and will be provided in-house by MCC staff resulting in additional costs as terms and conditions are better than the private sector; also the contract does not provide enough cover to adequately clean the centres leading to customer complaints. The remaining £19k is to take account of the required increase for Monmouth to deal with the new café / play area and swimming pool once it is fully operational in spring 2019.

£27k – As part of the ADM set up, additional funding was provided in 2018/19 to kick start the process. This involved the appointment of a Marketing manager (interviews December 2018) in order to increase the uptake of these services. This gross cost of the post is £54k but assumes that increased demand will result in sales of £27k

£23k – The previous restructure of Museums did not achieve all of the required savings as there is still the need to man at all times (so cannot achieve vacancy factor) and the service still needs to cover sickness and annual leave.

£94k – Outdoor Education – the service was part of a Gwent wide partnership that saw Newport withdraw its subsidy in 2013. Further cuts in local government funding meant that both Torfaen and Blaenau Gwent have gradually reduced their subsidy and from April 2019, no subsidy will be received. This significant loss of income and a reduction in users has meant providing the service to a different market and the service has been successful in attracting the National Citizenship service. Whilst this has made a significant contribution to the income loss, it has not been able to fully compensate for the loss of subsidy. The service is undertaking a full review and one of the expected outcomes is to close one of the three sites in operation whilst also looking at new markets for income generation.

£10k – Play – reductions in grant income for open access play

£21k – Youth – all posts were re-evaluated through the JE scheme in 2017 resulting in staff moving up one full grade with no increase in budget provision.

#### Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?

Name	Organisation/department	Date
	Torfaen County Borough Council	Autumn 2018
	Newport City Council	Autumn 2018
	Blaenau Gwent Borough Council	Autumn 2018
	Operations – Cleaning	Last 6 months
	SLT/Cabinet	November 2018
	Enterprise DMT	October & November 2018

#### Will any further consultation be needed?

Name	Organisation/ department	Date
	Chepstow Town Council	Jan 19

### 1. Vision and Outcomes of the Pressure Proposal

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly, does it affect service performance within the immediate service area or any impact on other services provided by the authority / any other providers? In doing so, the pressure proposal must be tested against the Future Generations Evaluation and consider the impact in relation to the new Future Generations Bill.

#### What are the outcomes of investing in the identified pressure?

Will maintain existing service provision.



<b>Expected positive impacts</b>
The nature of these highly valued services will continue to provide quality experiences and assist in delivering the corporate plan objectives. The marketing of the services and expected more joined up approach should see more people being attracted to use these services.
<b>Expected negative impacts</b>
Continued pressure on staff to deliver services however the teams are working hard to ensure support is in place through transition meetings. There may be some adjustment to opening times in museums for winter months and closure of one outdoor education building.

## 2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

<b>What is the evidence for the pressure? How has it been estimated?</b>								
Pressures have been identified as part of on-going budget monitoring and overspending at end of year. Future pressures such as the rates for the redeveloped Monmouth LC have been estimated. Additional costs for cleaning have been calculated based on the actual increase by the cleaning contractor in April 2018 at 4 sites with predicted extra costs for staff being paid on MCC's terms and conditions following the termination of the contract. Inflation has been calculated at 2.5% and is unavoidable for utility costs and rates at sites.								
Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year				Total pressure proposed
				19/20	20/21	21/22	22/23	
TLCY	3,444,900	404,000	0	404	0	0	0	404,000

## 3. Actions required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the proposal.

Action	Officer/ Service responsible	Timescale
The business plan for MonLife identifies various options for offsetting these pressures, including benefits from Business rates.	MonLife Project Team	November 2018
MonLife Business Plan assumes various income generating ideas. For each option, a detailed project plan has / is being developed to ensure that the option can be delivered within the timescale and achieve the required financial outcome	MonLife Project Team / Senior TLCY Managers	September 2018 – December 2018


#### 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed successfully. For example new expertise and knowledge etc.

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)
Extra Finance Support	Part of ADM Business Plan – included within extra costs	Support from Business Manager and Business Support Team Leader
Extra Marketing and Sales expertise	Part of ADM Business Plan – included within extra costs. Post advertised and included within pressures list above	Support from Business Manager

#### 5. Measuring performance on the proposal

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the proposal where appropriate.

Focus - Budget/Process/Staff/Customer	Indicator	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
Budget	Monthly Forecast / Outturn for MCC (also within new performance and evaluation framework for MonLife)				
Customer / Process	Various Measures identified within MonLife's Performance and Evaluation Framework – includes existing TLCY measures as well as new targets				

#### 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these risks.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low)	Mitigating Actions

			assessing the probability & impact	
Delay to ADM process	Strategic	Key partners and stakeholders not clear on direction of future service delivery	Medium	Trying to keep all partners aware of situation regarding the process and timescales. Obviously due to the nature of the different services involved we have multiple partners to consider across leisure, outdoors education, museums, countryside and attractions. Many friends groups, NGB's and societies to consider
Delay to ADM process	Operational	Teams are showing signs of disruption and uncertainty which is having adverse impacts on service delivery and team cohesion.	High	Trying to ensure all staff and teams are kept up to date. Many sessions with staff have been undertaken through the period both as individual teams and individual basis.

## 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker

## 8. Options

Prior to the pressure proposal being prepared, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded.

Options	Reason why Option was not progressed	Decision Maker
Alternative Delivery Model	Still to be determined – Strategic outline business case prepared along with five case business model which identified various options – do nothing, transform in house, ADM or privatisation. Do nothing and privatisation options	Council

	disregarded. Monlife business plan and its assumptions are currently being evaluated by Senior Management.	

Pressure Title:	Blaenau Gwent income	Lead/Responsible Officer:	Carl Touhig
Your Ref No:	PENT024	Directorate:	Enterprise
Version No:		Section:	WSS
Date:	5/12/2018		

#### Why is this pressure/efficiency required?

One off saving not materialising for 18/19, therefore budget base needs to be readjusted for 19/20.

#### Pressure/Efficiency Proposal

Please provide reference to the pressure/efficiency proposal submitted in previous years or reference to a Business Plan approved or undergoing consideration by SLT

Budget saving proposal PENT024

#### Wellbeing Assessment

Please provide reference to the previously submitted Wellbeing Assessment completed for the pressure/efficiency proposal

n/a – part of budget proposals 2018/19

#### Anticipated Cost of Pressure/Efficiency

Ref	Pressure/Efficiency	Target year				Total pressure/efficiency proposed
		19/20	20/21	21/22	22/23	
PENT024	Blaenau Gwent	100k				£100,000

Pressure Title:	2018/19 HWRC closures proposal	Lead/Responsible Officer:	Carl Touhig
Your Ref No:	PENT025	Directorate:	Enterprise
Version No:		Section:	WSS
Date:	06/12/18		

#### Why is this pressure/efficiency required?

The 2018/19 mandates included a £13k saving proposal that was not implemented. A review of closures of sites was due to be considered but was not taken forward by Members in 2018/19.

#### Pressure/Efficiency Proposal

##### Please provide reference to the pressure/efficiency proposal submitted in previous years or reference to a Business Plan approved or undergoing consideration by SLT

OPS6 was a savings mandate to review HWRC provision but this was not taken forward resulting in a pressure.

#### Wellbeing Assessment

##### Please provide reference to the previously submitted Wellbeing Assessment completed for the pressure/efficiency proposal

OPS 6 was part of the Budget Mandate for 2018/19 where a Wellbeing Assessment was completed.

#### Anticipated Cost of Pressure/Efficiency

Ref	Pressure/Efficiency	Target year				Total pressure/efficiency proposed
		19/20	20/21	21/22	22/23	
OPS6	HWRC closures	13,000				13,000

Pressure Title:	Contact Centre - Increasing Software Costs	Lead/Responsible Officer:	Matthew Gatehouse
Your Ref No:	PCEO001	Directorate:	CEOs
Version No:	0.1	Section:	Policy Governance and Customer Service
Date:	20/11/18		

#### Why is this pressure required?

The software costs of the contact centre have been impacted by increasing costs being passed on from SRS, largely as a result of a change in the exchange rate. Contracts for the switchboard and contact centre are in place with Cisco Systems and are priced in US dollars. The contact centre and community hub also bear part of the financial cost for the My Council Services App which they have no budget for.

#### How much pressure is there and over what period?

£35,000 in 2019/20, beyond this it is anticipated that a new software solution can be purchased but on the basis of initial enquiries this may not be cheaper than the existing solution

#### Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?

Name	Organisation/department	Date
Ollie Stanton / Matt Lewis	SRS	Nov 2018

#### Will any further consultation be needed?

Name	Organisation/ department	Date
No		

### 1. Vision and Outcomes of the Pressure Proposal

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly, does it affect service performance within the immediate service area or any impact on other services provided by the authority / any other providers? In doing so, the pressure proposal must be tested against the Future Generations Evaluation and consider the impact in relation to the new Future Generations Bill.

**What are the outcomes of investing in the identified pressure?**

Continued operation of the council's switchboard and contact centre telephony arrangements and the continued ability to fund the My Council services app which is paid in part by the service but is unfunded.

**Expected positive impacts**

Continued ability to effectively manage and deal with around 57,000 calls into the contact centre dealing with issues such as grass-routes bus bookings, waste collection and council tax. In addition to this the switchboard handles around 12,000 calls a year. Over time it is anticipated that the My Monmouthshire app and the development of the Chatbot will enable more effective management of customer queries across a broader range of channels

**Expected negative impacts**

No negative impacts identified at this stage

**2. Pressure proposed**

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

**What is the evidence for the pressure? How has it been estimated?**

The evidence for the pressure has been supplied by SRS who manage the software on behalf of MCC, Blaenau-Gwent and Torfaen Councils and then distribute the costs according to usage. SRS have indicated a significant increase in costs from 2018-19 onwards attributed to a change in the dollar/pound exchange rate. The service has borne this pressure in the current year but is unable to do so going forward – particularly as it is playing a central role in automation of customer queries via the chatbot and app as well as making a significant contribution to savings proposal in the 2019-20 budget

Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year				Total pressure proposed
				19/20	20/21	21/22	22/23	
Contact centre	£15,000	£35,923.33	-	£35,923	Not known – anticipate recurring			£35,923.33

**3. Actions required to minimise the pressure**

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the proposal.



Action	Officer/ Service responsible	Timescale
Customer Experience Review – Seek to reduce the number of VOIP licences included as part of the contract re-charge.	Matthew Gatehouse / Abby Barton	March 2019 onwards
Collaborate with other authorities on a tendering exercise to seek a better value and more effective solution for switch and contact centre arrangements	Matthew Gatehouse / Abby Barton/SRS	November 2019

#### 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed successfully. For example new expertise and knowledge etc.

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)
Procurement capacity and technical expertise	SRS	n/a

#### 5. Measuring performance on the proposal

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the proposal where appropriate.

Focus - Budget/Process/Staff/Customer	Indicator	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
Responsiveness	Percentage of phone calls that are unanswered (presently 19%)	18%	16%		
Channel Choice	Shift in proportion of customer queries dealt with via app and chatbot (based on monthly volumes for contact centre, hub, web, bot and app – presently 3.5%)	5%	8%		

#### 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these risks.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions
Potential risk that a further increase in the number of VOIP licenses held will drive up costs	Operational	It has been identified that in some cases new starters are being allocated new licenses and phone numbers while existing licenses go un-used.	Low	Effective management of telephony Improve operation of active directory within Sharepoint Manual data validation of users against licenses
Potential risk of further negative fluctuations in the exchange rate that could lead to additional costs of a contract priced in US dollars	Strategic	Current uncertainty over demand for sterling as a result of uncertainty over future trading position of the UK	Med	None identified

## 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
Inability to impact on costs within current contractual arrangements	SRS have already queried costs with supplier and explored potential for discounts based on dormant licenses.	Head of Policy and Governance
The need to have software to manage telephony	Industry standard approach	Head of Policy and Governance

## 8. Options

Prior to the pressure proposal being prepared, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded.

Options	Reason why Option was not progressed	Decision Maker
Exit Contract and seek alternative supplier	Contract in place, lead time in exploring and putting in place alternative arrangements	Head of Policy and Governance
Cease to use my council services app to reduce software costs	This would be at odds with current direction of travel and aspirations of the Council's Corporate Plan 2017-22	Head of Policy and Governance

#### 9. Monitoring the pressure proposal

The pressure proposal will be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition, the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure proposal, including the performance being achieved and the level of impact.

Pressure Title:	Commercial Income from Communications, Marketing and Engagement	Lead/Responsible Officer:	Matthew Gatehouse
Your Ref No:	PCEO002	Directorate:	CEOs
Version No:	0.1	Section:	Policy Governance and Customer Service
Date:	20/11/18		

#### Why is this pressure required?

The Communications, Marketing and Engagement Team have an income target of £20,000 per year. This has resulted in the communications manager investing disproportionate amounts of time and capacity pursuing small packages of work, the income from which is not covering costs and is proving a distraction from core business while not achieving the desired income. The one significant activity, an agreement to provide marketing support as part of a call-off agreement for the Education Achievement Service, has now ceased to provide any significant income. This will allow the team to focus on the core business of the authority and contribute more pro-actively to commercial opportunities throughout the authority such as generating income from advertising.

#### How much pressure is there and over what period?

£20,500, permanent adjustment to budget.

#### Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?

Name	Organisation/department	Date
SLT	SLT	November 2018

#### Will any further consultation be needed?

Name	Organisation/ department	Date
None		

### 1. Vision and Outcomes of the Pressure Proposal

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly, does it affect service performance within the immediate service area or any impact on other services provided by the authority / any other providers? In doing so,

the pressure proposal must be tested against the Future Generations Evaluation and consider the impact in relation to the new Future Generations Bill.

### What are the outcomes of investing in the identified pressure?

This is aligned to a clear commitment in the Corporate Plan (#21) That the council deliver a sustainable and resilient organisation and relevant, viable and valued public services.

Within this there is an action to develop a commercial strategy and approach. The Head of Commercial and integrated Landlord Services has subsequently developed a Commercial Strategy and this pressure will enable the team to use its marketing expertise focus energy on maximising commercial opportunities for the council in support of the council as well as focusing on communications, engagement and ensuring effective proactive management of the council's reputation through effective and pro-active customer engagement which prevents the escalation of problems.

### Expected positive impacts

- Contribute to increasing revenue from commercial opportunities throughout the council in line with the commercial strategy
- Increased capacity to invest in improving customer experience, including the optimisation of all customer channels as identified in the Corporate Plan
- Reduction in potential conflict between advising departments on the client side and looking to secure income from commercial activities
- Free-up capacity to focus on engagement to support aspirations of getting more people involved in local democracy aligned to the aspirations of the Democratic Services Committee

### Expected negative impacts

There are no negative impacts other than the opportunity foregone to use the funding specified in an alternative way.

## 2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

### What is the evidence for the pressure? How has it been estimated?

Based on current budget and the un-achievable income target within it.

Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year				Total pressure proposed
				19/20	20/21	21/22	22/23	
Policy, Engagement	£167,350 (X059)	£20,500		20,500				£20,500 recurring pressure

and Marketing								

### 3. Actions required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the proposal.

Action	Officer/ Service responsible	Timescale
Develop		

### 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed successfully. For example new expertise and knowledge etc.

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)
None identified		

### 5. Measuring performance on the proposal

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the proposal where appropriate.

Focus - Budget/Process/Staff/Customer	Indicator	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
Process	Number of commercial income opportunities that have benefitted from input from the team	Not yet known			
Budget	Amount of commercial income generated from	Not yet known			

### 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these risks.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score	Mitigating Actions

			assessing the probability & impact	
Potential risk that departments will pursue commercial opportunities without involving the team	Operational	When the authority previously employed a marketing professional their advice and input to campaigns was not always sought	Medium	Ensure awareness of the offer
Potential risk that the current economic climate could impact on the budgets of organisations that may be seeking to invest	Strategic	Current certainty within the UK economy	Low	A professional and well-positioned offer with clear data and a compelling offer

## 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
That teams will involve the team in maximising the benefits of commercial activity	As above	

## 8. Options

Prior to the pressure proposal being prepared, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded.

Options	Reason why Option was not progressed	Decision Maker
Do nothing	The present income figure has proved difficult to achieve and is resulting in year-on-year overspends making budgeting difficult and resulting in capacity being invested in pursuing potential low value income opportunities.	Head of Policy and Governance
Outsource the team / move to a regional approach	The importance of having effective communication co-located with the officer and political decision-making. MCCs low cost-to-serve means that regionalisation is unlikely to deliver cost savings	Head of Policy and Governance

#### 9. Monitoring the pressure proposal

The pressure proposal will be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition, the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure proposal, including the performance being achieved and the level of impact.



Pressure Title:	Future Legal Department	Lead/Responsible Officer:	Matt Phillips
Your Ref No:	PCEO003	Directorate:	Chief Executive's
Version No:	1	Section:	Legal
Date:	29 Nov 18		

### Why is this pressure required?

MCC has evolved considerably over a number of years, and will continue to do so. We have arrived at a natural point at which the legal department needs to take a similarly progressive step to properly support the Council's Corporate Plan.

Part of my remit on being appointed was to quickly develop a good understanding of the current role and capability of the legal department, assess the delta between the current set up and what is required across MCC, and provide a solution. This work has been done over the last 3 months and will continue to take place. This work has identified a number of areas where there is an opportunity to be bold in the department's structure and development and build a position from which to not only support the Council's ambitions today, but the County's ambitions tomorrow.

Some of the key elements identified are:

- the legal department currently accounts for approximately just half of the legal spend across MCC. It should be possible to reduce the cost of seeking external representation, advice, opinion etc. As a first step, however, it is imperative that this wider spend be coordinated, quality assured and exploited; MCC must have the ability to learn and upskill and the legal department needs to be resourced to take this action;
- children services has experienced a year of unprecedented growth in demand (child protection cases rose 75% between Apr and Sep this year). Legal involvement is central to a considerable number of these cases and the department is over-capacity. If we are to retain our lawyers in a highly competitive market, and prevent the sizeable cost of putting cases to external providers then investment in software, systems and people is a fundamental requirement. If we can maintain a position whereby we deal with these matters in house the preventative saving is considerable;
- the legal department is not a silo. It works to protect and enable all other departments across MCC and so an overspend in Children Services for example, should also be viewed as an issue for legal. Therefore investment in the legal department should provide a foundation from which to start to work towards cost saving across the organisation writ large;
- the enabling strategies that underpin the Corporate Plan, notably the Asset Management Strategy and the Investment Plan therein, require appropriate legal input and there is much more we can do in this area.

The legal department needs investment to achieve the following steps:

1. First, it must stabilise to prevent unbudgeted costs, meet current demand and then expose where cost lies unnecessarily or where risk is present through the absence of quality legal support.
2. Second, it must seek to reduce those costs across MCC and get a grip on the whole organisation's legal spend, as well as coordinating that work and quality assuring it, then develop a richer corporate knowledge and skill base in order to deal with future requests for legal advice in house at reduced costs.
3. Third, once the above steps have been achieved, it can start to think ambitiously about revenue streams. Starting perhaps with local organisations such as Melin, MHA or BBNP that might be interested in seeking our services to reduce their private sector legal costs, we might then build a commercially minded approach capable of providing a service to other LAs or taking on other areas of work to generate income for MCC and save money for the tax-payer.

<b>How much pressure is there and over what period?</b>
19/20 £196,028

<b>Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?</b>		
Name	Organisation/department	Date
Paul Matthews	Chief Exec	9 Oct
Paul Jordan	Cabinet Member Governance et al	17 Oct
SLT		9 Nov onwards
SLT/Cabinet		12 Nov onwards

<b>Will any further consultation be needed?</b>		
Name	Organisation/ department	Date

### 1. Vision and Outcomes of the Pressure Proposal

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly, does it affect service performance within the immediate service area or any impact on other services provided by the authority / any other providers? In doing so, the pressure proposal must be tested against the Future Generations Evaluation and consider the impact in relation to the new Future Generations Bill.

<b>What are the outcomes of investing in the identified pressure?</b>
<p>The forecast pressure for next year is based on the costs of largely employee based changes, as well as some digital changes, minus the predicted savings from the implementation of these measures.</p> <p>The investment sought will enable the following:</p> <ul style="list-style-type: none"> <li>- the implementation of a new case management system, including modern electronic bundling application, and access to a legal portal file sharing site already used by 8 LAs across South Wales. This change has already commenced, and the intention is that the implementation cost of £23,000 be met in year via capital funding (no repayment to capital has been factored in the above calculations). This will lead to a saving throughout life, but have a far greater positive impact in terms of time for all of the legal team making use of it, moving away from paper-based methods of work;</li> <li>- a new family law solicitor that will help manage the increasing demand and also provide space for the Deputy Head of Law to assume a better position of oversight and mentorship to develop the skills in the team beyond just CS work into the broader family space (eg. adult health care, mental health order etc);</li> <li>- a new business manager post that will help to implement this change and also provide a whole department service ranging from improving communication with internal and external stakeholders (Courts, Social Workers,</li> </ul>

developers etc), managing training and development to broaden the skill set within the team and reduce reliance on external legal costs, and ultimately play a part in business and income generation;

- 2 new commercially focused lawyers. These will be lawyers with commercial experience (property, contract, planning, procurement etc) who will first, help meet the current demand that strategies such as the AMS are creating and that have gone unrecognised thus far, and second, get involved, as a commercial unit, with all commercial projects across MCC (eg ADM, Castlegate, med tech) to provide cradle to grave advice and, where external legal assistance is required, develop networks and refine the questions sufficiently to reduce cost and improve corporate knowledge. Ultimately, this should lay a foundation for a future move into greater income generation;

- as part of this evolution, salaries will need to be adjusted to match the current market reality and not only prevent current lawyers from leaving, but act to attract the right kind of talent in the future. A JE review of 5 lawyer posts will therefore be conducted and are factored into the pressures above.

Get this right, and the ability to take bolder, more beneficial steps such as taking on trainee lawyers to develop into multi-skilled local government lawyers in the future, or develop a practice within the department capable of dealing in employment law and reducing our costs but developing income streams from elsewhere would be realistic.

#### Expected positive impacts

Retention – demand is outstripping supply by some margin in some areas of Local Government law and we need to stay ahead of this disparity to avoid incurring far greater costs from going to private providers. This means paying market rates, but it also means implementing working practice and conditions that will mean people want to stay.

Recruitment – we need to focus on getting the right people, less on the skills and experience they bring. With the right people we can train and mentor them such that they develop skills and expose them to work to gain experience, but if we don't have the right people we will end up not changing or improving. This means getting less experienced but highly motivated people in, or going to private practice and in house lawyers to being in new perspectives. If we take a lawyer from a neighbouring authority with 20 years' experience and ask them to turn up and simply carry on their work in a different location, we will get nowhere. So we need to pay and act in a way that attracts the right talent.

Resilience – the department is skeletal and over-capacity. The lack of appropriate systems for ensuring corporate knowledge is retained and shared means that to lose one lawyer currently means their work simply stops – there is neither the capacity nor skill to take on that work elsewhere. The new structure and manning will enable broadening training and exploitation of knowledge such that the loss of someone will simply mean someone else can pick up the work and access the information that will allow them to do so.

Service – we will reduce risk across the council by providing a product that is better which, in turn, will encourage hitherto unknown demand to emerge and either reduce the cost of externally sought advice and increase the skills within the department to deal with future queries. Engagement will come earlier thus identifying problems earlier and refining any questions to be sent externally to a network that will have been better vetted by our department.

The only sensible way to view money invested in the legal department is by looking at the returns across other departments, either in reducing risk or reducing cost, but always adding value. If we can reduce the £309,000 spent on counsel by CS in FY 17/18 or get our own team to take on the work in projects such as the alternative delivery model work then we will be having the right impact.

#### Expected negative impacts

## 2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

<b>What is the evidence for the pressure? How has it been estimated?</b>								
Software proposal submitted by a likely tender company and future salary and on cost requirements of job evaluating some existing posts and the creation of some new roles.								
Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year				Total pressure proposed
				19/20	20/21	21/22	22/23	
Legal	513916	196028		196028				196028

## 3. Actions required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the proposal.

Action	Officer/ Service responsible	Timescale

## 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed successfully. For example new expertise and knowledge etc.

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)

## 5. Measuring performance on the proposal

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the proposal where appropriate.

Focus - Budget/Process/Staff/Customer	Indicator	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
Improved service to MCC	Feedback via SLT				
Meeting demand in Children Services	No cases needing to be sent externally				
Increased job satisfaction	Retention rates				

## 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these risks.

Barrier or Risk	Strategic/Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions
Demand in Children Services	Strategic	>75% increase this year is unprecedented and we have no control over it	Med/Med	Improved method of working at no further cost than proposed here and a better method of working across budgets between legal and CS to surge on admin support as required
Brexit	Strategic	With a 'deal' Brexit likely to attract thousands of new statutory instruments, 'let alone the complexity of a no deal Brexit', there could be a considerable increase in demand for legal interpretation not factored into this plan	High/Med	Involvement in groups such as WLGA, Local Lawyers in Government and other subscription services should mitigate this element as collaborative advice and learning is undertaken.
Absence	Operational	It remains a small team in which it will still be hard to cover the long term absence of any member. Also, the proposals are very manpower heavy and so this factor would have a disproportionate impact.	Low/Med	Develop corporate knowledge through information management and broadening training as well as making use of more experienced members as mentors rather than simply workers.
Failure of other departments to engage	Operational	Currently, legal has no role in coordinating legal advice and some departments might be	Low/Low	Continuing to develop good cross-organisation relationships and showing the value of earlier legal engagement and

		reluctant to change their way of working if it risks them losing a degree of perceived control.		subsequent value added from training will reduce this possibility.
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## 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
We will have suitable applicants for advertised roles	We will not seek to recruit via traditional LA avenues and are geographically and culturally situated to attract talent to MCC that other LAs would not be able to	

## 8. Options

Prior to the pressure proposal being prepared, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded.

Options	Reason why Option was not progressed	Decision Maker
Do nothing	The department is not optimally configured to deliver what it is capable of and what is of most benefit to the Council and the County. To do nothing would cost MCC considerably more than the proposed pressure financially, as well as increasing risk unacceptably	
Be meek	Why bother? To tinker will neither solve the problems nor establish a foundation from which considerable gains could be made in the future. Trying to add a part time lawyer here, or take a greater saving elsewhere by seeking to remove someone at retirement age for example would not create the space and time needed to develop our people and build resilience.	
Bo bolder	We could. An employment lawyer could be added to the proposal, and even a trainee solicitor too (w/e Sep 19), but there has to be recognition of the fact that this proposed course of action is not just about getting bums on seats and pressing play. They will need mentoring and investment to fully realise the potential of this plan and so to spread me too thin in that role, or increase the burden on the 2 key mentor roles I am looking to enable within the department would result in a poor job. We can go bolder in 20/21.	

#### 9. Monitoring the pressure proposal

The pressure proposal will be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition, the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure proposal, including the performance being achieved and the level of impact.

Pressure Title:	Land Charges Income	Lead/Responsible Officer:	Tudor Baldwin
Your Ref No:	PCE004	Directorate:	Chief Executive's
Version No:	1	Section:	Land Charges
Date:	29 November 2018		

#### Why is this pressure required?

- 1) Income has steadily reduced from a highpoint of £149,635 in the 2013/14 financial year. See attached Land Charges Income Trends analysis spreadsheet.
- 2) The Land Charges income target has been unrealistically high for a number of years. See attached budgeted income and actual income year-by-year comparison, for the period 2010-2017.
- 3) Uncertainty caused by Brexit, resulting in a 10 year low in the number of properties on the market for sale: ([https://www.bbc.co.uk/news/business-45757437?intlink\\_from\\_url=https://www.bbc.co.uk/news/topics/cdl8n2edgj5t/housing-market&link\\_location=live-reporting-story](https://www.bbc.co.uk/news/business-45757437?intlink_from_url=https://www.bbc.co.uk/news/topics/cdl8n2edgj5t/housing-market&link_location=live-reporting-story))
- 4) "Unfair" competition from private search providers, who can offer incentives to conveyancers to use their service, that are not available to the public sector.
- 5) Land Charge Con29 search fees must be set on a cost recovery basis, in accordance with the Local Authorities (Charges for Property Searches) (Wales) Regulations 2009 – see attached. Compliance restricts the ability of the Land Charges service to set search fees at a level to generate additional income.
- 6) In Wales the statutory LLC1 search fee is set at £4 and £6, which is below cost recovery and our private sector competitors are therefore subsidised by the Land Charges service. In contrast the setting of the LLC1 fee in England is devolved to local authorities. The Welsh Government has failed to address this anomaly.

#### How much pressure is there and over what period?

An ongoing £30,000 pressure is realistic and agreed with the service's accountant.

#### Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?

Name	Organisation/department	Date
Matthew Phillips	Head of Law - MCC	October/November 2018
Dave Loder	Finance Manager - MCC	October/November 2018
Sarah Pugh	Accountant – MCC	October/November 2018

#### Will any further consultation be needed?

Name	Organisation/ department	Date




## 1. Vision and Outcomes of the Pressure Proposal

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly, does it affect service performance within the immediate service area or any impact on other services provided by the authority / any other providers? In doing so, the pressure proposal must be tested against the Future Generations Evaluation and consider the impact in relation to the new Future Generations Bill.

<b>What are the outcomes of investing in the identified pressure?</b>
More realistic budgeting reflecting statutory limitations on discretion applicable to charging and housing market situation.
<b>Expected positive impacts</b>
Clarity across both Legal and Land Charges in balancing budgets.
<b>Expected negative impacts</b>

## 2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

<b>What is the evidence for the pressure? How has it been estimated?</b>								
See attachments and link below:								
<a href="https://www.bbc.co.uk/news/business-45757437?intlink_from_url=https://www.bbc.co.uk/news/topics/cdl8n2edgj5t/housing-market&amp;link_location=live-reporting-story">https://www.bbc.co.uk/news/business-45757437?intlink_from_url=https://www.bbc.co.uk/news/topics/cdl8n2edgj5t/housing-market&amp;link_location=live-reporting-story</a>								
Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year				Total pressure proposed
				19/20	20/21	21/22	22/23	
Land Charges		30,000		30,000				30,000

### 3. Actions required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the proposal.

Action	Officer/ Service responsible	Timescale
Continuing to promote the MCC service as the quality option	Tudor Baldwin	

### 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed successfully. For example new expertise and knowledge etc.

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)
Not applicable		

### 5. Measuring performance on the proposal

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the proposal where appropriate.

Focus - Budget/Process/Staff/Customer	Indicator	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
Continue to maintain a quality service	Ongoing reporting of searches returned within 5 working days	>90%	>90%	>90%	>90%

### 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these risks.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions

Brexit	Strategic	Uncertainty has significantly reduced the number of property transactions.	High/Med	
Competition	Strategic	Numerous competitors offering incentives to conveyancers to use their service.	Med/Med	Promote the Land Charges service's quality of search reports and 5 working days turnaround. Statutory local authority services offer the reassurance of ongoing service provision and accountability.
Regulation	Strategic	Statutory and cost recovery search fees limit income opportunities.	High/Med	

## 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
Income will either flat line or slowly decline in the short/mid term	Last 4 years' experience combined with uncertainty over Brexit, competition, and regulations setting statutory and cost recovery search fees.	

## 8. Options

Prior to the pressure proposal being prepared, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded.

Options	Reason why Option was not progressed	Decision Maker
Do nothing	Ongoing income pressure will not be resolved.	
Reduce staff	Staffing (1.6 FTE) is already at the minimum required to cover short term absences and should be increased to three trained members of staff, to cover the Land Charges and Common Land services.  This option would not address the ongoing income pressure.	

## 9. Monitoring the pressure proposal

The pressure proposal will be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition, the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure proposal, including the performance being achieved and the level of impact.

Pressure Title:	CORPLORD Estates CCL Increases (Elec,Gas,etc)	Lead/Responsible Officer:	Debra Hill-Howells
Your Ref No:	PRES001	Directorate:	Resources
Version No:	1	Section:	Landlord Services
Date:	29.11.18		

#### Why is this pressure required?

We have been advised by market advisors and the CCS that energy costs are set to rise by up to 30% in the next financial year. Our energy costs are in the region of £1,900,000 pa, so any uplift will create an unfunded revenue pressure.

#### How much pressure is there and over what period?

Energy costs rise annually, we are currently securing our energy through CCS, but we are also exploring additional options including direct procurement

#### Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?

Name	Organisation/department	Date
Mark Howcroft, Peter Davies, Stacey Jones, Dave Loder, Nicola Wellington	Finance	26 <sup>th</sup> October 2018

#### Will any further consultation be needed?

Name	Organisation/ department	Date

### 1. Vision and Outcomes of the Pressure Proposal

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly, does it affect service performance within the immediate service area or any impact on other services provided by the authority / any other providers? In doing so, the pressure proposal must be tested against the Future Generations Evaluation and consider the impact in relation to the new Future Generations Bill.

**What are the outcomes of investing in the identified pressure?**

The pressure has arisen as a result of increasing energy costs, if we do not increase the available revenue budget then the increased costs will need to be met from existing budgets which will have a negative impact on services.

**Expected positive impacts**

If the pressure is funded there will be a neutral impact to service providers and users

**Expected negative impacts**

If the pressure is not funded there will be additional costs to services that will reduce their available resources for service provision

**2. Pressure proposed**

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

**What is the evidence for the pressure? How has it been estimated?**

The pressure has been identified through conversations with Crown Commercial Services who have identified a significant uplift in costs for wholesale gas and electricity. They are now acquiring next year's supplies and will continue to do so until April next year as the market fluctuates on a daily basis – conservative estimates are that there will be a 30% uplift in the fuel costs for CCS customers

Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year				Total pressure proposed
				19/20	20/21	21/22	22/23	
All	Total £1,900,000	57,000		57,000	tbd	tbd	tbd	57,000

**3. Actions required to minimise the pressure**

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the proposal.

Action	Officer/ Service responsible	Timescale
We are investing in energy efficiency through the Re-Fit scheme that will be rolled out in the next financial year	Debra Hill-Howells/ Landlord Services	19/20
Alternative procurement options are being investigated	Ian Hoccom/ Mark Howcroft	18/19

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#### 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed successfully. For example new expertise and knowledge etc.

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)
Within the energy team	Landlord Services restructure	

#### 5. Measuring performance on the proposal

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the proposal where appropriate.

Focus - Budget/Process/Staff/Customer	Indicator	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
Budget	The energy costs of MCC are met within the allocated budget	100%			

#### 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these risks.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions
Potential that energy costs will rise higher than planned due to Brexit etc	Strategic	Uncertainty in wholesale market	Medium	Continue to monitor market and identify opportunities to reduce energy consumption
Increased demand for energy	operational	Services have direct control over the management of	Medium	Re-fit and identifying areas of concern to provide support. Effective monitoring of bills and

		buildings and best practices not always adhered to		consumption to identify variances in demand as could be problems with the supply as well as working practices

## 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
The CCS forecasts are correct	Current procurement framework provider and provider of wholesale evidence	

## 8. Options

Prior to the pressure proposal being prepared, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded.

Options	Reason why Option was not progressed	Decision Maker
Do nothing	Not an option as we are not in control of the energy supply costs, therefore if we do nothing the increased costs will be pushed back to service areas which will have a negative impact on services	Debra Hill-Howells
Mitigate consumption	Already being progressed as a saving through the Re-Fit scheme	Debra Hill-Howells

## 9. Monitoring the pressure proposal

The pressure proposal will be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition, the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure proposal, including the performance being achieved and the level of impact.

Pressure Title:	Financial support to SRS transferring to TCBC	Lead/Responsible Officer:	Joy Robson
Your Ref No:	PRES002	Directorate:	Resources
Version No:	1	Section:	Finance
Date:	30/11/28		

#### Why is this pressure required?

Following a process of asking for expressions of interest TCBC will have the contract to provide support services to the SRS from the 1<sup>st</sup> April 2019, which had previously been provided by MCC. This has resulted in a reduction in income for the service and whilst the costs of the service have also been reduced there is a residual negative impact

#### How much pressure is there and over what period?

Lost income of £24k

#### Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?

Name	Organisation/department	Date
All finance sections	Resources	26/11/18

#### Will any further consultation be needed?

Name	Organisation/ department	Date

### 1. Vision and Outcomes of the Pressure Proposal

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly, does it affect service performance within the immediate service area or any impact on other services provided by the authority / any other providers? In doing so, the pressure proposal must be tested against the Future Generations Evaluation and consider the impact in relation to the new Future Generations Bill.

What are the outcomes of investing in the identified pressure?



This pressure arises from the net impact of losing support service work for the SRS to TCBC

#### Expected positive impacts

Reduced pressure on MCC staff

#### Expected negative impacts

Net loss in income for the service

## 2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

#### What is the evidence for the pressure? How has it been estimated?

Income budget from the SRS is identified in several finance team budgets, debtors, creditors, financial system support, management

Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year				Total pressure proposed
				19/20	20/21	21/22	22/23	
Exchequer		18,000		18,000				18,000
Management core		6,000		6,000				6,000
				24,000				24,000

## 3. Actions required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the proposal.

Action	Officer/ Service responsible	Timescale
Cost will be minimised	Ruth Donovan	

## 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed successfully. For example new expertise and knowledge etc.

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)
N/A		

#### 5. Measuring performance on the proposal

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the proposal where appropriate.

Focus - Budget/Process/Staff/Customer	Indicator	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
N/A					

#### 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these risks.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions
Services will transfer to TCBC, so may be delays whilst this is sorted	Operational	Possibility in any transfer of services	Medium	Plan carefully with TCBC to ensure appropriate staff are engaged with the handover

#### 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
That there will be no change to the decision to transfer	Work already commenced with TCBC	Ruth Donovan

#### 8. Options

Prior to the pressure proposal being prepared, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded.

Options	Reason why Option was not progressed	Decision Maker
Expression of interest in the ongoing support services could have been made by MCC	It was not considered operationally efficient to seek to supply all support services to SRS	

#### 9. Monitoring the pressure proposal

The pressure proposal will be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition, the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure proposal, including the performance being achieved and the level of impact.

Pressure Title:	Procurement	Lead/Responsible Officer:	Peter Davies
Your Ref No:	PRES003	Directorate:	Resources
Version No:	1	Section:	Procurement
Date:	29.11.18		

**Why is this pressure required?**

Reversal of mandated budget savings incorporated within 18/19 budget for procurement related savings across the authority. The savings cannot currently be identified and delivered with any certainty at this stage.

**How much pressure is there and over what period?**

£150,000 for 19/20 and recurring

**Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?**

Name	Organisation/department	Date
Scott James	MCC – Corporate Procurement	Nov 2018
SLT/Cabinet	-	Sept-Nov 2018

**Will any further consultation be needed?**

Name	Organisation/ department	Date
Corporate Finance	MCC	Jan 2018

**1. Vision and Outcomes of the Pressure Proposal**

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly, does it affect service performance within the immediate service area or any impact on other services provided by the authority / any other providers? In doing so, the pressure proposal must be tested against the Future Generations Evaluation and consider the impact in relation to the new Future Generations Bill.

**What are the outcomes of investing in the identified pressure?**

Unless the pressure is removed the Council will be carrying an ongoing and recurrent budget pressure. The pressure has been identified and reported through the Council's in-year revenue budget monitoring. However, a proposal for further investment is being made to Cabinet in January 2019 such as to allow the next phase of the revised procurement strategy to be delivered and for savings opportunities to be identified.

<b>Expected positive impacts</b>
Removal of recurrent pressure.
<b>Expected negative impacts</b>
None

## 2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

<b>What is the evidence for the pressure? How has it been estimated?</b>								
The amount relates to the aspect of the wider procurement savings identified as part of the 2018/19 budget that cannot be delivered.								
Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year				Total pressure proposed
				19/20	20/21	21/22	22/23	
Gateway Review		150,000		£150,000				£150,000

## 3. Actions required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the proposal.

Action	Officer/ Service responsible	Timescale
Future action is being taken to secure agreement from Cabinet for one-off reserve funding to enable the next phase of delivery of the revised procurement strategy and that would allow further procurement savings to be identified and realised. This would then feature in further savings being brought forward into future budget proposals.	Peter Davies Chief Officer, Resources	March 2019

## 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed successfully. For example new expertise and knowledge etc.

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)
As stated above a proposal will be brought to Cabinet in January 2019 and which will make the case for additional investment. This investment will in part be directed towards bringing in third party expertise to work alongside the existing procurement team to identify areas to strengthen and opportunities for savings to exploit.	Third party expertise	None

#### 5. Measuring performance on the proposal

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the proposal where appropriate.

Focus - Budget/Process/Staff/Customer	Indicator	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23

**No comment needed above for aforementioned reasons. Measurement of performance will not come from this pressure being accommodated but from the measurement of performance against any future investment made to identify and deliver further procurement savings.**

#### 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these risks.

Barrier or Risk	Strategic/Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions
None				


## 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
That the pressure will not reduce as a result of further procurement savings being identified	In-year work undertaken has not identified any further immediate savings that could be delivered at this stage.	Scott James Strategic Procurement Manager

## 8. Options

Prior to the pressure proposal being prepared, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded.

Options	Reason why Option was not progressed	Decision Maker
To invest in further expertise and capacity to identify and deliver further procurement savings	A separate investment proposal is being prepared for Cabinet in January 2019	Peter Davies Chief Officer, Resources

## 9. Monitoring the pressure proposal

The pressure proposal will be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition, the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure proposal, including the performance being achieved and the level of impact.





Pressure Title:	TLCY-MonLife - Budget strip pressure on Support Services if MonLife goes ahead.	Lead/Responsible Officer:	Peter Davies
Your Ref No:	PRES004	Directorate:	Enterprise
Version No:	1	Section:	ADM
Date:	29.11.18		

### Why is this pressure required?

In the event that MonLife (an alternative delivery model for the provision of Tourism, Leisure, Culture and Youth (TLC&Y) services) is established in 19/20, relevant budgets and posts will be transferred in order for the new organisation to deliver services. In some cases the budget is transferred without a corresponding transfer of staff (TUPE) or with the new organisation entering into an SLA to buy back the service from the Council, thereby leaving the Council with a residual financial impact.

The net impact to the Council is currently calculated as £111,000 and will be subject to final negotiations between the Council and MonLife over the next few months.

### How much pressure is there and over what period?

The anticipated pressure is as follows :

Service	Impact on MCC	Potential TUPE Transfer	Net Impact on MCC
B051 Property Accommodation Recharge (Indirect)	16,361		16,361
G001 Complaints (Indirect)	4,080		4,080
G012 Personnel (Indirect)	49,229	42,612	6,617
G013 Corporate Training (Indirect)	24,056		24,056
G085 Central Finance (Indirect)	72,897	38,006	34,891
G118 Occupational Health (Indirect)	2,948		2,948
G120 Procurement (Indirect)	2,965		2,965
G121 Improvement (indirect)	13,465		13,465
G124 Equalities and Welsh Language	5,617		5,617
<b>GRAND TOTAL</b>	<b>191,618</b>	<b>80,618</b>	<b>111,000</b>

A further pressure is estimated in 2020/21 of £5,000 and in 2021/22 of £6k.

### Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?

Name	Organisation/department	Date
Corporate Finance	MCC	Nov 2018
Senior Leadership Team and Cabinet	MCC	Nov 2018
MonLife Team	MCC	Nov 2018

<b>Will any further consultation be needed?</b>		
Name	Organisation/ department	Date
Cabinet	MCC Elected Members	Jan 2019
Scrutiny Committees	MCC Elected Members	Jan 2019
MonLife Shadow Board	MonLife	Jan 2019

### 1. Vision and Outcomes of the Pressure Proposal

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly, does it affect service performance within the immediate service area or any impact on other services provided by the authority / any other providers? In doing so, the pressure proposal must be tested against the Future Generations Evaluation and consider the impact in relation to the new Future Generations Bill.

<b>What are the outcomes of investing in the identified pressure?</b>
In the event that TLC&Y services are transferred to MonLife in 19/20, MCC will be able to manage the resulting financial pressure within their Medium Term Financial Plan (MTFP)
<b>Expected positive impacts</b>
MCC services, and support services in particular, will remain affordable and sustainable
<b>Expected negative impacts</b>
None

### 2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

<b>What is the evidence for the pressure? How has it been estimated?</b>
<p>The pressure had initially been calculated as being £143,000 for 2019/20 with further implications to the Council if subsequent to transfer and in future years MonLife wished to source those services elsewhere and not with the Council. If this did happen, then further financial consequences had originally been modelled as a further £71k at the end of year 3 and £109k by year 5.</p> <p>Work remains ongoing to manage and eliminate these pressures through future rationalisation and restructuring of back office and central support services and through negotiation of the services to be provided to MonLife and the underlying costs and charges concerned.</p> <p>The pressure has currently been mitigated down to £111,000 for 2019/20 with a subsequent impacts of £5,000 and £6,000 for the two subsequent financial years respectively.</p>

The costs have been based on assessments of the officer time and cost of support services being provided to MonLife.

Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year				Total pressure proposed
				19/20	20/21	21/22	22/23	
See list of services above	3,208,846	122,000	-	£111,000	£5,000	£6,000		£122,000

### 3. Actions required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the proposal.

Action	Officer/ Service responsible	Timescale
Increased commercialisation of services resulting in additional external income generation	Various support service managers	31 <sup>st</sup> March 2019 and ongoing
Increased prioritisation of key services	As above	As above
Continued innovation in service delivery to facilitate further cost reduction	As above	As above
Potential managed reduction in support services to reflect the reduced level of demand	As above	As above

### 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed successfully. For example new expertise and knowledge etc.

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)
None – all skills and resource available and is deployed		

#### 5. Measuring performance on the proposal

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the proposal where appropriate.

Focus - Budget/Process/Staff/Customer	Indicator	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
Budget	Revenue budget monitoring process	£111,000	£5,000	£6,000	

#### 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these risks.

Barrier or Risk	Strategic/Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions
That MonLife draw different conclusions on which services they wish to receive from the Council in year 1 upon transfer or subsequently	Strategic and operational considerations	Upon transfer and cessation of the initial agreed term of SLAs with the Council MonLife has the ability to procure support services from elsewhere. The current estimates have been based on the current intentions.	Medium	Negotiating and taking necessary mitigating actions ahead of transfer as described above. Upon transfer to ensure that high quality of support services were provided and at a competitive market rate to lessen the risk of MonLife ending the SLA arrangements and placing a potential further residual cost on the Council.

#### 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption being made (evidence)	Decision Maker
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Support service recharges and costs have been determined as being a reasonable apportionment of the cost of delivering support services to TLCY services.	The cost apportionments form the basis upon which SLA and charges are being negotiated. A residual impact to the Council is based on these same apportionments of cost as it leads to a budgetary transfer across to MonLife to deliver such services itself and not through the Council.	Rob O'Dwyer Head of Transformation  Peter Davies Chief Officer, Resources

#### 8. Options

Prior to the pressure proposal being prepared, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded.

Options	Reason why Option was not progressed	Decision Maker
Further staff transfer (TUPE) implementation	Remaining Council resources would not be sufficient to maintain resilience and robustness and continue to provide fit for purpose support services.	Rob O'Dwyer Head of Transformation  Peter Davies Chief Officer, Resources

#### 9. Monitoring the pressure proposal

The pressure proposal will be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition, the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure proposal, including the performance being achieved and the level of impact

Pressure Title:	Living Wage	Lead/Responsible Officer:	Jon Davies
Your Ref No:	PCORP001	Directorate:	Resources
Version No:	1	Section:	Accountancy
Date:	29/11/18		

#### Why is this pressure/efficiency required?

This is the extra residual pressure afforded in last years budget setting anticipated as a consequences of uplifting wages to accommodate living wage aspirations. The pressure has reduced by £20k on previous years figures as the budget uplifts is disaggregated to individual Directorates.

#### Pressure/Efficiency Proposal

Please provide reference to the pressure/efficiency proposal submitted in previous years or reference to a Business Plan approved or undergoing consideration by SLT

Corporate Costs & Levies	One-off/ Recurrent	2018/19 £000	2019/20 £000
CORP Living Wage Foundation increase		142	29

#### Wellbeing Assessment

Please provide reference to the previously submitted Wellbeing Assessment completed for the pressure/efficiency proposal

#### Anticipated Cost of Pressure/Efficiency

Ref	Pressure/Efficiency	Target year				Total pressure/efficiency proposed
		19/20	20/21	21/22	22/23	
	Residual Living Wage increase	9k				

#### Monitoring the pressure/efficiency proposal

The pressure/efficiency proposal will be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition, the action plan, performance measures and the risk assessment must be transferred into the service business plans for the business area in order to monitor and challenge the delivery of the pressure proposal, including the performance being achieved and the level of impact.

Pressure Mandate Proposal Number: PCORP001, PCORP004

Pressure Mandate Title : Living wage and spinal point harmonisation

<b>Mandate Completed by</b>	<i>Jonathan Davies</i>
<b>Date</b>	<i>29/11/2018</i>

#### Why is this pressure required?

The financial impact of implementing the new NJC pay spine in April 2019

The NJC Pay Deal of December 2017 provided for implementation in two phases, in April 2018 and April 2019. The 2018 phase involved only percentage increases to each of the 28 SCPs within the current NJC grading pay structure and was implemented by the Council with effect from 1 April 2018.

The second phase of the pay deal involves not only a percentage increase for all pay points it also introduces a new pay spine.

#### How much pressure is there and over what period?

£823k – 2019/20

#### Directorate & Service Area responsible

**Corporate**

#### Mandate lead(s)

Jonathan Davies

Tracey Harry

#### Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?

Name	Organisation/ department	Date
SLT report		18/09/2018

#### Has the specific budget pressure been consulted on?

Function	Date	Details of any changes made?
Department Management Team		
Other Service Contributing to / impacted		
Senior leadership team	<b>18/09/2018</b>	
Select Committee		
Public or other stakeholders		
Cabinet (sign off to proceed)		

Will any further consultation be needed?		
Name	Organisation/ department	Date

Final pressure approved by Cabinet	Date:

### 1. Vision and Outcomes of the Pressure Mandate

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly does it impact on service performance within the immediate service area or any impact on other services provided by the authority / any other providers. In doing so, the pressure mandate must be tested against the equality impact assessment and sustainable development impact assessment and must consider impact in relation to the new Future Generations Bill.

What are the outcomes of investing in the identified pressure?
The council is signed up to NJC terms and conditions of employment and therefore must implement the new pay spine in April 2019
Expected positive impacts



Expected negative impacts

## 2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

What is the evidence for the pressure? How has it been estimated?							
See attached papers							
Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year			Total pressure proposed
				19/20			
Strategic Initiatives	£0	£823,000					£823,000

## 3. Actions to required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the mandate.

Action	Officer/ Service responsible	Timescale

## 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed mandate successfully. For example new expertise and knowledge etc..

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)

#### 5. Measuring performance on the mandate

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the mandate where appropriate.

Focus- Budget / Process / Staff / Customer	Indicator	Actual 2016/17	Actual 2017/18	Actual 2018/19	Target 2016/17	Target 2017/18	Target 2018/19

#### 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions

## 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker

## 8. Options

Prior to the pressure mandate being written, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded. ( see options appraisal guide for further information)

Options	Reason why Option was not progressed	Decision Maker

## 9. Monitoring the pressure mandate

The pressure mandates must be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure mandate, including the performance being achieved and the level of impact.

Pressure Mandate Proposal Number: PCORP002, PCORP005  
 Pressure Mandate Title : Insurance

<b>Mandate Completed by</b>	<i>Jonathan Davies</i>
<b>Date</b>	<i>29/11/2018</i>

<b>Why is this pressure required?</b>
Insurance premium has increased due to claims history and underlying conditions in the insurance market (£50k) Amount of Insurance costs relating to services provided by the ADM will be partially met by MCC as recharge insufficient (£15k)
<b>How much pressure is there and over what period?</b>
£65k – 2019/20
<b>Directorate &amp; Service Area responsible</b>
Corporate
<b>Mandate lead(s)</b>
Jonathan Davies

<b>Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?</b>		
Name	Organisation/ department	Date

<b>Has the specific budget pressure been consulted on?</b>		
<b>Function</b>	<b>Date</b>	<b>Details of any changes made?</b>
Department Management Team		
Other Service Contributing to / impacted		
Senior leadership team		
Select Committee		

Public or other stakeholders		
Cabinet (sign off to proceed)		

Will any further consultation be needed?		
Name	Organisation/ department	Date

<b>Final pressure approved by Cabinet</b>	<b>Date:</b>
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### 1. Vision and Outcomes of the Pressure Mandate

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly does it impact on service performance within the immediate service area or any impact on other services provided by the authority / any other providers. In doing so, the pressure mandate must be tested against the equality impact assessment and sustainable development impact assessment and must consider impact in relation to the new Future Generations Bill.

What are the outcomes of investing in the identified pressure?
<b>The Authority will have appropriate insurance cover</b>
Expected positive impacts
Expected negative impacts

## 2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

What is the evidence for the pressure? How has it been estimated?							
Result of annual retender exercise – cost already incurred for first 6 months of 2019/20							
Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year			Total pressure proposed
				19/20			
Insurance	£1,332,899	£65,000					£65,000

## 3. Actions to required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the mandate.

Action	Officer/ Service responsible	Timescale
Tender already completed – no action possible (£50k)		
Decision could be made to passport £15k charge to ADM		

## 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed mandate successfully. For example new expertise and knowledge etc..

Any additional capability required	Where will this come from	Any other resource/ business need (non- financial)


#### 5. Measuring performance on the mandate

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the mandate where appropriate.

Focus- Budget / Process / Staff / Customer	Indicator	Actual 2016/17	Actual 2017/18	Actual 2018/19	Target 2016/17	Target 2017/18	Target 2018/19
	Performance of insurers will be monitored						

#### 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions

#### 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker

## 8. Options

Prior to the pressure mandate being written, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded. ( see options appraisal guide for further information)

Options	Reason why Option was not progressed	Decision Maker

## 9. Monitoring the pressure mandate

The pressure mandates must be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure mandate, including the performance being achieved and the level of impact.



Pressure Mandate Proposal Number: PCORP003  
 Pressure Mandate Title : Coroners Service

<b>Mandate Completed by</b>	<i>Jonathan Davies</i>
<b>Date</b>	<i>29/11/2018</i>

<b>Why is this pressure required?</b>
Notification received from the Coroners service that the levy required for 2019/20 is higher than that already in the MTFP
<b>How much pressure is there and over what period?</b>
£17k – 2019/20
<b>Directorate &amp; Service Area responsible</b>
Corporate
<b>Mandate lead(s)</b>
Jonathan Davies

<b>Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?</b>		
Name	Organisation/ department	Date

<b>Has the specific budget pressure been consulted on?</b>		
<b>Function</b>	<b>Date</b>	<b>Details of any changes made?</b>
Department Management Team		
Other Service Contributing to / impacted		
Senior leadership team		
Select Committee		
Public or other stakeholders		

Cabinet (sign off to proceed)		
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Will any further consultation be needed?		
Name	Organisation/ department	Date

<b>Final pressure approved by Cabinet</b>	<b>Date:</b>
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### 1. Vision and Outcomes of the Pressure Mandate

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly does it impact on service performance within the immediate service area or any impact on other services provided by the authority / any other providers. In doing so, the pressure mandate must be tested against the equality impact assessment and sustainable development impact assessment and must consider impact in relation to the new Future Generations Bill.

What are the outcomes of investing in the identified pressure?
<b>The Authority will meet its statutory obligations</b>
Expected positive impacts
Expected negative impacts

## 2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

### What is the evidence for the pressure? How has it been estimated?

Notification of the levy proposed from the Coroner service

Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year			Total pressure proposed
				19/20			
Precepts & Levies	£100,053	£17,000					£17,000

## 3. Actions to required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the mandate.

Action	Officer/ Service responsible	Timescale

## 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed mandate successfully. For example new expertise and knowledge etc..

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)


#### 5. Measuring performance on the mandate

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the mandate where appropriate.

Focus- Budget / Process / Staff / Customer	Indicator				Actual 2016/17	Actual 2017/18	Actual 2018/19	Target 2016/17	Target 2017/18	Target 2018/19

#### 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions

#### 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker


## 8. Options

Prior to the pressure mandate being written, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded. ( see options appraisal guide for further information)

Options	Reason why Option was not progressed	Decision Maker

## 9. Monitoring the pressure mandate

The pressure mandates must be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure mandate, including the performance being achieved and the level of impact.

Pressure Mandate Proposal Number: PAPP001, PAPP002  
Pressure Mandate Title : MRP

All information requested must be completed on the proposed mandate to enable the Cabinet to decide whether to proceed with the proposal.

<b>Mandate Completed by</b>	<i>Lesley Russell</i>
<b>Date</b>	<i>29/11/2018</i>

**Why is this pressure required?**

The Council has to set aside a reasonable provision annually to repay debt, based upon the capital financing requirement, and either 2% based on supported borrowing or over the asset life of particular assets where the borrowing is prudential or unsupported by central government funding. This provision is known as minimum revenue provision (MRP)

Budgeted borrowing for Capital purposes up to 31<sup>st</sup> march 2019 not funded from a Service, has increased the capital financing requirement above previously budgeted levels and consequently MRP payable in 2019/20 will increase. Minimum revenue provision is payable starting in the year after the asset on which the borrowing has been incurred becomes operational. The Council still derives a net benefit from changing the Minimum revenue provision calculation back in 2015-16. However in 2019-20, the effect of 3 subsequent years borrowing activity supporting capital programme and 3 large value assets having come on stream in 2018-19 necessitates an ongoing annual MRP charge i.e. Monmouth and Caldicot secondary schools and Monmouth Leisure Centre, more than offsets that saving.

**How much pressure is there and over what period?**

2019/20	£163k
2020/21	£320k; (additional £157k)
2021/22	£215k, (reduction of £105k)
2022/23	£329k; (additional £114k)

Additionally as a consequence of the shortfall in Waste service funding affording the full extent of financing costs of its new fleet, £95k costs have been added to corporate MRP and interest payable budget, split £88k MRP and £7k interest.

<b>Resources / Finance</b>
<b>Mandate lead(s)</b>
Mark Howcroft

<b>Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?</b>		
Name	Organisation/ department	Date
Yes – Lesley Russell / Mark Howcroft	Finance	October 2018

<b>Has the specific budget pressure been consulted on?</b>		
<b>Function</b>	<b>Date</b>	<b>Details of any changes made?</b>
Department Management Team		
Other Service Contributing to / impacted		Initially Waste services report to Members explained the vehicle replacement would be self-financing from within the service. Subsequent analysis of revised Waste budget suggests a £95k hole to their funding, hence a need to add that element to financing budget.
Senior leadership team		
Select Committee		
Public or other stakeholders		<b>Waste element been to full Council, additional budgeted borrowing requirement on school shared and endorsed by full Council</b>
Cabinet (sign off to proceed)		

<b>Will any further consultation be needed?</b>		
Name	Organisation/ department	Date
No		

<b>Final pressure approved by Cabinet</b>	<b>Date: 19<sup>th</sup> December 2018</b>
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## 1. Vision and Outcomes of the Pressure Mandate

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly does it impact on service performance within the immediate service area or any impact on other services provided by the authority / any other providers. In doing so, the pressure mandate must be tested against the equality impact assessment and sustainable development impact assessment and must consider impact in relation to the new Future Generations Bill.

### What are the outcomes of investing in the identified pressure?

Unavoidable consequence of decisions already considered and approved by Members e.g. Future schools additional budget causing temporary borrowing not afforded by CYP directorate. Anticipation of shortfall in financing of replacement waste fleet

### Expected positive impacts

Sufficient borrowing can be acquired to ensure the Authority has enough cash to operate.

### Expected negative impacts

If the extra costs of financing are not addressed by budget uplift, the costs will still be incurred, and instead would be an adverse volatility during budget monitoring. To afford prudential borrowing decisions, services are required to introduce sufficient revenue headroom to repay debt in addition to any savings to balance the Council budget

## 2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.



**What is the evidence for the pressure? How has it been estimated?**

## Existing MTFP Interest Budgets

		New	Difference
2019/20	£4,324,508	£4,487,832	£163k
2020/21	£4,324,508	£4,645,482	£320k
2021/22	£4,324,508	£4,540,239	£215k
2022/23	£4,324,508	£4,654,033	£329k

**MTFP MRP Calculation**

Year ending :-	2020	2021	2022	2023
<b>Supported</b>	1,618,809	1,667,009	1,715,209	1,763,409
<b>Unsupported (incl PFI)</b>	3,138,635	3,333,799	3,448,527	3,444,700
<b>Traditional MRP</b>	<b>4,757,444</b>	<b>5,000,808</b>	<b>5,163,736</b>	<b>5,208,108</b>
<b>Additions</b>				
Extension of asset life and reduced residual value prompts a charge in 2019-20 not originally anticipated	86,056			
Budget passed back to services on expiry of funding	73,940	177,643	13,017	90,500
<b>Reductions</b>				
Virement from Leisure to fund Mon pool 1/3 in each of 1920, 2021, 2122	-95,667	-191,333	-287,000	-287,000

(combined mrp & interest)				
Virement from Property Inv portfolio to fund investments	-322,380	-329,936	-	-345,593
			337,672	
Virement from service to cover 1718 vehicles effectively from borrowing	-11,562	-11,700	-11,840	-11,982
<b>Total Budget Required in MTFP excl 21C schools Band B</b>	<b>4,487,832</b>	<b>4,645,482</b>	<b>4,540,239</b>	<b>4,654,033</b>
CFR 31st March	CFR 31/3/19			CFR 31/3/18
(doesn't reflect mrp on new schemes)	77,847,259	Supported		77,007,868
	92,968,100	Unsupported		68,358,656
	46,183	Finance lease		46,816
	693,078	PFI		724,586
From this workbook	171,554,621			146,137,926

Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year			Total pressure proposed
				19/20	20/21	21/22	
Finance	4,324,508	163,000		163,000	157,000	-105,000	215,000
Waste vehicle replacement residual interest pressure £4.2m	Afforded over 8 years £567k pa (split between debt repayment and interest)	Shortfall £95k (split £88k debt repayment, £7k interest pa)		88,000			88,000

	Waste service can only afford £472k						

### 3. Actions required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the mandate.

Action	Officer/ Service responsible	Timescale
Dependant on Service requirements & Ratio of Long and Short term Debt agreed with Senior Management and availability of other funding sources.	Treasury team and Audit Com	February Audit Cttee report endorsed to Council
Internal borrowing maximisation to reduce treasury costs	Various, service financial monitoring, corporate income facilities, slippage consideration	12 months
Being alive to preferential minor rate changes on day to day, when taking out borrowing	Treasury team	6 months from April 19

### 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed mandate successfully. For example new expertise and knowledge etc..

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)
Existing		

### 5. Measuring performance on the mandate

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the mandate where appropriate.

Focus- Budget / Process / Staff / Customer	Indicator	Actual 2016/17	Actual 2017/18	Actual 2018/19	Target 2016/17	Target 2017/18	Target 2018/19
Treasury Team	Month 2/7 monitoring in 19/20						

## 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions
Ensuring budget virements from services are carried out.	Operational	Need to meet forecast	Low risk	Periodic budget monitoring reconciliations will indicate if virement carried out
Capital Expenditure might be deferred from 18/19 forecast		Could reduce additional budget needed – but outside control – not desirable to delay projects		

## 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
New Asset lives	Determines spread of MRP	Treasury/service manager

## 8. Options

Prior to the pressure mandate being written, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded. (see options appraisal guide for further information)

Options	Reason why Option was not progressed	Decision Maker
Members already considered the value of adding £11m to Tranche A Future Schools programme	Members liked the design aspects associated with uplift, and recognised the time involved to retender the Future schools replacement projects likely to detract from opening timelines	Full Council 20 <sup>th</sup> October 2016
Existing waste vehicle fleet coming to end of its useful life, and required replacement allows the refuse collection services to be provided consistent with proposals/approach agreed by Members	Members agreed the service changes involved in providing an alternate recycling service.	Cabinet 2nd March 2016, Council 7 <sup>th</sup> March 2017

## 9. Monitoring the pressure mandate

The pressure mandates must be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure mandate, including the performance being achieved and the level of impact.

Pressure Mandate Proposal Number: PAPP003

Pressure Mandate Title : Interest Payable on forecast Borrowing Levels

<b>Mandate Completed by</b>	<i>Lesley Russell</i>
<b>Date</b>	<i>29/11/2018</i>

### Why is this pressure required?

As part of the annual budget process, anticipated borrowing costs are reviewed based on the proportion of fixed and variable rate loans, the degree of receipts used to formally repay debt, the level of receipts and cash available informally to promote internal borrowing, anticipated interest rates analysis, and the level of temporary borrowing informed by past years capital programme activity. This proforma considers the level of interest that will result from forecast borrowing levels

Forecast for Actual borrowing from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020, not funded by a service has increased above previously budgeted levels primarily as a consequence of Future Schools expenditure levels being forecast above budget, and the level of temporary borrowing taken out corporately to finance enhancement to schools schemes not afforded by CYP directorate consequential to members decision to supplement original budgets by circa £11m, and the need to borrow to maintain an investment balance of £10m per annum as per Markets in Financial Instruments Directive (MiFID II) – cross referenced to savings proforma APP01 – interest receivable.

### How much pressure is there and over what period?

2019/20    £74k  
 2020/21    £86k, so additional increase £12k  
 2021/22    £155k, so additional increase £69k  
 2022/23    £152k, so reduction of £3k

Additionally as a consequence of the shortfall in Waste service funding affording the full extent of financing costs of its new fleet, £95k costs have been added to corporate MRP and interest payable budget, split £88k MRP and £7k interest.

### Directorate & Service Area responsible

**Resources / Finance**

### Mandate lead(s)

Mark Howcroft

**Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?**

Name	Organisation/ department	Date
Yes – Lesley Russell / Mark Howcroft	Finance	October 2018

**Has the specific budget pressure been consulted on?**

Function	Date	Details of any changes made?
Department Management Team		
Other Service Contributing to / impacted	Nov 18	Initially Waste services report to Members explained the vehicle replacement would be self-financing from within the service. Subsequent analysis of revised Waste budget suggests a £95k hole to their funding, hence a need to add that element to financing budget.
Senior leadership team	<b>No</b>	
Select Committee	<b>No</b>	
Public or other stakeholders	<b>No</b>	
Cabinet (sign off to proceed)	<b>No</b>	Both primary increases have been subject to Cabinet and Council report

**Will any further consultation be needed?**

Name	Organisation/ department	Date
No		

**Final pressure approved by Cabinet**

**Date: 19<sup>th</sup> December 18**

**1. Vision and Outcomes of the Pressure Mandate**

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly does it impact on service performance within the immediate service area or any impact on other services provided by the authority / any other providers. In doing

so, the pressure mandate must be tested against the equality impact assessment and sustainable development impact assessment and must consider impact in relation to the new Future Generations Bill.

#### What are the outcomes of investing in the identified pressure?

Unavoidable consequence of decisions already considered and approved by Members e.g. Future schools additional budget causing temporary borrowing not afforded by CYP directorate. Anticipation of shortfall in financing of replacement waste fleet

#### Expected positive impacts

Sufficient borrowing can be acquired to ensure the Authority has enough cash to operate.

#### Expected negative impacts

If the extra costs of financing are not addressed by budget uplift, the costs will still be incurred, and instead would be an adverse volatility during budget monitoring.

## 2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

#### What is the evidence for the pressure? How has it been estimated?

Existing MTFP Interest Budgets

		New	Difference
2019/20	£3,307,893	£3,382,175	£74k
2020/21	£3,307,893	£3,394,094	£86k
2021/22	£3,307,893	£3,463,199	£155k
2022/23	£3,307,893	£3,459,836	£152k



**1819 MTFP Debt interest payments and income**

 17/1  
8

<u>Outputs</u>	Bud get	18/19	19/20	20/21	21/22	22/23
Interest on existing PWLB Fixed rate loans incl £3m new 18/19		2,110,1 28	1,925,1 96	1,868,6 86	1,751,62 1	1,627,55 8
Interest on existing PWLB Variable rate loans		134,275	170,127	43,686	0	0
Interest on market loans		652,700	652,700	652,700	652,700	652,700
Interest on other LT loans		66,050	66,050	30,447	23	0
		2,963,1 53	2,814,0 73	2,595,5 19	2,404,34 4	2,280,25 8
Interest on new LT PWLB debt (25/8y annuity) for Investment Properties		110,745	204,770	197,214	189,478	181,557
Interest on new LT PWLB debt (30y annuity) for City deal		0	4,219	12,676	23,591	30,267
					1,035,26	1,149,31
Interest on short term loans		534,859	563,883	785,898	4	1
Including - Interest on replacement loans		30	32,257	146,559	381,668	444,452
Less Contribution from Property Investment area to fund Treasury costs of Castlegate		- 110,745	- 204,770	- 197,214	- -189,478	- -181,557
Treasury costs of later schemes will be funded by virements so not included		0	0	0	0	0

<b>Total debt interest payable budget needed</b>				3,498,013	3,382,175	3,394,094	3,463,199	3,459,836
Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year			Total pressure proposed	
				19/20	20/21	21/22		
Treasury	3,307,893	74,000	0	74,000	12,000	69,000	155,000	
Waste vehicle replacement residual interest pressure £4.2m	Afforded over 8 years £567k pa (split between debt repayment and interest)  Waste service can only afford £472k	Shortfall £95k (split £88k debt repayment, £7k interest pa)		7,000			7,000	

### 3. Actions required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the mandate.

Action	Officer/ Service responsible	Timescale
Dependant on Service requirements & Ratio of Long and Short term Debt agreed with Senior Management and availability of other funding sources.	Treasury team and Audit Com	February Audit Cttee report endorsed to Council
Internal borrowing maximisation to reduce treasury costs	Various, service financial monitoring, corporate income facilities, slippage consideration	12 months
Being alive to preferential minor rate changes on day to day, when taking out borrowing	Treasury team	6 months from April 19

#### 4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed mandate successfully. For example new expertise and knowledge etc.

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)
None		

#### 5. Measuring performance on the mandate

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the mandate where appropriate.

Focus- Budget / Process / Staff / Customer	Indicator	Actual 201/17	Actual 2017/18	Actual 2018/19	Target 2019/20	Target 2020/21	Target 2021/22
Treasury Team	Month 2/7 monitoring in 19/20				<567k	<567k	<567k

#### 6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the	Mitigating Actions

			probability & impact	
Ensuring budget virements from services are carried out.	Operational	Need to meet forecast	Low risk	Periodic budget monitoring reconciliations will indicate if virement carried out
Capital Expenditure might go above budget.		Could increase borrowing needed.	Low	

## 7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
Interest rate forecast	Interest rate assumptions drive debt interest costs and are on the rise	Treasury/service manager
Taking a greater proportion of fixed rate debt to reduce exposure to variable rate risk	On the basis of Treasury advisors advice in respect of Brexit, to maintain a balanced portfolio of debt not excessively utilising variable or fixed rate debt	Asst Head of Finance
Cash flow forecasting	To anticipate net receipts incidence facilitating internal borrowing	Treasury team

## 8. Options

Prior to the pressure mandate being written, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded. (see options appraisal guide for further information)

Options	Reason why Option was not progressed	Decision Maker
Members already considered the value of adding £11m to Tranche	Members liked the design aspects associated with uplift, and recognised the time involved to retender the Future	Full Council 20 <sup>th</sup> October 2016

A Future Schools programme	schools replacement projects likely to detract from opening timelines	
Existing waste vehicle fleet coming to end of its useful life, and required replacement allows the refuse collection services to be provided consistent with proposals/approach agreed by Members	Members agreed the service changes involved in providing an alternate recycling service.	Cabinet 2nd March 2016, Council 7 <sup>th</sup> March 2017

#### 9. Monitoring the pressure mandate

The pressure mandates must be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure mandate, including the performance being achieved and the level of impact.

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## Appendix 4: Individual mandates for savings

Proposal Title	Federation of schools	Lead/Responsible Officer:	Nikki Wellington
Your Ref No:	CYP001	Directorate:	CYP
Version No:	1	Section:	Support Services
Date:	28-11-18		

Version	Date	Changes Made
1	28-11-18	Form Completed
2		

### Brief Summary (Please include a brief description of the proposal being proposed)

The proposal is to federate a small number of primary schools to enhance leadership capacity and reduce management costs. The vision is that one head will manage two schools (in the first instance) in a local area with a head of school / deputy in each school to support

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																												
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	The proposal contributes in delivering the priorities as set out in the Corporate Plan and specifically those priorities that support delivery of education in our schools.																												
Has a Future Generations Evaluation been completed for this proposal?	Y	See separate document																												
What consultation and engagement has been undertaken to date?		SLT and Cabinet. Further consultation will be required with governing bodies, pupils and parents.																												
Has an option appraisal been undertaken?	N	No other options considered. However this model has successfully been implemented when a Headteacher is absent. It is also progressing in two Monmouthshire schools and is positively received by partners.																												
Does this proposal affect other MCC services?	N																													
Is this proposal dependant on other services?	N																													
Will this proposal require any amendments to MCC policy?	N																													
Will this proposal have any staffing implications?	Y	There will potentially be a Headteacher redundancy. However, it is likely that this would only be considered if there were a vacancy in the school in order to reduce this risk to a minimum.																												
Will this project have any legal implication for the authority?	N	However, it will need to go through a governance process with the Governing body. There are Welsh Government regulations regarding this and they will be followed.																												
What is the financial benefit of this proposal?	Y	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Federation of schools</td> <td></td> <td>23,000</td> <td></td> <td></td> <td></td> <td>23,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Federation of schools		23,000				23,000														
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Will this proposal require revenue or capital investment to implement?	N	<table border="1"> <thead> <tr> <th>Investment Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> <th>Source of funding</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																																
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Has this proposal considered the opportunities for external funding?	N																																									
Will this proposal have any non-financial impacts?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr><td>1</td><td>Sharing of best practise</td></tr> <tr><td>2</td><td>More opportunities for staff</td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr><td>1</td><td>Possible redundancy costs</td></tr> <tr><td>2</td><td>Reduced opportunities for Headteachers</td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Benefit	1	Sharing of best practise	2	More opportunities for staff	3		4		Ref	Disadvantage	1	Possible redundancy costs	2	Reduced opportunities for Headteachers	3		4																					
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Will support services be required for this proposal?	N	<table border="1"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Support Service	Activity	Internal/External																								
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N																													
Will this proposal present any future collaboration opportunities?	N																													
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N																													
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<p>Impact will be measured via</p> <ul style="list-style-type: none"> <li>• Saving achieved,</li> <li>• impact on school to raise standards,</li> <li>• increased opportunities for staff.</li> </ul>																												

Proposal Title	Investigate options to revise running and budgeting of Gwent Music	Lead/Responsible Officer:	Nikki Wellington
Your Ref No:	CYP003	Directorate:	CYP
Version No:	1	Section:	Finance
Date:	23/08/18		

Version	Date	Changes Made
1	23-08-18	Initial proforma
2	28-11-18	Review of proforma and update for consultation with Gwent music

**Brief Summary** (Please include a brief description of the proposal being explored)

**Monmouthshire have maintained a significant level of funding for Gwent Music where other authorities have reduced their funding significantly over a short period. The intention is that we reduce our additional contribution by £40,000 to a core level of funding of £110,000. The consequence of this will be that there will be an increase in the charge for participation in the Gwent Music Centres. This change will bring our charging into line with the other participating Gwent authorities.**

**Gwent Music are aware that the funding is being considered by Monmouthshire and will work with us to minimise the impact on parents and pupils, but also achieve the savings.**

Please answer the following questions and provide as much information as you have available at this stage of the proposals development. It's appreciated that further information will be developed prior to final approval of submitted proposals.

Question	Y/N	Comments/Impact																														
Does this proposal align with the MCC Corporate Plan?	Y																															
Has this proposal been included in your current Service/Business Improvement Plans?	N	<b>At the point of writing the plan it was not a consideration. However the impact and implementation of this will be included in the plans going forward.</b>																														
Has a Future Generation Evaluation been completed?	Y																															
Has an Option Appraisal been completed?  (Please refer to MCC Standard Option Appraisal Process/Template)	N	<b>Several options were discussed with Gwent Music, and the final option was agreed as it would have the least impact on the wider school community and parents.</b>																														
Will this proposal affect any other service provision?	N	<b>It is unlikely that there will be an impact on other services, however if the costs become prohibitive for parents then this may impact on the provision of music lessons in schools.</b>																														
Will this proposal require any amendments to MCC policy?	N																															
Will this proposal have any staffing implications?	Y	<b>This will impact Gwent Music staff, but depending on how the savings are made, MCC could be liable for some redundancy costs.</b>																														
Will this project have any legal implication for the authority?	N	<b>No the joint agreement with Gwent music remains unaffected.</b>																														
Will this proposal have any financial benefit?	Y	<table border="1"> <thead> <tr> <th>Description</th> <th>18/19</th> <th>19/20</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>£40k</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description	18/19	19/20	21/22	22/23	Total			£40k																					
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Has a risk analysis been completed for this proposal? -  (Please refer to MCC Strategic Risk Management Policy)	N	<p><b>Main Risks</b></p> <table border="1"> <thead> <tr> <th>Ref</th> <th>Risk</th> <th>RAG Rating</th> <th>Mitigation</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p> <p>While not formal risk analysis has been completed, Gwent Music and Monmouthshire County Council are working to ensure the impact and risk to parents is kept to a minimum. In addition there is an access fund that pupils can access to help reduce the costs. This is open to any pupils entitled to free school meals.</p>						Ref	Risk	RAG Rating	Mitigation																	
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Have the political implication of this proposal been assessed?	N	<b>Members will be aware that Gwent Music budgets were reduced by £50k a year for 3 years, this was completed about 2 years ago</b>																								
Will consultation and engagement be required for this proposal?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Consultee</th> <th>Description</th> <th>Comp/Pending</th> </tr> </thead> <tbody> <tr> <td></td> <td>Gwent Music</td> <td>Consultation has taken place and proposals to implement the savings are being considered.</td> <td>Complete</td> </tr> <tr> <td></td> <td>Parents</td> <td>Gwent music will need to inform parents of the new charges</td> <td>Pending</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Ref	Consultee	Description	Comp/Pending		Gwent Music	Consultation has taken place and proposals to implement the savings are being considered.	Complete		Parents	Gwent music will need to inform parents of the new charges	Pending												
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	Parents	Gwent music will need to inform parents of the new charges	Pending																							
Is any research required for the implementation of this proposal?	Y	Data from Gwent Music. These charges have been increased in other authorities and the impact has been used to develop this.																								
Will this proposal require procurement of goods, services or works?	N																									
Has a timeline been considered for this proposal?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Activity</th> <th>Start</th> <th>Complete</th> </tr> </thead> <tbody> <tr> <td></td> <td>Consultation with Gwent Music</td> <td>November 18</td> <td>Y</td> </tr> <tr> <td></td> <td>Informing of Parents</td> <td>March 19</td> <td>N</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Ref	Activity	Start	Complete		Consultation with Gwent Music	November 18	Y		Informing of Parents	March 19	N												
Ref	Activity	Start	Complete																							
	Consultation with Gwent Music	November 18	Y																							
	Informing of Parents	March 19	N																							
What evidence/data has been gathered to date to inform this Proposal?	Y	<b>Data on number of pupils accessing the provision. Data on number of pupils accessing the access fund. Assumed drop of in numbers. All this data is held by Gwent Music</b>																								
Will any additional evidence/data analysis be required for this proposal?	Y	<b>Actual pupil number drop off and the numbers accessing the access fund.</b>																								
Will support services be required for this proposal?	N	<table border="1"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Support Service	Activity	Internal/External																				
Ref	Support Service	Activity	Internal/External																							
Will this proposal impact on the authorities built assets?	N																									
Will this proposal present any collaboration opportunities?	Y	<b>Possibly with other authorities who are currently supported by Gwent Music.</b>																								
Will this project benefit from digital intervention?	N																									
How will the impact of this proposal be measured?		<b>Savings achieved and impact on numbers attending the music centres. Impact on the numbers accessing the access fund.</b>																								



Proposal Title	Before school Clubs	Lead/Responsible Officer:	Nikki Wellington / Sue Hall
Your Ref No:	CYP004	Directorate:	CYP
Version No:	1	Section:	Finance / Early Years
Date:	23/08/18		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being explored)

**Proposal was submitted for 18/19 to charge £1 per pupil to attend the before schools clubs held in our schools. These clubs usually run for 1 hour, the first 30 minutes are childcare and the remaining 30 minutes are for breakfast. The proposal is that if a child attends for the full hour, they will pay £1 for the childcare element. If they attend only for the second 30 minutes, there will be no charge.**

**All children who are entitled to free school meals can attend the whole session with no charge.**

**As a consequent of this decision in the budget for 2018-19, this mandate reflects the 4 month (April to July 2019) £1 charge to all non-Free School Meal pupils.**

Please answer the following questions and provide as much information as you have available at this stage of the proposals development. It's appreciated that further information will be developed prior to final approval of submitted proposals.

Question	Y/N	Comments/Impact																														
Does this proposal align with the MCC Corporate Plan?	Y	The proposal contributes additional funding that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan and specifically those priorities that support delivery of education in our schools.																														
Has this proposal been included in your current Service/Business Improvement Plans?	Y	The decision to introduce this charge was made last year; therefore, the action in the business plan is to monitor the impact.																														
Has a Future Generation Evaluation been completed?	Y	For the original 18/19 proposal																														
Has an Option Appraisal been completed?	N	As this has been implemented last year there is no appraisal necessary. However, last year a range of options were considered and the impact on families.																														
Will this proposal affect any other service provision?	Y	Schools operate the day-to-day running of the clubs.																														
Will this proposal require any amendments to MCC policy?	N																															
Will this proposal have any staffing implications?	Potentially	If numbers of pupils attending reduce then there is a potential that staffing will also need to reduce.																														
Will this project have any legal implication for the authority?	N																															
Will this proposal have any financial benefit?	Y	<table border="1"> <thead> <tr> <th>Description</th> <th>18/19</th> <th>19/20</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Increase in revenue</td> <td></td> <td>£72k</td> <td></td> <td></td> <td>72,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description	18/19	19/20	21/22	22/23	Total	Increase in revenue		£72k			72,000																		
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Additional Comments:																																

The original 2018-19 saving proforma modelled the £1 increase for 7 months (Sept-Mar) in 2018-19 financial year. This proforma calculates the additional beneficial effect in respect of the 4 months of the current academic year falling into 2019-20 (Apr-Jul).

Will this proposal require investment to implement?

N

Investment Description	18/19	19/20	21/22	22/23	Total	Source of funding

**Additional Comment:**

Will this proposal have any non-financial impacts?

Y

Ref	Benefit
1	Pupils benefit from a healthy breakfast.
2	Parents benefit from childcare.
3	
4	

Ref	Disadvantage
1	
2	

**Additional Comment:**

Has this proposal made any assumptions?

N

Ref	Assumption
1	
2	
3	
4	

**Additional Comment**  
£1 increase for 7 months based on current numbers continuing. .

Has a risk analysis been completed for this proposal? -

N

**Main Risks**

Ref	Risk	RAG Rating	Mitigation

**Additional Comment:**

		As this is an on-going proposal that was approved last year there is no requirement for this.																												
Have the political implication of this proposal been assessed?	Y	For the original agreed last year.																												
Will consultation and engagement be required for this proposal?	N	<table border="1"> <thead> <tr> <th>Ref</th> <th>Consultee</th> <th>Description</th> <th>Comp/Pending</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>This was completed last year.</p>	Ref	Consultee	Description	Comp/Pending																								
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Is any research required for the implementation of this proposal?	N	All completed last year																												
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What evidence/data has been gathered to date to inform this Proposal?		Current pupil numbers attending free club, further work will need to be done once the charges are introduced in September 18 to see any impact.																												
Will any additional evidence/data analysis be required for this proposal?	Y	As above																												
Will support services be required for this proposal?	N	<table border="1"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Support Service	Activity	Internal/External																								
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Will this proposal impact on the authorities built assets?	N																													
Will this proposal present any collaboration opportunities?	N																													
Will this project benefit from digital intervention?	N																													
How will the impact of this proposal be measured?		<ul style="list-style-type: none"> <li>• Number of pupils attending.</li> <li>• Impact on low-income families.</li> </ul>																												



Proposal Title	Reduction in funding for Mounnton House through the funding formula	Lead/Responsible Officer:	Nikki Wellington
Your Ref No:	CYP006	Directorate:	CYP
Version No:	1	Section:	Finance
Date:	29/11/18		

Version	Date	Changes Made
1	30-11-18	Initial draft
2		

**Brief Summary** (Please include a brief description of the proposal being explored)

The budget proposal is to reduce the funding via the funding formula for Mounnton House. This is based on a reduction in pupil numbers attending the provision. This has also led to a reduction in recoupment income for pupils attending the school.

The current numbers on roll are 19 pupils.

The funding formula delegation for Mounnton House Special School has not been reviewed since 2010 and at which stage the formula funded based on full residential capacity, being 42 placements. However, in 2016-17 the budget was reduced by £250,000 as reflection of the reduction in pupil numbers at that time. At that time there were 10 residential pupils, there is currently 1.

Please answer the following questions and provide as much information as you have available at this stage of the proposals development. It's appreciated that further information will be developed prior to final approval of submitted proposals.

Question	Y/N	Comments/Impact																								
Does this proposal align with the MCC Corporate Plan?	Y	The proposal contributes additional funding that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan and specifically those priorities that support delivery of education in our schools.																								
Has this proposal been included in your current Service/Business Improvement Plans?	N	No as this was not a consideration when writing the plan. Now this is being progressed the impact will be monitored.																								
Has a Future Generation Evaluation been completed?	Y	See separate document																								
Has an Option Appraisal been completed?	Y	Other options were considered to achieve the savings, after a consideration of the risks around these it was agreed that this option would be taken forward.																								
Will this proposal affect any other service provision?	N																									
Will this proposal require any amendments to MCC policy?	N																									
Will this proposal have any staffing implications?	Y	Dependant on the final proposals there will be an impact but this is yet to be determined. However the school and local authority will work together to minimise the impact.																								
Will this project have any legal implication for the authority?	N																									
Will this proposal have any financial benefit?	Y	<table border="1"> <thead> <tr> <th>Description</th> <th>18/19</th> <th>19/20</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Mounnton House – Funding reduction</td> <td></td> <td>275,000</td> <td></td> <td></td> <td>275,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description	18/19	19/20	21/22	22/23	Total	Mounnton House – Funding reduction		275,000			275,000												
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		<b>Additional Comments:</b> The area of the savings be determined as the review is completed. However, it is likely that this will be made through a reduction in staff. The impact will be minimise by following our employment policies.																																		
Will this proposal require investment to implement?	N	<table border="1"> <thead> <tr> <th>Investment Description</th> <th>18/19</th> <th>19/20</th> <th>21/22</th> <th>22/23</th> <th>Total</th> <th>Source of funding</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <b>Additional Comment:</b>							Investment Description	18/19	19/20	21/22	22/23	Total	Source of funding																					
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Has a risk analysis been completed for this proposal? -  (Please refer to MCC Strategic Risk Management Policy)	Y	<b>Main Risks</b> <table border="1"> <thead> <tr> <th>Ref</th> <th>Risk</th> <th>RAG Rating</th> <th>Mitigation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>School not achieving the saving and reporting a deficit budget.</td> <td>A</td> <td>Early consultation with the school to reduce this risk.</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <b>Additional Comment:</b>							Ref	Risk	RAG Rating	Mitigation	1	School not achieving the saving and reporting a deficit budget.	A	Early consultation with the school to reduce this risk.																				
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1	Staff	Any effected due to the proposals	P																							
2	Governors	Any effected due to the proposals	P																							
Is any research required for the implementation of this proposal?	Y	School budget position and current monitoring outcomes. Staffing structures to ensure full needs are met.																								
Will this proposal require procurement of goods, services or works?	N																									
Has a timeline been considered for this proposal?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Activity</th> <th>Start</th> <th>Complete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Informing the Finance forum</td> <td>Jan 19</td> <td></td> </tr> <tr> <td>2</td> <td>Consultation with the school / Governors</td> <td>Jan 19</td> <td></td> </tr> <tr> <td>3</td> <td>Proposals brought forward</td> <td>Feb 19</td> <td></td> </tr> <tr> <td>4</td> <td>Proposals agreed</td> <td>March 19</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Ref	Activity	Start	Complete	1	Informing the Finance forum	Jan 19		2	Consultation with the school / Governors	Jan 19		3	Proposals brought forward	Feb 19		4	Proposals agreed	March 19					
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What evidence/data has been gathered to date to inform this Proposal?	Y	<b>Financial information for schools, pupil numbers currently and projections going forward.</b>																								
Will any additional evidence/data analysis be required for this proposal?	Y	.Staffing structures proposed and current. Cost of redundancies if applicable.																								
Will support services be required for this proposal?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CYP Finance</td> <td>Budgets</td> <td>Internal</td> </tr> <tr> <td>2</td> <td>People Services</td> <td>Staffing</td> <td>Internal</td> </tr> <tr> <td>3</td> <td>Unions</td> <td>Staffing</td> <td>External</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Support Service	Activity	Internal/External	1	CYP Finance	Budgets	Internal	2	People Services	Staffing	Internal	3	Unions	Staffing	External								
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Will this proposal impact on the authorities built assets?	N																									
Will this proposal present any collaboration opportunities?	N																									
Will this project benefit from digital intervention?	N																									
How will the impact of this proposal be measured?	Y	<b>Budget monitoring, savings achieved. Impact on staff.</b>																								

Proposal Title	Early years	Lead/Responsible Officer:	Sharon Randall Smith/Nicola Wellington
Your Ref No:	CYP007	Directorate:	CYP
Version No:	1	Section:	Early years
Date:	29/11/18		

Version	Date	Changes Made
1	29-11-18	Draft
2		

**Brief Summary** (Please include a brief description of the proposal being explored)

**The proposal is to make staffing budget savings from the early year's team. Both posts are grant funded and have budget in the base CYP budget hence there is double funding.**

Please answer the following questions and provide as much information as you have available at this stage of the proposals development. It's appreciated that further information will be developed prior to final approval of submitted proposals.

Question	Y/N	Comments/Impact																																				
Does this proposal align with the MCC Corporate Plan?	Y	This is in line with the MTFP and value for money.																																				
Has this proposal been included in your current Service/Business Improvement Plans?	N	No this was discussed after the business plans were agreed, however going forward this will be monitored going forward.																																				
Has a Future Generation Evaluation been completed?	Y	See separate document																																				
Has an Option Appraisal been completed?	N	This is the only option considered, with this proposal there are no other options to consider.																																				
Will this proposal affect any other service provision?	N	There will be no change in service provision, just the funding.																																				
Will this proposal require any amendments to MCC policy?	N																																					
Will this proposal have any staffing implications?	N	Notification of the grants have been received for 2019-20 and therefore there are no staffing implications. Should the grant not be available in future years, as the work will still need to be covered this will be a pressure to the directorate budget.																																				
Will this project have any legal implication for the authority?	N																																					
Will this proposal have any financial benefit?	Y	<table border="1"> <thead> <tr> <th>Description</th> <th>18/19</th> <th>19/20</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>40,000</td> <td></td> <td></td> <td>40,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Description	18/19	19/20	21/22	22/23	Total			40,000			40,000																								
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Will this proposal have any non-financial impacts?	N	<table border="1" data-bbox="635 472 1449 645"> <thead> <tr><th>Ref</th><th>Benefit</th></tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> <table border="1" data-bbox="635 674 1449 869"> <thead> <tr><th>Ref</th><th>Disadvantage</th></tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td></td><td></td></tr> </tbody> </table> <p data-bbox="644 904 1449 1155"><b>Additional Comment:</b></p>	Ref	Benefit	1		2		3		4		Ref	Disadvantage	1		2		3		4									
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Has this proposal made any assumptions?	N	<table border="1" data-bbox="635 1234 1449 1406"> <thead> <tr><th>Ref</th><th>Assumption</th></tr> </thead> <tbody> <tr><td>1</td><td>Grants are assumed to continue beyond the 2019-20 financial year.</td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> <p data-bbox="644 1442 1449 1550"><b>Additional Comment</b></p>	Ref	Assumption	1	Grants are assumed to continue beyond the 2019-20 financial year.	2		3		4																			
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Will this proposal require procurement of goods, services or works?	N																													
Will any additional evidence/data analysis be required for this proposal?	Y	<b>Forward grant plans</b>																												
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Will this proposal impact on the authorities built assets?	N																													
Will this proposal present any collaboration opportunities?	N																													
Will this project benefit from digital intervention?	N																													
How will the impact of this proposal be measured?	Y	Impact will be measured via the budget monitoring process and service business plans.																												

Proposal Title	SpLD Service to schools	Lead/Responsible Officer:	Sharon Randall-Smith
Your Ref No:	CYP009	Directorate:	CYP
Version No:	1	Section:	Specific Learning Difficulties
Date:	31/11/2018		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Our proposal is to remodel the SpLD Service to deliver more effective support for pupils with literacy difficulties in primary schools. This means that we would target our support towards literacy difficulties, rather than on the global definition of SpLD. As a result, we propose to reduce the SpLD team from the current 3.8 fte to 1.6 fte. Schools would still be able to access advice, support, guidance and training from the SpLD team.

Over the last three years, schools have developed the skills to identify and meet the needs of learners with SpLD and they are well placed to support the needs of a range of learners. . The SpLD team has delivered 'Identifying SpLD Dyslexia and Supporting Strategies within the Classroom' training to all thirty primary schools, one secondary school and our special school.

At present primary schools currently, contribute to cost of the SpLD service through an SLA. Under this proposal, primary schools would no longer be required to buy into an SLA to access this support. Secondary schools could still commission bespoke advice and support as required and as they do under the existing arrangements.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	The proposal will assist the Council in delivering the priorities as set out in the Corporate Plan and specifically those priorities that support delivery of education in our schools.
Has a Future Generations Evaluation been completed for this proposal?	Y	<b>See separate document</b>
What consultation and engagement has been undertaken to date?	Y	Ongoing and informal consultation with SLT and Cabinet
Has an option appraisal been undertaken?	Y	The option appraisal considered the following four options. <ol style="list-style-type: none"> <li><b>Do nothing and retain the current service</b> across the full range of SpLD including the provision of support, advice, guidance, training and direct teaching. This was discounted based on the cost compared to the overall impact of the service on pupil outcomes.</li> <li><b>Increase the cost of the SLA for primary schools</b> and retain the current service. This would retain the current service across the full range of SpLD including the provision of support, advice, guidance, training and direct teaching. This option was discounted because the average cost per primary school would increase from £1,791 to £3,733 in 2018/19, and would be subject to on-going increase to cover annual increases in staffing costs. There is a high risk that schools may not opt to buy into the SLA and this would result in a shortfall in funding and the service would become unsustainable.</li> <li><b>Restructure the service</b> to focus on supporting pupils with literacy difficulties only. The service would include the provision of support, advice, guidance, training and direct teaching where appropriate but to support pupils with literacy difficulties only. This option was considered to be the most effective and sustainable going forward and would have a greater impact albeit for a smaller number of pupils.</li> <li><b>Withdraw the service and delegate full responsibility</b> for supporting all pupils with SpLD to schools. This option was discounted because even though almost all schools have attended training, very few have</li> </ol>

		the capacity to carry out specialist assessments and most still require a level of on-going support, advice and training in order to effectively support pupils with SpLD. This option would not provide any direct teaching for pupils.																																										
Does this proposal affect other MCC services?	Y	The Statutory ALN and EPS teams may be required to carry out more individual pupil assessments in the first year following the change.																																										
Is this proposal dependant on other services?	Y	The proposal is dependent on schools implementing the SpLD Framework as part of their wider approach to providing support for learners with ALN.																																										
Will this proposal require any amendments to MCC policy?	Y	MCC Special Educational Needs Policy would need to be amended to reflect the changes to the service. The SEN Policy is due to be updated to reflect the new ALN Bill and Code of Practice ready for full implementation from September 2020.																																										
Will this proposal have any staffing implications?	Y	There would be a 2.2FTE reduction in staffing if the proposal when ahead.																																										
Will this project have any legal implication for the authority?	Potentially	If pupils have a Statutory Statement, identifying specialist support for SpLD the may LA have to provide it. However, as there are only a small number of pupils in the county, the proposed reduction would not impact on this provision.																																										
What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Reduction of staffing by 2.2FTE</td> <td></td> <td>119,994</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reduction in travel costs</td> <td></td> <td>4,000</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reduction in resources</td> <td></td> <td>1,000</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Less income</td> <td></td> <td>66,750</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total saving</b></td> <td></td> <td><b>58,244</b></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p> <p>The current total cost for the SpLD Service is £211,274. £66,750 is received into the service from an SLA with schools and a contribution from Early Years. This means that the actual cost to the LA is £144,524. If staffing levels are reduced to 1.6 fte the cost is £86,280 for the year including travel and resources. This means that the saving is <b>£58,244</b></p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Reduction of staffing by 2.2FTE		119,994					Reduction in travel costs		4,000					Reduction in resources		1,000					Less income		66,750					<b>Total saving</b>		<b>58,244</b>				
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Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																																					
Has this proposal considered the opportunities for external funding?	Y	Given the change in the service and the current pressures on school budgets, it has been decided not to continue with the SLA for this service.																																										
Will this proposal have any non-financial impacts?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Monmouthshire would retain SpLD specialist teachers to support pupils with literacy difficulties.</td> </tr> <tr> <td>2</td> <td>Primary schools would retain access to specialist SpLD assessments, advice support, guidance and training. Direct teaching would continue for identified pupils.</td> </tr> <tr> <td>3</td> <td>Secondary schools would be able to continue to commission additional support for SpLD where appropriate.</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> </tbody> </table>	Ref	Benefit	1	Monmouthshire would retain SpLD specialist teachers to support pupils with literacy difficulties.	2	Primary schools would retain access to specialist SpLD assessments, advice support, guidance and training. Direct teaching would continue for identified pupils.	3	Secondary schools would be able to continue to commission additional support for SpLD where appropriate.	Ref	Disadvantage																																
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Has a risk analysis been completed for this proposal?	Y	<p><b>Main Risks</b></p> <table border="1"> <thead> <tr> <th>Ref</th> <th>Risk</th> <th>RAG Rating</th> <th>Mitigation</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Schools do not have the skills to implement the SpLD Framework effectively</td> <td style="background-color: yellow;"></td> <td>The SpLD service will provide an intensive package of support for schools in need of additional support to build skills and capacity.</td> </tr> </tbody> </table> <p><b>Additional Comment:</b> All thirty primary schools, one secondary school and our special school have attended SpLD training over the last three years.</p>	Ref	Risk	RAG Rating	Mitigation	1.	Schools do not have the skills to implement the SpLD Framework effectively		The SpLD service will provide an intensive package of support for schools in need of additional support to build skills and capacity.				
Ref	Risk	RAG Rating	Mitigation											
1.	Schools do not have the skills to implement the SpLD Framework effectively		The SpLD service will provide an intensive package of support for schools in need of additional support to build skills and capacity.											
What further consultation and engagement will be required for this proposal?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Consultee</th> <th>Description</th> <th>Comp/Pending</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Public</td> <td>Public Engagement</td> <td>Pending</td> </tr> <tr> <td>2</td> <td>Elected Members</td> <td>Formal Scrutiny</td> <td>Pending</td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p> <p>There will need to be consultation with the SpLD Team, ALN Team, and EPS Team and with schools and parents in the spring term.</p> <p>All parties will need notice of the proposal.</p>	Ref	Consultee	Description	Comp/Pending	1	Public	Public Engagement	Pending	2	Elected Members	Formal Scrutiny	Pending
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2	Elected Members	Formal Scrutiny	Pending											
Will this proposal require procurement of goods, services or works?	N	Not applicable for this proposal												
Will support services be required for this proposal?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>People Services</td> <td>Restructure</td> <td>Internal</td> </tr> <tr> <td>2</td> <td>SNAP</td> <td>Parental Engagement</td> <td>External</td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Support Service	Activity	Internal/External	1	People Services	Restructure	Internal	2	SNAP	Parental Engagement	External
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2	SNAP	Parental Engagement	External											
Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N													
What evidence/data has been gathered to date to inform this Proposal?	Y	The impact and uptake of the service over the last three years has been gathered, This shows that there has been a slight increase in the number of pupils meeting the entry/exit to access the service. Over the last year, only half of these pupils maintained or improved their reading score.												
Will this project benefit from digital intervention to increase efficiency or increase service quality?	Y	Access to digital equipment to provide advice and guidance, share-learning programs and maintain contact with schools will be very beneficial in securing service quality.												

How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Number of pupils with SpLD making appropriate progress within mainstream schools for example: showing an improvement in reading scores and enhanced progress in literacy skills.
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Proposal Title	Teachers Pay Award	Lead/Responsible Officer:	Peter Davies
Your Ref No:	CYP010	Directorate:	CYP
Version No:	1	Section:	Schools
Date:	31/11/2018		

Version	Date	Changes Made
1	13/12/2018	Completion of mandate proposal
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Following significant lobbying and pressure from Local Government upon receipt of the Provision Budget Settlement from Welsh Government on 9th October 2018 the First Minister sent a letter on the 20th November 2018 to Local Authority Leaders outlining a package of additional funding proposals.

One aspect of these proposals that directly benefitted the Council was a commitment to fund a further £7.5m across Wales to meet the costs of the implementation of the teachers' pay award. This follows a sum of £7.5m of additional funding confirmed for the current financial year (2018/19) and where individual authority sums had been confirmed in the provisional Local Government Settlement from WG. This same sum has been used to determine the anticipated amount due to the Council for 19/20 given that the distribution mechanism will be the same.

The Council will receive absolute confirmation of this change when the Final Local Government Settlement is received. This is due on the 19th December 2018.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact														
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Yes	The proposal contributes additional core funding from Welsh Government and that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan and specifically those priorities that support delivery of education in our schools.														
Has a Future Generations Evaluation been completed for this proposal?	No	Not required as this simply represents additional funding to support the Council in delivering its services and against its stated priorities, specifically those that concern providing children and young people the best possible start in life.														
What consultation and engagement has been undertaken to date?		Ongoing and informal consultation with SLT and Cabinet														
Has an option appraisal been undertaken?	No	N/A														
Does this proposal affect other MCC services?	No	Indirectly and in a beneficial way in providing additional funding to support delivery of education and schooling.														
Is this proposal dependant on other services?	No	N/A														
Will this proposal require any amendments to MCC policy?	No	N/A														
Will this proposal have any staffing implications?	No	N/A														
Will this project have any legal implication for the authority?	No	N/A														
What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total							
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		2	That the amount received is not in line with the amount of similar funding confirmed in 2018/19 in respect of teachers' pay award.	L	As above																				
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What evidence/data has been gathered to date to inform this Proposal?		<ol style="list-style-type: none"> <li>1. Letter received from the First Minister on the 20<sup>th</sup> November</li> <li>2. Provisional Local Government Settlement data</li> <li>3. Discussion and confirmation with Education Finance colleagues</li> </ol>																							
Will this project benefit from digital intervention to increase efficiency or increase service quality?	No																								
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<p>The Final Local Government Settlement is due on the 19<sup>th</sup> December 2018. This will confirm the amount of core funding that the Council will receive from Welsh Government and determine whether the commitments made by the First Minister have been carried through as anticipated. Any variation will be managed as the authority finalises its budget proposal in the New Year and following the statutory consultation period.</p>																							

Proposal Title	Teachers' Pension Scheme funding	Lead/Responsible Officer:	Peter Davies
Your Ref No:	CYP011	Directorate:	CYP
Version No:	1	Section:	Schools
Date:	31/11/2018		

Version	Date	Changes Made
1	13/12/2018	Completion of mandate proposal
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Following significant lobbying and pressure from Local Government upon receipt of the Provision Budget Settlement from Welsh Government on 9<sup>th</sup> October 2018 the First Minister sent a letter on the 20<sup>th</sup> November 2018 to Local Authority Leaders outlining a package of additional funding proposals.

One aspect of these proposals that remains unresolved concerns the funding of increased costs to local authorities in Wales with regards to changes to teachers' pensions. The Council has recently received copies of correspondence that has been exchanged between Welsh Government, WLGA and UK Government. It is hoped and anticipated that confirmation will be forthcoming that the increased costs will be met in full and that Welsh Government allocate the full consequential of the Chancellor's commitment through to local authorities.

Whilst it is hoped and expected that the funding will be passed through in full the Council has aired on the side of caution and only factored in receipt of 60% of the funding at this time. The situation will continue to be monitored and updated when the budget proposals are finalised at the end of the budget consultation phase.

The Council will receive absolute confirmation of this change when the Final Local Government Settlement is received. This is due on the 19<sup>th</sup> December 2018.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Yes	The proposal contributes additional core funding from Welsh Government and that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan and specifically those priorities that support delivery of education in our schools.
Has a Future Generations Evaluation been completed for this proposal?	No	Not required as this simply represents potential additional funding to support the Council in delivering its services and against its stated priorities, specifically those that concern providing children and young people the best possible start in life.
What consultation and engagement has been undertaken to date?		Ongoing and informal consultation with SLT and Cabinet
Has an option appraisal been undertaken?	No	N/A
Does this proposal affect other MCC services?	No	Indirectly and in a beneficial way in providing additional funding to support delivery of education and schooling.
Is this proposal dependant on other services?	No	
Will this proposal require any amendments to MCC policy?	No	

Will this proposal have any staffing implications?	N																																				
Will this project have any legal implication for the authority?	N																																				
What is the financial benefit of this proposal?		<table border="1" data-bbox="416 432 1230 689"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Teachers' Pension</td> <td>0</td> <td>475,000</td> <td></td> <td></td> <td></td> <td>475,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total saving</td> <td></td> <td>475,000</td> <td></td> <td></td> <td></td> <td>475,000</td> </tr> </tbody> </table> <p data-bbox="416 719 1230 775"><b>Additional Comments:</b></p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Teachers' Pension	0	475,000				475,000															Total saving		475,000				475,000
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E.g. service change, resource amendment etc.		
What evidence/data has been gathered to date to inform this Proposal?		<ol style="list-style-type: none"> <li>1. Letter received from the First Minister on the 20<sup>th</sup> November</li> <li>2. Correspondence shared by WLGA confirming letters sent and received from UK Government</li> <li>3. As per the link below to HM Treasury's Budget 2018 report and specifically page 32 concerning public service pensions commitments made to the funding of costs arising. <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752202/Budget_2018_red_web.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752202/Budget_2018_red_web.pdf</a></li> <li>4. Discussion and confirmation with Education Finance colleagues</li> </ol>
Will this project benefit from digital intervention to increase efficiency or increase service quality?	No	
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		The Final Local Government Settlement is due on the 19 <sup>th</sup> December 2018. This will confirm the amount of core funding that the Council will receive from Welsh Government and determine whether the commitments made by the First Minister have been carried through as anticipated. Any variation will be managed as the authority finalises its budget proposal in the New Year and following the statutory consultation period.

Proposal Title	Children & Young People Directorate – Discretionary Fee Increase	Lead/Responsible Officer:	Nikki Wellington
Your Ref No:	CYP012	Directorate:	CYP
Version No:	1	Section:	CYP
Date:	11/12/2018		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**As part of the Authority's MTFP process and in setting an annual budget, we have reviewed all of our current fees & charges and if there is any scope to increase this for 2019/20.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																												
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?																														
Has a Future Generations Evaluation been completed for this proposal?																														
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What is the financial benefit of this proposal?	£68	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Discretionary Fee Increase</td> <td></td> <td>£68</td> <td></td> <td></td> <td></td> <td>£68</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Discretionary Fee Increase		£68				£68														
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Will this project benefit from digital intervention to increase efficiency or increase service quality?	N/A																	
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's	Budget																	

Service Area	Service being charged for	Percentage increase	Proposed Budget 2019/20	Increased additional budget income identified for 2019/20 budget setting purposes	Reason why inflationary increase is not being considered
<b>CHILDREN &amp; YOUNG PEOPLE DIRECTORATE</b>					
Usk CRC	Hiring		3,506	68	
Mounton House	Day			£42,304 per day pupil	This is subject to a wider decision which may increase the charges above inflation. Will be debated through the budget process.
	Residential			£72,739 per residential pupil	This is subject to a wider decision which may increase the charges above inflation. Will be debated through the budget process.
	SUB TOTAL CHILDREN & YOUNG PEOPLE		£3,506	£68	

Proposal Title	Adult Social Care – Operational Efficiency Savings	Lead/Responsible Officer:	Eve Parkinson
Your Ref No:	SCH001	Directorate:	SCH
Version No:	1	Section:	Adult social care and health
Date:	29 <sup>th</sup> November 2018		

Version	Date	Changes Made
1	29/11/18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

It's the final year of the original practice change mandate across social care and health. Over recent years introduction of new ways of working have realised savings in adult services, this is an on-going journey and further savings are anticipated.

These will be achieved by;

- Place based working in collaboration with third / independent sector / other sectors – we are developing a place based approach to service delivery whereby services will “wrap” themselves around communities and effectively become part of the community. This will lead to services based on relationships that are empowered and inclusive. A move towards a pro-active approach to well-being as opposed to a “crisis” intervention. This way of working will focus on the individual’s assets and networks supporting them to lead the life that they want to lead.
- Preventative innovations – it is well known that poor health, loneliness and isolation lead to illness and dependency on services. Supporting individuals to stay well with a focus on well-being will reduce the demand on services and ensure that people stay well for longer.
- Ensuring all assessments and interventions are person centred with a focus on well-being therefore reducing dependency and empowering individuals / families / communities to realise and achieve their own outcomes. Providing people with advice, assistance early on will enable them to maximise on their own strengths and assets and reduce the demand for more conventional care. Our FISH way of working has evidenced that people often are happy and able to manage their own difficulties but just want to be given some advice. FISH is also an opportunity to sign post people to more appropriate agencies who focus on well-being and inclusion. Assessments that are needed will focus on the individual’s assets, what is important to them and what is needed to help them achieve the outcomes. The emphasis is on working “with” people and not doing “to” people.
- Maximise opportunities to utilise equipment / telecare etc. to reduce the need for “care” services. There are many new and exciting opportunities in these fields which will enable people to get on with their own lives.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Yes	
Has a Future Generations Evaluation been completed for this proposal?	Yes	
What consultation and engagement has been undertaken to date?	Y	With managers of service and SCH Finance team
Has an option appraisal been undertaken?	Y	

Does this proposal affect other MCC services?	N																									
Is this proposal dependant on other services?	Y	Collaborative approach which includes Community Hubs, Supporting People and the Community Development and Partnerships Team																								
Will this proposal require any amendments to MCC policy?	N																									
Will this proposal have any staffing implications?	N																									
Will this project have any legal implication for the authority?	N																									
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Has this proposal considered the opportunities for external funding?	Y	External funding has been secured for elements of the place based wellbeing/prevention approach which includes ICF/OAMH/Transformation Grant – further bids are being prepared																								
Will this proposal have any non-financial impacts?		<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Manage demand</td> </tr> <tr> <td>2</td> <td>Staff well-being</td> </tr> <tr> <td>3</td> <td>Further integration across independent and voluntary sectors</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>None</td> </tr> <tr> <td>2</td> <td>None</td> </tr> <tr> <td>3</td> <td>None</td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Benefit	1	Manage demand	2	Staff well-being	3	Further integration across independent and voluntary sectors	Ref	Disadvantage	1	None	2	None	3	None								
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	No																									
Will this proposal present any future collaboration opportunities?	Yes	<b>Place based working will result in greater collaboration with primary care, social landlords and third sector partners</b>																								



Will this project benefit from digital intervention to increase efficiency or increase service quality?	Yes	<b>Digital intervention such as telecare and telehealth opportunities are becoming more sophisticated and inclusive. Opportunities need to be explored to maximise benefits across Monmouthshire particularly in rural areas.</b> <b>Yes the Gov Tec challenge will assist in addressing rural isolation and transport issues</b>
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Through existing budget management arrangements

Proposal Title	Additional income from non residential charging	Lead/Responsible Officer:	Tyrone Stokes
Your Ref No:	SCH002 – SCH003	Directorate:	SCH
Version No:	1	Section:	Finance
Date:	27/11/18		

Version	Date	Changes Made
1	27/11/18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**The additional income from non residential charging for the below: -**

- 1. Anticipating Welsh Government increasing the current weekly maximum charge from £80 to £90 in 2019/20 and then £100 in 2020/21**

Currently when assessing clients through the means tested criteria set out in the SSWB Act 2014, the maximum weekly charge we can enforce for non residential services is £80. The Government pledge was to increase the maximum charge to £100 per week by 2020. This proposal is to model if the Government rose next year the maximum to £90 per week, and then the following year to £100 per week, what additional income that would generate, based on our current client base and their ability to pay the increased charge.

- 2. Introducing a flat rate charge for respite care**

At present we charge for respite care based on a person's means tested ability to pay and the unit is per night's stay of £11.95, our current hourly rate charge for non residential care. There is an inequity with this charge as a night stay can be up to 12 hours, but the current charge is based on an hour's non residential charge. This proposal is to introduce a flat charge equivalent to the maximum non residential weekly charge, or their means tested assessed charge, whichever is the lower.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	<b>Allows for accountability in how charges are affected by laid down legislation, meeting budget setting targets and maximise generate income for sustainable services in the future</b>
Has a Future Generations Evaluation been completed for this proposal?	Y	
What consultation and engagement has been undertaken to date?	N	
Has an option appraisal been undertaken?	N	
Does this proposal affect other MCC services?	N	
Is this proposal dependant on other services?	N	
Will this proposal require any amendments to MCC policy?	Y	<b>Amend current charging policy to change respite charge to flat rate being proposed</b>
Will this proposal have any staffing implications?	N	
Will this project have any legal implication for the authority?	N	
What is the financial benefit of this proposal?		

		Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total																								
		Increase in weekly maximum non residential charge		129,000	116,000			245,000																								
		Introduce flat rate charge for respite		9,000				9,000																								
		<b>Additional Comments:</b> Full workings are available and the figures above have been rounded to the nearest £'000																														
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					Government will need to increase the weekly charge by £20. Initial discussions seem to suggest a £10 per week increase over two years
		<b>Additional Comment:</b>			
What further consultation and engagement will be required for this proposal?	N				
		<b>Ref</b>	<b>Consultee</b>	<b>Description</b>	<b>Comp/Pending</b>
		1	Elected Members	Formal Scrutiny	Jan 19
		2	Public	Public Consultation	Jan 19
		<b>Additional Comments:</b>			
Will this proposal require procurement of goods, services or works?	N				
Will support services be required for this proposal?	N				
		<b>Ref</b>	<b>Support Service</b>	<b>Activity</b>	<b>Internal/External</b>
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N				
Will this proposal present any future collaboration opportunities?	N				
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N				
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<b>By the additional income generated in the year identified. This can be measured during the formal forecast monitoring cycle.</b>			

Proposal Title	Income from section 33 Mardy Park agreement	Lead/Responsible Officer:	Tyrone Stokes
Your Ref No:	SCH004	Directorate:	SCH
Version No:	1	Section:	Finance
Date:	27/11/18		

Version	Date	Changes Made
1	27/11/18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**A report on the remodelling of Mardy Park went before Cabinet on 16<sup>th</sup> April 2016 and as a result, the transfer in 2017/18 from a section 31 to a section 33 pooled fund agreement for Mardy Park took place. The income from Health's contribution has increased from the previous agreement in 2016/17 of £141,000 to £176,885 in 2017/18. As a result the income budget for Mardy Park can be increased by £36,000 in the 2019/20 MTFP.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																					
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y																						
Has a Future Generations Evaluation been completed for this proposal?	N	<b>As an accounting treatment to set a budget</b>																					
What consultation and engagement has been undertaken to date?	Y	<b>A new agreement was drawn up in 2017/18 for the Mardy Park section 33 which has been signed as formal acceptance. This principle will be carried forward into 2018/19 and for subsequent years.</b>																					
Has an option appraisal been undertaken?	N																						
Does this proposal affect other MCC services?	N																						
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What further consultation and engagement will be required for this proposal?	N	<table border="1"> <thead> <tr> <th>Ref</th> <th>Consultee</th> <th>Description</th> <th>Comp/Pending</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Elected Members</td> <td>Formal Scrutiny</td> <td>Jan 19</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Ref	Consultee	Description	Comp/Pending	1	Elected Members	Formal Scrutiny	Jan 19																
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Will this proposal require procurement of goods, services or works?	N																	
Will support services be required for this proposal?	N	<table border="1"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Support Service	Activity	Internal/External												
Ref	Support Service	Activity	Internal/External															
Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N	<b>Any implications have already been actioned following the 13<sup>th</sup> April 2016 report</b>																
Will this proposal present any future collaboration opportunities?	Y	<b>Demonstrates the advantages of operating integrated services with our Health colleagues</b>																
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N																	
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<b>Meeting the new budget income target which can be measured through the formal forecast monitoring cycle</b>																

Proposal Title	Adult Transport Provision	Lead/Responsible Officer:	Tyrone Stokes
Your Ref No:	SCH005	Directorate:	SCH
Version No:	1	Section:	Finance
Date:	06/12/18		

Version	Date	Changes Made
1	06/12/18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**Reduce the Adult Transport budget for 2019/20 in light of newer and more fuel efficient vehicles, the introduction of the service user transport policy and optimising vehicle usage through planned routes. These measures have already been implemented during 2018/19 with a projected underspend as at month 7.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																					
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y																						
Has a Future Generations Evaluation been completed for this proposal?	N	<b>As an accounting treatment</b>																					
What consultation and engagement has been undertaken to date?	Y																						
Has an option appraisal been undertaken?	N																						
Does this proposal affect other MCC services?	N																						
Is this proposal dependant on other services?	N																						
Will this proposal require any amendments to MCC policy?	N																						
Will this proposal have any staffing implications?	N																						
Will this project have any legal implication for the authority?	N																						
What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Adult Transport</td> <td></td> <td>15,000</td> <td></td> <td></td> <td></td> <td>15,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Adult Transport		15,000				15,000							
Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total																	
Adult Transport		15,000				15,000																	
Will this proposal require revenue or capital investment to implement?	N																						



		Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																				
		<b>Additional Comment:</b>																											
Has this proposal considered the opportunities for external funding?	N																												
Will this proposal have any non-financial impacts?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Reduce environmental impact</td> </tr> <tr> <td>2</td> <td>Reduce traffic congestion</td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <b>Additional Comment:</b>								Ref	Benefit	1	Reduce environmental impact	2	Reduce traffic congestion	3		4		Ref	Disadvantage	1		2		3		4	
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Ref	Consultee	Description	Comp/Pending																										
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Will this proposal require procurement of goods, services or works?	N	Vehicle stock has already been replaced																											

Will support services be required for this proposal?	N	<table border="1" data-bbox="625 192 1437 277"> <thead> <tr> <th data-bbox="625 192 694 226">Ref</th> <th data-bbox="694 192 1023 226">Support Service</th> <th data-bbox="1023 192 1222 226">Activity</th> <th data-bbox="1222 192 1437 226">Internal/External</th> </tr> </thead> <tbody> <tr> <td data-bbox="625 226 694 259"></td> <td data-bbox="694 226 1023 259"></td> <td data-bbox="1023 226 1222 259"></td> <td data-bbox="1222 226 1437 259"></td> </tr> <tr> <td data-bbox="625 259 694 277"></td> <td data-bbox="694 259 1023 277"></td> <td data-bbox="1023 259 1222 277"></td> <td data-bbox="1222 259 1437 277"></td> </tr> </tbody> </table> <div data-bbox="625 309 1437 362" style="border: 1px solid black; padding: 5px;"> <b>Additional Comment:</b> </div>	Ref	Support Service	Activity	Internal/External								
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N													
Will this proposal present any future collaboration opportunities?	N													
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N													
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<b>Monitoring target attainment through the formal forecast monitoring cycle in 2019/20</b>												

Proposal Title	Adult Social Care – Operational Efficiency Savings	Lead/Responsible Officer:	Ceri York
Your Ref No:	SCH006 – SCH008	Directorate:	SCH
Version No:	1	Section:	Commissioning
Date:	27 <sup>th</sup> November 2018		

Version	Date	Changes Made
1	27/11/18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Following a review of operational practice a range of efficiency activity has been identified across the budget areas which will deliver a range of modest budget savings. These will be achieved by:

- Increased income generation
- Reduction in staffing costs following end of current two year detriment
- Increased effectiveness of rotas and staff deployment

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact														
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Yes															
Has a Future Generations Evaluation been completed for this proposal?	Yes															
What consultation and engagement has been undertaken to date?	Y	With managers of service and SCH Finance team														
Has an option appraisal been undertaken?	Y															
Does this proposal affect other MCC services?	N	These are discreet operational efficiencies														
Is this proposal dependant on other services?	N															
Will this proposal require any amendments to MCC policy?	N															
Will this proposal have any staffing implications?	N															
Will this project have any legal implication for the authority?	N															
What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>2. Increased income generation</td> <td></td> <td>11,000</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	2. Increased income generation		11,000				
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Will this proposal require revenue or capital investment to implement?	NO	<table border="1"> <thead> <tr> <th>Investment Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> <th>Source of funding</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p> <p>N/A</p>	Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																
Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																			
Has this proposal considered the opportunities for external funding?	N/A																									
Will this proposal have any non-financial impacts?		<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>None</td> </tr> <tr> <td>2</td> <td>Harmonisation of pay grade</td> </tr> <tr> <td>3</td> <td>None</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>None</td> </tr> <tr> <td>2</td> <td>None</td> </tr> <tr> <td>3</td> <td>None</td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Benefit	1	None	2	Harmonisation of pay grade	3	None	Ref	Disadvantage	1	None	2	None	3	None								
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What further consultation and engagement will be required for this proposal?	No	<table border="1" data-bbox="624 190 1439 333"> <thead> <tr> <th>Ref</th> <th>Consultee</th> <th>Description</th> <th>Comp/Pending</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Elected Members</td> <td>Formal Scrutiny</td> <td>Jan 19</td> </tr> <tr> <td>2</td> <td>Public</td> <td>Public Consultation</td> <td>Jan 19</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="624 360 1439 421"><b>Additional Comments:</b></p>	Ref	Consultee	Description	Comp/Pending	1	Elected Members	Formal Scrutiny	Jan 19	2	Public	Public Consultation	Jan 19				
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2	Public	Public Consultation	Jan 19															
Will this proposal require procurement of goods, services or works?	No																	
Will support services be required for this proposal?	No	<table border="1" data-bbox="624 533 1439 618"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="624 645 1439 730"><b>Additional Comment:</b></p>	Ref	Support Service	Activity	Internal/External												
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	No																	
Will this proposal present any future collaboration opportunities?	No																	
Will this project benefit from digital intervention to increase efficiency or increase service quality?	No																	
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Through existing budget management arrangements																

proposal to Elected Members and wider stakeholders and allow SLT to provide necessary support for implementation.

Proposal Title	Adult Continuing Health Care cost recovery	Lead/Responsible Officer:	Tyrone Stokes
Your Ref No:		Directorate:	SCH
Version No:	1	Section:	Finance
Date:	29/11/18		

Version	Date	Changes Made
1	29/11/18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**Projected cost recovery for final year of CHC practitioner caseload on client care packages that have been assessed as meeting Continuing Health Care eligibility and should be met by Health. This is an extension of the previous Continuing Health Care mandate savings of £200,000 as part of the 2016/17 MTFP process which detailed making savings after the investment in the CHC practitioner post. Since the post of CHC practitioner was established cost recovery has declined as we work through current caseloads and we then move into cost avoidance by directing these cases to Health from the outset. Current savings in 2018/19 are forecast to be in the region of £150,000.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																					
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y																						
Has a Future Generations Evaluation been completed for this proposal?	Y																						
What consultation and engagement has been undertaken to date?	Y																						
Has an option appraisal been undertaken?	N																						
Does this proposal affect other MCC services?	N																						
Is this proposal dependant on other services?	N																						
Will this proposal require any amendments to MCC policy?	N																						
Will this proposal have any staffing implications?	N																						
Will this project have any legal implication for the authority?	Y	<b>Subject to challenge from Health</b>																					
What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Cost recovery from identified CHC cases</td> <td></td> <td>100,000</td> <td></td> <td></td> <td></td> <td>100,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Cost recovery from identified CHC cases		100,000				100,000							
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How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<b>Monitoring target attainment through the formal forecast monitoring cycle in 2019/20</b>												



Proposal Title	Recovering additional residential care charges from service user property sales	Lead/Responsible Officer:	Tyrone Stokes
Your Ref No:	SCH010 – SCH011	Directorate:	SCH
Version No:	1	Section:	Finance
Date:	27/11/18		

Version	Date	Changes Made
1	27/11/18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**Residential charging is means tested as laid down in the SSWB Act 2014. Part of that legislation sets out how to deal with the treatment of a service user's property when they come into residential/nursing care. Each year we have service users whose property we consider as eligible to be used to fund their care. This proposal is to set a budget for income for care fees where a property is determined to be used to pay for a service user's care. Based on the latest forecast outturn for 2018/19 being month 7, we anticipate recovering £250,000 in care fee charges from service user property sales**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																								
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y																									
Has a Future Generations Evaluation been completed for this proposal?	N	<b>As an accounting treatment to set a budget</b>																								
What consultation and engagement has been undertaken to date?	N	<b>As no change in current charging policy or the way it is to be administered.</b>																								
Has an option appraisal been undertaken?	N																									
Does this proposal affect other MCC services?	N																									
Is this proposal dependant on other services?	N																									
Will this proposal require any amendments to MCC policy?	N																									
Will this proposal have any staffing implications?	N																									
Will this project have any legal implication for the authority?	N																									
What is the financial benefit of this proposal?																										
Will this proposal require revenue or capital investment to implement?	N	<table border="1"> <thead> <tr> <th>Investment Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> <th>Source of funding</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																
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Has this proposal considered the opportunities for external funding?	N																									

Will this proposal have any non-financial impacts?	N	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> Additional Comment:	Ref	Benefit	1		2		3		4		Ref	Disadvantage	1		2		3		4	
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Has a risk analysis been completed for this proposal?	Y	<b>Main Risks</b> <table border="1"> <thead> <tr> <th>Ref</th> <th>Risk</th> <th>RAG Rating</th> <th>Mitigation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Cannot predict if service users approaching the Authority for financial assistance have properties that can be used to pay for their residential care fee charges</td> <td>A</td> <td></td> </tr> <tr> <td>2</td> <td>Fluctuations in property market</td> <td>G</td> <td>Monmouthshire is a more desirable place to retire too and abolishing Severn Bridge tolls will keep prices high, or smooth out any fluctuations in the market</td> </tr> </tbody> </table> Additional Comment:	Ref	Risk	RAG Rating	Mitigation	1	Cannot predict if service users approaching the Authority for financial assistance have properties that can be used to pay for their residential care fee charges	A		2	Fluctuations in property market	G	Monmouthshire is a more desirable place to retire too and abolishing Severn Bridge tolls will keep prices high, or smooth out any fluctuations in the market								
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Will support services be required for this proposal?	N	<table border="1" data-bbox="625 190 1437 280"> <thead> <tr> <th data-bbox="625 190 694 226">Ref</th> <th data-bbox="694 190 1023 226">Support Service</th> <th data-bbox="1023 190 1222 226">Activity</th> <th data-bbox="1222 190 1437 226">Internal/External</th> </tr> </thead> <tbody> <tr> <td data-bbox="625 226 694 262"></td> <td data-bbox="694 226 1023 262"></td> <td data-bbox="1023 226 1222 262"></td> <td data-bbox="1222 226 1437 262"></td> </tr> <tr> <td data-bbox="625 262 694 280"></td> <td data-bbox="694 262 1023 280"></td> <td data-bbox="1023 262 1222 280"></td> <td data-bbox="1222 262 1437 280"></td> </tr> </tbody> </table> <div data-bbox="625 309 1437 365" style="border: 1px solid black; padding: 5px;"> <b>Additional Comment:</b> </div>	Ref	Support Service	Activity	Internal/External								
Ref	Support Service	Activity	Internal/External											
Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N													
Will this proposal present any future collaboration opportunities?	N													
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N													
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<b>Achieving the budget which can be measured through the formal forecast monitoring cycle</b>												

proposal to Elected Members and wider stakeholders and allow SLT to provide necessary support for implementation.

Proposal Title	WG additional grant funding for LAC	Lead/Responsible Officer:	Peter Davies
Your Ref No:	SCH012	Directorate:	SCH
Version No:	1	Section:	Children's Services
Date:	31/11/2018		

Version	Date	Changes Made
1	13/12/2018	Completion of mandate proposal
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Following significant lobbying and pressure from Local Government upon receipt of the Provision Budget Settlement from Welsh Government on 9th October 2018 the First Minister sent a letter on the 20th November 2018 to Local Authority Leaders outlining a package of additional funding proposals.

One aspect of these proposals that directly benefitted the Council was a commitment to allocate the full £2.3m consequential from the UK Autumn Budget for children's social services and to help prevent children from being taken into care. The Council has estimated it's share of the £2.3m as being £41,000 using the Looked After Children IBA (Indicator Based Assessment), which is the one most closely aligned to the distribution of funding. IBAs is one of the key building blocks on which Welsh Government determines the Local Government settlement.

The Council will receive absolute confirmation of this change when the Final Local Government Settlement is received. This is due on the 19th December 2018.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact														
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	The proposal contributes additional core funding from Welsh Government and that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan and specifically those priorities that provide children and young people with the best possible start in life and with lifelong wellbeing.														
Has a Future Generations Evaluation been completed for this proposal?	N	Not required as this simply represents additional funding to support the Council in delivering its services and against its stated priorities, specifically those that concern providing children and young people the best possible start in life and with lifelong wellbeing.														
What consultation and engagement has been undertaken to date?		Ongoing and informal consultation with SLT and Cabinet.														
Has an option appraisal been undertaken?	N/A															
Does this proposal affect other MCC services?	N	Indirectly and in a beneficial way in providing additional funding to prevent children from being taken into care.														
Is this proposal dependant on other services?	N															
Will this proposal require any amendments to MCC policy?	N															
Will this proposal have any staffing implications?	N															
Will this project have any legal implication for the authority?	N															
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		Total saving		<b>41,000</b>				41,000	
		<b>Additional Comments:</b>							
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		<b>Additional Comment:</b>							
Has this proposal considered the opportunities for external funding?	N								
Will this proposal have any non-financial impacts?	N	<b>Ref</b>	<b>Benefit</b>						
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		<b>Ref</b>	<b>Disadvantage</b>						
		1							
		2							
		3							
		4							
		<b>Additional Comment:</b> As stated above any impact will be beneficial in providing additional funding to prevent children from being taken into care.							
Has this proposal made any assumptions?	Y	<b>Ref</b>	<b>Assumption</b>						
		1	The increase in funding is dependent on WG carrying through and into the Final Local Government Settlement the stated intentions of the First Minister in his letter dated 20 <sup>th</sup> November 2018 to Local Authority leaders.						
		2	The amount to benefit Monmouthshire from the increase has been calculated using the provisional Local Government Settlement information.						
		3							
		4							
		<b>Additional Comment</b>							
Has a risk analysis been completed for this proposal?	Y	<b>Main Risks</b>							
		<b>Ref</b>	<b>Risk</b>	<b>RAG Rating</b>	<b>Mitigation</b>				
		1	That WG do not carry through the commitment made by the First Minister in his letter dated 20 <sup>th</sup> November	L	Mitigation would be in the form of an increased budget shortfall needing to be managed by the Council and further savings proposals needing to be identified.				
		2	That the amount received is not in line with the amount of similar funding confirmed in 2018/19.	L	As above				
		<b>Additional Comment:</b>							

What further consultation and engagement will be required for this proposal?		<table border="1" data-bbox="624 190 1437 338"> <thead> <tr> <th>Ref</th> <th>Consultee</th> <th>Description</th> <th>Comp/Pending</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Public</td> <td>Public consultation</td> <td>Pending</td> </tr> <tr> <td>2</td> <td>Elected Members</td> <td>Formal scrutiny</td> <td>Pending</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="624 360 1437 450"><b>Additional Comments:</b></p>	Ref	Consultee	Description	Comp/Pending	1	Public	Public consultation	Pending	2	Elected Members	Formal scrutiny	Pending				
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N																	
What evidence/data has been gathered to date to inform this Proposal?		<ul style="list-style-type: none"> <li>4. Letter received from the First Minister on the 20<sup>th</sup> November</li> <li>5. Provisional Local Government Settlement data</li> <li>6. Discussion and confirmation with Social Services Finance colleagues</li> </ul>																
Will this project benefit from digital intervention to increase efficiency or increase service quality?	No																	
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<p>The Final Local Government Settlement is due on the 19<sup>th</sup> December 2018. This will confirm the amount of core funding that the Council will receive from Welsh Government and determine whether the commitments made by the First Minister have been carried through as anticipated. Any variation will be managed as the authority finalises its budget proposal in the New Year and following the statutory consultation period.</p>																

Proposal Title	Increase in SCH directorate Fees & Charges for 2019/20	Lead/Responsible Officer:	Tyrone Stokes
Your Ref No:	SCH013	Directorate:	SCH
Version No:	1	Section:	Finance
Date:	29/11/18		

Version	Date	Changes Made
1	29/11/18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**As part of the Authority's MTFP process and in setting an annual budget, we have reviewed all of our current fees & charges and if there is any scope to increase this for 2019/20.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																												
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y																													
Has a Future Generations Evaluation been completed for this proposal?	Y																													
What consultation and engagement has been undertaken to date?	N	<b>As part of the public consultation on the 2019/20 budget proposal and client groups affected</b>																												
Has an option appraisal been undertaken?	N																													
Does this proposal affect other MCC services?	N																													
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		A full breakdown is shown in the spreadsheet included in this proposal and the amount has been rounded to the nearest £'000																															
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Will this proposal present any future collaboration opportunities?	N													
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N													
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<b>The additional income proposed can be measured through the formal forecast monitoring cycle</b>												

Service Area	Service being charged for	Proposed Charges for 2019/20 £:p	Percentage increase	Increased additional budget income identified for 2019/20 budget setting purposes	Reason why inflationary increase is not being considered
<b>SOCIAL CARE &amp; HEALTH DIRECTORATE</b>					
<b>ADULT SERVICES</b>					
<b>Community Meals</b>	Community Meals & Day centre meals	Remain the same at £4.50	0	-	Remain the same due to a double increase in 2018/19 and M7 forecast has shown a decline in meals purchase, need to stabilise the client base
Mardy Park	Catering - Mardy Park	Pricing follows that of Community meals	0	-	Follows pricing of Community meals
	Mardy Park room hire	No change as new and limited target market	0	-	No change as new and limited target market

Overmonnow	Overmonnow Room Hire	No change as very limited market and same users of site such as small clubs with limited finances	0	-	
	Non residential fees	Based on individual ability to pay as means tested so propose to increase the budget in line with initial Government predicted rise in benefits and SRP of 2.6%. This will increase the current hourly rate from £11.95 to £12.26	2.6%	11,359	
	Residential/Nursing Fees which includes Part III own care home being Severn View and Budden Crescent	Based on individual ability to pay as means tested, but increase budget in line with Government proposed rise in benefits and state pension of 2.6%. This will increase our own home charge from its current £523.37 per week to £536.98	2.6%	68,735	

Severn View	Catering - Severn View	Pricing follows that of Community meals		-	Follows pricing of Community meals
<b>Public Health</b>	Fee Income	Waiting for 2019/20 rates	Assume 2.4% based on Oct 18 CPI as waiting for 2019/20 fees	381	
	Commercial licences			46	
	Commercial Fee Income			597	
	Food Safety training	Proposed £185 level 3 and £48 level 2		-	
Page 226	Veterinary Inspection Recharge	no change		-	
	Riding Establishments			-	
	Petrol Station Permits/Licenses			-	
	Registration for acupuncture, tattooing and ear piercing			-	
	<b>Local Authority Pollution, Prevention and Control</b>				
	Application fee				
	Private water supplies (fees set by Council but within max fig defined by EC directive)				

Trading Standards.	Licences	Awaiting review of 2019/20 fees by the TS manager	Assume 2.4% based on Oct 18 CPI as waiting for 2019/20 fees review	119	
	Fee Income			226	
	<b>Animal Licences</b>				
	Boarding Establishment				
	Dog Breeding				
	Home Boarding				
	Dangerous Wild Animals				
	Pet Shop				
	<b>Explosive Licences</b>				
	New 1 Year				
	Renewal 1 Year				
	New 2 Year				
	Renewal 2 Year				
	New 3 Year				
	Renewal 3 Year				
	New 4 Year				
	Renewal 4 Year				
	New 5 Year				
	Renewal 5 Year				

	Weights & Measures				
	Fee per TSO				
	Fee per TO				
<b>Licensing</b>	Licenses		Assumed 2.4% based on CPI rates at Oct 18 as majority of fees will not be set until 15th January 2019	5,000	
	Hackney Licenses	Charges for 2019/20 will be set by the Licensing Committee on 15th January 2019. To note some fees are either for three and five years so income can fluctuate.		-	
	Lottery and Gambling	Awaiting new fees from Central Government		-	
	Licensing	Awaiting new fees from Central Government		-	

	Other Licenses	Charges for 2019/20 will be set by the Licensing Committee on 15th January 2019. To note some fees are either for three and five years so income can fluctuate.			
<b>Registrars</b>	Service Charge		Some fees will increase so overall for budget 2.4% based on CPI as at Oct 18	6,301	
	Registrations - General Income				
	Approved Venue - Marriage & Civil Partnership	£394-£504			
	Old Parlour	210			
	Celebratory Services at approved or other venues	£380-£490			
	License for approved venues - New	1,500			
	License for approved venues - Renewal	1,200			
	Registrars attendance @ service (Registrar - Superintendent)	35			
	<b>SUB TOTAL SOCIAL CARE &amp; PUBLIC PROTECTION</b>			<b>92,763</b>	

Proposal Title	Budget savings/ increased income – Development Management	Lead/Responsible Officer:	Philip Thomas
Your Ref No:	ENT001-ENT002	Directorate:	Enterprise
Version No:	1	Section:	Development Management (DM)
Date:	29/11/18		

Version	Date	Changes Made
1	29/11/18	Clarification provided regarding fee increases vs additional workload/income
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**This proposal relates to increased income from some discretionary services we provide for our customers (£13k) and to reduce spending on the cost of advertising planning applications as a result of changes made by WG regarding the publicising of certain types of planning applications £4.5k).**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	Yes, by providing a Planning Service that helps build sustainable and resilient communities that support the well-being of current and future generations. Our discretionary services, referred to in this budget proposal, are designed to reflect what matters to our customers and will help ensure timely, well-considered planning decisions. Press notices are not a meaningful method of community engagement so that change will not be detrimental to our social justice strategy.
Has a Future Generations Evaluation been completed for this proposal?	Y	See separate document - No significant adverse impact is identified
What consultation and engagement has been undertaken to date?		Discussions with management team within the Development Management Section and item discussed at the Team meeting held. This has also been discussed and considered at Enterprise DMT, SLT and Cabinet.
Has an option appraisal been undertaken?	Y	The following options were considered in isolation and in combination: <ol style="list-style-type: none"> <li>1) Do nothing. This was discounted as it does not secure any budget saving;</li> <li>2) Increase pre-application fees by 2.5% (with higher increases for pre-purchase and completion certificates). This option was chosen for the reasons given below;</li> <li>3) Increase pre-application fees by more than 2.5%. This option was discounted because it risks deterring use of the pre-application service. The service is beneficial to both the customer and the Authority, and should result in quicker and better outcomes, and we would not wish to prejudice its uptake by over-pricing;</li> <li>4) Increase the discretionary services income line by £10k. This option was considered to be realistic and manageable;</li> <li>5) Increase the discretionary services income line by more than £10k. This option was discounted as too risky. Previous income targets have been missed and a careful balance must be struck between likely emerging work and the potential volatility of the development sector which is almost entirely beyond the Council's control;</li> <li>6) Continue to advertised the named applications in the local press despite regulations no longer requiring this. This was discounted as being an inefficient use of public resources, as expanded upon below;</li> <li>7) Cease advertising the named applications in the local press, resulting in a £4.5k saving. This option has been chosen because</li> </ol>



		<p>the press notices are an ineffective way of making stakeholders aware of schemes that may affect them.</p> <p>Options 2, 4 and 7 were selected in combination to achieve the proposed savings, and are considered to balance customer service, stakeholder interests/access to services and risk with the need to make savings.</p>																												
Does this proposal affect other MCC services?	N	The pre-application service incorporates a multi-disciplinary development team approach, but that service already operates and the proposed fee changes do not adversely affect any other service or users of those services.																												
Is this proposal dependent on other services?	Y	Our discretionary services need input from other Council services like Highways and Green Infrastructure to make them work effectively for our customers. Those services do get a proportion of the fees DM charge to recover their costs.																												
Will this proposal require any amendments to MCC policy?	N																													
Will this proposal have any staffing implications?	N	None, although if income increases significantly from increased use of our discretionary services, including our pre-application advice service, we may need to seek additional staff resource to help with application workload and to ensure we are providing a positive and timely service.																												
Will this project have any legal implication for the authority?	N	Legal advice has been sought by another Local Planning Authority regarding the advertising requirements, and this has been shared across Wales.																												
What is the financial benefit of this proposal?	£17,500	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>increased income target from discretionary services including pre-application advice service</td> <td>-</td> <td>£13k</td> <td>-</td> <td>-</td> <td>-</td> <td>£13k</td> </tr> <tr> <td>Reduced costs of advertising in local newspapers</td> <td>-</td> <td>£4.5k</td> <td></td> <td></td> <td></td> <td>£4.5k</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td><b>£17,500</b></td> <td></td> <td></td> <td></td> <td><b>£17,500</b></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p> <p>In relation to the increased income target from discretionary services including pre-application advice service, £3k would relate to the pre-application advice service itself and the remainder to other services we provide.</p> <p>The extra income will be secured via:</p> <ul style="list-style-type: none"> <li>- Additional discretionary work resulting in extra income. This will be in part due to new SUDs/SAB regulations;</li> <li>- Increasing pre-application charges by 2.5%;</li> <li>- Increasing the charges for pre-purchase and completion certificates from £120 and £180 to £200 and £250 respectively, to better reflect the level of work and responsibility that they involve. Although this are high proportionate increases, the fee remains low in terms of value to the customer and in relation to other expenses involved in moving house. These are a wholly discretionary service.</li> </ul> <p>Regulations have been amended and as revised no longer require planning applications affecting a Listed Building or within a Conservation Area to be advertised in the local press. These bilingual notices were costly, and this change is expected to save £4.5k per annum. Such applications will be publicised via a site notice and neighbour notification</p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	increased income target from discretionary services including pre-application advice service	-	£13k	-	-	-	£13k	Reduced costs of advertising in local newspapers	-	£4.5k				£4.5k	<b>Total</b>		<b>£17,500</b>				<b>£17,500</b>
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		letters. Town/Community Councils and Ward Members will continue to be notified as per the current system.																								
Will this proposal require revenue or capital investment to implement?	N	<table border="1"> <thead> <tr> <th>Investment Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> <th>Source of funding</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																
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Has this proposal considered the opportunities for external funding?	N	N/A																								
Will this proposal have any non-financial impacts?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>It could be argued that certain applications are publicised less widely by not using the local press.</td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b>  Press adverts are an inefficient and old fashioned way of publicising matters. Data shows that £1.39m was spent on press notices for planning applications across Wales over the last three years. Readership numbers are falling and the chances of a resident or interested party reading the right newspaper on the right day seem slim. Customers who engage with us consistently refer to having received a letter, seen a site notice, and heard about it from a neighbour or social media. The change to the regulations has been made by Welsh Government: this proposal simply ends a now unnecessary spend.</p>	Ref	Benefit	1		2		3		4		Ref	Disadvantage	1	It could be argued that certain applications are publicised less widely by not using the local press.	2		3		4					
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		development within the County		the County make it an attractive place to live, so this impact is low likelihood												
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		<b>Additional Comments:</b> Regular customers will be notified of discretionary fee changes via existing contact groups and fora.														
Will this proposal require procurement of goods, services or works?	N															
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Will this proposal impact on the authority's built assets. E.g. service change, resource amendment etc.	N															
Will this proposal present any future collaboration opportunities?	N															
Will this project benefit from digital intervention to increase efficiency or increase service quality?	Y	Already working on improvements to our web pages with the Digital Team to promote our discretionary services. Other changes such as online payment have just been implemented.														
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Budget income received; PIs on % of applications approved; stats on uptake of pre-application advice and discretionary services (already measured); ongoing customer satisfaction survey.														

Proposal Title	Reusable polypropylene plastic bags for collections of dry recycling at kerbside	Lead/Responsible Officer:	Carl Touhig
Your Ref No:	ENT003	Directorate:	Enterprise
Version No:	1	Section:	WSS
Date:	06/12/18		

Version	Date	Changes Made
1	06/12/2018	Carl Touhig 06.35
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

MCC is moving towards greater separation of recycling through the recycling review meaning that glass will be collected separately and the red and purple bags will no longer be collected within a single compartment on the refuse freighter. A change from single use plastic bags for collection of dry recyclate to more durable and reusable polypropylene sacks gives MCC an opportunity to reduce the reliance upon and costs associated with single use plastic bags and increase income from those materials.

This service change and proposal has been considered by the Strong Communities Select committee in December 2018.

**The proposal is to be presented for decision to Cabinet on the 9<sup>th</sup> of January 2019.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	Council is working towards reducing single use plastics and becoming a Plastic Free County. The change to polypropylene sacks will reduce the usage of single use plastics by 50 tonnes per annum
Has a Future Generations Evaluation been completed for this proposal?	Y	WFGA evaluation completed for report
What consultation and engagement has been undertaken to date?	Y	<ul style="list-style-type: none"> <li>• Informal consultation with SLT and Cabinet</li> <li>• Resident survey</li> <li>• Informal Cabinet and SLT</li> <li>• Strong Communities Select Committee December 2018</li> </ul>
Has an option appraisal been undertaken?	Y	<p>We have consulted with the public in relation to options for the use of polypropylene bags which was the preferred option.</p> <p>There are many size options available and we will continue to work with the public to ensure the best size bags are provided for use by householders.</p> <p>Following discussion at Strong Communities select, it is proposed that there is a phased approach of roll out of the bags to allow bespoke solutions to be investigated to accommodate problematic collection areas e.g. High street shopping areas with mixed hereditaments (flats above shops with no outdoor storage).</p>
Does this proposal affect other MCC services?	Y	Polypropylene bags are likely to be more difficult for hubs to store but should see a significant reduction in residents coming to hubs for replacement single use red and purple bags.
Is this proposal dependant on other services?	Y	Support from hubs in the provision of replacement bags. Full consultation and engagement will ensure that this support is provided.
Will this proposal require any amendments to MCC policy?	N	
Will this proposal have any staffing implications?	Y	The new collection rounds were designed with sufficient operational capacity to allow for the additional time that would be required to collect and return caddies and glass

		boxes. The frontline operatives will have training prior to the implementation of the service change.																								
Will this project have any legal implication for the authority?	N																									
What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Roll out of red and purple polyprop bags</td> <td></td> <td>90,000</td> <td></td> <td></td> <td></td> <td>90,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b>  Quality of the bags purchased ranges from £1.50 to £2.50 per bag but higher quality bags should reduce replacement costs in subsequent years. Replacement based on 20-30% pa. Bags have been assumed at mid value point £2.00.</p> <p>The Council currently spend £180,000 per annum on single use bags. Total = £540,000 over 3 years.</p> <p>The cost of issuing reusable bags in year 1 would be approximately £170,000. Reusable bags are guaranteed for 3 years. However, assumptions have been made for replacement bags at a rate of 25-30% or 50,000 in year 2 and year 3. Total = £270,000 over 3 years</p> <p><b>Total saving over 3 years = £270,000</b></p> <p><b>In year 1 a cashable saving of £90,000 is proposed</b></p> <p><b>The remaining saving will be used to prudentially borrow to cover the upfront costs of buying the bags.</b></p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Roll out of red and purple polyprop bags		90,000				90,000										
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Has this proposal considered the opportunities for external funding?	Yes	Yes – Welsh Government have been asked to support through its Collaborative Change Programme																								
Will this proposal have any non-financial impacts?	Yes	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>More choice for public</td> </tr> <tr> <td>2</td> <td>More kerbside recycling</td> </tr> <tr> <td>3</td> <td>Better kerbside recycling</td> </tr> </tbody> </table>	Ref	Benefit	1	More choice for public	2	More kerbside recycling	3	Better kerbside recycling																
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		<b>The proposal is to be presented for decision to Cabinet on the 9<sup>th</sup> of January 2019.</b>												
Will this proposal require procurement of goods, services or works?	Yes	Yes – procurement of new supplier for bags												
Will support services be required for this proposal?	Yes	<table border="1"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Communications Team</td> <td>Advertising new arrangements</td> <td>Internal</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Support Service	Activity	Internal/External	1	Communications Team	Advertising new arrangements	Internal				
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1	Communications Team	Advertising new arrangements	Internal											
Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	No													
Will this proposal present any future collaboration opportunities?	Yes	Collaboration with Torfaen and Blaenau Gwent through Heads of Valleys to market dry recyclables and sell to market as regional contract												
Will this project benefit from digital intervention to increase efficiency or increase service quality?	No													
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Proposal will be measured via <ul style="list-style-type: none"> <li>• Revenue budget monitoring process</li> <li>• Customer satisfaction survey</li> <li>• Recycling performance indicators</li> </ul>												

Proposal Title	Recycled plastic bags for food waste caddies	Lead/Responsible Officer:	Carl Touhig
Your Ref No:	ENT004	Directorate:	Enterprise
Version No:	1	Section:	WSS
Date:	05/12/18		

Version	Date	Changes Made
1	05/12/2018	Carl Touhig 20.38
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

MCC signed a new contract for the treatment of Food Waste with Agrivert in April 2018. The contract stipulates that Agrivert must accept food contained in compostable (starch) bags. Whilst the company is obliged to receive food in compostable bags the bags are not composted as a part of this process; they are removed from the food and are sent for Energy from Waste (EfW) for treatment (incineration).

MCC currently supply corn starch bags for food waste collections – the new reprocessor would prefer food to be collected in plastic bags as this increases the food yield and quality. The provision of plastic bags would allow MCC to save money with no diminution in service.

The provision of plastic bags are significantly cheaper than corn starch with corn starch bags currently costing around 1.5p each, and plastic bags range from .06p to 1p per bag.

This service change and proposal has been considered by the Strong Communities Select committee in December 2018.

**The proposal is to be presented for decision to Cabinet on the 9<sup>th</sup> of January 2019.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	Council is working towards reducing single use plastics and become a Plastic Free County. The change to plastic bags will allow residents to re-use bread bags, frozen food bags, and vegetable bags in their food caddies and reduce reliance on council provision.																
Has a Future Generations Evaluation been completed for this proposal?	Y	WFGA evaluation completed for report (combined with ENT003)																
What consultation and engagement has been undertaken to date?		<ul style="list-style-type: none"> <li>Site visit to new reprocessor facility with Members November 18</li> <li>Strong Communities Select Dec 18</li> <li>Consultation with Plastic Free Groups January 2019</li> <li>Informal SLT and Cabinet</li> </ul>																
Has an option appraisal been undertaken?	Y	<p>The options appraisal undertaken and included within the Select and Cabinet report is provided in the table below:</p> <table border="1"> <thead> <tr> <th>Option</th> <th>Impact on Public</th> <th>Impact on Savings</th> <th>Other Notes</th> </tr> </thead> <tbody> <tr> <td>Do nothing.</td> <td>No changes for the public</td> <td>No savings</td> <td>Bags are from waste and EfW</td> </tr> <tr> <td>Continue to supply starch bags but allow residents to use plastic bags</td> <td>No change to public from MCC but wider choice for residents and allows them to reuse other single use plastic bags</td> <td>No savings – mixed message on what the process is</td> <td>Bags are from waste and EfW</td> </tr> <tr> <td>Supply recycled plastic bags</td> <td>Reduces costs, increase capture of food waste, easy for residents</td> <td>Public perception of single use plastics causes backlash.</td> <td>Ensure the concise or are being going to E</td> </tr> </tbody> </table>	Option	Impact on Public	Impact on Savings	Other Notes	Do nothing.	No changes for the public	No savings	Bags are from waste and EfW	Continue to supply starch bags but allow residents to use plastic bags	No change to public from MCC but wider choice for residents and allows them to reuse other single use plastic bags	No savings – mixed message on what the process is	Bags are from waste and EfW	Supply recycled plastic bags	Reduces costs, increase capture of food waste, easy for residents	Public perception of single use plastics causes backlash.	Ensure the concise or are being going to E
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Does this proposal affect other MCC services?	Y	Plastic bags would allow us to increase number of bags on roll and this would decrease residents visiting Hubs for replacement bags. Full consultation and engagement with Hubs regarding proposal will ensure that this is managed																								
Is this proposal dependant on other services?	N	This is a waste service proposal only																								
Will this proposal require any amendments to MCC policy?	N	Current Waste Policies are being drafted to incorporate this change																								
Will this proposal have any staffing implications?	N	This change is in relation to the bag used for food recycling only and will not have any staff implications																								
Will this project have any legal implication for the authority?	N	There will not be any foreseen legal implications for the authority																								
What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>MCC Purchase plastic bags</td> <td></td> <td>30,000</td> <td></td> <td></td> <td></td> <td>30,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b>  Heads of Valley have funding for promotion of food waste across the 3 partners Blaenau Gwent and Torfaen. If bags were purchased collaboratively with HoV funding there would be a one off saving of £70,000 in 2019, if this windfall occurs the £70k will be utilised to support and enhance the marketing of the change in service, delivery of the bags and roll out of all of the service changes proposed within Waste and Street Scene. A successful marketing campaign could reduce food waste costs for future years.</p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	MCC Purchase plastic bags		30,000				30,000										
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Will this proposal have any non-financial impacts?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>More choice for public</td> </tr> <tr> <td>2</td> <td>More kerbside recycling of food waste</td> </tr> <tr> <td>3</td> <td>Better yield of food waste</td> </tr> <tr> <td>4</td> <td>Reduction in food in black bags residual</td> </tr> </tbody> </table>	Ref	Benefit	1	More choice for public	2	More kerbside recycling of food waste	3	Better yield of food waste	4	Reduction in food in black bags residual														
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Will this proposal require procurement of goods, services or works?	Y	Yes – procure new supplier for bags, however it is likely we can use an existing framework and call off from this for the supply for bags.																				
Will support services be required for this proposal?	N	<table border="1"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b>  This change will not require this level of support and the framework is in place and it is minor service change.</p>	Ref	Support Service	Activity	Internal/External																
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N	
Will this proposal present any future collaboration opportunities?	Y	Collaboration with Torfaen and Blaenau Gwent through Heads of Valleys food waste partnership to look at other waste and recycling streams to reduce costs regionally
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N	
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/ Customer KPI's		<p>The proposal will be measured via</p> <ul style="list-style-type: none"> <li>• Budget monitoring process</li> <li>• Customer survey</li> <li>• Recycling Performance Indicators</li> </ul>

Proposal Title	Day closure of Household Waste Recycling Centres (HWRC)	Lead/Responsible Officer:	Carl Touhig
Your Ref No:	ENT005 + ENT006	Directorate:	Enterprise
Version No:	1	Section:	WSS
Date:	05/12/18		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Under the Environmental Protection Act 1990, local authorities have a legislative duty to provide one Civic Amenity Site in the County for the disposal of bulky waste items. MCC have four sites across the County, Five Lanes Caldicot, Llanfoist, Abergavenny, Usk and Mitchel Troy Monmouth. Of the four sites both Llanfoist and Five Lanes offer a modern Household Waste Recycling Centre (HWRC) facility to manage a wide range of materials, which can be recycled at the sites. The sites each open for 70 hrs per week. However the range of materials that are accepted at each site vary as does the suitability and condition of each site.

A number of proposals regarding the service provision at the HWRC's have been presented to Strong Communities Select on the 6<sup>th</sup> of December for recommendation to Council. After consideration of various options, including full closures, it was recommended by the Select Committee that only one of these options should be proposed and that was to consider day closures at the sites. These are day closures (reduction of opening hours through the week) this option will consist of the following closures– Llanfoist 1 day, Troy 2 days, Usk 2 days, Five Lanes 1 day. This offers the most cost effective configuration and avoids weekend closures.

Site	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Llanfoist	0800-1800	Closed	0800-1800	0800-1800	0800-1800	0800-1800	0800-1800
Troy	0800-1800	0800-1800	0800-1800	Closed	Closed	0800-1800	0800-1800
Usk	Closed	Closed	0800-1800	0800-1800	0800-1800	0800-1800	0800-1800
Five Lanes	0800-1800	0800-1800	Closed	0800-1800	0800-1800	0800-1800	0800-1800

Whilst the proposal in the 2019/20 budget is for day closures applied across the County the assessment of options has highlighted significant inconsistencies in the quality of HWRC provision offered at the four sites. To assess the standard and suitability of the existing sites Welsh Government are sponsoring via their advisors WRAP, an independent audit of the sites. The results of this audit will be provided in the 2019/20 financial year. Irrespective of the audit, officers are already aware of operating problems at Troy given the congested nature of the site as well as the need for significant investment required at Usk to remain open. With investment, the site at Usk will remain extremely limited in what it can receive, coupled with being poorly situated in a congested car park and concerns about the adequacy of the drainage system.

Of relevance to the Usk site a decision has been taken to jointly fund with Usk Town Council a wider study that will investigate the priorities for Usk and Woodside residents (including issues such as traffic, parking, supporting retail, leisure facilities etc). The results and outcome of the audit including any findings and recommendations will be incorporated into the results of the study.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	Better use of Council resources

Has a Future Generations Evaluation been completed for this proposal?	Y	FGEA evaluation completed for report																											
What consultation and engagement has been undertaken to date?	Y	<ul style="list-style-type: none"> <li>• Informal consultation with SLT and Cabinet</li> <li>• Resident survey</li> <li>• Strong Communities Select Committee December 2018</li> </ul>																											
Has an option appraisal been undertaken?	Y	<p>The options appraisal undertaken and included within the Select report is provided in the table below:</p> <table border="1" data-bbox="635 539 1481 1059"> <thead> <tr> <th>Option</th> <th>Benefit</th> <th>Risk</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Do nothing.</td> <td>No changes for the public</td> <td>No savings</td> <td></td> </tr> <tr> <td>Close the sites as proposed by Viridor and set out above</td> <td>Savings achieved without full closures of sites. Impact on residents is limited, easy to advertise and understand.</td> <td>Fly tipping increases. Sites become busier during peak times.</td> <td>Viridor have provided data and these closures offer the greatest saving with no impact on Viridor staff working hours.  Neighbouring authorities have not reported increases in fly tipping following these types of closures.</td> </tr> <tr> <td>Seasonal closures, changes to opening hours, close sites</td> <td>Savings increase.</td> <td>Difficult to advertise, public become confused, increased fly tipping, public backlash, Viridor staff affected financially</td> <td>Full savings in staff costs will not be realised as Viridor overheads on shorter days are the same.</td> </tr> </tbody> </table>							Option	Benefit	Risk	Comment	Do nothing.	No changes for the public	No savings		Close the sites as proposed by Viridor and set out above	Savings achieved without full closures of sites. Impact on residents is limited, easy to advertise and understand.	Fly tipping increases. Sites become busier during peak times.	Viridor have provided data and these closures offer the greatest saving with no impact on Viridor staff working hours.  Neighbouring authorities have not reported increases in fly tipping following these types of closures.	Seasonal closures, changes to opening hours, close sites	Savings increase.	Difficult to advertise, public become confused, increased fly tipping, public backlash, Viridor staff affected financially	Full savings in staff costs will not be realised as Viridor overheads on shorter days are the same.					
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Does this proposal affect other MCC services?	Y	Contact centre may see an increase in calls but we will provide full details of all site opening times on our website																											
Is this proposal dependant on other services?	N	N/A																											
Will this proposal require any amendments to MCC policy?	N	Current policies for HWRC sites will be updated to reflect the changes, if approved.																											
Will this proposal have any staffing implications?	N	The implications will not be to MCC staff but there is an impact upon those employed by the contractor that manages this service on behalf of MCC.																											
Will this project have any legal implication for the authority?	N	We are meeting our statutory obligation so no legal implications																											
What is the financial benefit of this proposal?		<table border="1" data-bbox="584 1644 1398 1776"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Day Closures</td> <td></td> <td>72,000</td> <td></td> <td></td> <td></td> <td>72,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments</b></p> <p>Day Closures:  If day closures are agreed and implemented from March 1<sup>st</sup>, the full reduction in costs could be achieved in 2019/20. It is recommended that 2 months' notice should be provided for day closures. The saving proposed is based upon costs provided by the contractor Viridor. Any adjustments to service provision have already been discussed with the contractor and indications of the financial impact are shown in the mandate. However following approval by Council officers must then formally inform the contractor who will then launch into formal staff</p>							Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Day Closures		72,000				72,000							
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Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding													
Has this proposal considered the opportunities for external funding?	Yes	Neighbouring authorities have been asked to support costs of cross border waste over past 2 years.																		
Will this proposal have any non-financial impacts?	Yes	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>More kerbside recycling</td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Residents will not have same level of service</td> </tr> <tr> <td>2</td> <td>Potential fly tipping increase</td> </tr> <tr> <td>3</td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b> Authorities that have implemented day closures have not reported increased fly tipping but as more councils implement restrictions this remains a risk.</p>	Ref	Benefit	1	More kerbside recycling	2		3		4		Ref	Disadvantage	1	Residents will not have same level of service	2	Potential fly tipping increase	3	
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Will this proposal present any future collaboration opportunities?	No																													
Will this project benefit from digital intervention to increase efficiency or increase service quality?	No																													
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<ul style="list-style-type: none"> <li>• Budget management process</li> <li>• Customer surveys</li> </ul>																												

Proposal Title	Resident Permits for use of household waste recycling centres (HWRC)	Lead/Responsible Officer:	Carl Touhig
Your Ref No:	ENT008	Directorate:	Enterprise
Version No:	1	Section:	WSS
Date:	05/12/18		

Version	Date	Changes Made
1	05/12/2018	Carl Touhig 20.34
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Local Authorities across Wales are introducing new mechanisms within their HWRC's that change the service provision or introduce intervention schemes to increase recycling. The changes within neighbouring Local Authority areas (both in England and Wales) has increased the amount of cross border waste entering the sites within MCC.

A number of proposals regarding the service provision at the HWRC's have been presented to Strong Communities Select on the 6<sup>th</sup> of December for recommendation to Council. Within this report the implementation of a permit system was proposed and supported by the Committee.

It is proposed that a resident permit scheme for using the HWRCs is introduced to reduce cross border waste. During surveys on HWRCs in August and September 2018, 15% of people gave an out of county postcode as their address. In a second survey, residents were asked if they would support a permit scheme for use of the HWRCs and only 31% of over 1700 respondents disagreed.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	Better use of Council Resources																
Has a Future Generations Evaluation been completed for this proposal?	Y	FGE evaluation completed for report																
What consultation and engagement has been undertaken to date?		<ul style="list-style-type: none"> <li>Resident survey</li> <li>Informal consultation with SLT and Cabinet</li> <li>Strong Communities Select December 2018</li> </ul>																
Has an option appraisal been undertaken?	Y	<table border="1"> <thead> <tr> <th>Option</th> <th>Benefit</th> <th>Risk</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Do Nothing</td> <td>No change for the public.</td> <td>Cross border waste tonnages continue to grow.</td> <td>MCC residents are negatively impacted with extended waiting times on site and additional closures for skip movements</td> </tr> <tr> <td>Ask residents to bring a form of identity to sites on each visit</td> <td>No additional cost to MCC in administering permits.</td> <td>Difficult to check every vehicle effectively. Stopping every car will slow down throughput and increase waiting times on site.</td> <td>Would need two forms of ID e.g. Utility bill, driving license to ensure MCC resident</td> </tr> <tr> <td>Issue permits to every household</td> <td>Permits are easily visible to site staff. Only residents in MCC will receive the permit</td> <td>Residents pass permits on to friends and family outside of county. Residents lose permits and increase in admin</td> <td>Lost permits can be reissued through MCS process. Residents can bring 2 forms of ID whilst waiting for replacement permit</td> </tr> </tbody> </table>	Option	Benefit	Risk	Comments	Do Nothing	No change for the public.	Cross border waste tonnages continue to grow.	MCC residents are negatively impacted with extended waiting times on site and additional closures for skip movements	Ask residents to bring a form of identity to sites on each visit	No additional cost to MCC in administering permits.	Difficult to check every vehicle effectively. Stopping every car will slow down throughput and increase waiting times on site.	Would need two forms of ID e.g. Utility bill, driving license to ensure MCC resident	Issue permits to every household	Permits are easily visible to site staff. Only residents in MCC will receive the permit	Residents pass permits on to friends and family outside of county. Residents lose permits and increase in admin	Lost permits can be reissued through MCS process. Residents can bring 2 forms of ID whilst waiting for replacement permit
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Does this proposal affect other MCC services?	N	This is a standalone change to the operations at the HWRC's, we will ensure training is provided to the contact centre and hub staff on the scheme so that they are able to provide advice to residents.																



Is this proposal dependant on other services?	N																									
Will this proposal require any amendments to MCC policy?	Y	WSS Policies are currently being drafted and will include updates in relation to the permit scheme.																								
Will this proposal have any staffing implications?	N	This change will not affect any staff but the staff at the HWRC sites will need to check permits and we have informed the contractor that this change may be coming.																								
Will this project have any legal implication for the authority?	N																									
What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Reduced costs of cross border waste</td> <td></td> <td>30,000</td> <td>50,000</td> <td></td> <td></td> <td>80,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p> <p>Savings are based on 15% cross border waste = 3000tpa  Average cost per tonne treatment £50 = £150k  Costs to promote, implement and operate the scheme in year 1 will be higher than in subsequent years. These estimates will be tightened up in when we move into budget setting process next year.  £30k saving achievable in 2019/20 with an additional £50k saving potentially achievable in 20/21.</p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Reduced costs of cross border waste		30,000	50,000			80,000										
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Has this proposal considered the opportunities for external funding?	Yes	Neighbouring authorities have been asked to support costs of cross border waste over past 2 years																								
Will this proposal have any non-financial impacts?	Yes	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Reduced waiting times at Monmouthshire sites for residents</td> </tr> <tr> <td>2</td> <td>Reduction in closures for skip movements on Troy site</td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Residents from neighbouring authorities will need to travel further to dispose of their waste and may increase fly tipping</td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p> <p>Authorities that have implemented permit schemes have not reported increased fly tipping but as more councils implement restrictions this remains</p>	Ref	Benefit	1	Reduced waiting times at Monmouthshire sites for residents	2	Reduction in closures for skip movements on Troy site	3		4		Ref	Disadvantage	1	Residents from neighbouring authorities will need to travel further to dispose of their waste and may increase fly tipping	2									
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Will this proposal require procurement of goods, services or works?	Yes	Yes – resident permits can be supplied by existing garden waste permit provider.																													
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Will this project benefit from digital intervention to increase efficiency or increase service quality?	Yes	Permit replacements will be an automated process through MCS																													

How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<ul style="list-style-type: none"><li>• Tonnage based data from sites</li><li>• Budget savings monitoring</li><li>• Customer satisfaction surveys</li></ul>
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Proposal Title	Waste – Freeze Head of Waste Post	Lead/Responsible Officer:	Roger Hoggins
Your Ref No:	ENT009	Directorate:	ENT
Version No:	1	Section:	OPS
Date:	03/12/2018		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Included in the 18-19 MTFP was a one-off £40k (net) saving relating to the freezing of the Head of Waste post. As it was one-off in nature the budget is due to be returned for 19/20 but it has been decided that this will not be needed in 19/20 so the saving can be continued.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																					
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	The proposal contributes additional core funding to the MTFP and that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan																					
Has a Future Generations Evaluation been completed for this proposal?	N	N/A – a Future Generations Evaluation is not required for this proposal																					
What consultation and engagement has been undertaken to date?	Y	Informal SLT and Cabinet																					
Has an option appraisal been undertaken?	Y	Consideration has been given to the capacity within WSS and the structure within the service area and the options have been considered prior to proposing this saving.																					
Does this proposal affect other MCC services?	N																						
Is this proposal dependant on other services?	N																						
Will this proposal require any amendments to MCC policy?	N																						
Will this proposal have any staffing implications?	Y	Staff resources have been rearranged to manage the reduction in post.																					
Will this project have any legal implication for the authority?	N																						
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Has this proposal considered the opportunities for external funding?	Y	Funding and support from WRAP (Waste Resources Action Programme) and Welsh Government is continually sought to support to service area.																														
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N																	
Will this proposal present any future collaboration opportunities?	Y	Continued discussions with partners to explore opportunities for joint working in order to maintain service resilience and quality																
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N																	
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's	Y	Proposal will be measured via the budget management process																

Proposal Title	Car Park Saving Proposals	Lead/Responsible Officer:	Roger Hoggins
Your Ref No:	ENT010-ENT017	Directorate:	ENT
Version No:	1	Section:	OPS
Date:	30/11/2018		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

This proposal sets out a number of changes to the current Car Parking charges which are set out below:

ENT010	OPS - Car Parks - Increase in charges - 10% (short stay car parks to increase to £1.50 for up to 2 hours)	(90)
ENT011	OPS - Car Parks - Charging for Blue Badge Holders but with concession – first hour free	(45)
ENT012	OPS - Car Parks - Remove Xmas free parking (town councils to be offered opportunity to pick up subsidy).	(20)
ENT014	OPS - Car Parks - Identifying additional car parking sites. Severn Tunnel Junction (requires investment)	(15)
ENT017	OPS - Charging for HGVs overnight in Abergavenny Bus Station	(2.0)
ENT015	OPS - Car Parks - changing charging times 08.00-18:00	(3)
ENT016	OPS - Car Parks - Charging On a Sunday - single flat fee £1 all day	(40)

There are specific proposals relating to the car parking service summarised above. It is important to note that the funding generated is reinvested into services such as car park management and maintenance, traffic management, public transport, road safety, highway management/maintenance; services that would otherwise be under greater financial pressure. The Council has adopted priorities that include promoting sustainable transport (supported by WG in a review of sustainable fuel alternatives (electricity and hydrogen)), sustaining and improving rural transport. Members are also anxious to improve traffic management and infrastructure to improve town centre retail offers. The car park income contributes to supporting such services that are otherwise under further financial pressure through the corporate budget setting exercise.

This consultation exercise proposes a 10% increase to charges with a new minimum of £1.50 in short stay car parks. During 2019/20 the authority will also undertake a wider review of its charging strategy. The car park charging regime will form part of that review and officers will be asked to examine if MCC charges, fees, fines etc. support the Council's priorities (referred to in para 3.8 of the covering report) and offer sufficient flexibility to reflect demand in each car park and town. This will include considering car parks that are currently provided free of charge.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	The proposal contributes additional income that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan
Has a Future Generations Evaluation been completed for this proposal?	Y	
What consultation and engagement has been undertaken to date?		SLT, Cabinet informally, Enterprise DMT

Has an option appraisal been undertaken?	Y	Inherent in any review of service provision and budget impact is appraisal of options. This schedule above are those proposals that are being offered for further scrutiny and assessment as part of the budget setting process																																
Does this proposal affect other MCC services?	N	Other than funding from car parking is used to support traffic management, car park maintenance, public transport, highway management etc.																																
Is this proposal dependant on other services?	N	N/A																																
Will this proposal require any amendments to MCC policy?	Y	A new charging regime will have to be adopted by the council and a new car parking order consulted upon and implemented for some aspects within the mandate																																
Will this proposal have any staffing implications?	Y	Extra staffing to introduce the infrastructure for new car parks and legal support to prepare and manage new car parking order																																
Will this project have any legal implication for the authority?	Y	New car parking order required – drafting, consultation, decision, advertising, implementation																																
What is the financial benefit of this proposal?	£215,000	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>See brief summary above</td> <td></td> <td>£215,000</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p> <p>Assumes financial impact continues year on year.</p> <p>Full financial year benefit is estimated at £215k. However, implementation requires a new car park order and installation costs to be found. The car park order and installation is likely to take up to 6 months so in the first year (2019/20) it may prove difficult to achieve the full income benefit</p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	See brief summary above		£215,000																						
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Will this proposal have any non-financial impacts?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Better car park management</td> </tr> <tr> <td>2</td> <td>Better shopping access</td> </tr> </tbody> </table>	Ref	Benefit	1	Better car park management	2	Better shopping access																										
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Will this proposal require procurement of goods, services or works?	Y	Engineering works to create car parks and purchase of equipment																								

Will support services be required for this proposal?	Y	<table border="1" data-bbox="624 253 1366 400"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Legal</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Accountancy</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>IT</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="624 427 1437 483"><b>Additional Comment:</b></p>	Ref	Support Service	Activity	Internal/External	1	Legal			2	Accountancy			3	IT						
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	Y	Alternative use of open spaces																				
Will this proposal present any future collaboration opportunities?	N	N/A																				
Will this project benefit from digital intervention to increase efficiency or increase service quality?	Y	Better car park machines will help manage the service more effectively																				
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's	Y	Budget, customer feedback																				

Proposal Title	Releasing of Surplus Pay Award budget	Lead/Responsible Officer:	Roger Hoggins
Your Ref No:	ENT017	Directorate:	ENT
Version No:	1	Section:	OPS
Date:	29/11/2018		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Proposal relates to unused pay award pressure budget that was given to Operation in 18-19 to cover the 2% pay award increase. The full amount was not required so the remaining saving can be released back into the MTFP as a budget saving for 19/20.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																												
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	The proposal contributes additional funding that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan.																												
Has a Future Generations Evaluation been completed for this proposal?	Yes	Please find attached FGE																												
What consultation and engagement has been undertaken to date?	Y	Consultation with DMT and SLT to consider the savings required and proposal provided.																												
Has an option appraisal been undertaken?	N	This proposal relates to unused pay award and therefore an options appraisal has not been completed																												
Does this proposal affect other MCC services?	N																													
Is this proposal dependant on other services?	N																													
Will this proposal require any amendments to MCC policy?	N																													
Will this proposal have any staffing implications?	N																													
Will this project have any legal implication for the authority?	N																													
What is the financial benefit of this proposal?	£30,000	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Release of spare budget</td> <td></td> <td>30,000</td> <td></td> <td></td> <td></td> <td>30,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Release of spare budget		30,000				30,000														
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		<b>Additional Comment:</b>  There are no identified risks as part of this proposal. The pay award has been implemented for 2018/19.																
What further consultation and engagement will be required for this proposal?	N	<table border="1"> <thead> <tr> <th>Ref</th> <th>Consultee</th> <th>Description</th> <th>Comp/Pending</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <b>Additional Comments:</b>  No further consultation is required at this stage	Ref	Consultee	Description	Comp/Pending												
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How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's	Budget	The budget will be monitored throughout 2019/20																

Proposal Title	HIGHWAYS OPERATIONS : INCREASE TURNOVER TO SUPPORT REVENUE BUDGET	Lead/Responsible Officer:	STEVE LANE
Your Ref No:	ENT019	Directorate:	ENTERPRISE
Version No:	1	Section:	HIGHWAY OPERATIONS
Date:	28/11/18		

Version	Date	Changes Made
1	November 18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**INCREASE TURNOVER WITHIN HIGHWAY OPERATION ACTIVITY TO GENERATE SURPLUSES.**

These will be achieved through various clients but will consist of MCC capital, MCC grant and external clients such as public bodies. It will mean that Highways Operations will eventually increase its workforce to take on more capital and grant work that is presently turned down. The benefit to the revenue account is generated by extra overhead recovery which contributes to the revenue income figure

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	The proposal contributes additional budget that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan
Has a Future Generations Evaluation been completed for this proposal?	Y	See separate document
What consultation and engagement has been undertaken to date?		Informal consultation with SLT and Cabinet
Has an option appraisal been undertaken?	Y	Development of existing strategy – since 2011 MCC Highways Operations has been increasing its turnover, outside of its revenue budget. MCC Capital work has enabled turnover to remain steady, whilst revenue budget has reduced by over 50%. The ongoing, successful strategy is to develop more opportunities to increase surplus through undertaking low risk capital work for MCC partners such as Town and Community Councils and other public bodies.
Does this proposal affect other MCC services?	Y	Developing existing working relationships – we currently work for MCC Property Services, Highways Traffic and Development, Town and Community Councils and BBNPA in a limited way, using both Capital and grant monies.. The focus will be to work more closely with clients and develop additional surplus by undertaking work within our engineering capability.
Is this proposal dependant on other services?	Y	Other services areas within the authority will be consulted and engaged regarding the potential for Highways Operations to be the default provider for any requirements in the future.
Will this proposal require any amendments to MCC policy?	N	
Will this proposal have any staffing implications?	N	Not currently but will depend on future workloads

Will this project have any legal implication for the authority?	N																																	
What is the financial benefit of this proposal?	£50,000	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Increased income</td> <td></td> <td>£50,000</td> <td></td> <td></td> <td></td> <td>£50,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b> Ambitious target which is achievable. Actual value of works undertaken will be greater than £50k. This figure indicates the additional fixed overhead recovery (over and above the existing) to create a net revenue budget.</p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Increased income		£50,000				£50,000																		
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What further consultation and engagement will be required for this proposal?		<table border="1"> <thead> <tr> <th>Ref</th> <th>Consultee</th> <th>Description</th> <th>Comp/Pending</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>MCC Front line services</td> <td>Additional service provision</td> <td>Jan 19</td> </tr> <tr> <td>2</td> <td>Public</td> <td>Public consultation</td> <td>Jan 19</td> </tr> <tr> <td>3</td> <td>Elected Members</td> <td>Formal scrutiny</td> <td>Jan 19</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Ref	Consultee	Description	Comp/Pending	1	MCC Front line services	Additional service provision	Jan 19	2	Public	Public consultation	Jan 19	3	Elected Members	Formal scrutiny	Jan 19				
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Will this proposal require procurement of goods, services or works?	N	Additional workload will inevitably require purchasing materials, sub contract etc.																				
Will support services be required for this proposal?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b> Additional workload will require support from HR, payroll, accounts etc. but no additional support resources are built into the proposal</p>	Ref	Support Service	Activity	Internal/External																
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N																					
Will this proposal present any future collaboration opportunities?	Y	Predominantly within MCC but also with neighbouring authorities and other public sector organisations																				
Will this project benefit from digital intervention to increase efficiency or increase service quality?	Y	Opportunities being explored with the assistance of the Digital Programme Office																				
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Demonstrated by increased turnover on baseline 17/18. This will be measured via the revenue budget monitoring process																				



Proposal Title	HIGHWAYS OPERATIONS : REVIEW OF DISPOSING OF ARISINGS	Lead/Responsible Officer:	STEVE LANE
Your Ref No:	ENT020	Directorate:	ENTERPRISE
Version No:	1	Section:	HIGHWAY OPERATIONS
Date:	28/11/18		

Version	Date	Changes Made
1	November 18	

**Brief Summary** (Please include a brief description of the proposal being proposed)

Investigation and implementation of new ways to deal with waste generated from highway work. The proposal seeks to find a private sector partner to partner with and by so doing to increase our recycling figures (highways arising – mostly mechanical sweeper arising's but some other products that the plant can handle) and also to reduce our costs for managing highways waste.

Possible arrangement would be for MCC to purchase processing equipment with the private sector partner operating and generating additional custom for our mutual financial benefit.

Any such joint agreement/partnership would require a legal contract to protect the Council's position/investment but early exploratory talks suggest that the scheme is feasible.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	Improved recycling rate providing environmental benefits to the county
Has a Future Generations Evaluation been completed for this proposal?	Y	See separate document
What consultation and engagement has been undertaken to date?	Y	Early meetings with a potential partner organisation Informal consultation with SLT and Cabinet
Has an option appraisal been undertaken?	Y	The technology and practical elements have been worked through with potential partner company. The structuring of the partnership with regard financials is being worked through as options at present.
Does this proposal affect other MCC services?	N	N/A
Is this proposal dependant on other services?	N	N/A
Will this proposal require any amendments to MCC policy?	N	N/A
Will this proposal have any staffing implications?	N	<b>Not with MCC</b> – the proposal requires MCC to fund a Capital investment in equipment. This equipment will be operated by the partnering business.
Will this project have any legal implication for the authority?	Y	<b>Depending upon the model taken forward there will be a requirement for legal advice and subsequently a binding contract. This is why we are taking forward a few options at this stage for further investigation.</b>

What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Reduced cost</td> <td></td> <td>£25,000</td> <td></td> <td></td> <td></td> <td>£25,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Reduced cost		£25,000				£25,000																		
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Will this proposal require revenue or capital investment to implement?	Y	<table border="1"> <thead> <tr> <th>Investment Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> <th>Source of funding</th> </tr> </thead> <tbody> <tr> <td>Capital investment</td> <td></td> <td>£700k</td> <td></td> <td></td> <td></td> <td></td> <td>Capital</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b>  Options are being considered and a number of avenues remain open. Investment may eventually come from revenue or substantial Capital may be required.</p> <p>Nothing is yet agreed but one option indicates a capital investment by MCC to be recovered by reduced service costs invested into prudential borrowing but with a net benefit still being achieved</p>	Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding	Capital investment		£700k					Capital																
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Has this proposal considered the opportunities for external funding?	Y	The model in which MCC provide the Capital funding, the partnering business supply the operating knowledge and customer base is the one that allows MCC to benefit from the cost reductions this process enables																																
Will this proposal have any non-financial impacts?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Increased recycling performance</td> </tr> <tr> <td>2</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Benefit	1	Increased recycling performance	2		Ref	Disadvantage	1		2		3																			
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Has a risk analysis been completed for this proposal?	Y	<p><b>Main Risks</b></p> <table border="1" data-bbox="624 282 1441 479"> <thead> <tr> <th>Ref</th> <th>Risk</th> <th>RAG Rating</th> <th>Mitigation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>That the options being considered do not come into fruition and the income is not achieved.</td> <td>Green</td> <td>All options are being considered and work continues to be progressed.</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Risk	RAG Rating	Mitigation	1	That the options being considered do not come into fruition and the income is not achieved.	Green	All options are being considered and work continues to be progressed.																				
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Will this proposal require procurement of goods, services or works?	Y	Depending on option taken forward it might require investment in plant and equipment and MCC's contribution to the joint arrangement.																												
Will support services be required for this proposal?	Y	<table border="1" data-bbox="624 1245 1441 1417"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><b>Legal</b></td> <td> </td> <td><b>both</b></td> </tr> <tr> <td>2</td> <td><b>Corporate Procurement</b></td> <td> </td> <td><b>internal</b></td> </tr> <tr> <td>3</td> <td><b>Due diligence</b></td> <td> </td> <td><b>both</b></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p><b>Additional Comment:</b>          Depending on which option taken forward support will be minor or significant</p>	Ref	Support Service	Activity	Internal/External	1	<b>Legal</b>		<b>both</b>	2	<b>Corporate Procurement</b>		<b>internal</b>	3	<b>Due diligence</b>		<b>both</b>												
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N	Capital investment will be written down over duration of partnership. Operational needs will be provided by partnering company away from MCC																												
Will this proposal present any future collaboration opportunities?	Y	Will depend on which option taken forward																												
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N																													
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Demonstrated by Cash savings on baseline 16/17, which will be measured via the revenue budget monitoring process																												

Proposal Title	Street Lighting – Rearranging of Salix Loans	Lead/Responsible Officer:	Gareth Sage
Your Ref No:	ENT021	Directorate:	ENT
Version No:	1	Section:	OPS
Date:	29/11/2018		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Over the past 3 years MCC have carried out a LED lamp replacement programme within Street Lighting. The funding for this work has come in the form of 2 interest free SALIX loans via Welsh Government which are being repaid over an 8 and 10 year period with the Street lighting budget being stripped by the equivalent annual repayment cost.

The proposal is to extend the repayment out to 15 years to spread the loan over the life of the asset, this will release budget back into the service that can be offered up as a saving. MCC will still repay the loans back to WG over the agreed period but the service budget will benefit from the loan being stretched. Our Treasury team have indicated there will be a small amount of interest to reflect the short term loans that will have to be taken out centrally to cover the shortfall in repayments (due to the extended timescale) but these have been factored into the saving.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	This proposal focuses upon the rearrangement of SALIX loans. The improvement to street lighting via LED lamps will enable the reduction of energy costs.  The proposal contributes additional funding that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan.
Has a Future Generations Evaluation been completed for this proposal?	Y	See separate document
What consultation and engagement has been undertaken to date?	Y	Consultation with SLT and informal Cabinet
Has an option appraisal been undertaken?	Y	Consideration has been given to the most appropriate repayment model and the proposal presented provides the best saving.
Does this proposal affect other MCC services?	No	
Is this proposal dependant on other services?	No	
Will this proposal require any amendments to MCC policy?	No	
Will this proposal have any staffing implications?	No	
Will this project have any legal implication for the authority?	Yes	MCC must comply with the terms and conditions of the SALIX loans.

What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Realign Salix Loan Repayment</td> <td></td> <td>£38,000</td> <td></td> <td></td> <td></td> <td>£38,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Realign Salix Loan Repayment		£38,000				£38,000																												
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Will this project benefit from digital intervention to increase efficiency or increase service quality?	No																					
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Proposal will be measured via the revenue budget monitoring process																				

Proposal Title	DPS Retendering Savings	Lead/Responsible Officer:	Richard Cope
Your Ref No:	ENT022	Directorate:	Enterprise
Version No:	1	Section:	Operations /Passenger Transport Unit
Date:	30.11.18		

Version	Date	Changes Made
1	30.11.18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

To realise the retendering savings on a full year spend from the DPS retendering carried out during 2018/19. To follow on with this and have a rolling programme of route optimisation to ensure that best value is obtained from the tender.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact														
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	Transport is one of the corporate priorities set out in the 22 for 22 and achieving best value from our fleet is essential to this success.														
Has a Future Generations Evaluation been completed for this proposal?	Y	See separate document														
What consultation and engagement has been undertaken to date?	Y	<ul style="list-style-type: none"> <li>Meet the Operator Day was held before the retender and assistance in showing operators how they could register onto the DPS framework.</li> <li>Engagement with the providers and operators continues.</li> <li>Informal consultation with SLT and Cabinet</li> </ul>														
Has an option appraisal been undertaken?	Y	Route optimisation was undertaken before the retender. The tender was evaluated by option appraisal with all options available to the authority. Personal transport budgets were considered, the tender costs were also evaluated and comparison of in house provision which had been costed by finance colleagues and external provision was considered along with availability of operators and personnel														
Does this proposal affect other MCC services?	Y	Education services and social services could be affected by the proposals if the provision that has been procured is not suitable. In house provision within transport may also be affected by changes to services if some are externalised.														
Is this proposal dependant on other services?	Y	The savings will only be achieved if education numbers are as forecast. Extra pupils especially on ALN contracts will impact negatively upon the saving if more contracts are required.														
Will this proposal require any amendments to MCC policy?	N															
Will this proposal have any staffing implications?	N															
Will this project have any legal implication for the authority?	Y	Ongoing contract management and monitoring of the suppliers to ensure they comply with the contract and their legal obligations														
What is the financial benefit of this proposal?	£330,000	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td colspan="7" style="text-align: center;">Page 269 of 269</td> </tr> </tbody> </table>	Description	Remainder	19/20	20/21	21/22	22/23	Total	Page 269 of 269						
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Will this proposal require revenue or capital investment to implement?	No	<table border="1"> <thead> <tr> <th>Investment Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> <th>Source of funding</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																
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		<b>Additional Comment</b> Any large increase or increase in ALN pupils may mean adding extra contract costs.  The optimising of routes can sometime bring unforeseen circumstances with pupils not being able to travel together especially for ALN pupils. Some journey times may increase and this will need to be monitored over a period to ensure it is not unreasonable in line with the Learner travel wales guidance.																								
Has a risk analysis been completed for this proposal?	Yes	<b>Main Risks</b> <table border="1"> <thead> <tr> <th>Ref</th> <th>Risk</th> <th>RAG Rating</th> <th>Mitigation</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Ref	Risk	RAG Rating	Mitigation																				
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What further consultation and engagement will be required for this proposal?		<table border="1"> <thead> <tr> <th>Ref</th> <th>Consultee</th> <th>Description</th> <th>Comp/Pending</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Public</td> <td>Public Engagement</td> <td>Pending</td> </tr> <tr> <td>2</td> <td>Elected Members</td> <td>Formal Scrutiny</td> <td>Pending</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>		Ref	Consultee	Description	Comp/Pending	1	Public	Public Engagement	Pending	2	Elected Members	Formal Scrutiny	Pending				
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Will this proposal require procurement of goods, services or works?	Yes	The proposal will require the procurement of taxi, minibus and coach operators to carry out the Home to school contract routes and social services transport routes for children's services.																	
Will support services be required for this proposal?	No	<table border="1"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>		Ref	Support Service	Activity	Internal/External												
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	No																		
Will this proposal present any future collaboration opportunities?	Yes	The DPS has been collaborated with Newport, Torfaen and Blaenau Gwent Councils																	
Will this project benefit from digital intervention to increase efficiency or increase service quality?	Yes	Electronic tendering is already in place																	
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<ul style="list-style-type: none"> <li>The impact will be measured via quarterly capital and revenue budget monitoring process.</li> <li>Customer experience and complaints will be monitored throughout the year.</li> </ul>																	

Proposal Title	Community and Partnership Development – Budget Savings	Lead/Responsible Officer:	Cath Fallon
Your Ref No:	ENT023	Directorate:	Enterprise
Version No:	1	Section:	Enterprise and Community Development
Date:	19 <sup>th</sup> November 2018		

Version	Date	Changes Made
1	19 <sup>th</sup> November 2018	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Forecasted under spend 2018/19 and subsequent saving 2019 onwards due to a vacant post and a decrease in spend against supplies and services.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact														
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	Does not affect on-going delivery														
Has a Future Generations Evaluation been completed for this proposal?	Y	See separate document														
What consultation and engagement has been undertaken to date?	Y	Team have been consulted however as this saving will not impact delivery or staff numbers no issues have arisen.  Informal consultation also undertaken with SLT and Cabinet														
Has an option appraisal been undertaken?	Y	Budget analysis has been undertaken.														
Does this proposal affect other MCC services?	N															
Is this proposal dependant on other services?	N															
Will this proposal require any amendments to MCC policy?	N															
Will this proposal have any staffing implications?	N															
Will this project have any legal implication for the authority?	N															
What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Reduction in services budget by 50%</td> <td>10,000</td> <td>10,000</td> <td></td> <td></td> <td></td> <td>10,000</td> </tr> </tbody> </table>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Reduction in services budget by 50%	10,000	10,000				10,000
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Will this project benefit from digital intervention to increase efficiency or increase service quality?	N																					
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Proposal will be monitored via budget monitoring process and service business plan																				

Proposal Title	MonLife – Alternative Delivery Model for TLCY Services	Lead/Responsible Officer:	Ian Saunders
Your Ref No:	ENT024	Directorate:	Enterprise
Version No:	1	Section:	TLCY
Date:	29/11/18		

Version	Date	Changes Made
1	29/11/18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Work has been ongoing since later 2015, to develop an alternative delivery model for TLCY services. Various reports including the development of a five case business model as well as business plans have been presented to Select Committees, Cabinet and Council. On 29 January 2018, the Council's Cabinet Committee approved the recommendation from the five case business model for the establishment of an ADM as the best means of enabling a sustainable and resilient future for Tourism, Leisure, Culture and Youth services.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																												
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	MonLife aims and objectives align to Public Service Board priorities from the Well-being Plan and Assessments																												
Has a Future Generations Evaluation been completed for this proposal?	Y	See separate document.  FG Evaluations also completed for all reports that have been submitted to Select, Cabinet and Council																												
What consultation and engagement has been undertaken to date?	Y	Considerable – schedule can be provided if required																												
Has an option appraisal been undertaken?	Y	Five case business model and business plan																												
Does this proposal affect other MCC services?	Y	Has an impact on some support services as MonLife may wish to deliver them itself over time																												
Is this proposal dependant on other services?	N																													
Will this proposal require any amendments to MCC policy?	Y	Transfer of services to another body																												
Will this proposal have any staffing implications?	Y	Possible TUPE implications																												
Will this project have any legal implication for the authority?	Y	Legal agreements required between MonLife and MCC such as service contract, grant agreement, service level agreements																												
What is the financial benefit of this proposal?	£331,000	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>ADM (k)</td> <td>0</td> <td>331,000</td> <td>31,000</td> <td>46,000</td> <td>22,000</td> <td>430,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	ADM (k)	0	331,000	31,000	46,000	22,000	430,000														
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Has this proposal considered the opportunities for external funding?	Y	The business case explores this in detail and identifies potential future funders that otherwise would not apply to a local authority																																																
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5	External partners		Ongoing																											
Will this proposal require procurement of goods, services or works?	Y	Continuing support from external legal team / consultants regarding compliance and value for money options																												
Will support services be required for this proposal?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p><b>Additional Comment:</b> All core services delivered within existing budget</p>	Ref	Support Service	Activity	Internal/External																								
Ref	Support Service	Activity	Internal/External																											
Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	Y	MonLife will lease assets from MCC at peppercorn rent but MCC would retain the maintenance responsibility																												

Will this proposal present any future collaboration opportunities?	Y	Please see business case and business plan for more information
Will this project benefit from digital intervention to increase efficiency or increase service quality?	Y	Please see business case and business plan for more information
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's	Y	Please see separate performance and evaluation framework for MonLife



Proposal Title	Enterprise Directorate Discretionary Fee Increase	Lead/Responsible Officer:	Frances Williams
Your Ref No:	ENT025	Directorate:	ENT
Version No:	1	Section:	ENT
Date:	29/11/2018		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Increased income as a result of discretionary fee increases across the Enterprise Directorate (including TLCY). Budget saving to be put forward of £85,934.

ENT £26,551 – various increases  
 TLCY £59,383 – 2.5% inflationary increase

Full details can be found on the attached spreadsheet extract.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	<b>The proposal contributes additional income that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan.</b>
Has a Future Generations Evaluation been completed for this proposal?	Y	<b>See separate document</b>
What consultation and engagement has been undertaken to date?		<b>Early consultation with SLT and informal Cabinet</b>
Has an option appraisal been undertaken?	N	
Does this proposal affect other MCC services?	N	
Is this proposal dependant on other services?	N	
Will this proposal require any amendments to MCC policy?	N	
Will this proposal have any staffing implications?	N	
Will this project have any legal implication for the authority?	N	

What is the financial benefit of this proposal?	£85,934	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Tourism, Leisure, Culture and Youth Services - Discretionary Fee Increase</td> <td></td> <td>£59,383</td> <td></td> <td></td> <td></td> <td>£59,383</td> </tr> <tr> <td>Enterprise Directorate – Discretionary Fee Increase</td> <td></td> <td>£26,551</td> <td></td> <td></td> <td></td> <td>£26,551</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td><b>£85,934</b></td> <td></td> <td></td> <td></td> <td><b>£85,934</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p> <p>Full details can be found in the attached spreadsheet extract</p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Tourism, Leisure, Culture and Youth Services - Discretionary Fee Increase		£59,383				£59,383	Enterprise Directorate – Discretionary Fee Increase		£26,551				£26,551	<b>Total</b>		<b>£85,934</b>				<b>£85,934</b>														
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Will this proposal require revenue or capital investment to implement?	N	<table border="1"> <thead> <tr> <th>Investment Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> <th>Source of funding</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																																		
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Has this proposal considered the opportunities for external funding?	Y	All opportunities for external funding are continuously monitored to mitigate the level of fee increase required.																																										
Will this proposal have any non-financial impacts?	Yes	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Fee increase have been kept to a minimum to limit impact on customers. This has resulted in greater attention at innovative and efficient service delivery to ensure services are affordable and sustainable</td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Increased costs will be incurred by customers – Impact will be considered through the consultation and engagement process</td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p> <p>See attached spreadsheet for breakdown of all fee increases</p>	Ref	Benefit	1	Fee increase have been kept to a minimum to limit impact on customers. This has resulted in greater attention at innovative and efficient service delivery to ensure services are affordable and sustainable	2		3		4		Ref	Disadvantage	1	Increased costs will be incurred by customers – Impact will be considered through the consultation and engagement process	2		3		4																							
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Has this proposal made any assumptions?	N	<table border="1"> <thead> <tr> <th>Ref</th> <th>Assumption</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <table border="1"> <tr> <td><b>Additional Comment</b></td> </tr> </table>	Ref	Assumption	1		2		3		4		<b>Additional Comment</b>										
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Has a risk analysis been completed for this proposal?	N	<b>Main Risks</b> <table border="1"> <thead> <tr> <th>Ref</th> <th>Risk</th> <th>RAG Rating</th> <th>Mitigation</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <tr> <td><b>Additional Comment:</b></td> </tr> </table>	Ref	Risk	RAG Rating	Mitigation									<b>Additional Comment:</b>								
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What further consultation and engagement will be required for this proposal?	Yes	<table border="1"> <thead> <tr> <th>Ref</th> <th>Consultee</th> <th>Description</th> <th>Comp/Pending</th> </tr> </thead> <tbody> <tr> <td></td> <td>Public</td> <td>TBC</td> <td>Pending</td> </tr> <tr> <td></td> <td>Elected Members</td> <td>Scrutiny Process</td> <td>Pending</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <tr> <td><b>Additional Comments:</b></td> </tr> </table>	Ref	Consultee	Description	Comp/Pending		Public	TBC	Pending		Elected Members	Scrutiny Process	Pending									<b>Additional Comments:</b>
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N																						
Will this proposal present any future collaboration opportunities?	Y	Collaboration with local authorities is constantly being explored to find opportunities to improve service quality, resilience and value for money of service delivery.																					
Will this project benefit from digital intervention to increase efficiency or increase service quality?	Y	Various digital interventions have been made across the directorate's services in order to improve customer experience and improve efficiency. This has allowed services to become more cost effective and limit the need for greater increases to fees and charges.																					

How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Impact of this increase will be measured via the revenue budget monitoring process and business plan key performance indicators.
---	--	--

Service Area	Service being charged for	Proposed Charges for 2019/20 £:p	Percentage Increase	Increased additional budget income identified for 2019/20 budget setting purposes	Reason why inflationary increase is not being considered
<b>ENTERPRISE DIRECTORATE</b>					
Traffic & Road Safety	Road Closures	£1,950.00	2.63%	£1,225 £0	Inflationary increase
Streetworks	Scaffolding Licence	£76.00	10%	£795	within market rates
	Skip Licence	£76.00	10%	£808	within market rates
	Section 50 Licence	£415.00	0%	£0	
	FPN & RASWA Fees	Various	0%	£0	
Highways Development	Street Name & Numbering	£50.00	25%	£6,099	better reflects service charge
	Highways Inspection Fees/278 fees/external		0%	£0	
	Dropped Kerbs	£125.00	10%	£500	better reflects service charge
	Land Search Income	£40.00	33%	£763	better reflects service charge
Floods & SUDS	Ordinary Watercourse Inspection Fee	£50.00	0%	£500	Set by Statute
Highways Ops	External Works, advertising, nhs gritting.	Various	0%	£0	Note -further saving included in budget savings mandates for Highway Ops to increase workload and hence turnover to create net revenue benefit (£50k) over and above this entry. Increased charges for these services are not considered realistic based upon 18/19 forecast.
Car Parking	Charges	£1.50 - 2 hr. stay, £1.90 - 3 hr. stay, £2.40 - 4 hr. stay, £4.80 all day. £3.60 daily charge Tuesday only at Byefield Lane. Over stay £6.00		0.00	Move to minimum charge of £1.50 and other increases of around 10% added into savings. The revised car park charge options are described in mandate ENT010-017 so additional income is shown in the car park mandate rather than here (avoiding 'double accounting').
		£25/£50		0.00	From April this fee will be out of our control due to the implementation of CPE. The fee is proposed to be £50 reduce to £25
		£60.00		0.00	Not increasing this fee as at top end of range based upon other councils.
		£60.00		0.00	Not increasing this fee as at top end of range based upon other councils.

		£430 pa. £220 6 months or £110 3 months	General 10% uplift across service	0.00	Increase of 10% proposed in budget mandate ENT010 - 017 but not presumed for season tickets. These charges have previously been agreed but not yet applied so a further increase is not proposed at this time.
		£540 pa. £275 6 months or £138 3 months			Increase of 10% proposed in budget mandate ENT010 - 017 but not presumed for season tickets. These charges have previously been agreed but not yet applied so a further increase is not proposed at this time.
		£1,500 per visit depending on what it will be used for.		0.00	The budget for this is not being achieved
		Various		0.00	This depends on the level of income recovered by our recovery service
		Various		0.00	
Page 284					
Catering	School Meals	£2.50	2%	0.00	Proposal to link school meal charge to RPI in coming years. The budget is not adjusted as this may initially cause a dip in custom in 19/20 but assumption is it will recover.
Cleaning		Various	0%		No negotiations entered into local authorities to agree an increase.
Waste	Sale of Bags	£18 per bag	0%	800	Undergoing service review and current thinking is that price increase will lose customers.
		£2.56 each	0%	0	Undergoing service review and current thinking is that price increase will lose customers.
		£0.62p each	0%	0	Undergoing service review and current thinking is that price increase will lose customers.
	Trade Bins	£11.67 to £23.13 for coll & disp chg, but £7.59 to £15.38 for just collection chg	0%	0	This range of charge reflects the different bin sizes available to customers. There is significant competition for commercial waste mgt in MCC so no increase is viable without loss of custom.

	Trade Notes			1,000	Every year a trade waste customer must provide information about their waste arising for which there is a charge.
		£28.50	10%		
	Waste Disposal			0	This is recharge to Blaenau Gwent CBC to compensate MCC for their residents using MCC HWRC's (Lanfoist in particular). Ultimately BGCBC declined to pay so it is not feasible to propose an increase. The budget pressure arising as a result of this money not being forthcoming is included in the budget pressures mandate list so is not accounted for here (to avoid the risk of 'double accounting').
			0%		
	Town and Community Charges	Various- dependant on agreement		0	Although MCC will put a 2.5% increase on what we chg the Town CC, we will not increase the income budget of £121k as we are not achieving the current budget. This is net income anticipated from carrying out more chargeable wrks for local councils butthis has not been achieved.
			2.50%		
Transport	Private MOTs	£54.85 for a Car MOT - Price Fixed centrally. Prices increase depending on size of vehicle	2.50%	200.00	
Grounds Maintenance	External Income	Various depends on size and type of contract	0%	0	Not meeting target in 18-19 so keep it as is for now. This is works undertaken on behalf of housing associations, other public bodies (police, health) but financial pressure in these areas make any increase unrealistic
Passenger Transport	Private Hire	Various - depends upon the length of the hire and the number of drivers, hire times and fuel prices.	0%	0	The Passenger Transport Unit has been subject to major review during 18/19 and there are no plans to extend the hire service in 19/20. Custom is currently falling and it is proving difficult to service lettings in some instances. So any increase is considered unrealistic
Borough Theatre	Admission, Refreshments, Room/Facility Hire	Various - depends upon type of show, length of hire etc....	2%	4,029	Increase to cover standard 2% pay award.
Events Team	Event Management	Various - depends on time required.	0%	0	Increase already built into business plan for 19/20

Planning & Housing	Building Control Fees	Various	2.5%	9,833	Based on demand not individual price increase due to trading reserve being in a surplus the actual fees are to remain at 18-19 prices to keep reserve levels in line with legislation. The additional budget will instead be met via increased workload.
	High Hedge Determinations	Maximum allowable £320 per inspection	0.0%	0	Already set at the maximum allowed by Welsh Government regulations
Housing	Development Management	Various	2.5%	0.00	The £17.5k saving put forward by Development Management already includes the 2.5% increase for pre-application fees, with a higher fee increase for pre-purchase and completion certificates. No additional budget is shown here to avoid double-counting.
	Careline Alarms non business	£4.50 per week per client	0%	0.00	Increasing the weekly cost and/or installation costs for Careline customers will reduce customer take-up and may result in some existing customers ending their contracts.
Careline Installation Charges	£40 per installation est. of 200			0.00	
	Disabled Facility Grant Admin Fee	£950 per grant	0%	0.00	This income is a fixed amount per capital grant awarded, the more this increases the less money there is in the capital scheme to award as grants, all of which is funded by the Council. An increase would be self-defeating.
			0%		
<b>Sub-Total ENTERPRISE</b>				<b>26,551</b>	



Service Area	Service being charged for	Proposed Charges for 2019/20 £:p	Percentage Increase	Increased additional budget income identified for 2019/20 budget setting purposes	Reason why inflationary increase is not being considered
<b>TOURISM, LEISURE &amp; CULTURE</b>					
Leisure Sites	Sporting Equipment	Range from £1.40 - £29.25 depending on item purchased	2.5%	399	
	Swimming Badges	Range from £3.10 - £8.85	2.5%	112	
	Children's Clothing Resale		0.0%	0	
	Cafeteria	Range from 40p - £9.25	2.5%	2,199	
	Vending	Range from 35p - £3.90	2.5%	2,180	
	Swimming Lessons	Range from £0 - £256.25	2.5%	8,920	
	Swimming Lesson 1-2-1	1:1 Lessons £15.60 - £19.90	2.5%	266	
	Sport classes with Instruction	Range from 0p - £102.50	2.5%	2,445	
	Swimming Pool Usage - No Instruction	Range from £0 - £63.05	2.5%	3,551	
	Casual Bookings	Range from £5.85 - £44.70	2.5%	1,022	
	Schools Out	Range from £5.85 - £44.70	2.5%	57	
	Block Bookings Non Sports Hall	Range from £4.20 - £46.10	2.5%	3,580	
	Outside Facility Hire (no block bookings)	Range from £4.20 - £46.10	2.5%	2,364	
	Sports Hall Hire (no block bookings)	Range from £5.85 - £44.70	2.5%	2,149	
	Hire of Facilities	Range from £4.50 - £52.00	2.5%	1,093	
Hire of Swimming Pool	Range from £4.50 - £52.00	2.5%	280		
Lettings (Room Only)	Range from £14.15 - £25.40	2.5%	2,311		
Advertising	Range from £40.85 - £115.90	2.5%	83		
Sauna	Range from £1.05 - £18.25	2.5%	79		

<b>Leisure Fitness</b>	Advance (Sale of Equipment)	Range from £2.05 - £13.85	2.5%	254	
	Personal Instruction	Range from Op - £51.25	2.5%	125	
				19,504	
	Fitness Suite membership	Range from Op - £357.05	2.5%		
	Advance Courses	Range from Op - £51.25	2.5%	2,955	
	Fit4Life	Range from Op - £51.25	2.5%	3,078	
			0		
<b>Leisure General</b>	Sports Classes with Instruction	Range from Op - £102.50	2.5%	379	
	Raglan CRC Lettings	Range from £13.80 - £24.80	0.0%	0	
				0	
<b>Shirehall</b>	Hiring	Range from £70-£4000	0.0%	0	No planned increase - We are continuously reviewing our fees and charges for hire and sales to ensure they are competitive.
	Rents	Range from £70-£4000	0.0%	0	
	Sale of goods & equipment	x250% for every good resold	0.0%	0	
	Catering	Range from £3.75-£12.00	0.0%	0	
	Admission Charges	Range from £1.00-£50	0.0%	0	
	Market Rents	SLA with Monmouth TC	0.0%	0	
<b>Countryside</b>	Rights of Way Orders	Recovery of Actual Costs	0.0%	0	
	Land Search Income	£30 set by land charges	0.0%	0	
		Set by planning - we get a share based on proportionate time allocation	0.0%	0	No planned increase -majority of charges are set by planning
	Pre Application Planning Advice		0.0%	0	
	Grazing Rights		0.0%	0	
<b>Old Station</b>	Old station Tintern Car Parking	£2.00; £3.50; £17.00 (season).	0.0%	0	No planned increase - we are continuously reviewing our fees and charges in this area of service and any increase at this stage would be likely to have a detrimental impact on service usage.
	Old station Tintern Camping	£4.20	0.0%	0	
	Old station Signal Box Hire	£65-£95	0.0%	0	
	Old station Tintern Sales	Variable event charges and shop sales	0.0%	0	
	Old station Tintern Catering	Per rental agreement	0.0%	0	

<b>Caldicot Castle</b>	Hiring	Range from £25 room hire to £5.000 for exclusive use	0.0%	0	No planned increase - we are continuously reviewing our fees and charges in this area of service. We are aware of our competitors and their prices and are currently reviewing the service and developing an alternative model which looks at concentrating on marketing the service and developing other opportunities
	Building fee	Range from £7.50-£1,500	0.0%	0	
	Bar Sales	Range from 50p - £55	0.0%	0	
	Sales (Non VAT)	Range from 85p - £9.30	0.0%	0	
	Facility Fees	Range from £7.50-£1,500	0.0%	0	
	General Events	Range from £7.50-£1,500	0.0%	0	
	Educational Events	£3.00 per child or £200 for a workshop	0.0%	0	
	Caravan Rallies	Range £6.00	0.0%	0	
<b>Page 289</b> <b>Stepstow TIC</b> <b>Museums</b>	Sale of goods & equipment	Range from 10p-£199	0.0%	0	No planned increase -we are continuously reviewing our fees and charges for the sale of goods and equipment to ensure they are competitive.
	Sales VAT	Range from 10p-£199	0.0%	0	No planned increase - We do not charge admission fees on museums or attractions and are continuously reviewing our fees and charges for hire and sales to ensure they are competitive.
	Sales Non Vat	Range from 10p-£199	0.0%	0	
	Refreshments	Range from £1-£1.50	0.0%	0	
	Hire of Facilities	Range from £0-£1250	0.0%	0	
	Exhibitions Commission	25% plus VAT	0.0%	0	
	Educational Events	Range from £100-£200 per school	0.0%	0	
<b>Outdoor Education</b>	Lettings	Avg Per pupil: Primary £225 Secondary £236		0	No planned increase - we are continuously reviewing our fees and charges in this area of service. We are aware of our competitors and their prices and are currently reviewing the service and developing an alternative model which looks at concentrating on marketing the service and developing other opportunities
	<b>Sub-Total TLCY</b>			<b>59,383</b>	

Proposal Title	Policy and Governance – Aggregation of smaller savings	Lead/Responsible Officer:	Matthew Gatehouse
Your Ref No:	CEO001 – CEO004	Directorate:	CEOs
Version No:	0.1	Section:	Policy, Governance and Customer Service
Date:	29 November 2018		

Version	Date	Changes Made
1	29/11/18	Initial version
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**An aggregated proposal of smaller budget reductions to ensure the continued delivery of the service within budget. These smaller savings will not result in a change to front-line council services.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																												
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	N	This has no impact on the council's corporate plan																												
Has a Future Generations Evaluation been completed for this proposal?	N	This represents an aggregation of smaller items, none of which will result in a change to front-line council services																												
What consultation and engagement has been undertaken to date?	N	The budget reduction offering a reduced funding level to Citizens Advice Monmouthshire was done with full engagement of CAB.																												
Has an option appraisal been undertaken?	N	No. This proposal has been weighed-up against the other savings that would need to be made to deliver a balanced budget																												
Does this proposal affect other MCC services?	N	This required action by the Transport team to end the lease on a pool car																												
Is this proposal dependant on other services?	N																													
Will this proposal require any amendments to MCC policy?	N																													
Will this proposal have any staffing implications?	Y	It will mean it is not possible to recruit an apprentice into the Policy and Performance Team as previously planned.																												
Will this project have any legal implication for the authority?	N																													
What is the financial benefit of this proposal?	£9,060	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Don't fill apprentice post</td> <td></td> <td>3000</td> <td>0</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>Reduce Funding to CAB</td> <td></td> <td>1060</td> <td>530</td> <td>530</td> <td></td> <td></td> </tr> <tr> <td>Reduction in subscriptions</td> <td></td> <td>3000</td> <td>0</td> <td>0</td> <td></td> <td></td> </tr> </tbody> </table>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Don't fill apprentice post		3000	0	0			Reduce Funding to CAB		1060	530	530			Reduction in subscriptions		3000	0	0		
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		<b>Additional Comment:</b> Capital Investment for Caldicot Hub has been secured via a Cabinet paper in Oct 2018 seeking prudential borrowing, authors Deb Hill-Howells and Cath Fallon																														
Has this proposal considered the opportunities for external funding?	N																															
Will this proposal have any non-financial impacts?	No	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table>	Ref	Benefit	1		2		3		4		Ref	Disadvantage	1		2		3		4											
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Will this proposal present any future collaboration opportunities?	No																	
Will this project benefit from digital intervention to increase efficiency or increase service quality?	No																	
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Budget monitoring.																

Proposal Title	Community Education Skills@Work Project Saving	Lead/Responsible Officer:	Richard Drinkwater
Your Ref No:	CEO005	Directorate:	
Version No:	1	Section:	Community Hubs
Date:	29/11/18		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Via the inclusion of two members of the Community Education/Community Hubs team in the delivery model of the Skills@Work ESF funded project we are in apposition to recoup 40% of their staffing costs. In essence, this is achieved via an accounting treatment, which we feel will not directly affect upon service.

It is proposed that we include the Community Learning Lead (FT position) and an Information Officer (78.85 FTE), this would place the service in a position to propose a saving of £25k based on the current staff SCP.

NB: This project is scheduled to run for a 5-year delivery window, commencing November 2018.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																					
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?		N/A as the delivery of the project is aligned to the franchise delivery model for our current community education provision.																					
Has a Future Generations Evaluation been completed for this proposal?		N/A as the proposed saving will be achieved via an accounting treatment.																					
What consultation and engagement has been undertaken to date?		None																					
Has an option appraisal been undertaken?		N/A																					
Does this proposal affect other MCC services?	N	Not currently, will require evaluation as/when Abergavenny Community Hub is delivered as the information officer post will be integrated in to the team and will be migrated to a full time position.																					
Is this proposal dependant on other services?	N																						
Will this proposal require any amendments to MCC policy?	N																						
Will this proposal have any staffing implications?	N	Not currently as the duties of the two identified members of staff will encompass the duties required within the Skills@Work Project. There is a potential for staffing implications as discussed above as and when Abergavenny Community Hub is delivered.																					
Will this project have any legal implication for the authority?	N																						
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		dependant on the success and sustainability of the project and MCC meeting the delivery goals. There is also other smaller saving that will be achieved via other delivery staff (tutors) involvement in the project, this however is not feasible to estimate at present.																								
Will this proposal require revenue or capital investment to implement?	No	<table border="1"> <thead> <tr> <th>Investment Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> <th>Source of funding</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																
Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																			
Has this proposal considered the opportunities for external funding?	Yes	This proposed saving would be achieved via match funding our existing franchise grant from Coleg Gwent to the ESF for inclusion in the project. Funding/grant usage approval has been sort from Coleg Gwent.																								
Will this proposal have any non-financial impacts?		<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Reduced Staffing Costs</td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Savings only possible during the life of the project</td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b>  A cautionary note regarding that the savings are only possible during participation in the project, on conclusion of the project these savings will not be achievable past 22/23. However if WG consultation does benefit MCC as indication we should experience an uplift in current grant funding in the region of £100k which should then offset this.</p>	Ref	Benefit	1	Reduced Staffing Costs	2		3		4		Ref	Disadvantage	1	Savings only possible during the life of the project	2		3		4					
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	No																	
Will this proposal present any future collaboration opportunities?	Yes	Potential to utilise future grant funding from Coleg Gwent for match funded projects.																
Will this project benefit from digital intervention to increase efficiency or increase service quality?	No	However, potential investment in current digital provision within the Hubs/Community Education via the project will have a positive impact on digital inclusion.																
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<ul style="list-style-type: none"> <li>Budget Monitoring</li> <li>KPI/Project Outcomes</li> </ul>																

Proposal Title	Integrated Customer Communications	Lead/Responsible Officer:	Matthew Gatehouse
Your Ref No:	CEO006	Directorate:	CEOs
Version No:	0.1	Section:	Policy, Governance and Customer Service
Date:	29 November 2018		

Version	Date	Changes Made
1	20/11/18	Initial version
2	29/11/18	Updated to reflect revised calculations of call volumes and staffing rotas

**Brief Summary** (Please include a brief description of the proposal being proposed)

Customers have increasing expectations and expect to be able to contact their council using a range of different channels. The proposal will improve the efficiency of our customer contact arrangements. This includes using demand data to optimise staffing rotas in the contact centre; aggregating responses to multiple customer channels including telephony, social media and chatbot in one service; reviewing software and associated license costs and removing under-used licenses and devices; procuring a new telephony/integrated communications software in the second half of 2019/20.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact														
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	E-19 Future Focused Council. This proposal contributes to the development of a new business model for Community Hubs and Customer Care to increase access and provide a greater choice of channels for customers to engage with us (online, via the My Monmouthshire app, over the phone or face-to-face)														
Has a Future Generations Evaluation been completed for this proposal?	Y	No changes yet.														
What consultation and engagement has been undertaken to date?	N	None carried out to date. However the thinking that informed the proposal was drawn from engagement undertaken during the Evolve Cohort looking at customer service from October 2017 onwards.														
Has an option appraisal been undertaken?	N	Work is underway to identify the options for re-provision of the telephone system in the second half of 2019-20. Options are presently being examined to identify the most efficient staffing model.														
Does this proposal affect other MCC services?	Y	Will involve colleagues from community hubs and communications and engagement team.														
Is this proposal dependant on other services?	Y	Will require support from SRS and requires a change of working from some staff handling telephone calls to answer queries in a way that makes them useable via the council's new chatbot.														
Will this proposal require any amendments to MCC policy?	N															
Will this proposal have any staffing implications?	Y	As part of this proposal there will be changes to staffing at the council's contact centre. This will result in a change to rotas and a reduction in the number of contracted hours dedicated to telephony. Any impact on staff would seek to be mitigated through the council's protection of employment policy.														
Will this project have any legal implication for the authority?	N															
What is the financial benefit of this proposal?	£60,000	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Change staffing rotas</td> <td>nil</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Change staffing rotas	nil					
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Has a risk analysis been completed for this proposal?		<table border="1"> <thead> <tr> <th colspan="4">Main Risks</th> </tr> <tr> <th>Ref</th> <th>Risk</th> <th>RAG Rating</th> <th>Mitigation</th> </tr> </thead> <tbody> <tr> <td></td> <td>Impact on staff morale during transition to new arrangements</td> <td>Med</td> <td>Clear communication, close working with People Services to identify and address any concerns at the earliest opportunity</td> </tr> <tr> <td></td> <td>Risk of disruption to telephony response during software migration in late 2019</td> <td>Med</td> <td>Effective project management arrangements in liaison with SRS and Digital Programme Office</td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Main Risks				Ref	Risk	RAG Rating	Mitigation		Impact on staff morale during transition to new arrangements	Med	Clear communication, close working with People Services to identify and address any concerns at the earliest opportunity		Risk of disruption to telephony response during software migration in late 2019	Med	Effective project management arrangements in liaison with SRS and Digital Programme Office												
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4	SRS	Technical advice on new solution	ext																											
5	Communications, Engagement and Marketing	Training and culture change;	int																											
Will this proposal impact on the authorities built assets e.g. service change, resource amendment etc.	No	Not applicable																												
Will this proposal present any future collaboration opportunities?	Yes	There is the potential to collaborate with other authorities in the procurement of a new system																												
Will this project benefit from digital intervention to increase efficiency or increase service quality?	Yes	This has been built into the plans so far with the involvement of the digital programme office																												

How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's	We expect to see a reduction in missed calls as certain points of the week as a result of rota changes. Expect to see a reduction in call volumes as a result of new channel being introduced. Will measure customer satisfaction of those using the chatbot and measure the efficacy of responses via this channel.
--	--

Proposal Title	Subsidy of Chairman's Charity and Operation of Chairman's Car	Lead/Responsible Officer:	Matthew Gatehouse
Your Ref No:	CEO007 & CEO008	Directorate:	CEOs
Version No:	0.1	Section:	Policy, Governance and Customer Service
Date:	29 November 2018		

Version	Date	Changes Made
1	29/11/18	Initial version
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

The Chairman's charity operates with a budget allocated by council. This budget pays the operating costs for charity events, such as hire of venues and food. This means that historically all proceeds from the sale of tickets for raffles or events go to charity. The proposal would see the budget reduced with the effect that the costs of running these events would need to be met from ticket sales and donations with only the profit element being donated to the Chairman's charity.

Part two of the proposal is to ensure that the chairman's car (Leased Ford Mondeo) is used more productively by ensuring it is used as a staff pool car when not in use by the chairman. This would enable a cost saving as the lease on a smaller pool car could be ended.

Both savings would take effect from March 2019 and would not impact upon the work of the present Chairman of the Council.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact														
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	N	This has no impact on the council's corporate plan														
Has a Future Generations Evaluation been completed for this proposal?	N	As the chairman's charity differs each year it is difficult to assess the impact on particular groups. The reduction would take effect from May 2019 for which charity's have yet to be named, the impact is therefore in terms of an opportunity foregone for as as-yet unidentified. There would be a small increase in CO2 emissions from using a Mondeo rather than a smaller model such as a Ford Fiesta or Nissan Leaf for some pool car journeys														
What consultation and engagement has been undertaken to date?	N	None														
Has an option appraisal been undertaken?	N	No. This proposal has been weighed-up against the other savings that would need to be made to deliver a balanced budget														
Does this proposal affect other MCC services?	Y	This required action by the Transport team to end the lease on a pool car and to actively promote and ensure optimisation of the Chairman's car.														
Is this proposal dependant on other services?	Y	As above														
Will this proposal require any amendments to MCC policy?	N															
Will this proposal have any staffing implications?	N															
Will this project have any legal implication for the authority?	N															
What is the financial benefit of this proposal?	£11,240	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total							
Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total										

		Reduction in lease payments for car	0	3240				£3,500	
		Ending of subsidy of chairman's charity	0	8000				£8000	
		<b>Additional Comments:</b>							
Will this proposal require revenue or capital investment to implement?		<b>Investment Description</b>	<b>Remainder of 18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>	<b>Total</b>	<b>Source of funding</b>
			0						
		<b>Additional Comment:</b>							
Has this proposal considered the opportunities for external funding?	Y	It may be possible to secure donations of prizes and venues for chairmans events to offset the loss of subsidy.							
Will this proposal have any non-financial impacts?		<b>Ref</b>	<b>Benefit</b>						
		1							
		2							
		3							
		4							
		<b>Ref</b>	<b>Disadvantage</b>						
		1	Potential marginal increase in CO2 emissions						
		2	Pressure on existing pool cars if staff do not adapt or are reluctant to use the Mondeo						
		3							
		4							
		<b>Additional Comment:</b>							
Has this proposal made any assumptions?		<b>Ref</b>	<b>Assumption</b>						
		1	That staff would be willing to use a larger car for journeys and that the lease on an existing pool car can be ended without penalty						
		2	That the reduction of the subsidy element on the charity would have no impact on the success of charity events organised by the Chairman of the Council.						
		3							
		4							
		<b>Additional Comment</b>							
Has a risk analysis been completed for this proposal?		<b>Main Risks</b>							
		<b>Ref</b>	<b>Risk</b>	<b>RAG Rating</b>	<b>Mitigation</b>				
			Potential risk that the Chairman's Car could be in use by another service when needed by the chairman	L	Ensure an effective ad well-understood booking system. Ensure that Chairman's civic engagement events are given priority for use of the Mondeo				

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Will this proposal impact on the authorities built assets e.g. service change, resource amendment etc.	No																	
Will this proposal present any future collaboration opportunities?	No																	
Will this project benefit from digital intervention to increase efficiency or increase service quality?	No																	
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Amount of revenue generated for charitable causes Reduction in total spend on pool cars																



Proposal Title	CEO Directorate – Discretionary Fee Increase	Lead/Responsible Officer:	Paul Matthews
Your Ref No:	CEO009	Directorate:	CEO
Version No:	1	Section:	CEO
Date:	29/11/2018		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**Increased income as a result of discretionary fee increases across the CEO Directorate. Budget saving to be put forward of £897.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																					
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	N/A																						
Has a Future Generations Evaluation been completed for this proposal?	No	Proposal is of negligible value so Future Generations Evaluation is not required.																					
What consultation and engagement has been undertaken to date?	N/A																						
Has an option appraisal been undertaken?	N/A																						
Does this proposal affect other MCC services?	N/A																						
Is this proposal dependant on other services?	N/A																						
Will this proposal require any amendments to MCC policy?	N/A																						
Will this proposal have any staffing implications?	N/A																						
Will this project have any legal implication for the authority?	N/A																						
What is the financial benefit of this proposal?	£897	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Discretionary Fee Increase</td> <td></td> <td>£897</td> <td></td> <td></td> <td></td> <td>£897</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Discretionary Fee Increase		£897				£897							
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Will this proposal have any non-financial impacts?	N/A	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> </td> </tr> <tr> <td>2</td> <td> </td> </tr> <tr> <td>3</td> <td> </td> </tr> <tr> <td>4</td> <td> </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> </td> </tr> <tr> <td>2</td> <td> </td> </tr> <tr> <td>3</td> <td> </td> </tr> <tr> <td>4</td> <td> </td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Benefit	1		2		3		4		Ref	Disadvantage	1		2		3		4					
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Will this proposal require procurement of goods, services or works?	No																									

Will support services be required for this proposal?	No	<table border="1" data-bbox="625 253 1439 342"> <thead> <tr> <th data-bbox="625 253 694 286">Ref</th> <th data-bbox="694 253 1021 286">Support Service</th> <th data-bbox="1021 253 1220 286">Activity</th> <th data-bbox="1220 253 1439 286">Internal/External</th> </tr> </thead> <tbody> <tr> <td data-bbox="625 286 694 320"></td> <td data-bbox="694 286 1021 320"></td> <td data-bbox="1021 286 1220 320"></td> <td data-bbox="1220 286 1439 320"></td> </tr> <tr> <td data-bbox="625 320 694 342"></td> <td data-bbox="694 320 1021 342"></td> <td data-bbox="1021 320 1220 342"></td> <td data-bbox="1220 320 1439 342"></td> </tr> </tbody> </table> <div data-bbox="625 369 1439 454" style="border: 1px solid black; padding: 5px;"> <b>Additional Comment:</b>    </div>	Ref	Support Service	Activity	Internal/External								
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N/A													
Will this proposal present any future collaboration opportunities?	N/A													
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N/A													
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's	Budget													

Service Area	Service being charged for	Proposed Charges for 2019/20 £:p	Percentage increase	Increased additional budget income identified for 2019/20 budget setting purposes	Reason why inflationary increase is not being considered
<b>CHIEF EXECUTIVES</b>					
Community Education		Various	2.50%	144	
Libraries				0	The actual income against these budget figures is barely reaching 50% of the target so to increase fees would just add to the pressure that already exists
	Overdue Charges	22p per day, max charge £15.00			
		For concessionary groups, 12p per day, max charge £7.50			
	Internet Usage	£1.02 per half hour for non members			
	Photocopying	From 21p to 36p per sheet			
	Reservation Fees (Inter Library Loans)	£4.20 per reservation			
	Promotional Sales Commission			0	
Elections	Electoral Registration	0.00	2.5%	41	
	Training Income	0.00	2.5%	63	
Communications	External Fees	Varies - Dependant on length of time spent	0	0	This budget relies heavily on external fees but the unit struggles to meet these requirements as resource is taken up with providing marketing and graphic design services to internal corporate services therefore any increase on this budget would simply be unachievable. <b>Pressure put forward to remove this income budget</b>
Legal Services	Legal advice for external clients	Charged at Officer time rate.	2.0%	649	Head of service is looking to take a full review of the service area charges at present 2% would be realistic
<b>Sub-Total CEO</b>				<b>897</b>	

Proposal Title	Re-fit Energy savings	Lead/Responsible Officer:	Debra Hill-Howells
Your Ref No:	RES001	Directorate:	Resources
Version No:	1	Section:	Landlord Services
Date:	29.11.18		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**The Council is working with Local Partnerships to implement a Re-Fit scheme, which works with the private market to identify adaptations or additions that can be implemented within the council's estate to generate energy savings. The costs of the work will be funded through loan funding with agreed pay back periods and the cost of servicing the debt will be met through the anticipated savings, which will be realised through the implemented works.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																					
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y																						
Has a Future Generations Evaluation been completed for this proposal?	Y																						
What consultation and engagement has been undertaken to date?	N	<b>This has to date been an internal process, although consultation has been undertaken with Gwent Police and Coleg Gwent to give them the opportunity to share in the benefits that the scheme will realise</b>																					
Has an option appraisal been undertaken?	Y	<b>Contained with Cabinet Member report dated 13.06.18</b>																					
Does this proposal affect other MCC services?	Y	<b>The proposal will result in changes to mechanical and electrical installations within the councils property estate</b>																					
Is this proposal dependant on other services?	N																						
Will this proposal require any amendments to MCC policy?	N																						
Will this proposal have any staffing implications?	Y	<b>Additional support is required to support the delivery of this project and the management of the Council's energy service. This is being managed through the creation of an additional post within the Landlord Services re-structure.</b>																					
Will this project have any legal implication for the authority?	Y	<b>We will be required to undertake a procurement process, which is underway, and then enter into a contract with the preferred bidder to provide the implantations with a guaranteed payback.</b>																					
What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>25k</td> <td>tbd</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b> The 25k is net of borrowing costs</p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total			25k	tbd										
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Has this proposal considered the opportunities for external funding?	<b>Yes and it will be dependent on loan funding</b>																								
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Will this proposal require procurement of goods, services or works?		Yes – process underway																				
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	Yes	<b>It will result in improved efficiencies to both operational and investment portfolios.</b>																				
Will this proposal present any future collaboration opportunities?	Yes	<b>Discussions have already taken place with Gwent Police and Coleg Gwent to become a party to this procurement</b>																				
Will this project benefit from digital intervention to increase efficiency or increase service quality?		<b>We utilise Team as our energy software which would benefit from improvements and a portal to disseminate information to users – this is managed by Ian Hocomm at present</b>																				
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<b>Budget savings, reduction in carbon output</b>																				

Proposal Title	Central Services Recharge to ADM	Lead/Responsible Officer:	Peter Davies
Your Ref No:	RES002	Directorate:	RES
Version No:	1	Section:	ADM
Date:	31/11/2018		

Version	Date	Changes Made
1	13/12/2019	Completion of mandate proposal
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

In the event that MonLife (an alternative delivery model for the provision of Tourism, Leisure, Culture and Youth (TLC&Y) services) is established in 19/20, relevant budgets and posts will be transferred in order for the new organisation to deliver services. This transfer will see services being bought back into by MonLife with MonLife paying for the service through SLAs and the Council similarly in receipt of income.

As part of the budget process and to create separation within budgets in readiness for any proposed and potential transfer of services a budget amounting to the value of services to be acquired by MonLife from the Council needs to be established. The MTFP budget model has accommodated one aspect of this, being the budget made available to MonLife to acquire these services (an expenditure budget of £704,000). The income also needs to be separately accommodated in the budget proposals and this savings mandate represents the creation of that income budget for £704,000.

This proposal is somewhat of a technical matter. However, it was concluded that it should be afforded transparency so it is understood what level of services that MonLife is proposing to have provided by the Council.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	Consistent with the Council's objective to be a future-focussed Council the provision of services to MonLife, and upon any subsequent transfer being agreed, will be put on a commercial footing that will ensure that support services and delivering a competitive and quality service.
Has a Future Generations Evaluation been completed for this proposal?	N	Not required. This mandate is a technical matter and that looks to create the income budget for services that the Council is looking to provide to MonLife.
What consultation and engagement has been undertaken to date?		Ongoing and informal consultation with SLT and Cabinet
Has an option appraisal been undertaken?	N	
Does this proposal affect other MCC services?	N	
Is this proposal dependant on other services?	N	
Will this proposal require any amendments to MCC policy?	N	
Will this proposal have any staffing implications?	N	No directly. Any staffing implications are addressed through the separate pressure mandate (PRES004) which concerns the residual impact on the Council where MonLife receives the expenditure budget but does not wish to use the Council's support services in future years.
Will this project have any legal implication for the authority?	N	Not directly. However there are legal implications separately needing to be considered in facilitating the transfer of services to MonLife. One aspect of



		this is getting the necessary Services Level Agreements (SLAs) in place for the services that Monlife wishes the Council to provide it.																												
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Will this proposal have any non-financial impacts?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> <p><b>Additional Comment:</b> No non-financial benefits specifically attached to this mandate proposal.</p>	Ref	Benefit	1		2		3		4		Ref	Disadvantage	1		2		3		4									
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		There are no risks per se as this is largely a technical matters as described in the brief summary above. Any change in the level of services that MonLife are looking to secure from the Council will simply result in a corresponding adjustment to the expenditure budget being afforded to MonLife and separately in the MTFP budget model. The impact would however be felt as a potential residual cost to the Council and where MonLife was choosing not to secure services from the Council. This pressure however is being separately included in pressure mandate PRES004.																
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N																	
What evidence/data has been gathered to date to inform this Proposal?	N	Support service recharges and costs have been estimated through a reasonable apportionment of the cost of delivering support services to TLCY services. These are currently being reviewed and negotiated as part of the work leading up to a decision to transfer to MonLife.																
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N	Not directly.																
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<p>There will not need to be any specific monitoring once the budget is finalised as this is a largely technical matter as described above.</p> <p>However, the income generated from selling support services to MonLife will be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition, the action plan, performance measures and the risk assessment must be transferred into the Service Business Plans for the business area in order to monitor and challenge the delivery of the proposal, including the performance being achieved and the level of impact.</p>																

Proposal Title	Commercial Investments Income Generation	Lead/Responsible Officer:	Debra Hill-Howells
Your Ref No:	RES003/RES004	Directorate:	Resources
Version No:	1	Section:	Landlord Services
Date:	29.11.18		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**This proposal seeks to maximise the generation of net income from the acquisition of a commercial portfolio whose primary purpose is to generate income to offset revenue pressures, where possible the portfolio will also seek to realise economic and social justice outcomes.**

**The Council acquired Castlegate Business Park in September 2018 and a £170k of the income proposal will be realised from the net rental income from this site. The remaining £400K will be achieved through the acquisition of further commercial assets to generate additional income.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																					
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y																						
Has a Future Generations Evaluation been completed for this proposal?	Y	<b>FGE undertaken for Asset Management Strategy and updated to reflect this proposal</b>																					
What consultation and engagement has been undertaken to date?		<b>The Asset Investment Policy was the subject of a full Council decision and any decision to acquire is delegated to Investment Committee which is made up of Senior Members</b>																					
Has an option appraisal been undertaken?	Y																						
Does this proposal affect other MCC services?	N																						
Is this proposal dependant on other services?	N																						
Will this proposal require any amendments to MCC policy?	N																						
Will this proposal have any staffing implications?	Y	<b>Landlord Services Re-structure is in the process of being developed to reflect capacity needs and market conditions; we will also rely on independent external advisors when assessing proposed investments and providing management agency advice for acquired assets.</b>																					
Will this project have any legal implication for the authority?	N	<b>The policy has already been agreed by members and has been implemented.</b>																					
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					short of the 7% target due to market conditions																
			<b>Borrowing costs increase which impacts on net profit</b>		Develop blended funding options at the point of acquisition																
			<b>Lack of capacity or expertise within the Estates team</b>		Working with market advisors																
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		<b>Additional Comments:</b> When a potential acquisition is identified a business case will be prepared with Finance and presented to Investment Committee																			
Will this proposal require procurement of goods, services or works?		Should managing agent support be required this will need to be procured. The investment support is already in place.																			
Will support services be required for this proposal?		<table border="1"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td></td> <td>Legal support</td> <td>Due diligence and documentation</td> <td>Internal</td> </tr> <tr> <td></td> <td>Finance</td> <td>Due diligence and financial appraisals</td> <td>Internal</td> </tr> <tr> <td></td> <td>Investment advice</td> <td>Market evidence &amp; Independent valuation</td> <td>External</td> </tr> </tbody> </table>				Ref	Support Service	Activity	Internal/External		Legal support	Due diligence and documentation	Internal		Finance	Due diligence and financial appraisals	Internal		Investment advice	Market evidence & Independent valuation	External
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		<b>Additional Comment:</b>																			
Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.		<b>This proposal will result in the acquisition of additional assets, which will be held for investment purposes. They will require estate management, maintenance and facilities management support</b>																			
Will this proposal present any future collaboration opportunities?		<b>The assets will be available to develop economic development initiatives and support the creation of clusters / align with the aspirations of the Future Economies report (if acquired in Monmouthshire or the CCCR)</b>																			
Will this project benefit from digital intervention to increase efficiency or increase service quality?		<b>No</b>																			
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<b>Income realised</b>																			

Proposal Title	Mileage reduction	Lead/Responsible Officer:	Rob O'Dwyer
Your Ref No:	RES005	Directorate:	Resources
Version No:	01	Section:	Business Transformation
Date:	30/11/18		

Version	Date	Changes Made
1	30/11/18	Original
2		

**Brief Summary** (Please include a brief description of the proposal being explored)

**Reduced mileage and fares for travel: -**

Ensuring that our organisation has a sustainable, effective and efficient workforce that is sufficient to meet the demands of today and of the future. Effective workforce planning to reduce the need for external and unplanned staffing

This will be enabled through a targeted focus on high areas of spend and consistent monitoring and analysis of workforce related costs/issues. Working with People Services and service managers to develop workable solutions to workforce issues. Ownership across the whole organisations to ensure costs are considered, reasonable and wherever possible reduced to ensure the future sustainability of our services.

**Total average mileage expenditure - £670K per annum (based on average over 3 years)**

**Proposed reduction for targeting mileage/travel of £50,000 in 19/20**

**Reduction Options**

- 12 weeks/annum travel free
- Culture change – "Travel smarter not less" (raise cost consciousness)
- Process Controls – Full implementation of due process and compliance with policy
- Continuous analysis and management – software
- Car sharing
- Green Travel Policy – alignment with corporate plan (carbon reduction strategy)
- Greater use of digital communication options
- Alignment with rural transport policy
- Route optimisation
- Members remote attendance at meetings (Constitutional change approved Nov 2017)

Please answer the following questions and provide as much information as you have available at this stage of the proposals development. It is appreciated that further information will be developed prior to final approval of submitted proposals.

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	<b>E 21 – The proposal will help deliver a sustainable and resilient organisation and relevant and viable public services</b>
Has this proposal been included in your current Service/Business Improvement Plans?	Y	<b>Proposal is included as an action in my business plan and incorporated within my 19/20 budget forecast.</b>
Has a Future Generation Evaluation been commenced?	Y	<b>See separate document</b>
	N	The following options have been considered to facilitate further mileage reduction

		<ul style="list-style-type: none"> <li>Increased provision of Skype</li> <li>Increased investment in Video Conferencing</li> <li>12 weeks/annum travel free</li> <li>Culture change – “Travel smarter not less” (raise cost consciousness)</li> <li>Process Controls – Full implementation of due process and compliance with policy</li> <li>Continuous analysis and management – software</li> <li>Car sharing</li> <li>Green Travel Policy – alignment with corporate plan (carbon reduction strategy)</li> <li>Greater use of digital communication options</li> <li>Alignment with rural transport policy</li> <li>Route optimisation</li> <li>Members remote attendance at meetings (Constitutional change approved Nov 2017)</li> </ul>																								
What is the impact of this proposal on other services?	NA	<b>This proposal will apply to the whole organisation</b>																								
What other services will affect this proposal?	NA	<b>The digital programme office will play a key role in ensuring that officers have the tools to do their jobs in an efficient and agile way</b>																								
Will this proposal require any amendments to MCC policy?	No																									
Will this proposal have any staffing implications?	No																									
Will this project have any legal implication for the authority?	No																									
Will this proposal have any financial benefit?	Yes	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Reduced mileage budget</td> <td></td> <td>50,000</td> <td></td> <td></td> <td></td> <td>50,000</td> </tr> </tbody> </table> <p><b>Additional Comments:</b> Efficiency will be apportioned equally throughout the year</p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Reduced mileage budget		50,000				50,000										
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Will this proposal have any non-financial impacts?		<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Reduced carbon emissions and energy usage</td> </tr> <tr> <td>2</td> <td>Greater productivity and better work life balance due to reduced time travelling</td> </tr> <tr> <td>3</td> <td>Greater utilisation of digital communication</td> </tr> <tr> <td>4</td> <td>Improved public perception</td> </tr> <tr> <td>5</td> <td>Enhanced opportunity for pool car utilisation</td> </tr> <tr> <td>6</td> <td>Regular leave taken by officers planned around travel free weeks</td> </tr> </tbody> </table>	Ref	Benefit	1	Reduced carbon emissions and energy usage	2	Greater productivity and better work life balance due to reduced time travelling	3	Greater utilisation of digital communication	4	Improved public perception	5	Enhanced opportunity for pool car utilisation	6	Regular leave taken by officers planned around travel free weeks										
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1	SLT	Prior to budget adjustment	Jan 19															
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Will this proposal require procurement of goods, services or works?	No	Investment of digital technology such as skype is already part of MCC's investment programme																
Has a timeline been considered for this proposal?	Yes	<table border="1"> <thead> <tr> <th>Ref</th> <th>Activity</th> <th>Start</th> <th>Complete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Budget adjustment</td> <td>March 19</td> <td>March 19</td> </tr> <tr> <td>2</td> <td>Implementation</td> <td>April 19</td> <td>March 20</td> </tr> </tbody> </table> <b>Additional Comments:</b>	Ref	Activity	Start	Complete	1	Budget adjustment	March 19	March 19	2	Implementation	April 19	March 20				
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What evidence/data has been gathered to date to inform this Proposal?		Analysis of current spend and travel habits																



Will support services be required for this proposal?		<table border="1"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Central Finance</td> <td>Budget adjustment</td> <td>Internal</td> </tr> <tr> <td>2</td> <td>DPO</td> <td>Digital support</td> <td>Internal</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Ref	Support Service	Activity	Internal/External	1	Central Finance	Budget adjustment	Internal	2	DPO	Digital support	Internal				
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<b>Additional Comment:</b>																				
Will this proposal impact on the authorities built assets?	No																			
Will this proposal present any collaboration opportunities?	No																			
Will this project benefit from digital intervention?	Yes	Previous savings have been made possible by the introduction of digital tools to allow officers to deliver services remotely from any location. Further implementation and support of technology as skype and smart phones will facilitate further savings in travel costs																		
How will the impact of this proposal be measured?		Monitoring of monthly expense claims and via the revenue budget monitoring process.																		

Proposal Title	Resources Directorate – Discretionary Fee Increase	Lead/Responsible Officer:	Peter Davies
Your Ref No:	RES006	Directorate:	RES
Version No:	1	Section:	RES
Date:	29/11/2018		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Increased income because of discretionary fee increases across the Resources Directorate. Budget saving to be put forward of £18,032.

The proposal comprises:

- Cemeteries Service Charge (Average 10% Increase across the board) - £17,937.50
- Central Finance Staff Time Recovery - £94

Full details are available in the attached spreadsheet extract.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																												
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y																													
Has a Future Generations Evaluation been completed for this proposal?	Y																													
What consultation and engagement has been undertaken to date?	N/A																													
Has an option appraisal been undertaken?	N/A																													
Does this proposal affect other MCC services?	N/A																													
Is this proposal dependant on other services?	N/A																													
Will this proposal require any amendments to MCC policy?	N/A																													
Will this proposal have any staffing implications?	N/A																													
Will this project have any legal implication for the authority?	N/A																													
What is the financial benefit of this proposal?	£18,032	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Discretionary Fee Increase</td> <td></td> <td>£18,032</td> <td></td> <td></td> <td></td> <td>£18,032</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Discretionary Fee Increase		£18,032				£18,032														
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Will this proposal require revenue or capital investment to implement?	No	<table border="1"> <thead> <tr> <th>Investment Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> <th>Source of funding</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b> Proposal will be delivered within existing budgets</p>	Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																
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Will this proposal present any future collaboration opportunities?	No									
Will this project benefit from digital intervention to increase efficiency or increase service quality?	No									
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Impact will be measured against the revenue budget monitoring process and customer engagement								

Service Area	Service being charged for	Proposed Charges for 2019/20 £:p	Percentage Increase	Increased additional budget income identified for 2019/20 budget setting purposes	Reason why inflationary increase is not being considered
<b>RESOURCES DIRECTORATE</b>					
Markets	Markets-Caldicot		0.00%	0.00	Due to the renovation works at the Town Hall the section will be unable to raise rentals due to the expected disruption to current service.
	Markets - Monmouth		0.00%	0.00	
	Markets-Abergavenny		0.00%	0.00	
	Tuesday Market inside per table	£15.76	0.00%		
	Tuesday Market Outside per foot of floor space	£2.40	0.00%		
	Wednesday Market per table	£9.45	0.00%		
	Friday Market per table	£10.51	0.00%		
	Saturday Market inside per table	£15.76	0.00%		
	Saturday Market Outside - Small	£11.56	0.00%		
	Saturday Market Outside - Large	£23.11	0.00%		
	Sunday Market per table	£10.51	0.00%		
Cemeteries	Cemeteries Service Charge		10.00%	17,937.50	Average 10% Increase across the board Details split to follow.
	INTERMENT IN EARTHEN GRAVE: PERSONS 17 YEARS OF AGE OR UNDER:				
	Stillborn and non viable foetuses (New ERB)	No Charge /No Charge			
	New single depth grave in children's section (New ERB)	No Charge /No Charge			
	New Single Depth (New ERB)	No Charge /No Charge			
	New Double Depth (New ERB)	No Charge /No Charge			
	New Treble Depth (New ERB)	No Charge /No Charge			

Page 324	PERSONS 18 YEARS OF AGE AND OVER:				
	New Single Depth (New ERB)	£1,453/£2,905			
	New Double Depth (New ERB)	£1,835/£3,446			
	New Treble Depth (New ERB)	£2,858/£5,717			
	Re-opened grave to single depth - (New ERB)	£1,027/£1,627			
	Re-opened grave to single depth (Transfer ERB)	£952/£952			
	Re-opened grave to double depth - (New ERB)	£1,337/£1,937			
	Re-opened grave to double depth - (Transfer ERB)	£1,199/£1,199			
	Cremated remains in Garden of Remembrance	£567/£1,135			
	Re-opened cremated remains - (New ERB)	£567/£725			
	Re-opened cremated remains (Transfer ERB)	£517/£517			
	Cremated Remains in new full grave	£1,095/£2,190			
	BRICKED GRAVE:				
	Single Depth	£1,882/£3,763			
	Double Depth	£2,564/£5,127			
	Treble Depth	£3,240/£6,480			
	RESERVATION OF GRAVE SPACE				
Normal	£270/£674				
Cremated Remains	£171/£427				
RIGHT TO ERECT MEMORIALS					
Normal Grave Space					
All memorials for Children's Interments	No Charge				
Headstones	£200/£400				
Memorial Vases or Tablets	£125/£250				
Re-Erection of Memorial following safety testing failure	No Charge				
Replacement of existing memorial	£80/£160				
Cremation Plots					
Memorial Vases or Tablets	£125/£250				
ADDITIONAL INSCRIPTIONS ON MEMORIALS	£80/£80				
Re- gilding of existing Inscriptions on all memorials	£80/£80				

	EXCLUSIVE RIGHT OF BURIAL FOR FULL GRAVE PLOT				
	Initial Issue	£600/£1,200			
	Each subsequent transfer	£525/£525			
	EXCLUSIVE RIGHT OF BURIAL FOR CR PLOT				
	Initial Issue	£410/£820			
	Each subsequent transfer	£380/£360			
County Farms	Water Charges		0%		0
	Agricultural Rents	£Various - all individual	0%		0
	Cottage Rents	£Various - all individual	0%		
	Grazing Rights	£Various - all individual	0%		
People & HR	Human Resources & Training	Individual recovery rates will depend upon cost of courses incurred.	0%		0 This budget includes an increase from 18/19 therefore no further increase on budget for 19/20
	Personnel	Varies	0%		0 This income is from charging other departments for late emergency CHAP payments, however, work is being done to avoid the need for these to continue.
<b>Sub-Total Resources</b>					<b>18,032</b>

Proposal Title	Interest Receivable increase	Lead/Responsible Officer:	Lesley Russell / Mark Howcroft
Your Ref No:	APP01	Directorate:	Resources
Version No:	1	Section:	Finance
Date:	29/11/2018		

Version	Date	Changes Made
1	29/11/18	Original
2		

**Brief Summary** (Please include a brief description of the proposal being explored)

The Authority has to maintain at least £10m of investments to meet the requirements of a Professional Investor under the Markets in Financial Instruments directive (Mifid II) Regulations. By investing this amount our income is forecast to increase which has not been budgeted for previously, as our efficient Treasury strategy tends to utilise cash balances to make our borrowing need as economic as possible, rather than chase investment returns. However any net benefit needs to be offset by increased borrowing on the Pressures list in having to borrow a similar amount.

Please answer the following questions and provide as much information as you have available at this stage of the proposals development. It is appreciated that further information will be developed prior to final approval of submitted proposals.

Question	Y/N	Comments/Impact																					
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	<b>In so far as it promotes sound financial management to assist with providing services to the public</b>																					
Has this proposal been included in your current Service/Business Improvement Plans?	NA																						
Has a Future Generation Evaluation been commenced?	NA	<b>Not applicable, operational decision already allowed under existing Treasury Strategy</b>																					
Is an Option Appraisal required?  (Please refer to MCC Standard Option Appraisal Process/Template)	N	<b>Investment made as per Council's adopted Treasury Strategy, likely to be a longer term investment given a need to hold a standing balance of £10m investments to continue to receive Treasury advice as a meet professional investor rather than retail investor.</b>																					
What is the impact of this proposal on other services?	None																						
What other services will affect this proposal?	None	<b>Specific to Treasury and cash management</b>																					
Will this proposal require any amendments to MCC policy?	N	<b>No, consistent with existing Treasury Strategy</b>																					
Will this proposal have any staffing implications?	N	<b>No</b>																					
Will this project have any legal implication for the authority?	N	<b>No</b>																					
Will this proposal have any financial benefit?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>162,000</td> <td>1,000</td> <td>0</td> <td>1,000</td> <td>164,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b> Numbers above are cumulative. The income levels reflect likely return on £10m investments. This saving needs to be read alongside the Treasury pressure one which requires us to borrow equivalent amount to allow standing £10m investment balance to be demonstrable</p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total			162,000	1,000	0	1,000	164,000							
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<p>Will this proposal require investment to implement?</p> <p>See Interest payable pressure proposal</p>	<table border="1"> <thead> <tr> <th>Investment Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> <th>Source of funding</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b> No</p>	Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																
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Will consultation and engagement be required for this proposal?	<table border="1" data-bbox="625 595 1437 680"> <thead> <tr> <th>Ref</th> <th>Consultee</th> <th>Description</th> <th>Comp/Pending</th> </tr> </thead> <tbody> <tr> <td> </td> <td>No</td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <b>Additional Comments: No consultation as such, other than to highlight situation and approach half yearly to Audit Committee, for onward endorsement to full Council</b>	Ref	Consultee	Description	Comp/Pending		No						
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	No												
Will this proposal require procurement of goods, services or works?	Utilising external treasury advice, competitively procured.												
Has a timeline been considered for this proposal?	<table border="1" data-bbox="625 909 1437 994"> <thead> <tr> <th>Ref</th> <th>Activity</th> <th>Start</th> <th>Complete</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <b>Additional Comments:</b> <b>For foreseeable future</b>	Ref	Activity	Start	Complete								
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Will this proposal impact on the authorities built assets?	<b>No</b>												
Will this proposal present any collaboration opportunities?	<b>No</b>												
Will this project benefit from digital intervention?	<b>No</b>												
How will the impact of this proposal be measured?	<b>M2 and M7 monitoring</b>												

Proposal Title	Set aside of Capital receipts	Lead/Responsible Officer:	Lesley Russell / Mark Howcroft
Your Ref No:	APP002	Directorate:	Resources
Version No:	1	Section:	Finance
Date:	29/11/2018		

Version	Date	Changes Made
1	29/11/18	Original
2		

**Brief Summary** (Please include a brief description of the proposal being explored)

The Council has to set aside a reasonable provision annually to repay debt, based upon the capital financing requirement, and either 2% based on supported borrowing or over the asset life of particular assets where the borrowing is prudential or unsupported by central government funding. This provision is known as minimum revenue provision (MRP)

The Authority is forecasting to have generated £3m of unused Capital receipts by end of 31<sup>st</sup> March 2019. If this was set aside to finance capital expenditure previously budgeted to be funded by borrowing, it will reduce the capital financing requirement and relatedly the level of borrowing taken.

It would receive a saving in the form of having to make a smaller minimum revenue provision. Based on using capital receipt funding on an illustrative 25 year asset it would save circa £40,000 per annum on every £1m capital receipts utilised in this fashion.

On a forecast £3m receipts balance at the end of March 19, this is anticipated to deliver a saving of £120,000 per year against Current MRP (Minimum Revenue Provision) Budget for 25 years.

Please answer the following questions and provide as much information as you have available at this stage of the proposals development. It is appreciated that further information will be developed prior to final approval of submitted proposals.

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	NA	<b>In so far as sound financial management is a cornerstone in Council continuing to provide efficient and economic service to the public into the future</b>
Has this proposal been included in your current Service/Business Improvement Plans?	N	Undertaken as part of normal treasury activities
Has a Future Generation Evaluation been commenced?	NA	<b>Operational decision, not a new practice</b>
Is an Option Appraisal required?  (Please refer to MCC Standard Option Appraisal Process/Template)	N	An analysis of the best use for any capital receipt balance has been undertaken, which concluded that Council would get maximum short term revenue budget effect if it applied receipts to the funding of short life assets with high proportionate MRP charge. The actual treasury decision will be taken once sufficient receipts accrue as it is commonplace for the generation of such to be delayed.
What is the impact of this proposal on other services?	NA	Economic treasury decisions prevent services having to make a greater extent of savings. Active Treasury monitoring traditionally mitigates the cost volatility experienced in services during the year. Taking Treasury savings more explicitly as a budget target will, going forward, reduce the ability to make such compensations for services within year, so they need to be more disciplined in staying within budgets allocated to them.
What other services will affect this proposal?	NA	In applying receipts in this fashion, they won't be available to assist with Future Schools tranche B and C considerations, putting a greater emphasis on Council and Children and Young people Directorate to afford any capital schools replacement programmes through revenue savings affording prudential borrowing.
Will this proposal require any amendments to MCC policy?	N	<b>No, already allowed under Council approved Treasury Strategy</b>

Will this proposal have any staffing implications?	N	<b>None, undertaken as part of existing treasury duties</b>																								
Will this project have any legal implication for the authority?	N	<b>None</b>																								
Will this proposal have any financial benefit?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Reduced MRP payment pa.</td> <td></td> <td>120,000</td> <td>0</td> <td>0</td> <td>0</td> <td>120,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b> Numbers above will introduce a consistent annual saving over the financing of the asset involved. To put saving against 20/21 etc., whilst correct, may erroneously imply an additive effect.</p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Reduced MRP payment pa.		120,000	0	0	0	120,000										
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Ref	Benefit																									
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<p>Will this proposal impact on the authorities built assets?</p>	<p>In applying receipts prior to assessing the affordability of Future schools proposals, these receipts won't be available to advantage those business cases. But overall the effect will be neutral, in so far that the Council derives a lower capital financing requirement initially and hence a lower MRP. When schools proposals materialise the capital financing requirement will require inflating to afford additional borrowing to compensate exactly for receipts already utilised.</p>												
<p>Will this proposal present any collaboration opportunities?</p>	<p>No</p>												
<p>Will this project benefit from digital intervention?</p>	<p>No</p>												
<p>How will the impact of this proposal be measured?</p>	<p>Reduced minimum revenue provision costs</p>												

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Proposal Title	Council Tax Base Increase / Council Tax Reduction Scheme Activity Saving	Lead/Responsible Officer:	Peter Davies/Ruth Donovan
Your Ref No:	FIN001	Directorate:	RES
Version No:	1	Section:	Finance
Date:	31/11/2018		

Version	Date	Changes Made
1	13/12/2018	Completion of mandate proposal
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Each year the Council has to notify Welsh Government of its estimate of its council tax base for the following financial year. The tax base is itself is mainly calculated from information about the numbers of properties within the County, adjusted to an equivalent band D figure for things such as discounts, exemptions and reliefs. As the number of equivalent properties grows in the County so does the tax base and the ability for the Council to generate an increased level of council tax income.

Overall, the Council Tax base calculated for 2019/20 has risen by 0.45% compared to 2018/19. This increase takes into account the anticipated changes in dwellings. The estimated income derived from this (£272k) has been incorporated within the MTFP as part of the budget process. The majority of this has already been achieved in the current financial year as the Authority has outperformed the estimated tax base it set last year. However, based on the revised estimate provided to WG for next year this gives the potential for additional council tax income of £40,000. The Council will look to review this again before finalising its budget proposals for 19/20 to determine whether there is scope to increase this potential income and saving further.

Further to this the Council Tax Reduction Scheme (CTRS) budget is demonstrating a reduced level of activity in the current year. Whilst it is very difficult to predict with any certainty the likely future demand recent years have seen the Authority make calculated reductions in the budget within recourse to it being over-subscribed. Trends from previous years show case load dropping month on month to year end. However counter to this future savings could be impacted as Welsh Government are actively promoting the scheme as well as any impact from Universal Credit and impacts in the wider economy. Latest information, from WG, suggests that current take up is between 55% and 65% so there is the potential for more claimants to come forward in the future. However, the Council has assessed risk and is looking to bring forward a targeted £110k reduction to the budget and consequential saving.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	The proposal contributes additional core council tax funding into the budget and that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan.
Has a Future Generations Evaluation been completed for this proposal?	N	Not required as this simply represents additional funding to support the Council in delivering its services and against its stated priorities.
What consultation and engagement has been undertaken to date?		Ongoing and informal consultation with SLT and Cabinet
Has an option appraisal been undertaken?	N	N/A
Does this proposal affect other MCC services?	N	Indirectly and in a beneficial way in providing additional funding to support delivery of services.
Is this proposal dependant on other services?	N	

Will this proposal require any amendments to MCC policy?	N																													
Will this proposal have any staffing implications?	N																													
Will this project have any legal implication for the authority?	N																													
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What evidence/data has been gathered to date to inform this Proposal?		<ol style="list-style-type: none"> <li>1. Revenue budget monitoring report month 7</li> <li>2. Council tax base report – Cabinet 5<sup>th</sup> December 2018</li> <li>3. Advice received from Revenues Department and Shared Benefit Services</li> </ol>																				

<p>Will this project benefit from digital intervention to increase efficiency or increase service quality?</p>	<p>N</p>	
<p>How will the impact of this proposal be measured?          E.g.          Budget/Process/Staff/Customer KPI's</p>		<p>The position regarding both the tax base estimate and the CTRS activity saving will both be monitored ahead of the budget proposals being finalised at the end of the consultation period. The savings will be reviewed and consideration given to any further adjustment at that stage.</p> <p>Subsequent to this the budget proposal will be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition, the action plan, performance measures and the risk assessment must be transferred into the Service Business Plans for the business area in order to monitor and challenge the delivery of the proposal, including the performance being achieved and the level of impact.</p>

Proposal Title	Anticipated "floor" change to AEF	Lead/Responsible Officer:	Peter Davies
Your Ref No:	FIN002	Directorate:	RES
Version No:	1	Section:	Finance
Date:	31/11/2018		

Version	Date	Changes Made
1	13/12/2018	Completion of mandate proposal
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Following significant lobbying and pressure from Local Government upon receipt of the Provision Budget Settlement from Welsh Government on 9<sup>th</sup> October 2018 the First Minister sent a letter on the 20<sup>th</sup> November 2018 to Local Authority Leaders outlining a package of additional funding proposals.

One aspect of these proposals that directly benefitted the Council was a commitment to raise the funding floor from -1% to -0.5%. This meant that no local authority in Wales would suffer a reduction in core funding by more than 0.5%. Monmouthshire, being the lowest funded Council in Wales, has again been protected by the funding floor and as a result directly benefits from this commitment from the First Minister.

The Council will receive absolute confirmation of this change when the Final Local Government Settlement is received. This is due on the 19<sup>th</sup> December 2018.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	The proposal contributes additional core funding from Welsh Government and that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan.
Has a Future Generations Evaluation been completed for this proposal?	N	Not required as this simply represents additional funding to support the Council in delivering its services and against its stated priorities.
What consultation and engagement has been undertaken to date?		Ongoing and informal consultation with SLT and Cabinet
Has an option appraisal been undertaken?	N	N/A
Does this proposal affect other MCC services?	N	Indirectly and in a beneficial way in providing additional funding to support delivery of services.
Is this proposal dependant on other services?	N	
Will this proposal require any amendments to MCC policy?	N	
Will this proposal have any staffing implications?	N	
Will this project have any legal implication for the authority?	N	
What is the financial benefit of this proposal?		

		Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total																								
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				managed by the Council and further savings proposals needing to be identified.																
		2	That other changes in settlement data that feed through the funding formula impact adversely on the amount calculated as being due from the floor being raised by 0.5%	L As above																
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What evidence/data has been gathered to date to inform this Proposal?		<ul style="list-style-type: none"> <li>7. Letter received from the First Minister on the 20<sup>th</sup> November</li> <li>8. Provisional Local Government Settlement data</li> </ul>																		
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How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		The Final Local Government Settlement is due on the 19 <sup>th</sup> December 2018. This will confirm the amount of core funding that the Council will receive from Welsh Government and determine whether the commitments made by the First Minister have been carried through as anticipated. Any variation will be managed as the authority finalises its budget proposal in the New Year and following the statutory consultation period.																		

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## Appendix 5: Individual FGE for each proposal

## Future Generations Evaluation

(includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> Dave Loder</p> <p><b>Phone no:</b> 4298 <b>E-mail:</b> daveloder@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; padding: 2px;">PENT001</td> <td style="padding: 2px;">OPS Street Lighting - Energy Increases</td> <td style="width: 10%; text-align: right; padding: 2px;">74</td> </tr> <tr> <td colspan="3" style="padding: 2px;">Increase of budget is required to offset energy price increases.</td> </tr> <tr> <td style="padding: 2px;">PENT006</td> <td style="padding: 2px;">Fuel Pressure for Operations - 5% increase based on £800,000 net departmental spend.</td> <td style="text-align: right; padding: 2px;">40</td> </tr> </table> <p>(See Pressure Proposals PENT001 and PENT006 for further information)</p>	PENT001	OPS Street Lighting - Energy Increases	74	Increase of budget is required to offset energy price increases.			PENT006	Fuel Pressure for Operations - 5% increase based on £800,000 net departmental spend.	40
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PENT006	Fuel Pressure for Operations - 5% increase based on £800,000 net departmental spend.	40								
<p><b>Name of Service</b></p> <p>Operations</p>	<p><b>Date Future Generations Evaluation</b> 04/12/2018</p>									

***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***



- Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Protects front line service budgets and ensures a stable and efficient service going forward.	Ensure the team that supports the services are equipped for the future and the different technologies/ solutions/ vehicles we will use.
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	This proposal does not contribute directly to this goal.	Identification of solutions within the service areas to reduce these pressures and costs in future years is important in order to reduce carbon emissions and fuel costs.
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	This proposal does not contribute directly to this goal.	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Approving pressures will ensure that essential front-line services are kept at a standard to meet this goal.	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	This proposal does not contribute to this goal.	Identification of solutions to reduce these pressures and costs in future years is important in order to reduce carbon emissions and fuel costs.
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and	This proposal does not contribute to this goal.	




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
protected. People are encouraged to do sport, art and recreation		
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	This proposal does not contribute to this goal.	

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	Recognises that funding fuel/energy price increases will allow the Operations department to continue to operate for the long term without seeing a major impact on service delivery.	Identification of solutions to reduce these pressures and costs in future years is important in order to reduce carbon emissions and fuel costs.
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	N/A	N/A

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>N/A</p>	<p>N/A</p>
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Street Lighting are continuing to invest in LED light technology to reduce our energy output.</p> <p>Transport are continually looking at ways to reduce fuel consumption through route rationalization, skype meetings, investing in electric/hydrogen vehicles etc....</p>	<p>The service does not anticipate any negative impacts as a result of the proposal..</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>		

- 3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	No Impact	N/A	N/A
Disability	As Above	N/A	N/A

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Gender reassignment	As Above	N/A	N/A
Marriage or civil partnership	As Above	N/A	N/A
Pregnancy or maternity	As Above	N/A	
Race	As Above	N/A	
Religion or Belief	As Above	N/A	
Sex	As Above	N/A	
Sexual Orientation	As Above	N/A	
Welsh Language	As Above	N/A	

**4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information**

please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	N/A		
Corporate Parenting	N/A		

**5. What evidence and data has informed the development of your proposal?**

Energy price increase data from MCC energy manager.  
 Fuel forecast predictions.

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

*This section should give the key issues arising from the evaluation which will be included in the Committee report template.*

**7. ACTIONS:** As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress

**8. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	June Enterprise DMT
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration

	<i>e.g. budget mandate, DMT, SLT, Scrutiny, Cabinetetc</i>		<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>



## Future Generations Evaluation

(includes Equalities and Sustainability Impact Assessments)

<b>Name of the Officer</b> completing the evaluation  Philip Thomas <b>Phone no: 01633 644809</b> <b>E-mail:</b> philipthomas@monmouthshire.gov.uk	<b>Please give a brief description of the aims of the proposal</b>  <b>Budget savings/ increased income proposals for 2019/20 budget onwards</b>  (See Pressure Proposals ENT001 and ENT002 for further information)
<b>Name of Service: Development Management</b>	<b>Date Future Generations Evaluation</b> form completed 23/11/18

***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***

- 1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b>	<b>Positive:</b> An efficient development	<b>Better contribute to positive impacts:</b>



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>management process is underpinned by the service having an engaging pre-application advice service that can provide support and guidance for customers to ensure the best development possible for the benefit of local communities and to protect character and appearance of Monmouthshire.</p> <p>Planning can provide economic investment and growth, and can protect acknowledged interests such as local amenity and townscape. Ensuring that customers are getting advice early in the process is critical in securing positive outcomes and appropriate forms of development.</p> <p>Providing discretionary services will assist developers in getting a quicker response to be able to react to changes in demand. The additional services will enable property purchasers to achieve a quicker sale, assisting the property market and more confidence in buying.</p> <p>Fee increases are necessary to ensure the planning service is financially viable and can continue to resource these additional beneficial services.</p>	<p>Monmouthshire's bespoke pre-application advice service provides a customer focused service that enables customers to engage fully within Planning Officers and gain the correct advice to progress their developments and ensure that we receive applications for developments that are of a high standard.</p> <p><b>Mitigate any negative impacts:</b> Care will be taken to improve the understanding of the positive implications of using the Council's pre-application advice services which can benefit its customers in speeding up the later application process. The department will continue to monitor the efficiency of the services and ensure that they meet the service standards set out.</p> <p>Fee increases for pre-application advice are proposed at 2.5%, which is considered tolerable. Customers are, by definition, undertaking significant investment in building work, whether a home extension or bigger project, or home purchase. The fee increases proposed are insignificant in that context.</p>




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	<p>The use of press notices to advertise applications where the Regulations no longer require that is not an effective or efficient use of public finances.</p> <p>Negative: The higher charge for some services may be considered to be costly to the consumer. It is an entirely optional service for customers to choose.</p>	
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>N/A</p>	
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p><b>Positive:</b> The services provide support and guidance for customers when submitting a planning application and provide the opportunity for officers to enhance schemes and provide acceptable forms of the services, such as shops and health facilities, or prevent inappropriate development form harming the amenity of an area, or indeed the health of local people.</p> <p>Fee increases are necessary to ensure the planning service is financially viable and can</p>	<p><b>Better contribute to positive impacts:</b> The approval and delivery of development proposals can have a positive impact on health and well-being and foster social and community pride in their communities.</p> <p><b>Mitigate any negative impacts:</b> None</p>



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	<p>continue to resource these additional beneficial services.</p> <p>Negative: None identified.</p>	
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p><b>Positive:</b> The area of work undertaken by the planning section directly and indirectly influences the appearance, viability, safety and connectivity of communities via planning policy, land use planning decisions. Providing guidance and support to customers at an early stage in the planning process enables the best forms of development possible which is critical in providing sustainable communities.</p> <p>Fee increases are necessary to ensure the planning service is financially viable and can continue to resource these additional beneficial services.</p> <p><b>Negative:</b> None identified.</p>	<p><b>Better contribute to positive impacts:</b> The timely approval and delivery of sustainable development proposals can have a positive impact on the character and appearance of an area, promote well-being and foster social and community pride.</p> <p><b>Mitigate any negative impacts:</b> None</p>
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p><b>Positive:</b> The area of work undertaken by the planning section directly and indirectly influences local social, economic and environmental well-being via planning policy and land use planning decisions. However,</p>	<p><b>Better contribute to positive impacts:</b> None</p> <p><b>Mitigate any negative impacts:</b> None</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	<p>the global-scale effect is acknowledged as being limited, although decision can have a cumulative impact.</p> <p>Fee increases are necessary to ensure the planning service is financially viable and can continue to resource these additional beneficial services.</p> <p><b>Negative:</b> none.</p>	
<p><b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p><b>Positive:</b> Planning decisions promote the value and significance of the historic built environment by ensuring that it is a direct consideration in planning policy and land use planning decisions.</p> <p>Planning decisions generally facilitate the provision of playing fields and recreational schemes in general. The Welsh language is now a material planning consideration.</p> <p>Fee increases are necessary to ensure the planning service is financially viable and can continue to resource these additional beneficial services.</p> <p><b>Negative:</b> none.</p>	<p><b>Better contribute to positive impacts:</b> Timely planning decisions will ensure that proposals foster civic pride through well-designed development in historic areas or through the removal of development that has a negative impact on a heritage designation via enforcement action.</p> <p><b>Mitigate any negative impacts:</b> None</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p><b>Positive:</b> Appropriate development management decisions should bring positive benefits to all members of Monmouthshire’s population through policies that seek to achieve the five main aims of the Welsh Spatial Plan, namely Building Sustainable Communities, Promoting a Sustainable Economy, Valuing our Environment, Achieving Sustainable Accessibility and Respecting Our Environment</p> <p>Fee increases are necessary to ensure the planning service is financially viable and can continue to resource these additional beneficial services.</p> <p>The use of press notices to advertise some types of application when no longer required by regulations is not an effective or efficient use of public money. Site notices and neighbor letters are more effective and more accessible ways of ensuring affected parties are aware of proposed development, along with notification of Town and Community Councils and Ward Members.</p> <p><b>Negative:</b> Fee increases could mean the service is unaffordable for some customers.</p>	<p><b>Mitigate any negative impacts:</b> The pre-app advice fee increases are 2.5%. By definition, customers of this service are investing in expensive building projects or home purchase, and the fees in that context are insignificant.</p>

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>Fee increases are necessary to ensure the planning service is financially viable and can continue to resource these additional beneficial services. Alternative budget proposals would involve cuts to services.</p>	
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>Monmouthshire's bespoke services have been developed and enhanced around the needs of our customers. Members and officers of the Council have a specific interest in the subject to ensure that sustainable forms of development are developed in Monmouthshire.</p>	N/A
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>The services themselves have been created and shaped by customer feedback and engagement. The proposed fee increases will be part of the Council's wider budget consultation process.</p>	As above.

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The discretionary services provide the basis for designated officers to make timely planning decisions at an appropriate level. The services we provide will enable customers to prevent sales where there may be planning enforcement issues or breaches of planning control.</p> <p>Fee increases are necessary to ensure the planning service is financially viable and can continue to resource these additional beneficial services.</p>	<p>N/A</p>
 <p><b>Integration</b></p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The work undertaken by the development management service directly relates to promoting and ensuring sustainable development and its four areas: environment, economy, culture and society.</p>	<p>The pre-application advice service and other services would facilitate the implementation of the LDP which has been subject to a Sustainability Assessment that balances the impacts on Social, Economic and Environmental factors.</p>

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow

this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
	<p>Positive: The pre-application advice service and other discretionary services within the Development Management section of the Council should bring positive benefits to all members of Monmouthshire's population through policies that seek to achieve some of the main aims of the Welsh Spatial Plan, namely Promoting a Sustainable Economy, Valuing our Environment and Respecting Our Environment, be it through making timely decisions on planning or related applications to prevent harm to acknowledged interests, such as amenity, public safety or biodiversity.</p>		
Age	None	None	See above
Disability	None	None	See above
Gender reassignment	None	None	See above



Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
	<p>Positive: The pre-application advice service and other discretionary services within the Development Management section of the Council should bring positive benefits to all members of Monmouthshire's population through policies that seek to achieve some of the main aims of the Welsh Spatial Plan, namely Promoting a Sustainable Economy, Valuing our Environment and Respecting Our Environment, be it through making timely decisions on planning or related applications to prevent harm to acknowledged interests, such as amenity, public safety or biodiversity.</p>		
Marriage or civil partnership	None	None	See above
Pregnancy or maternity	None	None	See above
Race	None	None	See above
Religion or Belief	None	None	See above

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
	<p>Positive: The pre-application advice service and other discretionary services within the Development Management section of the Council should bring positive benefits to all members of Monmouthshire's population through policies that seek to achieve some of the main aims of the Welsh Spatial Plan, namely Promoting a Sustainable Economy, Valuing our Environment and Respecting Our Environment, be it through making timely decisions on planning or related applications to prevent harm to acknowledged interests, such as amenity, public safety or biodiversity.</p>		
Sex	None	None	See above
Sexual Orientation	None	None	See above

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
	<p>Positive: The pre-application advice service and other discretionary services within the Development Management section of the Council should bring positive benefits to all members of Monmouthshire's population through policies that seek to achieve some of the main aims of the Welsh Spatial Plan, namely Promoting a Sustainable Economy, Valuing our Environment and Respecting Our Environment, be it through making timely decisions on planning or related applications to prevent harm to acknowledged interests, such as amenity, public safety or biodiversity.</p>		
Welsh Language	Welsh is treated on equal terms as English in the planning process	None	See above

4. **Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	None.	None	n/a
Corporate Parenting	None.	None.	n/a

**5. What evidence and data has informed the development of your proposal?**

Monmouthshire's bespoke services have been developed using evidence and data from customer surveys and will be subject to regular review to ensure that the services are efficient and customer focused. We aim to collect feedback from our customers on the services over time and carry out regular review of our performance. We will monitor income from these services, the number of applications made for the services, and the impact it had on the outcome of the subsequent planning application.

To date, 100% of pre-application advice, when followed, has led to a positive officer recommendation.

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

*This section should give the key issues arising from the evaluation which will be included in the Committee report template.*

The work undertaken by the Council's Planning Service, and in particular the Development Management function, directly relates to promoting and ensuring sustainable development. The revised services would enable planning officers to engage with customers at all stages of the planning process to ensure the most appropriate forms of development are approved within Monmouthshire within the quickest period possible. The planning process promotes sustainable forms of development, helping to create jobs and investment, while protecting material interests such as amenity, public safety and biodiversity.

Fee increases are necessary to ensure the planning service is financially viable and can continue to resource these additional beneficial services.

In terms of the protected characteristics of age, disability, gender reassignment, race, religion or beliefs, gender, sexual orientation, marriage or civil partnership, there are no direct implications as a result of this guidance.

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**7. ACTIONS:** As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

N/A

What are you going to do	When are you going to do it?	Who is responsible	Progress
N/A			

**8. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

<b>The impacts of this proposal will be evaluated on:</b>	As part of the Planning Service's Annual Performance Report we will report our performance on statutory pre-application advice enquires, which will be submitted to the Welsh Government and be publicly available. With the Monmouthshire bespoke services we will regularly review the services that we provide and report our performance back to committee on an annual basis.
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
1	Budget Proposal	TBC	

## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> Carl Touhig</p> <p><b>Phone no:</b> 01633 644135 <b>E-mail:</b> <a href="mailto:carltouhig@monmouthshire.gov.uk">carltouhig@monmouthshire.gov.uk</a></p>	<p><b>OPERATIONS DEPARTMENT</b> – Savings proposal for improving the quality of recycle by changing the receptacles supplied to collect waste</p> <p>(Refer to Budget Proposal ENT003-ENT004 for further information)</p>
<p><b>Name of Service:</b> Enterprise</p>	<p><b>Date:</b> Future Generations Evaluation 3<sup>RD</sup> December 2018</p>

*NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc.*


**1. Does your proposal deliver any of the well-being goals below?**




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The proposals allow for the more efficient use of resources that are collected as recycle in Monmouthshire. Higher quality recycle improves the value of material, increases opportunity for</p>	<p>The changes will allow the service to operate more efficiently now and in the future. Higher quality recycle will allow MCC to move into the circular economy.</p>


<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
	higher paid jobs in manufacturing and upskilling existing workforce.	
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Efficient waste provision reduces the risk of flytipping and maintains healthy biodiverse habitats.	Higher quality recyclate reduces energy use in the reprocessing system
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	People feel better when they are contributing to positive programmes that improve the environment.	Higher quality recyclate reduces energy use in the reprocessing system
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Higher quality recycling will improve income and allow more resource to be put into improving the local environmental quality	Work with communities over the coming months to ensure there is no reduction in local environmental standards.
<b>A globally responsible Wales</b> Taking account of impact on global wellbeing when considering local social, economic and environmental wellbeing	Wales has an enviable record in sustainable waste management. Ensuring waste is dealt with in the right place is important to keep these services viable.	Reports submitted to Strong Communities Select to ensure members views can be fully explored and changes made where applicable.
<b>A Wales of vibrant culture and thriving Welsh language</b>	All promotional material will be bi-lingual.	Any materials produced during the consultation process will be compliant with the Welsh Language



<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation		(Wales) Measure 2011 as specified in the Standards applied to Monmouthshire
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	This collection method is closer to the WG Collections Blueprint and helps support a more equal Wales	WG promotes standardized provision of waste services across Wales and in the longer term this proposal can help support these aspirations

<b>How has your proposal embedded and prioritised the sustainable governance principles in its development? Sustainable Development Principle</b>	<b>Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.</b>	<b>Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
 <p><b>Long Term</b> Balancing short term need with long term and planning for the future</p>	These proposals are all about structuring what resources we have available to meet the service needs now and looking forward.	Higher quality recycling will support long term environmental improvements

<p>How has your proposal embedded and prioritised the sustainable governance principles in its development? Sustainable Development Principle</p>	<p>Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.</p>	<p>Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>We will work closely with Viridor during this process to ensure the service quality does not suffer.</p> <p>Reports submitted to Strong Communities Select to ensure members views can be fully explored and changes made where applicable.</p>	<p>As above</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>We will work closely with members and residents to ensure their views are taken on board and best practice will be sourced and shared with others</p>	<p>Understanding how to engage with a wider audience is helpful to getting more balanced feedback and deciding what to do.</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>These proposals will allow more scope within existing resources to manage waste more effectively</p>	<p>By managing the resource it will minimize the impacts in the future</p>

<p><b>How has your proposal embedded and prioritised the sustainable governance principles in its development? Sustainable Development Principle</b></p>	<p><b>Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.</b></p>	<p><b>Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?</b></p>
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>We have informed neighbouring authorities of the potential impacts at their sites of imposing restrictions in MCC. Many neighbouring authorities have implemented similar restrictions so impact is understood and can be managed</p>	<p>None</p>

**2. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Neutral	Neutral	N/A
Disability	Neutral	Neutral	N/A
Gender reassignment	Neutral	Neutral	N/A
Marriage or civil partnership	Neutral	Neutral	N/A

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Pregnancy or maternity	Neutral	Neutral	N/A
Race	Neutral	Neutral	N/A
Religion or Belief	Neutral	Neutral	N/A
Sex	Neutral	Neutral	N/A
Sexual Orientation	Neutral	Neutral	N/A
Welsh Language	Neutral	Neutral	N/A

3. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?

Safeguarding	During the delivery of the programme of activities associated with the production of the Master Plan safeguarding will be at the forefront to ensure that any future service delivery promotes the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.	No negative impacts are anticipated in relation to this particular group.	Where any negative impacts are identified the team will seek to address them by taking an inclusive approach.
Corporate Parenting	During the delivery of this policy the needs of any 'looked after' children will be considered to ensure any future service delivery protects their welfare.	As above	As above

**4. What evidence and data has informed the development of your proposal?**

Benchmarking data from LAs on similar restrictions  
Resident Survey  
WG Blueprint

**5. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

Changes to waste services need to be managed effectively to ensure residents are made fully aware of the changes and any impact

**6. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress
Report for Council	January 2019	Carl Touhig	Awaiting recommendations from Strong Communities Select

7. **MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	Ongoing at an officer level
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8. **VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	<i>Strong Communities Select</i>	<i>6<sup>th</sup> December 2018</i>	The proposals may be changed following staff consultation

<p><b>Name of the Officer</b> Carl Touhig</p> <p><b>Phone no:</b> 01633 644135 <b>E-mail:</b> <a href="mailto:carltouhig@monmouthshire.gov.uk">carltouhig@monmouthshire.gov.uk</a></p>	<p><b>OPERATIONS DEPARTMENT – Savings proposal for resident permits and reduced days of opening for household waste recycling centres to reduce waste tonnages and management fees at these sites. The resident permit means that access to MCC Household Waste recycling centres (HWRC’s) will be limited to Monmouthshire residents only thereby reducing visits from residents of neighbouring authorities. The proposal suggests that HWRC sites are closed for one or two days each week which reduces operating costs whilst sustaining the service albeit with some inconvenience, as they will be open for 5 or 6 days rather than 7 days as they are now.</b></p> <p><b>(Refer to Budget Proposal ENT005, ENT006 and ENT008 for further information)</b></p>
<p><b>Name of Service:</b> Enterprise</p>	<p><b>Date:</b> Future Generations Evaluation 12th December 2018</p>

***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc.***


**1. Does your proposal deliver any of the well-being goals below?**




<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The proposals allow for the more efficient use of resources at the sites for residents of Monmouthshire. By making these savings it will</p>	<p>The changes will allow the service to operate, albeit reduced, more efficiently.</p>


<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
	ensure the long term viability of waste provision in county. The new contract will focus on community benefit for jobs and upskilling.	
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Efficient waste and recycling provision reduces the risk of fly tipping and maintains healthy biodiverse habitats.	As above.
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	n/a	n/a
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Maintaining waste services for residents ensures that our communities remain clean, green and safe	Work with communities over the coming months to ensure closures and options are fully understood.
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Wales has an enviable record in sustainable waste management. Ensuring waste is dealt with in the right place is important to keep these services viable.	Reports submitted to Strong Communities Select to ensure member's views can be fully explored and changes made where applicable.
<b>A Wales of vibrant culture and thriving Welsh language</b>	All promotional material will be bi-lingual.	Any materials produced during the consultation process will be compliant with the Welsh Language



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation		(Wales) Measure 2011 as specified in the Standards applied to Monmouthshire
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	At present there is huge disparity of service provision across Wales meaning MCC is being unduly affected by cross border waste tonnage. These proposals will help reduce this tonnage	WG promotes standardized provision of waste services across Wales and in the longer term this proposal can help support these aspirations

How has your proposal embedded and prioritised the sustainable governance principles in its development? Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	These proposals are all about structuring what resources we have available to meet the service needs now and looking forward.	Establishing an affordability envelope will allow us to spec a contract that meets our needs now and in the long term. Reducing cross border waste will increase our capacity to recycle more on site.

<p>How has your proposal embedded and prioritised the sustainable governance principles in its development? Sustainable Development Principle</p>	<p>Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.</p>	<p>Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>We will work closely with Viridor during this process to ensure the service quality does not suffer.</p> <p>Reports submitted to Strong Communities Select to ensure member's views can be fully explored and changes made where applicable.</p>	<p>As above</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>We will work closely with members and residents to ensure their views are taken on board and best practice will be sourced and shared with others</p>	<p>Understanding how to engage with a wider audience is helpful to getting more balanced feedback and deciding what to do.</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>These proposals will allow more scope within existing resources to manage waste more effectively</p>	<p>By managing the resource it will minimize the impacts in the future as the service is retained and remains convenient to residents.</p>

<p><b>How has your proposal embedded and prioritised the sustainable governance principles in its development? Sustainable Development Principle</b></p>	<p><b>Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.</b></p>	<p><b>Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?</b></p>
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>We have informed neighbouring authorities of the potential impacts at their sites of imposing restrictions in MCC. Many neighbouring authorities have implemented similar restrictions so impact is understood and can be managed</p>	<p>None</p>

**2. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Neutral	Neutral	N/A
Disability	Neutral	Neutral	N/A
Gender reassignment	Neutral	Neutral	N/A
Marriage or civil partnership	Neutral	Neutral	N/A
Pregnancy or maternity	Neutral	Neutral	N/A

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Race	Neutral	Neutral	N/A
Religion or Belief	Neutral	Neutral	N/A
Sex	Neutral	Neutral	N/A
Sexual Orientation	Neutral	Neutral	N/A
Welsh Language	Neutral	Neutral	N/A

3. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?

Safeguarding	During the delivery of the programme of activities associated with the production of the Master Plan safeguarding will be at the forefront to ensure that any future service delivery promotes the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.	No negative impacts are anticipated in relation to this particular group.	Where any negative impacts are identified the team will seek to address them by taking an inclusive approach.
Corporate Parenting	During the delivery of this policy the needs of any 'looked after' children will be considered to ensure any future service delivery protects their welfare.	As above	As above

**4. What evidence and data has informed the development of your proposal?**

- Benchmarking data from LAs on similar restrictions
- Resident Survey
- Viridor management fee proposal

**5. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

Closures and restrictions at household waste recycling centres will always be perceived as negative. We will ensure we communicate in an open and transparent way and one that will allow us to genuinely develop a service provision that meets the needs of future generations

**6. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress
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Report for Council	January 2019	Carl Touhig	Awaiting recommendations from Strong Communities Select
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**7. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	Ongoing at an officer level
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**8. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	<i>Strong Communities Select</i>	<i>6<sup>th</sup> December 2018</i>	The proposals may be changed following staff consultation

## Future Generations Evaluation (includes Equalities and Sustainability Impact)

**Name of the Officer** Roger Hoggins

**Phone no:** 01633 644133

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

Compilation of the various car parking savings proposed as part of the 19/20 budget exercise and to consider in the wider context of investment into carpark/highway infrastructure/transport infrastructure' including:

ENT010	OPS - Car Parks - Increase in charges - 10% (short stay car parks to increase to £1.50 for up to 2 hours)	(90)
ENT011	OPS - Car Parks - Charging for Blue Badge Holders but with concession – first hour free	(45)
ENT012	OPS - Car Parks - Remove Xmas free parking (town councils to be offered opportunity to pick up subsidy).	(20)
ENT014	OPS - Car Parks - Identifying additional car parking sites. Severn Tunnel Junction (requires investment)	(15)
ENT017	OPS - Charging for HGVs overnight in Abergavenny Bus Station	(2.0)
ENT015	OPS - Car Parks - changing charging times 08.00-18:00	(3)
ENT016	OPS - Car Parks - Charging On a Sunday - single flat fee £1 all day	(40)

(Refer to Budget Proposal ENT010-ENT017 for further information)

**Name of Service:** Car Parking

**Date:** Future Generations Evaluation 5th December 2018

**NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc.**



**1. Does your proposal deliver any of the well-being goals below?**




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>There is an obvious negative impact where motorists will be expected to pay more for car parking. However the proposals must be seen in a wider context where car park income is reinvested into Council priorities such as public transport, traffic management, highway maintenance, car park management and maintenance etc.; services that might otherwise be under greater financial pressure from the budget setting overall.</p>	<p>Regular car park users have options to buy various permutations of season tickets at heavily discounted rates.</p> <p>The towns of Abergavenny, Monmouth and Chepstow continue to offer free parking in each town in certain car parks.</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>The council is investing into research into improving public transport and sustainable fuels. Although not significant the charge for parking may encourage some to use public transport rather than private car</p>	<p>Car park income will help to support research and contribute to any sustainable vehicles purchased into the fleet</p>



<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>WG is promoting Active Travel (walking/cycling) and income can be used to maintain footpaths, cycle routes etc. The benefits of a healthier lifestyle are known so MCC contribution coupled with active travel grant help to support this.</p>	<p>None</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>Better management of car parking (short term, long term, discounted season tickets etc.) all contribute to creating parking for shoppers (to help retail) whilst offering more affordable long term parking options.</p>	<p>Discounted season tickets and long term v short term parking options</p>
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>No direct link</p>	<p>N/A</p>
<p><b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>Signage is in Welsh and English and some may choose to walk or cycle rather than drive and pay for parking.</p>	<p>Any materials produced during the consultation process will be compliant with the Welsh Language (Wales) Measure 2011 as specified in the Standards applied to Monmouthshire</p>
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p>Car park funding contributes to the councils budget which in turn supports services like public transport</p>	<p>Car Park income is reinvested into Council services such as public transport, active travel, traffic and highway management, car park management and</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	which might otherwise be under greater financial pressure	maintenance and development (new car parks, modern equipment, car park infrastructure)

How has your proposal embedded and prioritised the sustainable governance principles in its development? Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>Car park income contributes to Council priorities. Moving towards a carbon neutral society (WG aim by 2040) will see less people driving private cars so it is appropriate that funding from car users is reinvested into longer term priorities of the authority(carbon reduction, public transport etc.)</p>	<p>A vehicle replacement programme based upon sustainable fuels has been commissioned which will help to inform future purchases. Reviews of public transport are underway and efforts made to sustain public transport which is otherwise under threat due to financial pressure.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>In some instances we are working with other bodies (WG, rail companies) to make the use of public transport more accessible (park and ride). We have also worked with local councils to create parking for public transport (Rogiet CC).</p>	

<p>How has your proposal embedded and prioritised the sustainable governance principles in its development? Sustainable Development Principle</p>	<p>Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.</p>	<p>Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>These proposals will form part of the budget exercise so will go through a consultation process. Other consultation has already highlighted the need for better access to rail services (park and ride) and a previous car park review had worked extensively with businesses to support the retail/commercial sector.</p>	<p>Any changes to the car park order demands a consultation process so other interested parties will be able to comment.</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Looks to support Council priorities and to better manage car parking arrangements</p>	<p>None</p>
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>Reduced carbon emissions, supporting public transport,</p>	<p>None</p>

**2. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh

Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Age	None	None	N/A
Disability		Within the range of car parking proposals introducing a charge for blue badge holders is proposed by officers again. This has previously been dismissed by members due to the impact upon the disabled within the community. However there is precedent for such a charge amongst other authorities and it is proposed again as part of a wider range of proposals to support council priorities. Mitigation is also proposed to reduce the impact upon blue badge holders.	In previous discussions with representatives of disable groups it was suggested that mitigation might be either the first hour free or buy one hour but get two hours, buy two hours get three hours etc.
Gender reassignment	None	None	N/A
Marriage or civil partnership	None	None	N/A
Pregnancy or maternity	None	None	N/A
Race	none	None	N/A
Religion or Belief	none	None	N/A
Sex	none	None	N/A
Sexual Orientation	none	None	N/A
Welsh Language	none	None	N/A

**3. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information please see the guidance

<http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire’s Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	<i>During the delivery of the programme of activities associated with the production of the Master Plan safeguarding will be at the forefront to ensure that any future service delivery promotes the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.</i>	No negative impacts are anticipated in relation to this particular group.	Where any negative impacts are identified the team will seek to address them by taking an inclusive approach.
Corporate Parenting	<i>During the delivery of this policy the needs of any ‘looked after’ children will be considered to ensure any future service delivery protects their welfare.</i>	As above	As above

**4. What evidence and data has informed the development of your proposal?**

Research into other LA’s car parking regimes  
 Feedback from public transport companies  
 WG priorities  
 Council corporate plan (22 for 22)

**5. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

**The proposal seeks to generate income to invest in council priorities, extra parking, and to better manage car parking within the authority. Any additional income is reinvested into Council services (transport, highways, active travel) which would otherwise be under greater financial pressure.**

**6. ACTIONS:** As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress
Introduce new charges by notice	May'19	Roger Hoggins	
Draft a new car park order, consult, advertise and implement	July '19	Civil enforcement team	

**7. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	Ongoing at an officer level
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**8. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	<i>Cabinet 19<sup>th</sup> December</i>		Subject to member scrutiny and decision

## Future Generations Evaluation

(includes Equalities and Sustainability Impact)

<p><b>Name of the Officer</b> Steve Lane</p> <p><b>Phone no:</b> 01633 644133 <b>E-mail:</b> <a href="mailto:stevlane@monmouthshire.gov.uk">stevlane@monmouthshire.gov.uk</a></p>	<p>Proposal to increase workload managed through Highways Operations thereby improving overhead recovery with a subsequent net benefit to the revenue account (£50k). Likely to require up to £500k extra work being channeled through highways ops mostly coming from capital budget and grant work.</p> <p>(For further information see Budget Proposal ENT019)</p>
<p><b>Name of Service:</b> County Highways Operations (mcc roadworkers and management team)</p>	<p><b>Date:</b> Future Generations Evaluation 5th December 2018</p>

*NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc.*



**1. Does your proposal deliver any of the well-being goals below?**




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b>	Highways ops has demonstrated its capacity to deliver on large projects (car parks, resurfacing projects). The eventual outcome of this approach is the employment	There is a risk accompanying this approach. Should there be no or unsuitable projects then the proposal fails with a resultant

<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
Efficient use of resources, skilled, educated people, generates wealth, provides jobs	of more roadworkers with the necessary skills or cadets to be trained up in-house in order to provide the capacity required	budget pressure and loss of staff. To avoid this there will be a need for project planning at the start of each financial year to ensure sufficient suitable works are made available.
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Not applicable. The work will be carried out either by MCC resources or external contractors.	The proposal is neutral in its impact upon this well being goal
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Local government is generally considered a 'good employer' and more jobs will eventually come through this route if the service area is successful in securing more work.	The status Quo will remain should the proposal not be successful
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	No direct link	N/A
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	No direct link	N/A
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	No direct link	N/A



<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	More jobs with training opportunities but there are risks should suitable work not be forthcoming. The team are looking to support and encourage routes to employment through the cadet scheme.	The status Quo will remain should the proposal not be successful

<b>How has your proposal embedded and prioritised the sustainable governance principles in its development?</b> <b>Sustainable Development Principle</b>	<b>Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.</b>	<b>Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
 <p>Balancing short term need with long term and planning for the future</p> <p><b>Long Term</b></p>	<p>Extra direct employment and seeking to protect the Highways service from cuts that make it at risk of being unable to fulfill its highway duties e.g. gritting, response to emergencies etc. going forward as budget cuts become more difficult to achieve without significant effect to front line services.</p>	<p>The status Quo will remain should the proposal not be successful</p>
 <p>Working together with other partners to deliver objectives</p> <p><b>Collaboration</b></p>	<p>If the Highways Ops staff resource grows sufficiently then we may be able to extend our offer to a wider customer base over and above local authorities / Public Bodies</p>	<p>The status Quo will remain should the proposal not be successful</p>

<p>How has your proposal embedded and prioritised the sustainable governance principles in its development? Sustainable Development Principle</p>	<p>Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.</p>	<p>Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>Informal discussions with other MCC Budget holders. Seek discussions with other interested budget holders outside of Highways and MCC</p>	<p>The status Quo will remain should the proposal not be successful</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Looks to sustain staffing levels to protect essential services as budget setting becomes increasingly difficult</p>	<p>Surpluses through these types of initiatives need to be successful. Undertaking statutory duties will become more difficult as further budget pressures prevail.</p>
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>Neutral</p>	<p>N/A</p>

2. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)
- 3.

<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Age	Neutral	Neutral	N/A
Disability	Neutral	Neutral	N/A
Gender reassignment	Neutral	Neutral	N/A
Marriage or civil partnership	Neutral	Neutral	N/A
Pregnancy or maternity	Neutral	Neutral	N/A
Race	Neutral	Neutral	N/A
Religion or Belief	Neutral	Neutral	N/A
Sex	Neutral	Neutral	N/A
Sexual Orientation	Neutral	Neutral	N/A
Welsh Language	Neutral	Neutral	N/A

- 4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire’s Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>

Safeguarding	<i>During the delivery of the programme of activities associated with the production of the Master Plan safeguarding will be at the forefront to ensure that any future service delivery promotes the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.</i>	No negative impacts are anticipated in relation to this particular group.	Where any negative impacts are identified the team will seek to address them by taking an inclusive approach.
Corporate Parenting	<i>During the delivery of this policy the needs of any 'looked after' children will be considered to ensure any future service delivery protects their welfare.</i>	As above	As above

**5. What evidence and data has informed the development of your proposal?**

Discussions with other MCC budget holders  
Capacity of Highway Ops workforce  
Succession planning and minimum staffing levels

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

The proposals have not changed as a result of completing this form.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress
Meet with Highways design managers to agree what projects Ops will do in next twelve months. Discuss with other MCC budget holders with similar construction needs	March '19	Highways ops	Submitted

Discuss with CC Clerks their construction needs	Summer 19	Highways Ops	
	Summer 19	Highways Ops	

- 8. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	<b>Ongoing at an officer level</b> April 2019 – Department Management Team June 2019 – Enterprise DMT
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- 9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	<i>Cabinet 19<sup>th</sup> December</i>		Subject to member scrutiny and decision

## Future Generations Evaluation (includes Equalities and Sustainability Impact)

<p><b>Name of the Officer</b> Steve Lane</p> <p><b>Phone no:</b> 01633 644133</p> <p><b>E-mail:</b> <a href="mailto:stevelane@monmouthshire.gov.uk">stevelane@monmouthshire.gov.uk</a></p>	<p><b>Proposal to create a joint agreement with a private sector partner to improve the management and processing of highway waste arisings (Largely sweeping arisings plus other suitable materials) thereby improving of recycling performance whilst reducing our operating costs</b></p> <p><b>(For further information see budget proposal ENT020)</b></p>
<p><b>Name of Service:</b> County Highways Operations</p>	<p><b>Date:</b> Future Generations Evaluation 5th December 2018</p>




*NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc.*

**1. Does your proposal deliver any of the well-being goals below?**



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Creates a private/public partnership to improve recycling figures and also to create an opportunity to generate revenue savings</p>	<p>Negotiations are underway with a potential partner</p>

<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Improved recycling and reduced carbon foot print	Consideration of the waste within the area that could be processed through this facility improving the benefits for a wider area.
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	No direct link	N/A
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	This is a different way of processing waste. It allows waste to be processed into the, usual, end product more efficiently.	None
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Recycling facility may be expanded to other customers with South Wales	None
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	No direct link	N/A
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	No direct link	N/A

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?

How has your proposal embedded and prioritised the sustainable governance principles in its development? Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p> <p>Long Term</p>	<p>This proposal offers short term financial benefits whilst recycling valuable products previously been considered waste (aggregate, organic material). However it has long term sustainable benefits improved by increased take up by other companies.</p>	<p>There is a risk of financial failure by any private sector partner. A robust contract will be required to protect the council's investment.</p>
 <p>Working together with other partners to deliver objectives</p> <p>Collaboration</p>	<p>The partner organization will likely be a private sector company working on a joint agreement</p>	<p>Due diligence on the Partnering Company will mitigate negative impacts</p>
 <p>Involving those with an interest and seeking their views</p> <p>Involvement</p>	<p>The operator will be selling the service to other organisations to the mutual benefit of MCC and the partner company</p>	<p>MCC will help with future customers and raising profile</p>



How has your proposal embedded and prioritised the sustainable governance principles in its development? Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Putting resources into preventing problems occurring or getting worse</p> <p>Prevention</p>	Improves recycling efficiency	Status Quo will exist should project not deliver
 <p>Considering impact on all wellbeing goals together and on other bodies</p> <p>Integration</p>	Better use of natural resources by recycling more effectively, and reducing products that would go to land fill	Status Quo will exist should project not deliver

**2. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Neutral	Neutral	N/A
Disability	Neutral	Neutral	N/A
Gender reassignment	Neutral	Neutral	N/A

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Marriage or civil partnership	Neutral	Neutral	N/A
Pregnancy or maternity	Neutral	Neutral	N/A
Race	Neutral	Neutral	N/A
Religion or Belief	Neutral	Neutral	N/A
Sex	Neutral	Neutral	N/A
Sexual Orientation	Neutral	Neutral	N/A
Welsh Language	Neutral	Neutral	N/A

3. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?

Safeguarding	During the delivery of the programme of activities associated with the production of the Master Plan safeguarding will be at the forefront to ensure that any future service delivery promotes the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.	No negative impacts are anticipated in relation to this particular group.	Where any negative impacts are identified the team will seek to address them by taking an inclusive approach.
Corporate Parenting	During the delivery of this policy the needs of any 'looked after' children will be considered to ensure any future service delivery protects their welfare.	As above	As above

**4. What evidence and data has informed the development of your proposal?**

Tonnages presently disposed of by MCC and financial modelling

**5. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

The proposals have not changed as a result of completing this form.

**6. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress
Start negotiations with potential partners	March '19 ongoing	Highways ops	Awaiting approval

7. **MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	Ongoing at an officer level  June 2019 – Enterprise DMT
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8. **VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	<i>Cabinet 19<sup>th</sup> December</i>		Subject to member scrutiny and decision

## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> Dave Loder</p> <p><b>Phone no:</b> 4298 <b>E-mail:</b> daveloder@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <table border="1" data-bbox="1070 534 2089 590"> <tr> <td data-bbox="1070 534 1187 590">ENT021</td> <td data-bbox="1187 534 1937 590">OPS - Streetlighting - rearranging of LED SALIX Loans</td> <td data-bbox="1937 534 2089 590">(38)</td> </tr> </table> <p>(For further information see budget proposal ENT021)</p>	ENT021	OPS - Streetlighting - rearranging of LED SALIX Loans	(38)
ENT021	OPS - Streetlighting - rearranging of LED SALIX Loans	(38)		
<p><b>Name of Service</b></p> <p>Operations</p>	<p><b>Date Future Generations Evaluation</b> 04/12/2018</p>			



***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***



- 1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	The proposal recognises the potential for service efficiencies.	Monitor and manage service efficiencies via the business planning process and revenue budget monitoring process
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	This proposal assist with the authorities' ambition to reduce its energy consumption and carbon footprint.	Continued monitoring of the pay back period and return on investment
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	N/A	N/A
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	N/A	N/A
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	This proposal assist with the authorities' ambition to reduce its energy consumption and carbon footprint.	Continued monitoring of the pay back period and return on investment
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and	N/A	N/A


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
protected. People are encouraged to do sport, art and recreation		
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	N/A	N/A

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>This proposal recognises the need for service efficiency whilst also ensuring that any budget reductions do not inhibit the department's future ability to deliver</p>	<p>The operations department does not anticipate any negative impacts as a result of the proposal and will endeavour to continue to improve their efficiency.</p>
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	N/A	N/A

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	N/A	N/A
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	This proposal recognises the need for service efficiency and delivery, this proposal therefore will not inhibit the department's future ability to deliver.	The service does not anticipate any negative impacts as a result of the proposal.



Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>	<p>This proposal will not impact on other partners as it is an efficiency rather than a reduction in service delivery.</p>	<p>The service does not anticipate any negative impacts as a result of the proposal.</p>

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Neutral -	Neutral	N/A

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability	Neutral	Neutral	N/A
Gender reassignment	Neutral	Neutral	N/A
Marriage or civil partnership	Neutral	Neutral	N/A
Pregnancy or maternity	Neutral	Neutral	N/A
Race	Neutral	Neutral	N/A
Religion or Belief	Neutral	Neutral	N/A
Sex	Neutral	Neutral	N/A
Sexual Orientation	Neutral	Neutral	N/A
Welsh Language	Neutral	Neutral	N/A

**4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information

please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	N/A	N/A	N/A
Corporate Parenting	N/A	N/A	N/A

**5. What evidence and data has informed the development of your proposal?**

Budget data, recognition of spare budget that can be released back into MTFP as a saving.

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

*This section should give the key issues arising from the evaluation which will be included in the Committee report template.*

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**7. ACTIONS:** As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress
Consult with members and public	January 2019	TBC	Pending

**8. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	June 2019 – Enterprise DMT
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
<b>01</b>	<i>Budget Approval</i>	<i>Feb 2019</i>	The proposals may be changed following staff consultation



## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> Richard Cope  <b>Phone no:</b> 01633644745  <b>E-mail:</b> richardcope@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>Reviewing and transforming the costs of Home to School Transport - To realise the retendering savings on a full year spend from the DPS retendering carried out during 18/19. To follow on with this and have a rolling programme of route optimisation to ensure that best value is obtained from the tender.</p> <p>(Continuation of proposal put forward for 18/19)</p> <p>(Refer to budget proposal ENT022 for further information)</p>
<p><b>Name of Service:</b> Passenger Transport Unit</p>	<p><b>Date Future Generations Evaluation</b> 6<sup>th</sup> December 2018</p>

***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***

- 1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Continuing to ensure a more efficient use of the resources available to sustain the service and to safeguard employment of existing and future employees.  There is a potential impact on the local provider market as we seek value for money solutions to currently high cost problems.	Continued consultation with Bus and Taxi operators and parents will contribute to the positivity of the proposals.  Meet the Operator Day provided an opportunity to offer increased support to local providers to enable them to sign up to the DPS Framework to tender for contracts.
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	The re tendering of contracts with route optimisation and introduction of personal transport budgets along with any in house provision may reduce the number of contracts and vehicles required as well as providing some greener fleet. This will reduce CO2 emissions.	Tracking devices are installed throughout the whole of the Council's fleet to optimize data on usage and plan for maximization.
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Fewer vehicles on contract work will have a positive effect on the environment and reduce emissions which will contribute to the health and wellbeing of residents. Personal transport budgets will give parents greater choice in transport provision and may reduce the anxiety which will aid mental wellbeing	Continuing review of transport and PTU services to enable us to consider our ongoing contribution to wellbeing, quality of life and sustainability.
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	New solutions for home to school transport will give communities the ability to contribute to the way in which they are connected and safe with the introduction of the choice in transporting children themselves.	Continuing review of transport and PTU services to enable us to consider our ongoing contribution to wellbeing, quality of life and sustainability.



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Collaborative contract provision with cross border working and better choices for parents should lead to a reduction in vehicles and carbon emissions which will contribute to the global well being	Continuing review of transport and PTU services to enable us to consider our ongoing contribution to wellbeing, quality of life and sustainability. This review includes the consideration of Ultra Low Emission Vehicles (ULEV) in order to further reduce our carbon footprint.
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Welsh language will be promoted with all application forms and signage on vehicles available bi lingually.	Continuing review of transport and PTU services to enable us to consider our ongoing contribution to wellbeing, quality of life and sustainability.
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Efficient use of resources will sustain the future of the service, therefore enabling pupils to access education, and fulfill their potential.	Continuing review of transport and PTU services to enable us to consider our ongoing contribution to wellbeing, quality of life and sustainability.

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?



Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The sustainability of home to school transport for the future needs to be a mix of interventions and our continued review of transport will enable us to consider new ways of delivering transport which will make it more sustainable in the future</p>	<p>Consideration of future CYP plans to ensure increased awareness of future transport requirements.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The DPS has been developed with four councils , Monmouthshire Newport Torfaen and Blaenau Gwent which shows our ability in working together with partners. This will reduce administration and make the service more sustainable moving forward.</p>	<p>N/A</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>Meet the Operator Day was held before the tender and assistance in showing operators how they could register onto the DPS framework.</p>	<p>Continued engagement with the providers, operators and parents to ensure pupils needs are met</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Prevention</b> Putting resources into preventing problems occurring or getting worse</p>	<p>Amid rising costs for transporting children and an increase in ALN provision, the interventions outlined in the proposal will contribute to the sustainability of home to school transport for the future.</p>	<p>Ongoing liaison with parents, schools and operators to ensure that the best solutions are agreed.</p>
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>	<p>In bringing together proposals this should lead to better integration of services and should improve transport solutions for parents schools and the authority.</p>	<p>Ongoing liaison with schools, operators and neighbouring authorities to ensure that opportunities for integration are considered.</p>

- 3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Positive impact to ensure young people have continued access to affordable home to school transport.	None	None
Disability	Better choice of transport solutions for ALN Pupils and parents	Changes in service delivery may have a negative impact on pupil wellbeing if not managed well	Continued enagement with parents to ensure changes in service are managed sensitively, with pupil needs considered
Gender reassignment	Neutral	Neutral	N/A
Marriage or civil partnership	Neutral	Neutral	N/A
Pregnancy or maternity	Neutral	Neutral	N/A
Race	Neutral	Neutral	N/A
Religion or Belief	Neutral	Neutral	N/A
Sex	Neutral	Neutral	N/A
Sexual Orientation	Neutral	Neutral	N/A

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Welsh Language	Signage and forms available bi -lingually	None	None

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	The Personal transport budgets will have a positive impact on safeguarding children as they will have the option to be transported by parents in a safe environment. Safe recruitment of staff and level 1 safeguarding training for all drivers and escorts will have a positive effect on safeguarding	No Negative impact	Driver and Escort training to level 1 safeguarding and positive behaviour training where required
Corporate Parenting	Level 1 safeguarding training and positive behavior training for drivers and escorts will be a positive impact on safeguarding children and vulnerable adults	No Negative impact	As above

5. What evidence and data has informed the development of your proposal?

- Evidence of current spend on home to school transport
- DPS developed in collaboration with three other authorities and best practice from each collaborated and used to inform terms and conditions of tender
- Personal transport budgets have been introduced in another authority (RCT) and have proved successful as an alternative to contracted transport
- Consulted with operators over payment terms and researched factoring which a number use to improve cashflow which has developed our proposal.

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

The proposals have a positive impact as they are introducing better choice in the ways in which home to school transport is awarded and should reduce the increase in costs relating to the current provision due to increase in ALN provision and the capacity of operators on the current framework. An increase in operators or the option to offer personal transport budgets, better payment terms and conditions and/or in house provision gives the authority a better scope in deciding what is best value moving forward.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress
TBC			

**8. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
<b>01</b>	Budget Mandate, SLT Cabinet ,Scrutiny and Council	To be considered	

## Equality and Future Generations Evaluation

<p><b>Name of the Officer</b> Cath Fallon</p> <p><b>Phone no:</b> 07557 190969 <b>E-mail:</b> cathfallon@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p><b>Community and Partnership Development – Budget Savings</b></p> <p>(Refer to budget proposal ENT023 for further information)</p>
<p><b>Name of Service area</b></p>	<p><b>Date</b> 20<sup>th</sup> November 2018</p>

1. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	This proposal recognises a current underspend within the team drawn from an underutilised services budget and a post that is unfilled. The proposal will therefore not affect the delivery of the service for this characteristic.	n/a	n/a
Disability	See above	n/a	n/a

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Gender reassignment	See above	n/a	n/a
Marriage or civil partnership	See above	n/a	n/a
Pregnancy or maternity	See above	n/a	n/a
Race	See above	n/a	n/a
Religion or Belief	See above	n/a	n/a
Sex	See above	n/a	n/a
Sexual Orientation	See above	n/a	n/a
Welsh Language	See above	n/a	n/a
Poverty	See above.	n/a	n/a







**2. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!


<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	The proposal recognises the potential for service efficiencies.	The service does not anticipate any negative impacts as a result of the proposal and will endeavor to continue to improve their efficiency.
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	This proposal does not contribute to this goal.	n/a
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	See above	n/a
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	The service works with local communities to build resilience and self-sufficiency. This proposal will not impact on their ability to do this.	The service does not anticipate any negative impacts as a result of the proposal and will endeavor to continue to improve their efficiency.
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	This proposal does not contribute to this goal.	n/a

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	This proposal does not contribute to this goal.	n/a
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	This proposal recognises a current underspend within the team drawn from an underutilised services budget and a post that is unfilled. The proposal will therefore not affect the delivery of the service for this characteristic.	n/a

### 3. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	This proposal recognises the need for service efficiency whilst also ensuring that any budget reductions do not inhibit the team's future ability to deliver.	The service does not anticipate any negative impacts as a result of the proposal and will endeavor to continue to improve their efficiency.

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>The service works with partners to build community resilience and self-sufficiency. This proposal will not impact on their ability to do this.</p>	<p>As above.</p>
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>The service does not anticipate any impact on stakeholders as a result of these proposed budget efficiencies.</p>	<p>As above.</p>
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>This proposal recognises the need for service efficiency and delivery, this proposal therefore will not inhibit the team's future ability to deliver.</p>	<p>The service does not anticipate any negative impacts as a result of the proposal..</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Integration</b>            Considering impact on all wellbeing goals together and on other bodies</p>	<p>This proposal will not impact on other partners as it is an efficiency rather than a reductionist proposal.</p>	<p>The service does not anticipate any negative impacts as a result of the proposal.</p>

**4. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Social Justice, Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?**

	Describe any positive impacts your proposal has	Describe any negative impacts your proposal has	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Social Justice	The purpose of this service is to address the social justice agenda, this proposal will not affect the team's ability to do this.	n/a	n/a
Safeguarding	This proposal will not affect the team's ability to address any safeguarding issues should they arise.	n/a	n/a

Corporate Parenting	This service assists in the delivery of the corporate parenting agenda, this proposal will not affect the team's ability to do this.	n/a	n/a
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**5. What evidence and data has informed the development of your proposal?**

This proposal has been formed as a result of a budget analysis exercise and therefore recognises the need for service efficiencies whilst ensuring that future service delivery is not impacted.

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

This proposal recognises a current underspend within the team drawn from an underutilised services budget and a post that is unfilled. The proposal will therefore improve service efficiency whilst ensuring that future service delivery is not impacted.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible
Implement budget efficiencies	Immediately	Sharran Lloyd

**8. VERSION CONTROL: The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision making process. It is important to keep a record of this process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.**

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
1	Budget Mandate	November 2018	

## Equality and Future Generations Evaluation

<b>Name of the Officer</b> Ian Saunders / Richard Simpkins / Matthew Lewis/ Tracey Thomas / Marie Bartlett  <b>Phone no:</b> <b>E-mail:</b>	<b>Please give a brief description of the aims of the proposal</b>  Savings and Pressures Mandates (ENT024 and pressures PENT007, PENT009 – PENT023)
<b>Name of Service area</b> TLCY	<b>Date</b> 5 <sup>th</sup> December 2018

1. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
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Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The Alternative Delivery Model will provide greater opportunities for all ages as it will look to invest, develop and build on existing facilities and programs. There will also be a joined up approach so that all service areas in scope provide a much wider offer. The new model will also provide employment opportunities in new areas of the business for existing staff within marketing, sales, catering etc. These positive impacts will apply to all protected characteristics listed below	None	Asking all of our customers and partners what matters to them will evidently improve our services. If we are in a position in the future to redesign and invest in facilities we will see an improved offer for all.
Disability	Any new re-design and development of services will conform with the Equalities Act.	None	Working with key partners we have ensured all new facilities and re-developments have/will be fit for purpose and suitable for all abilities
Gender reassignment	As in age row	None	As in age row
Marriage or civil partnership	As in age row	None	As in age row
Pregnancy or maternity	As in age row	None	As in age row
Race	As in age row	None	As in age row



Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Religion or Belief	As in age row	None	As in age row
Sex	As in age row	None	As in age row
Sexual Orientation	As in age row	None	As in age row
Welsh Language	Consideration will be given to any new signage and plans for any redevelopments to comply with the Welsh Language act. All marketing materials and general information for customers will be provided bilingually including planned social media. There are current Welsh Language courses running for all front of house staff to meet and greet customers and these will be developed. All job adverts are now advertised as requesting Welsh speakers as part of the person specification.	None	Our staff are engaging in improving their ability to communicate through the medium of Welsh. There is support for this centrally via a scheduled training program to ensure our teams are in a good position to deliver the core aims within a set timeframe.
Poverty	As in age row	None	As in age row



**2. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!



<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>To ensure much valued local services are maintained and by their nature provide employment, growth and an increasingly skilled workforce.</p>	<p>Keeping services open and local but with more community focus and coordination – helping knit communities together.</p> <p>Positive engagement and coordination with community focused services.</p> <p>Income generation and investment in key aspects of the business will ensure the culture and business thrives and there is sustained growth moving forwards.</p> <p>Continue to invest and grow our very successful volunteering scheme.</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>Continue our close working partnership with countryside and planning and ensuring our green spaces and cultural heritage is supported.</p> <p>Alternative Delivery Model managing all of its greenspaces and property to maintain and enhance biodiversity and promote resilience (in the context of it being a new entity).</p>	<p>The Alternative Delivery Model will seek to develop partnerships and support landscape scale action, provide expert advice and seek to access new forms of funding to secure partnership action.</p>


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Positive impact by ensuring quality services are provided by offering events and opportunities to encourage a fit and healthy lifestyle through leisure, sport, outdoor education, countryside and cultural access.</p> <p>The new offer will ensure that events and activities are also well signposted and the benefits of such activities demonstrated.</p>	<p>Working with key partners through the Public Service Board will ensure that physical and mental health through activity is widely available and that the Alternative Delivery Model is central to this by working directly with its communities. The work inside Creating An Active and Healthy Monmouthshire Group connects to key acts such as Social Services Wales (Act) the Wellbeing Future Generations, Environment Act and also key strategies and drivers such as obesity including the Gwent Child Obesity Strategy, Get Wales Moving (replacing Climbing Higher), etc. Schools Sports Surveys will be undertaken biannually along with work across Active Gwent Sport Development/Youth Teams, cultural services, cycling and walking product, and exercise referral should all contribute to a positive impact. The Alternative Delivery Model will have the ability to package the offer and market across our communities.</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>The approval for the formation of an Alternative Delivery Model will ensure the sustainability and growth in these service areas. A known benefit of an Alternative Delivery Model is improved community engagement and connection with local</p>	<p>To ensure the Alternative Delivery Model has a structure which focuses on encouraging community cohesion as one of its social drivers.</p> <p>An extensive customer survey on, 'what matters', has been undertaken across all our</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	<p>priorities - this can lead to service improvements and continuing to understand what matters to our customers and partners.</p>	<p>services where, 1,200 returns were obtained and further engagement activities have taken place since then with customers, staff and user groups.</p>
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>The Alternative Delivery Model will have delegated responsibility to ensure high standards are met and maintained that do not conflict with the global drivers</p>	<p>Any decisions taken by the Alternative Delivery Model will take into account global and well-being issues as part of its day to day processes.</p>
<p><b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>The Alternative Delivery Model will incorporate services which contribute greatly to the local culture, heritage and art, this will include the promotion and protection of the Welsh language, which will form part of the core value and aim of the new organisation.</p>	<p>One of the key drivers of the Alternative Delivery Model will be the promotion of activity, health, culture and art and its structure and key developments will reflect that.</p> <p>The ability to react to the current markets and trends will enable the new organisation to position itself to meet the outcomes.</p>
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p>The Alternative Delivery Model will incorporate services which contribute greatly to the local culture, heritage and art, this will include the promotion and protection of the Welsh language, which will form part of the core value and aim of the new organisation.</p>	<p>One of the key drivers of the Alternative Delivery Model will be the promotion of activity, health, culture and art and its structure and key developments will reflect that.</p> <p>The ability to react to the current markets and trends will enable the new organisation to position itself to meet the outcomes.</p>

**3. How has your proposal embedded and prioritised the sustainable governance principles in its development?**

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>Business plans, investment opportunities, community, staff and member engagement are part of the next phase of developing the Alternative Delivery Model for the future. During this period there is still a need to ensure the services continue to function and develop.</p>	<p>Reducing budgets and savings have led to some service areas altering core hours of operation. There has been a concerted effort to assist by mobilising volunteers, making efficiencies and generating additional income to ensure negative impact of reducing budgets is mitigated. Where possible we have been using existing staff where we have had vacancies.</p>
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>The services have some key partners from funding, grants and delivery of service. Some key partners include other LA's, Public Health Wales, NRW, Sport &amp; Art Wales, Visit Wales, Town &amp; Community Council, Youth Offer partnership, Creating Active &amp; Healthy Monmouthshire, Schools, Unions. During the Alternative Delivery Model engagement process all major stakeholders and partners will be involved.</p>	<p>The next phase of the ADM will include a full engagement program, scoping of commercial opportunities for which resources and an interim structure will be put in place to move things forwards.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>There is an ongoing engagement program in place to ensure all the relevant people are consulted with. This includes all staff across Tourism, Leisure, Culture and Youth Service, Town and Community Councils, the Senior Leadership Team and all Council members within Monmouthshire.</p>	<p>The engagement process will be constantly reviewed and evaluated to ensure the views of all those who have an interest are taken into account.</p> <p>Engagement is an ongoing continual process. A number of 'staff champions' have stepped forward to help with the process to communicate and support teams on the ground. An electronic newsletter is sent to all staff periodically when there is any further information or progress to share. There is also a central location on the Hub for staff to view relevant documentation and post views and opinions on the process. This ensures all staff are receiving a consistent message and the champions have something to share with teams and collect any feedback in necessary.</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The business plans for each service are being developed with the site teams and managers. In the plans there are opportunities for growth and investment.</p> <p>If this is not done the services will be managing decline and income targets will not be maintained causing a downward spiral.</p>	<p>The ADM along with the Shadow Board will develop a new staffing structure and investigate how best to mobilise it's incredible talented teams across the various business opportunities and services. We are currently identifying key income pipelines for each area and how these can be developed and joined up within the new model moving forwards.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>	<p>The opportunity to develop a new way of delivering services and sustaining their long term future should give the opportunity to better connect wellbeing outcomes to other partners and bodies. All the services being considered contribute to the wellbeing goals although some are more clearly defined than others. It is important that the services are able to clearly demonstrate and understand their input into the wellbeing goals – it is also important to consider the impact.</p>	<p>One of the key drivers of the Alternative Delivery Model will be the promotion of activity, health, equality, culture and art and its structure and key developments will reflect that. All of this will be linked back to ensuring the key priorities of the Future Generations Act are met. A Performance Evaluation Framework will be developed to help the ADM measure its impact on all of the wellbeing goals</p>

**4. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Social Justice, Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?**

	Describe any positive impacts your proposal has	Describe any negative impacts your proposal has	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Social Justice	The ADM will give opportunities to all, giving people the best start in life and support them throughout their lives to lead a healthy and active lifestyle. It will look to close the gap and improve access to services across Monmouthshire.	n/a	We will continue to work closely with our partners to ensure we better understand the needs and engage closely with our users / non-users.

Safeguarding	We will ensure safeguarding is at the forefront of all plans with the relevant documentation, systems and procedures and levels of training in place for all staff relevant to the role consistently across the board.	n/a	We will continue to prioritise our safeguarding measures, reflect on current practice and continue to train staff to the appropriate levels. All service areas have updated SAFE procedures in place in line with MCC procedures and a training database is maintained by all managers to reflect upskilling of staff within this area. We also link with our sports clubs to ensure they have nominated individuals to safeguard their users.
Corporate Parenting	We will continue to work with our partners to assist in any way we can and add value to the current provisions.	n/a	We will continue to have representation for this area at all team meetings and continuously monitor and review all systems and procedures mentioned above to ensure we are providing as safe an environment for all of our customers as possible. We actively encourage all staff to be vigilant and report any instances they feel appropriate and have procedures in place for this.

### 5. What evidence and data has informed the development of your proposal?

Throughout this process the following documents have underpinned the agreed move to an ADM:

- Final Business Case
- Amion report regarding the Future Options for MCC's Cultural Services;
- The Medium Term Financial Plan;
- Full Engagement Plan;



- Welsh Government Guide to Alternative Delivery Models;
- Anthony Collins Strategic Outline Case;
- MCC Strategic Outline Case;
- Outline Business Case produced by Kevin Ford working as an associate with Anthony Collins
- VAT Report by Mazars
- Advice and Support from other Leisure Trusts/Charitable Organisations
- Draft Heads of Terms for Teckal and Charity
- Draft Articles of Association for Teckal and Charity
- Shadow Board Paper
- Governance note for Teckal and Charity from Anthony Collins
- Draft Business Plan

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

The purpose of the proposed Alternative Delivery Model is to ensure much valued local services are maintained and by their nature continue to provide employment, growth and an increasingly skilled workforce. The proposals will enable services to be kept open but with more community focus and coordination, helping knit communities together. Activities in establishing the Alternative Delivery Model will require positive engagement and coordination with community focused services as well as income generation and investment in key aspects of the business to ensure the culture and business thrives. Incorporated services will contribute greatly to our local culture, environment, heritage and art with the promotion of activity, health and wellbeing forming part of its key drivers.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible
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Produce and present Strategic Outline Case to Joint Select (SOC)	5 <sup>th</sup> October 2016	Ian Saunders & Working Group
Subject to approval Draft Outline Business Case will be developed	October – February 2017	Ian Saunders & Working Group
Presentation for Senior Leadership Team around the Draft Outline Business Case	26 <sup>th</sup> January 2017	Ian Saunders & Working Group
Draft Outline Business Case to go to Senior Leadership Team	February 2017	Ian Saunders & Working Group
Draft Outline Business Case to go to Joint Select	27 <sup>th</sup> February 2017	Ian Saunders & Working Group
Draft Outline Business Case to go to Full Council for approval to progress to full Business Case	20 <sup>th</sup> March 2017	Ian Saunders & Working Group
Complete full business case and first draft of Business Plan to present to Cabinet	March – December 2017	Ian Saunders & Working Group
Subject to approval the ADM group structure will be established	June – August 2018	Ian Saunders & Working Group
Subject to approval the ADM will go live (Scrutiny/Cabinet/Council)	Dates to be confirmed	Ian Saunders & Working Group

**8. VERSION CONTROL: The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision making process. It is important to keep a record of this process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.**

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
<b>1</b>	Principle of the Alternative Delivery Model to be approved	September 2016	

<b>2</b>	Outline Business Case Draft	March 2017	
<b>3</b>	Completion of Final Business Case and first draft of Business Plan	November 2017	
<b>4</b>	Completion of update report and associated draft legal and governing documents	June 2018	
<b>5</b>	Formalising final stage of political decision making process	December 2018	

## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> Frances Williams</p> <p><b>Phone no:</b> 01633 644686 <b>E-mail:</b> franceswilliams@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>As part of the Authority's MTFP process and in setting an annual budget, we have reviewed all of our current fees &amp; charges and if there is any scope to increase this for 2019/20.</p> <p>Full details of all proposals can be found under Efficiency Saving Proposal ENT025 – Enterprise Fees and Charges (inc associated spreadsheet)</p>
<p><b>Name of Service</b> Enterprise</p>	<p><b>Date Future Generations Evaluation form completed</b> 5<sup>th</sup> December 2018</p>


***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***




- 1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Allows for the fees and charges we levy to be uplifted to reflect current price of goods, services and works</p>	<p>The full range of increased fees and charges incorporated within this proposal will be subject to full engagement and consultation with the community and elected members of the authority prior to being considered for inclusion in the 19/20 budget.</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>N/A</p>	<p>N/A</p>
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Uplift in fees and charges allows resources to be allocated to priority areas across the authority such as social care and education</p>	<p>N/A</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>N/A</p>	<p>The full range of increased fees and charges incorporated within this proposal will be subject to full engagement and consultation with the community and elected members of the authority prior to being considered for inclusion in the 19/20 budget.</p>
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>Adhere to the charging legislation of the Act will mean a fairer and consistent charging for services across Wales</p>	<p>The full range of increased fees and charges incorporated within this proposal will be subject to full engagement and consultation with the community and elected members of the</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
		authority prior to being considered for inclusion in the 19/20 budget.
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	N/A	N/A
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	N/A	N/A

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>Fee increases have been considered in the context of whole life cost analysis over the long term in order to ensure sustainable and cost effective service delivery now and in the future.</p>	<p>Continuous whole life cost analysis informed via regular measurement of impact and return on investment</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>Fee increases are considered in conjunction with opportunities to deliver services more efficiently in collaboration with existing and new partners</p>	<p>Consultation and engagement with communities and elected members of proposed increases as part of MCC 19/20 budget setting process</p>
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>Proposals are informed by market testing and customer engagement and consultation</p>	<p>Consultation and engagement with communities and elected members of proposed increases as part of MCC 19/20 budget setting process</p>
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Proposed fee increases enable priority services across the authority to receive additional financial support for pre-emptive services to be delivered that help reduce demand for costly provision in the future</p>	<p>Consultation and engagement with communities and elected members of proposed increases as part of MCC 19/20 budget setting process</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>	<p>The proposal will generate additional revenue and ultimately support the economy of Monmouthshire</p>	<p>Consultation and engagement with communities and elected members of proposed increases as part of MCC 19/20 budget setting process</p>

- 3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Neutral	Neutral	N/A



Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability	Neutral	Neutral	N/A
Gender reassignment	Neutral	Neutral	N/A
Marriage or civil partnership	Neutral	Neutral	N/A
Pregnancy or maternity	Neutral	Neutral	N/A
Race	Neutral	Neutral	N/A
Religion or Belief	Neutral	Neutral	N/A
Sex	Neutral	Neutral	N/A
Sexual Orientation	Neutral	Neutral	N/A
Welsh Language	Neutral	Neutral	N/A

**4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information

please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	Neutral	Neutral	N/A
Corporate Parenting	Neutral	Neutral	N/A

#### 5. What evidence and data has informed the development of your proposal?

- Review of competitors charges
- Review of practices within other public sector organisations
- Current spend and income data
- Feedback Select Committees, SLT and Cabinet
- Professional advice from investment and legal advisors

#### 6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

##### Benefits

- Create an additional revenue source for the Council without affecting services or being an additional cost to tax payers.
- Ensuring services are delivered in line with inflation

### Negative Impacts

- Increasing costs for customers – Mitigated by a freeze or minimal increase of services provided where the aggregated impact may have greater impact, e.g. School meals and Breakfast Club

**7. ACTIONS:** As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress
Public consultation	January 2019	Chief Officer for Enterprise	On target
Inform service users affected	Following consultation and agreement through the budget setting process	Enterprise Finance Manager	On target

**8. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on: 1 <sup>st</sup> June 2019	Environment DMT
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Enterprise DMT	21 <sup>st</sup> Nov 2018	



<p><b>Name of the Officer</b> completing the evaluation Matt Phillips</p> <p><b>Phone no:</b></p> <p><b>E-mail:</b> <a href="mailto:matthewphillips@monmouthshire.gov.uk">matthewphillips@monmouthshire.gov.uk</a></p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>Budget pressure to allow the implementation of the Future Legal Department Business Case</p> <p>(Refer to budget proposal PCEO003 for further information)</p>
<p><b>Name of Service</b></p> <p>Legal</p>	<p><b>Date Future Generations Evaluation</b> form completed</p> <p>28 Nov 18</p>

***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***



**1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>I need to employ skilled and educated lawyers in Monmouthshire from a variety of non-traditional LA backgrounds. This is a job creating proposal.</p>	


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)		
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	The work of the legal department is about protecting and enabling the work done across MCC so everything it does should be in support of the corporate and public services plans through the work of other departments.	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected		
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing		
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation		
<b>A more equal Wales</b>	The recruitment of new lawyers will only be constrained by the need for suitable qualification	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
People can fulfil their potential no matter what their background or circumstances		

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>This is the foundation step required for an ever evolving piece when it comes to hoe legal service is provided in MCC</p>	
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>Collaboration has been a part of the procurement process undertaken thus via for new electronic ways of working both with SRS partners but also by becoming the first LA in a number of years to get involved in the legal portal developed and used by 8 other South Wales LAs.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>Internally I have engaged with all SLT and Heads of Service, as well as political group leaders to understand what they require of the legal department. Externally, I have worked with neighbouring LAs and the network of law firms across Wales to contribute to my thinking, and will continue to do so.</p>	
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Demand in child protection cases is up 75% this year and the cost of putting just 2 cases to a private law firm was in excess of £16,000. We must continue to retain our people and grow in order to prevent future cost implications. We are in a stronger position than most LAs and must work hard to stay there and then improve.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>	<p>This should be a first step to developing a legal team capable on taking on work from external bodies – BBNP, MHA and Melin in the first palce maybe, but possible work from other LAs in the future.</p>	

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link:<http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?



Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	By creating the capacity and skills these proposals are seeking to achieve the aim is to provide scope in the future to take on a trainee lawyer – something that has disappeared from a lot of LA practice but would be hugely beneficial to those starting their careers as it is these training contracts or pupillage places that is the greatest barrier to qualifying as a lawyer currently.		
Disability	These matters are all irrelevant to the recruitment process where a recognised qualification is the only hard bar to success.		
Gender reassignment			
Marriage or civil partnership			
Pregnancy or maternity			
Race			
Religion or Belief			

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Sex			
Sexual Orientation			
Welsh Language			

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	The lawyer sits at the heart of all child protection work around the Court system and so it is imperative we have the right structure and content when it comes to these roles.		
Corporate Parenting			

**5. What evidence and data has informed the development of your proposal?**

This proposal has been formulated after 3 solid months of understanding conducted through interviews with the current department, SLT, heads of service, other key service users, Councillors, national forums, other LAs, a Judge, law firms and more beyond. It has also included a detailed examination of the finances regarding legal spend across all MCC departments going back to 2012, and the impact of the current situation being at over-capacity (individuals applying for other jobs, mistakes in Court leading to wasted costs orders, work having to be sent externally etc).

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

It's all positive.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress

**8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

The impacts of this proposal will be evaluated on: continually

**9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.**

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
	<i>e.g. budget mandate, DMT, SLT, Scrutiny, Cabinetetc</i>		<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>

## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer completing the evaluation</b> Tudor Baldwin</p> <p><b>Phone no:</b> 01633 644075 <b>E-mail:</b> <a href="mailto:tudorbaldwin@monmouthshire.gov.uk">tudorbaldwin@monmouthshire.gov.uk</a></p>	<p><b>Please give a brief description of the aims of the proposal</b> Address the Land Charges income pressure. (Refer to budget proposal PCEO004 for further information)</p>
<p><b>Name of Service</b> Land Charges</p>	<p><b>Date Future Generations Evaluation form completed</b> 30 November 2018</p>

***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***



**1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
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Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	A stable Land Charges service facilities residential and commercial land and property sales in Monmouthshire.	None
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	None	N/A
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	None	N/A
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	None	N/A
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	None	N/A
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and	None	N/A


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
protected. People are encouraged to do sport, art and recreation		
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	None	N/A

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	Recognises that yearly income pressures, when addressed, will allow the Land Charges and Common Land services to continue to modernise for the long term.	None
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	Will allow the modernisation of the Land Charges and Common Land services, including automation, to continue, which will benefit conveyancers, residents and internal services that use the M3 Land Charges system and access the statutory registers.	None

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>Internally I have engaged with the Head of Law, Finance Manager, and the service's accountant.</p>	
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Will allow the Land Charges service to continue to process property searches within 5 working days.</p>	<p>None</p>



Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>	None	N/A

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age			
Disability	<i>Neutral</i>	Neutral	N/A

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Gender reassignment		Neutral	N/A
Marriage or civil partnership		Neutral	N/A
Pregnancy or maternity		Neutral	N/A
Race		Neutral	N/A
Religion or Belief		Neutral	N/A
Sex		Neutral	N/A
Sexual Orientation		Neutral	N/A
Welsh Language		Neutral	N/A

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding			
Corporate Parenting			

**5. What evidence and data has informed the development of your proposal?**

Analysis of Land Charges income for the period 2010 to 2017, and monthly income trends for the current financial year.

Monthly statistics for searches completed by the Land Charges service.

The effect of Brexit on the property market has been widely reported.

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

Stability and will allow the Land Charges and Common Land services to continue to modernise for the long term.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress
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**8. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	Continual
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration

## Equality and Future Generations Evaluation

<p><b>Name of the Officer</b> Matthew Gatehouse</p> <p><b>Phone no:</b> 01633 644397 / 0778 555 6727 <b>E-mail:</b> matthewgatehouse@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal:</b></p> <p>The proposal will improve the efficiency of our customer contact arrangements. This includes using demand data to optimise staffing rotas in the contact centre; aggregating responses to multiple customer channels including telephony, social media and chatbot in one service; reviewing software and associated license costs and removing under-used licenses and devices; procuring a new telephony/integrated communications software in the second half of 2019/20.</p> <p>(See Budget Proposal CEO006 for further information)</p>
<p><b>Name of Service area:</b> Policy Governance and Customer Service</p>	<p><b>Date:</b> 20 November 2018</p>

1. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
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Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The proposal should benefit people of all ages. Younger people are more likely to use channels such as the chatbot and social media. By shifting some demand to these channels it will reduce the pressure on conventional access points such as telephony which are the preferred method of contact for a higher proportion of older people.	None identified at this safe	No additional actions identified at this stage
Disability	Increasing the amount of information that is available over the chatbot will provide an additional choice for people who have a hearing impairment. Ensuring the continued availability and viability of a broad range of contact channels including telephony will also ensure the council remains accessible to people who have mobility issues and cannot travel to community hubs.		Explore the effectiveness of chatbots for people with visual impairments who may be using them over a screen-reader.  Further improve the accessibility of the council's website using guidance developed by the Government Digital Service
Gender reassignment	There are no impacts, either positive or negative that have been identified.	There are no impacts, either positive or negative that have been identified.	No additional actions identified at this stage
Marriage or civil partnership	There are no impacts, either positive or negative that have been identified.	There are no impacts, either positive or negative that have been identified.	No additional actions identified at this stage
Pregnancy or maternity	There are no impacts, either positive or negative that have been identified.	There are no impacts, either positive or negative that have been identified.	No additional actions identified at this stage

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Race	None identified	Research has shown that Artificial Intelligence has the potential to reinforce existing biases. This is because computer algorithms are unequipped to consciously counteract learned biases in the same way that humans do.	Work closely with developers to understand any applications where this could potentially occur within the council's chatbot and immediate any remedy immediately.
Religion or Belief	There are no impacts, either positive or negative that have been identified.	There are no impacts, either positive or negative that have been identified.	
Sex	None identified	Any changes to staffing arrangement in the council's contact centre or hubs will impact disproportionately on females who are more likely to be employed in these job roles	Seek to mitigate any negative impacts by engaging with individuals and, if necessary, exploring re-deployment opportunities through the council's protection of employment policy.
Sexual Orientation	None	Research has shown that Artificial Intelligence has the potential to reinforce existing biases. This is because computer algorithms are unequipped to consciously counteract learned biases in the same way that humans do.	Work closely with developers to understand any applications where this could potentially occur within the council's chatbot and immediate any remedy immediately.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Welsh Language	.Arrangements include the development of what we believe to be the first bilingual chatbot for council services in Wales.	Low turnover in the council's contact centre limits the ability to recruit Welsh speakers into this front-facing service	Continue to translate all responses into Welsh and ensure the chatbot operates equally effectively in both languages. Ensure the effective promotion of any vacancies to increase applications from Welsh speakers
Poverty	None identified	None identified	None identified

**2. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	We have contracted with a firm in the Cardiff City Capital Region to develop the chatbot which contributes to well-paid, highly skilled work in an industry of the future.	Ensure that staff working in the council's contact centre are trained in using the new chatbot and continue to engage with them to maintain skill levels.
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Availability of multiple contact channels that enable people to access services from their homes reduces the need to travel and the associated impact of air pollution and congestion.	The ability to operate the contact centre remotely reduces the need to travel and increases resilience that could result from adverse weather conditions by enabling telephony services to operate from any location with wi-fi.






Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>There is a risk that increasing use of technology could limit peoples social interactions in the physical environment which could have potential</p>	<p>This is a global rather than a local issue. The Council's Corporate Plan and the PSBs Well-being Strategy contain activities aimed at improving well-being. We will continue to run community hubs that offer a physical contact point for council queries to be answered. The chatbot will also be monitored by staff at the contact centre who can intervene in conversations where they identify a complex issue that cannot be resolved by the bot</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>By investing in a broad range of customer channels we are enabling people in all communities to engage and connect with the council to meet their needs</p>	<p>This could eventually be connected with any outcomes from the GovTech projects which seek to reduce oneliness and increase connections between people in our communities to enhance wwell-being</p>
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>No impacts have been identified at this stage</p>	<p>No potential actions identified at this stage</p>
<p><b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>Arrangements include the development of what we believe to be the first bilingual chatbot for council services in Wales</p>	<p>As the chatbot is developed it will be able to signpost people to leisure and cultural opportunities</p>
<p><b>A more equal Wales</b></p>	<p>The key issues have been identified in the above section.</p>	<p>By investing in the technology of the future and working with a local technology firm we are supporting an industry that can contribute to increased GVA raising prosperity in the Cardiff</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
People can fulfil their potential no matter what their background or circumstances		Capital Region and contributing to a reduction in income differentials between this area and other parts of the UK

**3. How has your proposal embedded and prioritised the sustainable governance principles in its development?**

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>We are embracing new technology to increase the ways in which people can engage with the council. The need to understand and maximize the potential of Artificial Intelligence and automation is one of the issues identified in future trends reports commissioned as a result of the PSBs well-being assessment.</p>	<p>None identified at this stage</p>
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>We have collaborated with a local firm to commission the development of this chatbot which has the potential to be adopted by other local authorities throughout Wales and the UK.</p>	<p>None identified at this stage</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>Staff from the council's contact centre were amongst a group of staff who developed proposals to improve customer experience as part of the Evolve Cohort in October 2017. They have been involved in this development throughout. It was informed by an analysis that sought customer views and was tested at the Usk show and with a user group of residents</p>	<p>Continue to seek user feedback to enhance the offer.</p>
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>People have increasing expectations of being able to contact services 24/7. By creating an approach that enables simple queries to be answered outside normal office hours we expect to lessen demand on the contact centre between 9am and 11am which will prevent calls going unanswered.</p> <p>By providing effective communications channel people should be able to get queries and secure access to services preventing escalation.</p>	<p>None identified at this stage</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>	<p>At this stage there are no competing impacts that need to be re-considered. The proposal is seeking to fully integrate different communication channels into a single place to enhance customer experience and improve the quality of response</p>	

**4. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Social Justice, Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?**

	Describe any positive impacts your proposal has	Describe any negative impacts your proposal has	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Social Justice	<p>By investing in the technology of the future and working with a local technology firm we are supporting an industry that can contribute to increased GVA raising prosperity in the Cardiff Capital Region and contributing to a reduction in income differentials between this area and other parts of the UK</p>	<p>There is a risk that some people who are digitally excluded will not be able to benefit from the council's chatbot.</p>	<p>The proposal ensures a broad range of communication channels that should meet the needs of all sections of our communities ensuring equality of access. We provide digital skills courses through community education services within the council's community hubs</p>

Safeguarding	No safeguarding implications have been identified at this time.		
Corporate Parenting	No corporate Parenting implications have been identified at this time.		

### 5. What evidence and data has informed the development of your proposal?

- The contact centre handles around 53,000 incoming calls each year, of which around 17% are not answered.
- Analysis of staffing rotas shows they do not match with the demand patterns for incoming calls, there are particular pinch points between 9am and 11am with excess capacity towards the end of the afternoon. Demand is also higher at the beginning of the week than the end.
- Call volumes have dropped since the introduction of MyCouncil Services which presently accounts for about 3.5% of 'visits' across hubs, telephony and digital channels. (This figure is known to be an imperfect measure but can be tracked consistently over time)
- Analysis suggest that over time people will become more and more comfortable, and indeed expecting, of digital channels as a way for council services to be delivered
- A 'leads-to' analysis was completed as part of the Evolve Cohort which led to the identification of the need to develop new digital solutions to meet customers needs.

### 6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

*.This section should summarise the key issues arising from the evaluation. This summary must be included in the Committee report template*

The proposal will optimise staffing to be more closely aligned with demand while also ensuring the adoption of new customer channels that will make services accessible outside of office hours. This is generally positive, however it will be important to understand the impact on some groups with protected characteristics to ensure that they are not disadvantaged and still have access to all existing channels.

### 7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible
Ensure the testing of the chatbot for people with visual disabilities	December 2018	Digital Marketing Officer

8. **VERSION CONTROL:** The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision making process. It is important to keep a record of this process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.0	Budget Consultation	Not yet considered by councillors	

## Future Generations Evaluation

(includes Equalities and Sustainability Impact Assessments)

<b>Name of the Officer: Nikki Wellington</b>  <b>Phone no: 07766 504389</b> <b>E-mail: NicolaWellington@monmouthshire.gov.uk</b>	<b>Federation of a small number of schools in a local area.</b>  <b>(See Budget Proposal CYP001 for further information)</b>
<b>Name of Service: CYP support Services</b>	<b>Date Future Generations Evaluation: 28-11-18</b>

***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc.***

- 1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
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Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The proposal will allow best practice to be shared across the federated schools. This will provide additional opportunities for staff and governors to work across a number of schools.</p> <p>The negative is that there may be less opportunities for Headteachers as there will be fewer posts.</p>	<p>Opportunities for Headteachers to cover a larger number of schools will allow them to develop their skills and share their experience.</p> <p>Any opportunities for Headteacher vacancies will be advertised nationally allowing maximum cover for the vacancy.</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>There will be no impact.</p>	<p>N/A</p>
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Schools will be able to share best practice this may help schools to plan workload together. It will give greater opportunities for both teaching and non-teaching staff in schools.</p>	<p>None</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>This may bring two communities closer together as the schools will be in the local area. This should allow the communities to be better connected. In some cases our smaller schools do not have the resources to provide all the opportunities that pupils in larger schools have. This will help that situation.</p>	<p>None</p>





Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Potentially there may be less travel for staff. The wider community will be able to work together for the good of the greater community.	None
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Schools can share the best practice around the culture, heritage and Welsh language. They will be able to share resources which will reduce costs going forward.	None
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Pupils will have more opportunities to work with neighboring schools, allowing a greater sharing of knowledge and understanding. Staff will be able to work closing to develop skills and progress career opportunities.	None

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>The proposal will allow MCC to more sustainable in the long term. It addresses short term pressures in expertise but also allows future plans to consider consolidation.</p>	<p>Continuous analysis and monitoring of long term benefits against short costs to ensure value for money is being delivered</p>
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>This will allow, staff, governors and parents of both schools to work closer together and deliver the shared objectives.</p>	<p>Joint events to be held to maintain a spirit of collaboration and partnership</p>
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>Staff, governing bodies and parents – they will be involved and consulted as part of the process.</p>	<p>Ensure good lines of communication are established to ensure all opinions are taken on board</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Prevention</b> Putting resources into preventing problems occurring or getting worse</p>	<p>Both schools will be able to share resources, this may increase the resources available in each school, and will potentially allow for a saving.</p>	<p>Ensure that the effectiveness of shares resources is constantly reviewed to ensure quality is maintained</p>
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>	<p>The wellbeing of staff should be improved as best practice is shared. It will impact on the workload of the Headteacher.</p>	<p>The recruitment process will identify the best person to lead this with the necessary skills and experience. There will also be a head of school / deputy in each school and therefore should help to share the workload.</p>

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow

this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Age	No impact pupils will still be educated in their chosen school.	None	N/A
Disability	No impact pupils will still be provided with the necessary resources to support them.	None	N/A
Gender reassignment	Neutral	Neutral	N/A
Marriage or civil partnership	Neutral	Neutral	N/A
Pregnancy or maternity	Neutral	Neutral	N/A
Race	Neutral	Neutral	N/A
Religion or Belief	Neutral	Neutral	N/A

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Sex	Neutral	Neutral	N/A
Sexual Orientation	Neutral	Neutral	N/A
Welsh Language	Greater opportunities to share best practice with the Welsh language and culture. There will be greater opportunities for staff to learn the Welsh language.	None	N/A

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	There will be no change to the good practice regarding safeguarding in our schools.	No impact	N/A
Corporate Parenting	No impact.	No impact	N/A

**5. What evidence and data has informed the development of your proposal?**

This model has been implemented successfully in the past where a Headteacher is absent. MCC are currently undertaking a consultation to federate two schools. All this evidence around standards / resources will be used to shape any model going forward.

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

The positive impacts are:

- Sharing of best practice and resources.
- More opportunities for staff and pupils.

The negative impacts are:

- This will impact on the number of Headteacher vacancies there are across the LA.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress
Identify schools	Jan – March 19	Will McLean	
Consult on federations	April – August 19	Cath Saunders	

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**8. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	August 2020
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Initial proposal	28-11-18	

## Future Generations Evaluation

(includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer:</b> Nikki Wellington</p> <p><b>Phone no:</b> 07766 504389</p> <p><b>E-mail:</b></p>	<p><b>Reduction in the contribution to Gwent Music. The proposal is that the charges for the music centres will increase to offset the savings.</b></p> <p>(For additional information see Budget Proposal CYP003)</p>
<p><b>Name of Service:</b> CYP support Services</p>	<p><b>Date Future Generations Evaluation</b> 28-11-18</p>

***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc.***


- 1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.







Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The proposal will result in an increase in charges to parents, which may impact on the opportunities for our pupils.</p>	<p>It is hoped that the impact will be minimized by increasing the fees for the music centres, therefore the cost of music lessons will not be affected.</p> <p>Pupils who are entitled to free school meals will be able to apply for funding from out access fund. This will provide a subsidy for the provision.</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>No impact.</p>	<p>N/A</p>
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>It is well known that music has a positive impact on some people. Helping with mental health and wellbeing.</p>	<p>Any increase in charges may affect some people, however this will be minimized by pupils that are entitled to free school meals being able to apply for a subsidy for costs.</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>There may be less opportunities for young people to access music provision across Monmouthshire,</p>	<p>Will be minimized by pupils that are entitled to free school meals being able to apply for a subsidy for costs.</p>
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>No impact</p>	<p>N/A</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Music is an important part of the Welsh heritage, any impact may have a negative effect	This will be minimized by pupils that are entitled to free school meals being able to apply for a subsidy for costs.
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	The music lessons in schools will not be impacted by this proposal but this may impact on the ability for some pupils to fulfil their potential	To minimise this impact, pupils that are entitled to free school meals will be able to apply for funding for the access fund to support their costs.

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p> <p><b>Long Term</b></p>	All proposals will be considered to minimize the impact on the short term, to allow the service to develop and still support our pupils in the future. The proposal going forward should create equity across all music centres for charges etc. and not affect the provision of music lessons in schools.	Any increases in charges will be minimized and there will be opportunities through the access fund for those pupils entitled to free school meals.

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>Both Gwent music and Monmouthshire county council are committed to support music provision, therefore the savings proposed have been developed by the two partners.</p>	
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>The two partners have developed both Gwent music and Monmouthshire county council are committed to support music provision, therefore the savings proposed.</p>	<p>Schools and parents will have an opportunity through the budget process to provide views on this proposal</p>
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>By making the savings now, the service will be more viable and sustainable for a wide number of pupils in the future.</p>	<p>Any increases in charges will be minimized and there will be opportunities through the access fund for those pupils entitled to free school meals.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>	<p>The proposal has been developed between the two parties. Wellbeing impact will be minimised by not impacting the music lessons in schools and provision of a fund to support those entitled to free school meals.</p>	<p>Any increases in charges will be minimized and there will be opportunities through the access fund for those pupils entitled to free school meals.</p>

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	No impact		
Disability		This could impact on those families that are supporting a child with a disability. While it is not always the case, these families may have limited earning capacity and limited income.	Any increases in charges will be minimized and there will be opportunities through the access fund for those pupils entitled to FSM.
Gender reassignment	Neutral	Neutral	N/A
Marriage or civil partnership	Neutral	Neutral	N/A
Pregnancy or maternity	Neutral	Neutral	N/A
Race	Neutral	Neutral	N/A
Religion or Belief	Neutral	Neutral	N/A
Sex	Neutral	Neutral	N/A
Sexual Orientation	Neutral	Neutral	N/A

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Welsh Language	Neutral	Neutral	N/A

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	All safeguarding arrangements will remain unchanged	<i>None</i>	N/A
Corporate Parenting	All corporate parenting arrangements will remain unchanged	None	N/A

5. What evidence and data has informed the development of your proposal?

Data from Gwent Music. Evidence received from reductions made in the past for the Gwent Music. Data from other LA's as to how they have made savings.
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**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

Potential increase in costs for pupils. This will be minimized by considering increasing charges for other activities and the use of an access fund for pupils entitled to FSM.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress
Finalise proposals with Gwent Music	January	Nikki Wellington	
Communication with parents	February - March	Gwent Music	

**8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

The impacts of this proposal will be evaluated on:	March 2020
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**9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.**

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
1	Initial proposal	28-11-18	



## Future Generations Evaluation

**(Includes Equalities and Sustainability Impact Assessments)**

<p><b>Name of the Officer</b> Nikki Wellington</p> <p><b>Phone no:</b> 01633 644549 <b>E-mail:</b> nicolawellington@monmouthshire.gov.uk</p>	<p>Proposal was submitted for 18/19 to charge £1 per pupil to attend the before schools clubs held in our schools. These clubs usually run for 1 hour, the first 30 minutes are childcare and the remaining 30 minutes are for breakfast. The proposal is that if a child attends for the full hour, they will pay £1 for the childcare element. If they attend only for the second 30 minutes, there will be no charge. As a consequence of this decision in the budget for 2018-19 this mandate reflects the 4-month (April to July 2019) £1 charge to all non-Free School Meal pupils.</p> <p>All children who are entitled to free school meals can attend the whole session with no charge.</p> <p>(Please see Budget Proposal CYP004 for further information)</p>
<p><b>Name of Service</b> CYP Finance</p>	<p><b>Date Future Generations Evaluation</b> 29<sup>th</sup> November 2018</p>


***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc.***




1. **Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.


<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	By increasing the charge for these clubs, it ensures their sustainability. This will provide part time jobs in our local schools.	All pupils who are entitled to free school meals will not be charged and all pupils will be entitled to a free breakfast.
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	No impact	N/A
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	All pupils will have access to a free healthy breakfast. Charges will be for the childcare element for pupils that are not entitled to free school meals	The breakfast provision remains free and pupils entitled to free school meals do not need to pay for the childcare element.
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	No impact	N/A
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	No impact	N/A

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Some clubs do run activities during this time to promote sport etc. All pupils will be entitled to a healthy free breakfast.	None
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	No impact	N/A

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	The charges will enable the clubs to be sustainable for the longer term.	While the proposal is to charge for the childcare element, pupils entitled to free school meals will not need to pay and all pupils can attend free for the breakfast part of the club.

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>Schools have worked with the local authority to implement this provision and collect the charges where applicable.</p>	<p>None</p>
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>Consultation with parents and partners took place last year via the budget proposals.</p>	<p>Continued consultation with parents</p>
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Pupils will access a healthy breakfast prior to school. This will help them concentrate in school and could lead to an increase in achievements for that pupil.</p>	<p>None</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>	Pupils will access a healthy breakfast prior to school.	None

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Pupils of school age will have access to a healthy breakfast. This will be free to pupils on FSM.	There will be a charge to those pupils that are not entitled to FSM.	All pupils that are entitled to FSM can attend the whole club for the hour. Those that are not will still have access to the free breakfast, but will need to pay for the childcare element. They can chose not to attend the initial half hour, and therefore the club will be free.
Disability	All pupils regardless of their disability will have access to the club and will be supported appropriately. le one to one support if required.	This could impact on those families that are supporting a child with a disability. While it is not always the case, these families may have limited earning capacity and limited income.	All pupils that are entitled to FSM can attend the whole club for the hour. Those that are not will still have access to the free breakfast, but will need to pay for the childcare element. They can chose not to attend the initial half hour, and therefore the club will be free.
Gender reassignment	Neutral	Neutral	N/A
Marriage or civil partnership	Neutral	Neutral	N/A
Pregnancy or maternity	Neutral	Neutral	N/A
Race	Neutral	Neutral	N/A
Religion or Belief	Neutral	Neutral	N/A

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Sex	Neutral	Neutral	N/A
Sexual Orientation	Neutral	Neutral	N/A
Welsh Language	The breakfast clubs also carry out additional activities for pupils; this will include activities focusing around Welsh Language and Welsh Culture.	None	None

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	All safeguarding policies will be followed by schools. Pupils will be in school for a longer period of time and this could be a benefit to some pupils.	None	None

Corporate Parenting			
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**5. What evidence and data has informed the development of your proposal?**

- Current provision both for costs and sustainability.
- Data from other Local Authorities
- External childcare provider costs
- Data from the first term of introducing a £1 charge.

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

The main negative impact is the costs to families for this. There will be an impact on families, and it could make it unaffordable for some. The mitigation is that all pupils entitled to free school meals, will be able to access the whole duration at no cost, and those that are not entitled will be able to access the breakfast duration for free, with a charge for the childcare element. The proposed charges are less than would be paid via an external childcare provider.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress
Assess the impact of these proposals, both in terms of income received and any actual fall in attendance	August 2020	Nikki Wellington and Sue Hall	



8. **MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	August 2020
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9. **VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.0	Initial draft	29 <sup>th</sup> November 2018.	

## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> Nikki Wellington</p> <p><b>Phone no:</b> 01633 644549 <b>E-mail:</b> nicolawellington@monmouthshire.gov.uk</p>	<p>The budget proposal is to reduce the funding via the funding formula for Mounon House. This is based on a reduction in pupil numbers attending the provision. This has also led to a reduction in recoupment income for pupils attending the school.</p> <p>The current numbers on roll are 19 pupils.</p> <p>The funding formula delegation for Mounon House Special School has not been reviewed since 2010 and at which stage the formula funded based on full residential capacity, being 42 placements. However in 2016-17 the budget was reduced by £250,000 as reflection of the reduction in pupil numbers at that time. At that time there were 10 residential pupils, there is currently 1.</p> <p>(Please see Budget Proposal CYP006 for further information)</p>
<p><b>Name of Service</b> CYP Finance</p>	<p><b>Date Future Generations Evaluation</b> 30<sup>th</sup> November 2018</p>


***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***




1. **Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.


<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	There may be an impact on staffing, given the funding reduction it will be necessary to make staffing reductions to balance the budget.	All employment protection policies will be followed.
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	No impact	No impact
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	There could be an impact on staff wellbeing while the process for staffing reductions is carried out. There may also be an impact on the pupils with staffing changes.	All employment protection policies will be followed.  The impact on pupils will be managed through the staff at the school.
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected		The impact on the school community and pupil community may see a negative impact. All staffing reductions will follow the protection of employment policy and all pupils' views will be considered in determining the final impact.
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local	No impact	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
social, economic and environmental wellbeing		
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation		The reduction in staff may see an impact on the provision of opportunities for pupils. This is be minimised by achieving the saving in the way that least impacts the school,
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	No pupils who are currently accessing the school will see any change in provision. All pupils will continue to be supported to achieve their potential.	

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> Balancing short term need with long term and planning for the future	With the reduction in pupil numbers there is a need to reduce funding to the school to ensure best use of resources across the LA.	Full consultation will take place with regard to the changes. Any changes will be reviewed to minimize the impact to staff.

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>Partners such as Social Services and Health are key partners in securing success and they will be consulted at all stages and their views will be discussed and considered when determining the most appropriate provision to meet the needs of the pupil.</p>	
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>All partners and key stakeholders will be consulted. The views of children and young people will be listened to and will form a central part of the decision making process.</p>	
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>There is a need to reduce the funding as the pupil numbers are falling, therefore the use of the financial resource needs to be considered for the wider LA.</p> <p>If this is not considered other services will be impacted, with the school seeing a growing surplus which is not being put to best use.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>	<p>All partners will work together and therefore the partners will have a clear understanding of the needs of that pupil so that they can collectively act in the best interests of the child or young person in determining the most suitable provision. This will allow them to better meet the child or young person's educational needs as well as their wider social, emotional and community needs.</p>	

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age		<i>Depending on the age profile of staff and their length of service, there could be an impact on younger members of staff.</i>	<i>Protection of employment policy will be followed.</i>

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability		<i>Pupils supported by the school have a range of needs. Any reduction in staffing could impact on the provision.</i>	<i>Careful consideration around the needs of the child and the wider provision before any decisions are made to make savings.</i>
Gender reassignment	<i>No impact</i>		
Marriage or civil partnership	<i>No impact</i>		
Pregnancy or maternity	<i>No impact</i>		
Race	<i>No impact</i>		
Religion or Belief	<i>No impact</i>		
Sex	<i>No impact</i>		
Sexual Orientation	<i>No impact</i>		
Welsh Language	<i>No impact</i>		

4. **Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	All safeguarding arrangements will remain unchanged.		
Corporate Parenting			

5. **What evidence and data has informed the development of your proposal?**

Pupil data.  
 Review of current and future needs.  
 Current provision within our schools.  
 Current and future budgets.



**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

The positive impact is the proposal to identify needs at an earlier age and to educate pupils in their own communities, where possible. This will have a positive impact on the wellbeing of the pupils and their families. The main negative impact is the potential redundancies for staff where they cannot be redeployed.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress
Consultation with school and wider partners	January 2019	Finance and people services	

**8. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	December 2019
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.0	Initial draft.	30-11-18	

## Future Generations Evaluation

(includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> Nikki Wellington</p> <p><b>Phone no:</b> 01633 644549 <b>E-mail:</b> nicolawellington@monmouthshire.gov.uk</p>	<p>The proposal is to make staffing budget savings for early years. One post is grant funded and funded in the base budget, therefore this saving can be made.</p> <p>(For further information see Budget Proposal CYP007)</p>
<p><b>Name of Service</b> CYP Finance</p>	<p><b>Date Future Generations Evaluation</b> 29<sup>th</sup> November 2018</p>



***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc.***



- 1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	The post enhances the service provided by the Early Years section. This will continue as the terms of the grant can support these two posts.	The grant funding has been in place for a number of years and has been agreed for 2019-20.
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	No impact	No impact
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	The posts support wellbeing in our young people and therefore this support can continue.	Monitor impact via service business plans and performance appraisals
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	No impact	N/A
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	No impact	N/A
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and	No impact	N/A

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
protected. People are encouraged to do sport, art and recreation		
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	No impact	N/A

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	In the short term these posts can be funded via a grant.	<p>If the grants are withdrawn the posts may need to be withdrawn, or core budget found to support these.</p> <p>Both these grants have been longstanding grants and support core areas of work.</p>
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	N/A	N/A

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	N/A	N/A
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	This proposal will stop the double funding of two posts.	None

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>	<p>The grants support the well-being agenda for early years.</p>	<p>None</p>

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Neutral	Neutral	N/A
Disability	Neutral	Neutral	N/A
Gender reassignment	Neutral	Neutral	N/A
Marriage or civil partnership	Neutral	Neutral	N/A
Pregnancy or maternity	Neutral	Neutral	N/A
Race	Neutral	Neutral	N/A
Religion or Belief	Neutral	Neutral	N/A
Sex	Neutral	Neutral	N/A
Sexual Orientation	Neutral	Neutral	N/A
Welsh Language	Neutral	Neutral	N/A



4. **Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	All safeguarding arrangements will remain unchanged.	<i>None</i>	
Corporate Parenting	N/A	N/A	N/A

5. **What evidence and data has informed the development of your proposal?**

The grant terms and conditions will be used to assess the impact of the grant. The evidence for the proposal is the posts are currently funded via a grant and also there is a base budget within the directorate the fund these posts, hence these are double funded. There will be no impact on the service or the roles as the grant has already been provided for the 2019-20 financial year.

6. **SUMMARY:** As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?
7. **ACTIONS:** As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress
<b>Review of grant impact</b>	<b>31<sup>st</sup> March 2020</b>	<b>Early years manager</b>	

**8. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	March 2020.
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.0	Budget Papers	29 <sup>th</sup> November 2018.	

## Future Generations Evaluation

**(includes Equalities and Sustainability Impact Assessments)**

<p><b>Name of the Officer:</b> Sharon Randall-Smith</p> <p><b>Phone no:</b> 01633 644549  <b>E-mail:</b> SharonRandall-Smith@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>Our proposal is to remodel the SpLD Service to deliver more effective support for pupils with literacy difficulties in primary schools. This means that we would target our support towards literacy difficulties, rather than on the global definition of SpLD. As a result, we propose to reduce the SpLD team from the current 3.8 fte to 1.6 fte. Schools would still be able to access advice, support, guidance and training from the SpLD team.</p> <p>At present primary schools currently contribute to cost of the SpLD service through an SLA. Under this proposal, primary schools would no longer be required to buy into an SLA to access this support. Secondary schools could still commission bespoke advice and support as required and as they do under the existing arrangements.</p> <p>(Refer to Budget Proposal CYP009 for further information)</p>
<p><b>Name of Service</b> CYP SpLD</p>	<p><b>Date Future Generations Evaluation</b> 4<sup>th</sup> December 2018</p>

***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan,***

**Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc**



**1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.



<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	There will be an impact on staffing, given the narrower focus for the service and a reduction in funding. It will be necessary to make staffing reductions to balance the budget.	All employment protection policies will be followed.
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	No impact	No impact
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	There could be an impact on staff wellbeing while the process for staffing reductions is carried out. There may also be an impact on the pupils if staffing is reduced without sufficient notice.	All employment protection policies will be followed.  The impact on pupils will be managed through by the SpLD Team Leader and staff at the school.
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	No impact	No impact
<b>A globally responsible Wales</b>	No impact	No impact

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
Taking account of impact on global well-being when considering local social, economic and environmental wellbeing		
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	No impact	No impact
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Pupils may not make the expected progress if schools do not have the skills to effectively implement the SpLD Framework to meet the needs of this group of pupils	The SpLD team has delivered 'Identifying SpLD Dyslexia and Supporting Strategies within the Classroom' training to all thirty primary schools, one secondary school and our special school. The SpLD team will offer this training to the remaining schools and continue to provide on-going advice, guidance and support to ensure schools maintain a high level of skill to support these pupils to fulfil their potential.

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>Following the publication of the Specific Learning Difficulties Framework Welsh Government Guidance in 2015, schools have developed the skills and capacity to support pupils with SpLD within their wider approach to providing support for pupils with ALN.</p> <p>This enables the SpLD team to focus on supporting literacy difficulties. As a consequence, this means that there is a need to reduce the size of the SpLD team to ensure the best use of resources across the LA.</p>	<p>Full consultation will take place with regard to the changes. Any changes will be reviewed to minimize the impact to staff or pupils.</p>
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>All partners and key stakeholders will be consulted. The views of children and young people will be listened to and will form a central part of the decision making process.</p>	<p>Full consultation will take place and any changes will be considered in the light of feedback from key stakeholders.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Prevention</b> Putting resources into preventing problems occurring or getting worse</p>	<p>There is a need to continue to support schools by providing SpLD advice, guidance and training so that they have the skills and capacity to meet the needs of these learners within their wider arrangements for ALN. Therefore we will retain a proportion of the team to facilitate this support.</p> <p>If we don't continue to provide some support, there potentially could be an increased demand on other services including EPS and ALN.</p>	<p>Retaining 1.6 fte SpLD team will ensure that schools receive access to on-going advice, support and training as well as specialist assessments and some direct teaching.</p>
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>	<p>Schools and the SpLD will work together to ensure that practitioners receive appropriate training, support and advice to identify, understand and meet the needs of these learner and in doing so, ensure they achieve their potential academically, socially and emotionally.</p>	<p>The SpLD team will ensure that schools continue to receive suitable access to on-going advice, support and training as well as specialist assessments and some direct teaching.</p>

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow

this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Age	Neutral	The age profile and experience of staff and their length of service, there could be an impact on younger members of staff	Protection of employment policy will be followed.
Disability	Neutral	Pupils and schools supported by the SpLD service have become accustomed to a wider range of support and this may have a negative impact for some pupils where there is less expertise in schools.	The SpLD Service has delivered 'Identifying SpLD Dyslexia and Supporting Strategies within the Classroom' training to all thirty primary schools. The service will ensure that any schools requiring additional training will be supported.
Gender reassignment	Neutral	Neutral	N/A
Marriage or civil partnership	Neutral	Neutral	N/A
Pregnancy or maternity	Neutral	Neutral	N/A
Race	Neutral	Neutral	N/A
Religion or Belief	Neutral	Neutral	N/A



Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Sex	Neutral	Neutral	N/A
Sexual Orientation	Neutral	Neutral	N/A
Welsh Language	Neutral	Neutral	N/A

4. **Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	Neutral	Neutral	NA
Corporate Parenting	Neutral	Neutral	NA

**5. What evidence and data has informed the development of your proposal?**

Pupil progress data  
Pupil standardised data  
Specific Learning Difficulties Framework Guidance 175/2015

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

The positive impact is the proposal will enable the SpLD service to focus on supporting pupils with literacy difficulties and continue to provide advice, support training and guidance to schools and that schools will be able to access this service without a cost. The main negative impact is the potential redundancies for staff where they cannot be redeployed,

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress

**8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

The impacts of this proposal will be evaluated on:

July 2019

- 9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.0	Initial draft.	<b>04-12-18</b>	

## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> Eve parkinson</p> <p><b>Phone no: 07970433277</b> <b>E-mail:</b> <b>eveparkinson@monmouthshire.gov.uk</b></p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>Continue to review and implement practice change across social care and health.</p> <p>Over recent years introduction of new ways of working have realised savings in adult services, this is an on-going journey and further savings are expected to be realised.</p> <p>These will be achieved by;</p> <ul style="list-style-type: none"> <li>• Place based working in collaboration with third / independent sector</li> <li>• Preventative innovations</li> <li>• Ensuring all assessments and interventions are person centred with a focus on well-being therefore reducing dependency and empowering individuals / families / communities to realise and achieve their own outcomes.</li> </ul> <p>(See Budget Proposal SCH001 for further information)</p>
<p><b>Name of Service</b></p> <p>Adult Services</p>	<p><b>Date Future Generations Evaluation form completed</b></p> <p>29<sup>th</sup> November 2018</p>

***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan,***


**Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc**




**10. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.


<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Utilisation of skilled workforce Community and individual assets	
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	N/a	
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Focus is on health and well – being of individuals / families / communities	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Development of place based services to contribute to healthy inclusive communities	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local	N/A	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
social, economic and environmental wellbeing		
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	N/A	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Focus on supporting people to achieve what matters to them	

### 11. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	Effective practice change will ensure the long term sustainability of the service	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>Working with health / third sector / independent sector / other areas in MCC / other partners e.g. education / police etc</p>	
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>Will have a direct positive impact on those in receipt of services</p>	
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Focus on health and well-being supporting people to be as independent as possible, included and with a sense of purpose</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>	As outlined	

**12. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?



Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Efficient and resilient service delivery will enable us to continue to meet the needs of older people through a 'what matters' approach.	N/A	
Disability	Efficient and resilient service delivery will enable us to continue to meet the needs of those with additional needs through a 'what matters' approach.	N/A	
Gender reassignment	N/A	N/A	
Marriage or civil partnership	N/A	N/A	
Pregnancy or maternity	N/A	N/A	
Race	N/A	N/A	
Religion or Belief	N/A	N/A	
Sex	N/A.	N/A	
Sexual Orientation	N/A	N/A	

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Welsh Language	N/A	N/A	

**13. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	Our approach to delivering adult care services always considers safeguarding factors and works with people to minimize risks.	N/A	
Corporate Parenting	N/A		

**14. What evidence and data has informed the development of your proposal?**

- Practice change over previous years
- Local and national initiative – FGWBA, Parliamentary review

**15. SUMMARY:** As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

Promoting healthy, , inclusive communities with sustainable futures

**16. ACTIONS:** As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress
<b>On-going</b>			

**17. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:

1<sup>st</sup> September 2019 – SCH DMT

**18. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.	Budget mandate for SLT		<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>

## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

**Name of the Officer**

Tyrone Stokes

Phone no: 01633 644589

E-mail: tyronestokes@monmouthshire.gov.uk

**Please give a brief description of the aims of the proposal**

The additional income from non-residential charging for the below: -

1. Anticipating Welsh Government increasing the current weekly maximum charge from £80 to £90 in 2019/20 and then £100 in 2020/21

Currently when assessing clients through the means tested criteria set out in the SSWB Act 2014, the maximum weekly charge we can enforce for non-residential services is £80. The Government pledge was to increase the maximum charge to £100 per week by 2020. This proposal is to model if the Government rose next year the maximum to £90 per week, and then the following year to £100 per week, what additional income that would generate, based on our current client base and their ability to pay the increased charge.

2. Introducing a flat rate charge for respite care

At present we charge for respite care based on a person's means tested ability to pay and the unit is per night's stay of £11.95, our current hourly rate charge for non-residential care. There is an inequity with this charge as a night stay can be up to 12 hours, but the current charge is based on an hour's non-residential charge. This proposal is to introduce a flat charge equivalent to the maximum non-residential weekly charge, or their means tested assessed charge, whichever is the lower.

	(See Budget Proposal SCH002 – SCH003 for further information)
<b>Name of Service</b>  <b>Finance</b>	<b>Date Future Generations Evaluation</b> form completed  27 <sup>th</sup> November 2018

***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***



- 1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Allows for the maximisation of income generation from means tested services to meet budget and provide additional funds for future stability.	Ensure the SSWB Act charging legislation is adhered too, so service users are means tested to determine their ability to pay
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support	N/A	



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
resilience and can adapt to change (e.g. climate change)		
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	Ensures the financial viability of future non residential services, allowing clients to remain within their own homes and their Community, promoting greater independence and wellbeing	Ensure the SSWB Act charging legislation is adhered to so that service users continue to be able to access the services they need.
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	People can remain within their Community, friends and neighbours for as long as possible.	
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	N/A	
<p><b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	N/A	
<p><b>A more equal Wales</b></p>	Ensuring the future sustainability of the service through increased income generation will enable our service to continue to support the	Ensure the SSWB Act charging legislation is adhered too to ensure that those with reduced


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
People can fulfil their potential no matter what their background or circumstances	development of opportunities for people to reach their potential and live a good life.	affordability are still able to access the services they need.

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	Will sustain non-residential, community based services while remaining within financial resource	As non-residential services are means tested, clients will only pay what they can afford. If clients find themselves in financial hardship their charge will be reviewed on request.
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	As this is a Welsh Government policy, we will work with Welsh Government to report back any difficulties while administering any changes on our citizens.	



Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>All service users are being reassessed to determine who will be affected and by how much.</p>	<p>Those who cannot afford the increased charge can ask for a review.</p>
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Will balance financial resources to ensure non-residential, community services are maintained and invested in that promotes well-being and allowing people to remain within their Community for as long as possible.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>	<p>In line with Welsh Government policy for non-residential services.</p>	

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Older people, predominantly 65+ are still able to access the services they need through sustainable service delivery	May pay more for their services	Charges are means tested, with any hardship cases reviewed as they are presented to the Authority.
Disability	Ensuring a sustainable and resilient service to continue to deliver to those with additional needs	May pay more for their services	Charges are means tested, with any hardship cases reviewed as they are presented to the Authority.
Gender reassignment	N/A	N/A	
Marriage or civil partnership	N/A	N/A	
Pregnancy or maternity	N/A	N/A	
Race	N/A	N/A	
Religion or Belief	N/A	N/A	
Sex	N/A	N/A	
Sexual Orientation	N/A	N/A	

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Welsh Language	N/A	N/A	

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	Our approach to delivering adult care services always considers safeguarding factors and works with people to minimize risks.	May pay more for their services	Charges are means tested, with any hardship cases reviewed as they are presented to the Authority.
Corporate Parenting	N/A		

5. What evidence and data has informed the development of your proposal?

From the introduction of the SSWB Act 2014, and the replacement of its charging regulations which came into force from 1st April 2016, the Government announced the maximum weekly charge for non-residential services would rise to £100 by 2020. Each year Welsh Government have increased the maximum weekly non-residential charge by £10 per week. Initial discussions with Welsh Government have indicated, but we are awaiting official announcement, that the maximum weekly charge will increase again by £10 per week in 2019/20 to £90 and then 2020/21 to £100.

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

- **Positive impact on adhering to the charging legislation contained in the SSWB Act**
- **Negative impact will be some people who have the ability to pay more will do. As the ability to pay is means tested a service user will not pay more than they can afford.**

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

<b>What are you going to do</b>	<b>When are you going to do it?</b>	<b>Who is responsible</b>	<b>Progress</b>
<b>Inform service users affected</b>	<b>Once Welsh Government announce new maximum weekly charge</b>	<b>SCH Finance Manager</b>	<b>On target</b>

**8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

The impacts of this proposal will be evaluated on: 1 <sup>st</sup> June 2019	SCH DMT
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9. **VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	<i>DMT</i>	21 <sup>st</sup> Nov 2018	

## Future Generations Evaluation

(includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> Ceri York</p> <p><b>Phone no: 01633 644933</b> <b>E-mail:</b></p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>Following a review of operational practice a range of efficiency activity has been identified across the budget areas which will deliver a range of modest budget savings. These will be achieved by:</p> <ul style="list-style-type: none"> <li>• Increased income generation</li> <li>• Reduction in staffing costs following end of current two year detriment</li> <li>• Increased effectiveness of rotas and staff deployment</li> </ul> <p>(See Budget Proposal SCH006 – SCH008 for further information)</p>
<p><b>Name of Service</b> Commissioning</p>	<p><b>Date Future Generations Evaluation form completed</b></p> <p>27<sup>th</sup> November 2018</p>

***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***


- 1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.




<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	More effective use of staffing resources to ensure the future sustainability of the service for current and future generations	N/A
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	N/a	N/A
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Efficient use of resources will enable us to continue to support people through a 'what matters' approach, enabling the positive identification of all areas of wellbeing physical and mental health.	N/A
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Our 'what matters' approach concentrates on strengthening community connections and works to develop a range of opportunities for people to remain resilient. Effective use of resources will enable us to continue to achieve this positive impact	N/A
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	N/A	




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	N/A	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	An effective and efficient service will continue to support the development of opportunities for people to reach their potential and live a good life.	N/A

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p> <p><b>Long Term</b></p>	Whilst these proposals will be achieved in the short term, without an expectation of a long term adverse impact, the efficient use of resources will enable us to strengthen the long term sustainability of the service.	Co- producing approaches with 3rd Sector , citizens and providers is key to ensuring we have a sustainable future for care provision.

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>Our service delivery relies on collaborative approaches to ensure that care is co-designed around a place based approach and is delivered in partnership with contributing services.</p>	<p>Keeping positive relationships is key across all partners and stakeholders.</p>
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>These proposals will have no direct or indirect impact upon the people who receive services or the staff teams. Our approach to adult services fundamentally involves at its core the people we support and those charged with supporting people with us.</p>	
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Increased efficiency of rotas and staff deployment will enable us to focus our finite resources where it is most needed, focusing on enablement and prevention.</p>	<p>Monitoring progress to ensure the right resource is available to deliver will be a priority.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>	<p>The range of operational efficiencies will deliver budget savings via more robust service management and increase in income generation. The service will continue to operate as usual delivering support to people to maintain and achieve their well being goals.</p>	

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Efficient and resilient service delivery will enable us to continue to meet the needs of older people through a 'what matters' approach.	N/A	
Disability	Efficient and resilient service delivery will enable us to continue to meet the needs of those with additional needs through a 'what matters' approach.	N/A	
Gender reassignment	N/A	N/A	
Marriage or civil partnership	N/A	N/A	
Pregnancy or maternity	N/A	N/A	
Race	N/A	N/A	
Religion or Belief	N/A	N/A	
Sex	The end of the detriment period will result on all team members receiving equal remuneration. The majority of the workforce is female.	N/A	
Sexual Orientation	N/A	N/A	

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Welsh Language	N/A	N/A	

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	Our approach to delivering adult care services always considers safeguarding factors and works with people to minimize risks.	N/A	
Corporate Parenting	N/A		

5. What evidence and data has informed the development of your proposal?

- Budget outturn and projection data
- Staffing establishments data
- Staff absence data
- Service activity data
- Staffing rotas

**6. SUMMARY:** As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

- Positive impact upon harmonisation of pay grades

**7. ACTIONS:** As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress

**8. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	1 <sup>st</sup> Septemeber 2019 – SCH DMT
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.	Budget mandate for SLT		<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>

## Future Generations Evaluation

(includes Equalities and Sustainability Impact Assessments)

<b>Name of the Officer</b> Tyrone Stokes  <b>Phone no: 01633 644589</b> <b>E-mail: tyronestokes@monmouthshire.gov.uk</b>	<b>Please give a brief description of the aims of the proposal</b>  To maximize the cost recovery from cases that have identified eligible Continuing Health Care need.  <b>(See Budget Proposal SCH009 for further information)</b>
<b>Name of Service</b>  <b>Finance</b>	<b>Date Future Generations Evaluation form completed</b>  29 <sup>th</sup> November 2018

***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***



- 1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.






Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Ensure Social Care budgets are efficiently used for their intended purpose	Continuing Health Care (CHC) practitioner will co-ordinate and/or complete the necessary assessments for CHC application, and exercise knowledge and skills to resolve any potential disputes
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	N/a	
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Identify Continuing Health Care needs from the outset of a person's assessment of need	In house skills to carry out this function to best effect.
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	N/A	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Adhere to the Continuing Health Care guidance.	
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and	N/A	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
protected. People are encouraged to do sport, art and recreation		
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Our integrated approach to delivering care supports development opportunities for people to reach their potential and live a good life.	

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>Maximising cost recovery will strengthen the long term sustainability of the service.</p>	<p>Co- producing approaches with 3rd Sector , citizens and providers is key to ensuring we have a sustainable future for care provision.</p>
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>Shared responsibility and collaborative delivery of care to ensure that we work together to meet the needs of service users</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>Our approach to adult services fundamentally involves at its core the people we support and those charged with supporting people with us.</p>	
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Maximising cost recovery will ensure that our Social Care budgets are efficiently used for their intended purpose and focused on prevention and enablement</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>	<p>These are considered alongside other bodies in any developments and delivery.</p>	

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Identifies the need to ensure they receive the appropriate care provision	Possible delay in care plan approval	The established CHC practitioner role plays an active role in making the CHC process as minimal disruption to the person as possible

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability	Identifies the need to ensure they receive the appropriate care provision	Possible delay in care plan approval	The established CHC practitioner role plays an active role in making the CHC process as minimal disruption to the person as possible
Gender reassignment	N/A	N/A	
Marriage or civil partnership	N/A	N/A	
Pregnancy or maternity	N/A	N/A	
Race	N/A	N/A	
Religion or Belief	N/A	N/A	
Sex	N/A	N/A	
Sexual Orientation	N/A	N/A	
Welsh Language	N/A	N/A	

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	The needs of vulnerable adults will be identified to ensure they receive the appropriate care provision	Possible delay in care plan approval	The established CHC practitioner role plays an active role in making the CHC process as minimal disruption to the person as possible
Corporate Parenting	N/A		

5. What evidence and data has informed the development of your proposal?

Past and current caseloads and outcomes achieved in cost recovery

6. **SUMMARY:** As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

- Positive impacts – 1) that the social care budget only supports those people with social care need, 2) service users have the correctly identified care provision
- Negative impact could be a delay in funding body agreement

7. **ACTIONS:** As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress
Maintain the current CHC caseload tracker to inform workload and priorities	Already in existence	CHC practitioner	On target

8. **MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on: 1 <sup>st</sup> June 2019	SCH DMT
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9. **VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	DMT	21 <sup>st</sup> Nov 2018	

## Future Generations Evaluation

(includes Equalities and Sustainability Impact Assessments)

<b>Name of the Officer</b> Tyrone Stokes  <b>Phone no: 01633 644589</b> <b>E-mail: tyronestokes@monmouthshire.gov.uk</b>	<b>Please give a brief description of the aims of the proposal</b>  As part of the Authority's MTFP process and in setting an annual budget, we have reviewed all of our current fees & charges and if there is any scope to increase this for 2019/20.
<b>Name of Service</b>  <b>Finance</b>	<b>Date Future Generations Evaluation form completed</b>  29 <sup>th</sup> November 2018

***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***

- 1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?







Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Allows for the fees and charges we levy to be uplifted to reflect current prices, or for means tested services, to only pay for what they can afford, in line with benefits and pensions predicted uplift</p>	<p>Ensure the SSWB Act charging legislation is adhered too, so service users are means tested to determine their ability to pay.</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>N/a</p>	
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Ensure the financial viability of future adult care services, allowing us to continue to support people through a 'what matters' approach, enabling the positive identification of all areas of wellbeing physical and mental health.</p>	<p>Ensure the SSWB Act charging legislation is adhered to so that service users continue to be able to access the services they need.</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>N/A</p>	
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>Adhere to the charging legislation of the Act will mean a fairer and consistent charging for services across Wales</p>	<p>Ensure the SSWB Act charging legislation is adhered to so that service users continue to be able to access the services they need.</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	N/A	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Adherence to the charging legislation of the Act will ensure that there people from all backgrounds and circumstances are able to access care and support	Ensure the SSWB Act charging legislation is adhered to so that service users continue to be able to access the services they need.

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	When reviewing what fees & charges to uplift we have considered the long term sustainability to decide which ones to increase or not	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>Our service delivery relies on collaborative approaches to ensure that care is co-designed around a place based approach and is delivered in partnership with contributing services.</p>	<p>Maintainin positive relationships with all partners and stakeholders to ensure we continue to deliver a collaborative service.</p>
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>Our approach to adult services fundamentally involves at its core the people we support and those charged with supporting people with us.</p>	<p>Continue to deliver services through a 'what matters' approach</p>
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Securing the financial stability and sustainability of services will enable us to focus resources where they are most needed to deliver preventative care.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>	<p>These are considered alongside other bodies in any developments and delivery.</p>	

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Older people, predominantly 65+ are still able to access the services they need through sustainable service delivery	May pay more for their services	Charges are means tested, with any hardship cases reviewed as they are presented to the Authority.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability	Ensuring a sustainable and resilient service to continue to deliver to those with additional needs	May pay more for their services	Charges are means tested, with any hardship cases reviewed as they are presented to the Authority.
Gender reassignment	N/A	N/A	
Marriage or civil partnership	N/A	N/A	
Pregnancy or maternity	N/A	N/A	
Race	N/A	N/A	
Religion or Belief	N/A	N/A	
Sex	N/A	N/A	
Sexual Orientation	N/A	N/A	
Welsh Language	N/A	N/A	

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	Our approach to delivering adult care services always considers safeguarding factors and works with people to minimize risks.	May pay more for their services	Charges are means tested, with any hardship cases reviewed as they are presented to the Authority.
Corporate Parenting	N/A		

5. What evidence and data has informed the development of your proposal?

Proposed increases by Department of Works and Pensions on benefits and State Retirement Pension uplifts and Consumer Prices Index as at October 2018.

6. **SUMMARY:** As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

- Positive impact will be ensuring we at least keep in line with inflation
- Negative impact will be some people who have the ability to pay more will do. As the ability to pay is means tested a service user will not pay more than they can afford.

7. **ACTIONS:** As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress
Inform service users affected	Following consultation and agreement through the budget setting process	SCH Finance Manager	On target

8. **MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on: 1 <sup>st</sup> June 2019	SCH DMT
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9. **VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	DMT	21 <sup>st</sup> Nov 2018	

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## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> completing the evaluation</p> <p>Debra Hill-Howells  <b>Phone no:</b> 01633 644281  <b>E-mail:</b> debrahill-howells@monmouthshire.go.uk</p>	<p><b>Proposal Name:</b></p> <p>Acquisition of Investment Properties          (See Budget Proposal RES003 RES004 for further information)</p>
	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>To acquire commercial assets to generate a net revenue stream for the Council</p>
<p><b>Name of Service</b></p> <p>Landlord Services</p>	<p><b>Date Future Generations Evaluation</b> form completed</p> <p>29.11.18</p>


***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***




**19. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.


<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Assets will be acquired that support revenue and capital generation and where possible support the creation or retention of employment.	
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Where assets are acquired we will review existing infrastructure to identify opportunities to reduce running costs through improved M&E installations, reduce the carbon footprint and where possible implement renewal technologies	If re-development of assets is necessary we work with the LPA to mitigate any impacts of the proposals on the local environment and wildlife.
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Not identified at this time as it will be dependent on each individual asset. At Castlegate we are intending to install showers to encourage active travel	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	We will where opportunities present and the proposal are viable seek to acquire assets within Monmouth shire and CCCR boundaries	Some communities may be opposed to commercial development or regeneration schemes. Whilst we will be seeking to acquire existing assets we may need to consider other ways of enhancing the value through intensification, change of use or re-development. If these options were exercised they would be subject to planning and local consultation.
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local	Where possible we will consider ways to develop local supply chains, utilizing local materials and reduce our carbon emissions	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
social, economic and environmental wellbeing	through the implementation of energy efficient and renewable technologies.	
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Welsh language reception facilities and signage within operational buildings.	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances		

## 20. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p> <p><b>Long Term</b></p>	The strategy supports the development of whole life costing principles, implementation of renewable technologies and low zero carbon technologies to reduce energy consumption. Rationalisation of the operational portfolio will continue and emerging policies support a commercial approach utilizing assets for income generation that can also support economic and regenerative activities	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>Opportunities will be identified as asset investment properties are identified.</p>	
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>Opportunities will be identified as asset investment properties are identified.</p>	
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>We are intending to acquire assets to generate a net income which will be used to subsidise front line service provision and the consequences of the austerity programme.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Integration</b>            Considering impact on all wellbeing goals together and on other bodies</p>	<p>The proposal of investing in commercial assets is intended to generate revenue streams and capital appreciation and where possible support the economy of Monmouthshire and the CCCR by providing commercial space. We will also consider investments /loans that meet our criteria and improve infrastructure for local communities e.g. broadband and retain local businesses within our county.</p>	

**21. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Neutral	Neutral	

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability	Assets that are acquired if not meeting accessibility requirements will be upgraded to ensure that they do.	Neutral	
Gender reassignment	Neutral	Neutral	
Marriage or civil partnership	Neutral	Neutral	
Pregnancy or maternity	Neutral	Neutral	
Race	Neutral	Neutral	
Religion or Belief	Neutral	Neutral	
Sex	Neutral	Neutral	
Sexual Orientation	Neutral	Neutral	
Welsh Language	Ensure that signage is compliant with the Welsh Language measure 2011	Neutral	

**22. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	Neutral	<i>Neutral</i>	
Corporate Parenting	Neutral	Neutral	

**23. What evidence and data has informed the development of your proposal?**

- Review of practice within other Authorities
- Feedback from Economy & Development Select Committee
- Professional advice from investment and legal advisors
- Learning from the acquisition of Castelgate

**24. SUMMARY:** As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

**Benefits**

- Create an additional revenue source for the Council without impacting on services or being an additional cost to tax payers.
- Potential to support the local economy and jobs by acquiring assets within Monmouthshire and the Capital City region

**Negative Impacts**

- Competing with the private sector
- Risks associated with property market

**25. ACTIONS:** As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress

**26. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	
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**27. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.**

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
	County Council	10th May	

## Equality and Future Generations Evaluation

<b>Name of the Officer</b> completing the evaluation  Rob O'Dwyer  <b>Phone no:</b> 07786114512 <b>E-mail:</b> robertodwyer@monmouthshire.gov.uk	<b>Please give a brief description of the aims of the proposal</b>  Reducing the mileage and travel costs of our organisation by utilising existing technologies that provide effective alternatives to travelling and taking a planned approach to reducing and monitoring travel.  (Refer to budget proposal RES005 for further information)
<b>Name of Service area</b>  Resources/Business Transformation	<b>Date</b>  30/10/18

1. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	None	None	NA
Disability	Greater use of technology such as Skype to reduce requirement for travelling to meetings and to deliver services across the county		

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Gender reassignment	None	None	NA
Marriage or civil partnership	None	None	NA
Pregnancy or maternity	Greater use of technology such as Skype to reduce requirement for travelling to meetings and to deliver services across the county	Neutral	NA
Race	Neutral	Neutral	NA
Religion or Belief	Neutral	Neutral	NA
Sex	Neutral	Neutral	NA
Sexual Orientation	Neutral	Neutral	NA
Welsh Language	Neutral	Neutral	NA

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Poverty	Neutral	Neutral	NA




**2. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Positive impact in that it will ensure a greater level of efficiency in our use of resources and enable us to be more productive and efficient.	Engagement with staff to understand service requirements and to ensure there is sufficient flexibility where required in higher risk areas.
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Reduce our impact on the environment through a lower carbon footprint as an organisation	Monitoring of mileage to ensure travel is reduced and that the wider benefits are recognized and applauded to give positive feedback to staff.
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Potential to encourage/enable alternative methods of travelling where appropriate.	Positive links must be developed to staff benefits (cycling scheme) and active travel policy

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Better use of Council resources contributes to our ability to focus on supporting cohesive communities	Effective monitoring of spend to reduce additional costs
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	This proposal aims to reduce our impact on the environment. A reduction in travel will reduce our carbon footprint.	Seek to measure the carbon footprint reduction and share messages with staff to increase value and drive and build momentum.
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	N/A	N/A
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Reducing our spend in service areas enables us to remain sustainable and able to continue to deliver services to all those who need them.	Continue to provide services for those who require them

### 3. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>Our proposal aligns with the Future Monmouthshire principle that focuses on keeping our services going now, through more effective use of resources, to enable us to grow service models that are fit for the future.</p>	<p>Monitor and evaluate and understand potential for wider engagement with such a scheme. Continue to understand how we further leverage the benefits.</p>
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>Working with neighboring authorities to share best practices.</p>	<p>No</p>
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>Continued engagement with all stakeholders identified to ensure that any solutions identified are workable and sustainable based on varied stakeholder perspectives.</p>	<p>No</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Prevention</b> Putting resources into preventing problems occurring or getting worse</p>	<p>Focus this proposal is to maximize the use of resources to ensure we are a fair and more equitable organisation</p>	<p>No</p>
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>	<p>We will explore all opportunities that may arise to share models and services with neighboring authorities, with the potential to share transport opportunities.</p>	<p>No</p>

4. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: **Social Justice, Corporate Parenting and Safeguarding.** Are your proposals going to affect any of these responsibilities?

	<b>Describe any positive impacts your proposal has</b>	<b>Describe any negative impacts your proposal has</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
	There are no impacts on either social justice, safeguarding or corporate parenting through this proposal however, we recognise that some services have a closer proximity to safeguarding issues and so will operate with higher levels of risks and thus, emergency travel will feature in these areas. .		
Social Justice	No social justice implications have been identified at this time.		
Safeguarding	No safeguarding implications have been identified at this time.		
Corporate Parenting	No corporate Parenting implications have been identified at this time		

**5. What evidence and data has informed the development of your proposal?**

<p>Review of current and previous year's mileage and fares for travel spend.</p> <p>Looking at good practice in other organisations e.g. Lloyds Bank</p>
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**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**



The main positive impact of this proposal will be more effective use of resources that will enable our services to be sustainable for the future. At this stage no negative impacts have been identified. We recognize the need for early engagement and involvement with staff to ensure the reduction in spend can be achieved through solutions that are workable for the service.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible
If proposal is accepted we will commence the actions outlined in the proposal and engage with colleagues	19/20	Rob O'Dwyer

**8. VERSION CONTROL: The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision making process. It is important to keep a record of this process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.**

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.0	Budget Consultation	Not yet considered by councilors	

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## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> Peter Davies</p> <p><b>Phone no:</b> 01633 644294 <b>E-mail:</b> peterdavies@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>As part of the Authority's MTFP process and in setting an annual budget, we have reviewed all of our current fees &amp; charges to explore scope to increase this for 2019/20.</p> <p>Full details of all proposals can be found under Efficiency Saving Proposal RES006 – Resources Fees and Charges (inc associated spreadsheet)</p>
<p><b>Name of Service</b> Resources</p>	<p><b>Date Future Generations Evaluation form completed</b> 5<sup>th</sup> December 2018</p>


***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***




- 1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Allows for the fees and charges we levy to be uplifted to reflect current price of goods, services and works</p>	<p>The 10% increase in fees for burial costs and associated hardship can be offset against access to a means tested gov.uk support</p> <p><a href="https://www.gov.uk/funeral-payments">https://www.gov.uk/funeral-payments</a></p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>N/A</p>	
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>N/A</p>	
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>N/A</p>	
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>Adhere to the charging legislation of the Act will mean a fairer and consistent charging for services across Wales</p>	
<p><b>A Wales of vibrant culture and thriving Welsh language</b></p>	<p>N/A</p>	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation		
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	N/A	

**2. How has your proposal embedded and prioritised the sustainable governance principles in its development?**

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>Fee increases have been considered in the context of whole life cost analysis over the long term in order to ensure sustainable and cost effective service delivery now and in the future.</p>	<p>Continuous whole life cost analysis informed via regular measurement of impact and return on investment</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>Fee increases are considered in conjunction with opportunities to deliver services more efficiently in collaboration with existing and new partners</p>	
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>Proposals are informed by market testing and customer engagement and consultation</p>	<p>Specific consultation of proposed increases as part of MCC 19/20 budget setting process</p>
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Proposed fee increases enable priority services across the authority to receive additional financial support for pre-emptive services to be delivered that help reduce demand for costly provision in the future</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>	<p>The proposal will generate additional revenue and ultimately support the economy of Monmouthshire</p>	

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Neutral	Neutral	

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability	Neutral	Neutral	
Gender reassignment	Neutral	Neutral	
Marriage or civil partnership	Neutral	Neutral	
Pregnancy or maternity	Neutral	Neutral	
Race	Neutral	Neutral	
Religion or Belief	Neutral	Neutral	
Sex	Neutral	Neutral	
Sexual Orientation	Neutral	Neutral	
Welsh Language	Neutral	Neutral	

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>



	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	Neutral	Neutral	
Corporate Parenting	Neutral	Neutral	

**5. What evidence and data has informed the development of your proposal?**

- Review of competitors charges
- Review of practices within other public sector organisations
- Current spend and income data
- Feedback Select Committees, SLT and Cabinet
- Professional advice from investment and legal advisors

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

- Benefits**
- Create an additional revenue source for the Council without impacting on services or being an additional cost to tax payers.
  - Ensuring services are delivered in line with inflation
- Negative Impacts**
- Increased costs for customers

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress
Public consultation	January 2019	Chief Officer for Resources	On target
Inform service users affected	Following consultation and agreement through the budget setting process	Resources Finance Manager	On target

**8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

The impacts of this proposal will be evaluated on: 1 <sup>st</sup> June 2019	Resources DMT
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**9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.**

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Resources DMT	21 <sup>st</sup> Nov 2018	

## **Appendix 6 – Future Generations Evaluation**

### **Wellbeing of Future Generations Assessment – Budget Proposals for 2019-20**

#### **Introduction**

Future Generations Evaluations have been completed for each of the budget proposals that are being considered for 2019-20. This document brings together some of the headline messages and recognises that these will continue to evolve through the public consultation stage in January and February 2019. Presenting the information at this stage provides an opportunity to demonstrate the dynamic and real-time nature of the approach and we expect this analysis to be built upon following public engagement. The summary does not purport to highlight every single issue but should help highlight some of the key impacts of budget proposals and provide scope for continual learning and improvement as proposals are developed.

The council's strong record of delivery within a balanced budget has enabled us keep frontline services going and strengthen commitments to sustainability and resilience aligned to the well-being objectives as described in the Corporate Plan. Work has been done to cost the Corporate Plan and ensure that the clear ambition it describes remains affordable within the current financial climate. Throughout the process it is clear that money should follow purpose and priorities.

This evaluation is an early one, applying to budget *proposals* only at this pre-consultation, pre-decision stage. The aim of the narrative is to demonstrate the dynamic nature of the process. Open and robust scrutiny and challenge is essential as the proposals continue to be shaped in line with the priorities in the corporate plan and the issues that matter most to our communities.

Where a budget proposal could alter a service, or the way in which it is delivered in 2019-20, the Future Generations Evaluation assesses its potential impact on the national well-being goals, the ways of working enshrined in the act and also the people and groups who possess the protected characteristics specified as part of our duty under the Equality Act 2010.

#### **Our objectives**

The council's five organisational goals described in the Corporate Plan incorporate the council's well-being objectives but go further in reflecting the need for a deeper organisational and council business focus. Setting our goals in this plan and the actions necessary to deliver on them enables us to identify the future we want.

The goals are:

- Giving people the best possible start in life
- Enable thriving and well-connected county
- Maximising the potential of the natural and built environment
- Lifelong well-being
- A future focused council

Our plan has nine design principles that link to longer-term goals. We will be:

- **Accountable** - through setting out plans and goals in clear ways and ensuring we are open in all decision-making, engagement and evaluation of performance. We will give account of and be held accountable for the things we do and for the things we do not do. The process of member and public scrutiny will continue to be an important feature in this.
- **Responsible** – we will safeguard and optimise public money. In so doing we will ensure that people are supported to act responsibly, and to take measured and supported risks, recognising that caution, inactivity and indecision can be as costly as uncalculated and ill-considered actions.
- **Inclusive** – we will help shape communities and create a sense of place – applying the principles of social justice and community resilience. We recognise that to deliver quality public services, wealth creation and tax yield is vital, and so we will focus on driving- up levels of business productivity as a means of supporting prosperity for all.
- **Innovators** – we will boost our productivity by not just doing the same old things better, but committing to doing fundamentally better things. Efficiency and effectiveness has to go beyond ‘back office’ savings and simply reducing spend. We will continue to invest in adapting our models for service delivery to deliver on outcomes, effective governance and smart use of public money.
- **Learners** – we will boost our capacity for research and development to ensure we understand the problems we need to solve and we will work in a ‘challenge-driven’ way to open up opportunities for the co-development of new, better and more cost-effective solutions.
- **Good friends** – we will honour commitments that we make to others. Where things don’t go well we will work them out together. Our desire for collaboration will be based on designing services that best suit the needs and aspirations of our public.
- **Getting the basics right** – we are focused on doing better things and getting right the most important aspects of our core business. This includes providing a high quality customer experience and ensuring that safeguarding continues to run through everything that we do.
- **Community focused** – we have high levels of social capital and will create the conditions that enable people to easily come together and develop solutions to build better communities. We recognise that communities are more vibrant when people work together and this makes a real difference to well-being.
- **Future focused** – we will ensure that we fully consider whether the decisions we take are consistent with the well-being of future generations and are: long-term; integrated; collaborative; preventative and have involved people.

Our purpose and mission remains one of *building sustainable and resilient communities that can support the wellbeing of current and future generations*. We share this core purpose with our Public Service Board and it is our guiding force in working towards the seven national Well-being Goals:

- A globally responsible Wales
- A Wales of vibrant culture and Thriving Welsh Language
- A Wales of cohesive communities
- A more equal Wales
- A health Wales
- A more resilient Wales

- A Prosperous Wales

### **Socio-economic impact of the budget**

Almost any change to a council service has some socio-economic impact. This is because of the nature of our responsibilities and the extent to which some groups, communities and vulnerable people rely on public services. Our aim is to properly understand this impact so that we can identify appropriate mitigations wherever possible and minimise the impact on people in greatest need.

We provide and help fund a wide-range of services in communities to ensure support for communities. These include:

- Council Tax reduction scheme
- The single person council tax discount
- Financial Support for Monmouthshire Citizen's Advice Bureau has been confirmed for each of the next three years
- Community Connectors to help
- Community hubs that provide advice and also host community learning opportunities that can help people with the digital skills necessary to maximise their own income opportunities

### **The proposals**

The proposals are a broad mix of small adjustments designed to optimise efficiency and longer term proposals aligned with our long-term objectives. The corporate plan gives us the framework to focus on the big challenges but we can never lose sight of the need to spend every pound wisely, nor the reality that the cumulative impact of many small changes can add up to a significant impact on some people within our communities and the need to ensure that there is some degree of mitigation against this for the most vulnerable.

The final set of proposals circulated for public consultation are accompanied by individual impact assessments as well as an overall cumulative impact assessment that identifies the financial impact on groups of people depending on their income and family makeup. The present list of draft proposals includes the following items which are also analysed using our Future Generations Evaluation tool.

#### Giving people the best possible start in life

School budgets continue to be protected. We continue to invest in new school buildings and will be bringing forward proposals for capital borrowing for a new secondary school in Abergavenny. This will be more energy efficient and provide an enhanced learning environment for pupils. We are proposing to reduce the funding to Mounton House school which has seen a tenfold reduction in the number of residential pupils and will be increasing charges for the childcare element of school breakfast clubs by 5 pence per session to ensure the financial viability of this much relied-upon service.

There is an emphasis on moving towards shared resources and systems building upon cluster working and beginning the move towards federated school models that will see

headteachers overseeing multiple school sites. There will be some changes to services for pupils with specific learning disabilities as the central service becomes refocused around literacy with more specific support being delivered directly by schools.

We are also investing more money into children's social service to safeguard the most vulnerable with more children being subject to child protection procedures. We will also put funding in place to secure services that are focused on securing better long-term outcomes and more stable placements for the rising number of children who have been in care. This ensures we continue to protect our vulnerable young people while practice change will focus on preventative approaches that improve well-being and ensure resources can be focused on those in greatest need.

#### Enable thriving and well-connected county

The move to a dynamic purchasing system for transport will help secure value improved value for money for local transport provision.

Some changes such as car parking charges increases will impact more on people with a disability who may be more dependent on private cars. The removal of free car parking for blue badge holders will have a negative financial impact on people with a disability.

#### Maximising the potential of the natural and built environment

We will move to new collection methods for household recycling. This means we will have a better quality recycled product which can be sold for a higher price than we get using to current approach, it will also result in a reduction in single use plastics and save money. We will be reducing the opening hours of household waste recycling centres which will result in savings

We have borrowed money for investing in street lighting and will be looking to extend the length of time over which this loan is repaid to Welsh Government.

#### Lifelong well-being

Practice change in adult social services will continue to develop services which are person-centred reducing dependency and empowering individuals and families to achieve their own outcomes. This is expected to deliver financial benefits as well as positive outcomes for individuals but the rising numbers of older people in our county alongside increased numbers of children on the child protection register mean that social care will continue to experience financial pressure.

Increased charges for non-residential social care will have a financial impact which will be experienced by a higher proportion of older people.

#### A future focused council

We will be moving forward with the development of a chatbot and will increase the range of ways in which people can get in touch with the council. This will help release efficiency in telephony software and free up staff to focus to the issues that matter most to people as simple queries can be handled by the chatbot.

The proposals highlighted above are supplemented by small-scale ongoing efficiencies and back office improvements including leveraging the benefits of technology with no discernible negative impact on the well-being goals or people with protected characteristics.

These emerging proposals are a contributor to the aspirations in our corporate plan and our purpose of building sustainable and resilient communities. We recognise that they are not without challenges, however they are will enable us to focus our finite resources on the areas that matter most to people and enable us to build a sustainable service offer for current residents and businesses as well as future generations.



## Equality and Future Generations Evaluation

<p><b>Name of the Officer:</b> Matthew Gatehouse</p> <p><b>Phone no:</b> 01633 644397 <b>E-mail:</b></p>	<p><b>Please give a brief description of the aims of the proposal:</b> To deliver a balanced budget while continuing to make progress against the council's well-being objectives and delivering the long-held purpose of building sustainable and resilient communities</p>
<p><b>Name of Service area:</b> Chief Executive's</p>	<p><b>Date:</b> 11 November 2018</p>

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**Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
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Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Councils provide many universal services such as highways and waste collections which bring multiple benefits to all age groups. Proposals on changes to waste arrangements will impact equally on all age groups. However many of our services are delivered to proportionately higher numbers of younger and older people. Changes with a particular impact on these age groups include practice change in adult social services which are person-centred with a focus on well-being reducing dependency and empowering individuals and families to achieve their own outcomes	Increased charges for non-residential social care will have a financial impact and will be experienced by a higher proportion of older people.	Ensure the Social Services and Well-being Act charging legislation is adhered too, so service users are means tested to determine their ability to pay.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability	Any changes to social care arrangements are likely to have a particular impact on people who have disabilities.	<p>Any changes to social care arrangements are likely to have a particular impact on people who have disabilities, this includes increased charges as described above. Some changes such as car parking charges increases will impact more on people with a disability who may be more dependent on private cars. The removal of free car parking for blue badge holders will have a negative financial impact on people with a disability.</p> <p>Pupils and schools supported by the Specific Learning Disability Service (SpLD) have become accustomed to a wider range of support and the proposed re-modelling of the service may have a negative impact for some pupils where there is less in-house expertise</p>	<p>Mitigation on car parking charges will be sought through discounts and different pricing structures.</p> <p>For social care charging increases we will ensure that service users are means tested to determine their ability to pay.</p> <p>The Specific Learning Disability Service will ensure that any schools requiring additional training will be supported.</p>
Gender reassignment	At this stage none of the proposals have identified a particular impact, either positive or negative, on people who have undergone or are considering gender reassignment.	None identified	

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Marriage or civil partnership	Same-sex couples who register as civil partners have the same rights as married couples in employment and must be provided with the same benefits available to married couples, such as survivor pensions, flexible working, maternity/paternity pay and healthcare insurance. At this point of the analysis there are no proposals which have been assessed as having either a positive or negative impact on this group	None of the budget proposals have been identified as having either a positive or negative impact at this stage.	No mitigating actions are necessary
Pregnancy or maternity	In the provision of services, goods and facilities, recreational or training facilities, a woman is protected from discrimination during the period of her pregnancy and the period of 26 weeks beginning with the day on which she gives birth. None of the budget proposals have been identified as having either a positive or negative impact at this stage.	None of the budget proposals have been identified as having either a positive or negative impact at this stage.	No mitigating actions necessary
Race	There are no proposals identified that will have a specific positive outcome that will differ by race.	Proposals to increase back office efficiency may have an element of artificial intelligence or AI. Research has shown that AI has the potential to reinforce existing biases. This is because computer algorithms are unequipped to consciously counteract learned biases in the same way that humans do.	Work closely with developers to understand any applications where this could potentially occur and remedy immediately.
Religion or Belief	There are no impacts, either positive or negative that have been identified.	There are no impacts, either positive or negative that have been identified.	No mitigating actions necessary

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Sex	The council has already carried out a full pay evaluation exercise. However proposals to raise pay levels for the lowest paid workers as result of a national pay settlement, will have a positive impact on pay differentials between the highest and lowest paid workers and any male/female pay differentials		
Sexual Orientation	None of the budget proposals have been identified as having either a positive or negative impact at this stage.	None of the budget proposals have been identified as having either a positive or negative impact at this stage.	No mitigating actions necessary
Welsh Language	Proposals relating to more efficient use of telephony include the use of a chatbot. This has been developed to be bilingual and respond to queries using the Welsh language		All signage and material arising from budget proposals will be compliant with the Welsh Language measure 2011
Poverty	Although Poverty isn't a protected characteristic, it is important to assess and understand the impact of our proposals on those in poverty, especially if there is a cumulative impact from a number of proposals. This is in line with our Social Justice policy.	An increase in council tax will have a financial impact on all households. The impact will be felt more acutely by those on lower incomes	There are a range of mitigations in place. These include a council tax reduction scheme and the waiving of charges on breakfast clubs to those eligible for free school meals



2. **Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Examples of proposals that impact positively on this goal include the acquisition of commercial assets which will generate a financial return and where possible support the creation or retention of employment in the county and in the wider Cardiff Capital Region.</p> <p>An increase in car park charges will result in people paying more to park near retail and business centres. However the proposals must be seen in a wider context where car park income is reinvested into Council priorities such as public transport, traffic management, highway maintenance, car park management and maintenance etc. These are services that might otherwise be under greater financial pressure from the budget setting overall.</p>	<p>Regular car park users have options to buy various permutations of season tickets at heavily discounted rates. The towns of Abergavenny, Monmouth and Chepstow continue to offer free parking in each in certain car parks.</p> <p>Changes to recycling arrangements will allow the service to operate more efficiently now and in the future. Higher quality recycled material will allow county to move closer towards a circular economy model.</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>Proposals to reduce the amount of travel by officers and members of the council through better use of communications technology such as Skype will reduce our impact on the environment through a reduction in harmful emissions which have a negative impact on biodiversity.</p>	
<p><b>A healthier Wales</b></p>	<p>Charges for breakfast clubs will be for the childcare element for pupils that are not entitled to free school meals ensuring access to a healthy meal.</p>	<p>Examples of proposals within the budget include practice change in Adult Social Services which</p>

<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
People's physical and mental wellbeing is maximized and health impacts are understood		focus on prevention and a person centred well-being.
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Place-based approaches proposed as part of practice change proposals in adult social care will contribute to healthy inclusive communities.	We will apply to open and operate a Post Office in Usk hub to mitigate the closure if the current service and local bank.  Some communities may be opposed to commercial development or regeneration schemes In such cases we will involve people with proposals subject to planning and local consultation.
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Efforts to reduce pollution and increase recycling and featured in a number of proposals and these will have a small but important positive impact on CO2 emissions and waste which will contribute to global environmental efforts.	Wales has an enviable record in sustainable waste management. Changes to the scheme for recycling will ensure that waste is dealt with in the right place which important to keep these services viable and contributing positively towards being globally responsible.
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Proposals relating to more efficient use of telephony include the use of a chatbot. This has been developed to be bilingual and respond to queries using the Welsh language.	The proposals to reduce funding of the Gwent Music Service could have a negative impact and this will need to be managed carefully considering any proposals to ensure the impact on opportunities is minimized.
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	The council has already carried out a full pay evaluation exercise. However proposals to raise pay levels for the lowest paid workers, as a result of the national pay settlement from April 2018, will have a positive impact on pay differentials between the	Increased charges for some services enable the council to provide other services such as transport which benefit people on low incomes and which has positive environmental impacts. Many of the council services that are sustained through charging

<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
	highest and lowest paid workers and any gender pay differentials as identified in the council's.	provide a valuable safety net and contribute to more equal outcomes.

### 3. How has your proposal embedded and prioritised the sustainable governance principles in its development?

<b>Sustainable Development Principle</b>	<b>Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.</b>	<b>Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
 <p>Balancing short term need with long term and planning for the future</p> <p><b>Long Term</b></p>	<p>Increases in fees and charges have been considered in the context of whole life cost analysis over the long-term in order to ensure sustainable and cost effective service delivery now and in the future.</p> <p>Commercial proposals aligned with the council's commercial strategy support the development of whole life costing principles, implementation of renewable technologies and low zero carbon technologies to reduce energy consumption.</p>	<p>Mitigating arrangements are in place to minimize the impact of increased fees of charges on people on low incomes such as free access to breakfast clubs for those eligible for free school meals and the council tax reduction scheme.</p>
 <p>Working together with other partners to deliver objectives</p> <p><b>Collaboration</b></p>	<p>The budget includes a range of collaborative proposals. This includes working with health the voluntary sector and private companies including the development of a dynamic purchasing system for transport developed in collaboration with other councils in Gwent.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>These proposals will form part of the budget exercise and will be subject to a public consultation exercise. This will include sessions with existing groups such as the Access for All forum that represents people with disabilities.</p>	<p>Ensure that proposals and the accompanying Future Generations evaluations are used during, and updated as a result of, consultation and engagement.</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Practice change in adult social services which person centred with a focus on well-being reducing dependency and empowering individuals and families to achieve their own outcomes.</p> <p>Proposals to improve increase recycling and the capture of energy from residual waste prevent the use of landfill which is costly financially and environmentally</p>	
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The council works across many areas and many of these proposals can have positive and potentially negative impacts on another. It is important that as individual proposals are developed we seek to balance competing impacts, for example environmental schemes and more strategic use of section 106 funding can help mitigate the impact of new developments in the built environment on the natural environment.</p>	<p>The council's Corporate Plan contains a table which highlights which of the objectives impacts on each of the 7 national well-being goals and any detailed proposals brought forward following this consultation will need to assess the impact of that proposal on the well-being goals.</p>

4. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Social Justice, Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?



	<b>Describe any positive impacts your proposal has</b>	<b>Describe any negative impacts your proposal has</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Social Justice	Social justice is about reducing inequalities in society by working towards more equal distribution of wealth and opportunities so everyone can achieve their full potential. The proposals in the budget include those focused on children and preventative services that reduce loneliness and isolation.	There is a risk that any budget proposals that increase in costs will have a disproportionate impact on people on low incomes and therefore will widen inequality.	The council is committed to aligning evidence based policy, programmes of work and resources with the aim of supporting people and communities to fulfil their potential and live the lives they want to live. Mitigation is in place to reduce the financial burden on people who can least afford it. This includes the council tax reduction scheme and free access to before and after school clubs for children eligible for free school meals.
Safeguarding	Safeguarding is about ensuring that everything is in place to promote the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect. Specific Proposals include the strengthening of the councils legal service since lawyers sits at the heart of all child protection work around the Court system.	There are no specific negative impacts identified at this stage	Safeguarding is at the heart of everything the council does. All staff are trained to a level that is appropriate to their role.
Corporate Parenting	Further investment is being made into children's social services including securing longer-term funding for the MySupportTeam (MyST) works with looked-after children and young people whose needs are such that they require significant support to keep them safe, maintain secure relationships and stable placements and improve their life chances.	There are no specific negative impacts identified at this stage	Put long-term funding in place to continue the service when external funding sources come to an end

## 5. What evidence and data has informed the development of your proposal?

The proposals are based upon a wide range of data and evidence and this will be contained within the evaluations of each of the individual proposals. Future monitoring will be done in accordance with the evaluation arrangements recently developed by the council's democratic services committee. This will allow members to assess whether any changes resulting from the implementation of the recommendation have had a positive or negative effect.

Data sources include for example:

- Quantitative data such as user numbers, measuring whether changes have had a positive or negative impact on the number of people using the service, in some cases, such as preventative services less users will be a positive
- Qualitative data that gives people views of the service which includes analysis of complaints
- Data derived from national sources such as stats Wales and the National Survey for Wales which allow us to measure whole population

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

*.This section should summarise the key issues arising from the evaluation. This summary must be included in the Committee report template*

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**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible

**8. VERSION CONTROL: The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision making process. It is important to keep a record of this**

**process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.**

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
1.0	Cabinet	Scheduled for discussion 19/12/18	

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