

Public Document Pack



Neuadd y Sir
Y Rhadyr
Brynbuga
NP15 1GA

Dydd Llun, 14 Tachwedd 2016

Hysbysiad o gyfarfod

Cyd-Pwyllgor Dethol

Dydd Mawrth, 22ain Tachwedd, 2016 at 10.00 am
Neuadd Y Sir, Y Rhadyr, Brynbuga, NP15 1GA

AGENDA

BYDD CYFARFOD CYN I AELODAU'R PWYLLGOR 30 COFNODION CYN I'R CYCHWYN Y CYFARFOD

| Eitem ddim | Eitem | Tudalennau |
|------------|--|------------|
| 1. | Ethol Cadeirydd | |
| 2. | Penodi Is-gadeirydd | |
| 3. | Ymddiheuriadau am absenoldeb | |
| 4. | Datganiadau o Fuddiant | |
| 5. | Deddf Lles y Gwasanaethau Cymdeithasol a (Rhan 11) Craffu ar y gwaith a wnaed gyda'r Gwasanaeth Carchardai i weithredu rhan 11 o Ddeddf Gwasanaethau Cymdeithasol (i ddilyn y gweithdy cenedlaethol ar y 6 mis cyntaf o weithrediad y ddeddf). | 1 - 16 |
| 6. | Adroddiad Monitro'r Gyllideb (Cyfnod 2) Adolygu'r sefyllfa ariannol ar gyfer y gyfarwyddiaeth, gan nodi tueddiadau, risgiau a materion ar y gorwel gyda gorwariant / tanwariant. | 17 - 40 |
| 7. | Adroddiad IAA Cyfrifoldebau o dan y Gwasanaethau Cymdeithasol a'r Ddeddf Lles i ddarparu gwybodaeth, cyngor a chymorth ~ Adroddiad i amlinellu cydymffurfriad cyfredol ac i gyflwyno dull gweithredu yn y dyfodol ar gyfer Sir Fynwy. | 41 - 74 |
| 8. | Adroddiad y Prif Swyddog CYP | To Follow |

- | | |
|--|--|
| <ul style="list-style-type: none">• I hunan-werthuso perfformiad y gyfarwyddiaeth yn erbyn yr adroddiad 2015 prif swyddog• Darparu'r weledigaeth a'r blaenoriaethau yn 2016 | |
|--|--|

Paul Matthews

Prif Weithredwr

CYNGOR SIR FYNWY

MAE CYFANSODDIAD Y PWYLLGOR FEL SY'N DILYN:

Cynghorwyr Sir:

R. Chapman
D. Dovey
A. Easson
D. Edwards
R. Edwards
D. Evans
P. Farley
M Fowler (Parent Governor Representative)
L. Guppy
R. Harris
B. Hayward
M. Hickman
D Hill
S. Howarth
D Hudson
Dr S James (Church in Wales Representative)
D. Jones
P. Jones
S. Jones
P. Jordan
K Plow (Association of School Governors)
M. Powell
C Robertshaw (Parent Governor Representative)
V. Smith
A. Watts
P. Watts
A. Webb
S. White
K. Williams
A. Wintle

Gwybodaeth Gyhoeddus

Mynediad i gopiâu papur o agendâu ac adroddiadau

Gellir darparu copi o'r agenda hwn ac adroddiadau perthnasol i aelodau'r cyhoedd sy'n mynychu cyfarfod drwy ofyn am gopi gan Gwasanaethau Democrataidd ar 01633 644219. Dylid nodi fod yn rhaid i ni dderbyn 24 awr o hysbysiad cyn y cyfarfod er mwyn darparu copi caled o'r agenda hwn i chi.

Edrych ar y cyfarfod ar-lein

Gellir gweld y cyfarfod ar-lein yn fyw neu'n dilyn y cyfarfod drwy fynd i www.monmouthshire.gov.uk neu drwy ymweld â'n tudalen Youtube drwy chwilio am MonmouthshireCC. Drwy fynd i mewn i'r ystafell gyfarfod, fel aelod o'r cyhoedd neu i gymryd rhan yn y cyfarfod, rydych yn caniatáu i gael eich ffilmio ac i ddefnydd posibl y delweddau a'r recordiadau sain hynny gan y Cyngor.

Y Gymraeg

Mae'r Cyngor yn croesawu cyfraniadau gan aelodau'r cyhoedd drwy gyfrwng y Gymraeg neu'r Saesneg. Gofynnwn gyda dyledus barch i chi roi 5 diwrnod o hysbysiad cyn y cyfarfod os dymunwch siarad yn Gymraeg fel y gallwn ddarparu ar gyfer eich anghenion.

Nodau a Gwerthoedd Cyngor Sir Fynwy

Cymunedau Cynaliadwy a Chryf

Canlyniadau y gweithiwn i'w cyflawni

Neb yn cael ei adael ar ôl

- Gall pobl hŷn fyw bywyd da
- Pobl â mynediad i dai addas a fforddiadwy
- Pobl â mynediad a symudedd da

Pobl yn hyderus, galluog ac yn cymryd rhan

- Camddefnyddio alcohol a chyffuriau ddim yn effeithio ar fywydau pobl
- Teuluoedd yn cael eu cefnogi
- Pobl yn teimlo'n ddiogel

Ein sir yn ffynnu

- Busnes a menter
- Pobl â mynediad i ddysgu ymarferol a hyblyg
- Pobl yn diogelu ac yn cyfoethogi'r amgylchedd

Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

Ein gwerthoedd

- **Bod yn agored:** anelwn fod yn agored ac onest i ddatblygu perthnasoedd ymddiriedus
- **Tegwch:** anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- **Hyblygrwydd:** anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- **Gwaith tîm:** anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

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| SUBJECT: | IMPLEMENTATION OF Part 11 OF THE SOCIAL SERVICES AND WELL-BEING ACT 2014 – DELIVERY OF CARE AND SUPPORT IN THE SECURE ESTATE. |
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|---------------------|---------------------|
| MEETING: SHS | Adult Select |
|---------------------|---------------------|

| | |
|--------------|-----------------|
| DATE: | 22/11/16 |
|--------------|-----------------|

NON-PUBLICATION

(Insert appropriate non publication paragraph if necessary)

- PURPOSE:** To update Adult Select on the progress in implementation of Part 11 of the Social Services and Well-being Act 2014 relating to the delivery of care and support to those in the secure estate
- RECOMMENDATIONS:** That Select notes the progress in implementing this section of the Act.
- KEY ISSUES:** Please see attached report
- REASONS:** Part 11 of the Social Services and Well-being Act 2014 concerns adults with care and support needs in prison, approved premises and bail accommodation, and children with care and support needs in youth detention accommodation, prison, approved premises or bail accommodation; the secure estate.

The overall principles of the Act fully apply to both adults and children who are detained/ residing in the secure estate. Part 11 of the Act and its supporting Regulations and Code of Practice sets out the duties placed on local authorities in respect of adults with care and support needs who are in the secure estate in Wales and a change in how existing responsibilities for the care and support of children in the secure estate (whether detained in England or Wales) are fulfilled. This duty exists regardless of their place of ordinary residence in Wales or elsewhere before their detention.

Local authorities with secure estate establishments within their boundary must meet the care and support duties for those adults detained in them regardless of their place of ordinary residence in Wales or elsewhere before their detention. In Wales only Cardiff, Swansea, Bridgend and Monmouthshire have prisons within their boundaries. A new prison is being built in Wrexham and is due to open in 2017.

HMP Usk and Prescoed is in Monmouthshire and it falls to MCC to provide care and support to the prisoners therein.

5. RESOURCE IMPLICATIONS: Welsh Government is providing grant funding to the 4 local authorities with prisons in their areas. The funding has been allocated based on the population profiles in the secure estate. Monmouthshire has received £120,021 for 2016 and £109,068 for subsequent years. Welsh Government have indicated that they want to put this funding into the Revenue Support Grant when practicable. In line with our approach, the funding will be mostly used to increase capacity in the Monmouth Integrated Team rather than fund dedicated posts. However the contracts for the new posts stipulate that they must work in the prison. A social Worker and an occupational therapist (both full-time) have been recruited at a cost of £82,000 - £93,000 (dependent on experience). Initially the posts have been recruited on a temporary basis so that we the full impact of extending services to the Prisons can be assessed. In the first year £5,000 will be used to fund an extra day's work for the Autism Coordinator to develop and deliver Autism Aware training to staff in the Prison. The remainder of the funding will be used to purchase additional home care staff as required. The extra funding for the first year can be used to ensure a smooth implementation and purchase information technology.

6. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING)

TO BE COMPLETED.

7. CONSULTEES:

HMP Usk & Prescoed.
ABHUB Prison Health Team
Usk & Prescoed Prison / ABUHB Partnership Board.

8. BACKGROUND PAPERS:

9. AUTHOR: Bernard Boniface – Adult Safeguarding Manager

10. CONTACT DETAILS:

Tel: 0781 800 8474

E-mail: BernardBoniface@monmouthshire.gov.uk

Monmouthshire County Council

Social and Health Services

IMPLEMENTATION OF Part 11 OF THE SOCIAL SERVICES AND WELL-BEING ACT 2014 – DELIVERY OF CARE AND SUPPORT IN THE SECURE ESTATE.

1 - Introduction

Part 11 of the Social Services and Well-being Act 2014 concerns adults with care and support needs in prison, approved premises and bail accommodation, and children with care and support needs in youth detention accommodation, prison, approved premises or bail accommodation; the secure estate.

The overall principles of the Act fully apply to both adults and children who are detained/ residing in the secure estate. Part 11 of the Act and its supporting Regulations and Code of Practice sets out the duties placed on local authorities in respect of adults with care and support needs who are in the secure estate in Wales and a change in how existing responsibilities for the care and support of children in the secure estate (whether detained in England or Wales) are fulfilled. This duty exists regardless of their place of ordinary residence in Wales or elsewhere before their detention.

The majority of the provisions under the 2014 Act apply to those in the secure estate just as they would to individuals living in the community, which includes:

- Population needs assessment.
- Information, advice and assistance.
- Prevention.
- Assessing and meeting need.

The following provisions are disapplied for both children and adults in the secure estate:

- **A person cannot be a carer** within the terms of the Act if they are detained in prison, approved premises or youth detention accommodation.
- **A person cannot receive direct payments** towards meeting the cost of their care and support.
- **A person cannot express preference for accommodation** while they are in custody although they would be able to do so if they were expressing a preference for accommodation they would occupy on their release.
- **A person cannot have their property protected** while they are in prison, youth detention or residing in approved premises.

Local authorities with secure estate establishments within their boundary must meet the care and support duties for those adults detained in them **regardless** of their place of ordinary residence in Wales or elsewhere before their detention. In Wales only Cardiff, Swansea, Bridgend and Monmouthshire have prisons within their boundaries. A new prison is being built in Wrexham and is due to open in 2017.

HMP Usk and Prescoed is in Monmouthshire and it falls to MCC to provide care and support to the prisoners therein.

2 - Usk & Prescoed Prison

Usk is a Category C Prison housing 276 male prisoners. Prescoed is a Category D Open Prison housing 260 male prisoners. Both prisons are managed by a single Governor and staff team. Usk Prison provides a Sex-Offender Programme to relevant prisoners. Although the population of any prison varies over time generally Usk has an older and Prescoed a younger population.

ABUHB commissions a nurse-led Healthcare Team to work in the Prison, Monday – Friday, 9.00 – 5.00. GP services are provided by a contract with Malpas Surgery Newport. A Community Psychiatric Nurse works in the prison attached to the Healthcare Team. Because of this prisoners with more serious medical conditions or disabilities are rarely transferred there. If problems develop or worsen whilst in the Prison the prisoner will usually be transferred to prison with a higher level of medical support. If an Usk prisoner has to attend hospital, he must be accompanied by 2 prison officers, with an inevitable impact of staffing levels in the prison.

3 - Health and Well-being in the Prison

A recent snapshot of the prison population provides an overview of the potential level of need:

| Disability | Number of Prisoners with a Disability | |
|---------------------------------------|---------------------------------------|----------|
| | Usk | Prescoed |
| Learning Disability (inc. Autism) | 3 | 1 |
| Severe Disfigurement | 1 | 1 |
| Speech Impediment | 4 | |
| Dyslexia | 21 | 5 |
| Progressive Condition | 22 | 6 |
| Hearing Impairment (not deaf) | 39 | 5 |
| Learning Difficulties (inc. Dyslexia) | 33 | 21 |
| Visual Impairment (inc. Blind) | 31 | 4 |
| Mental Illness | 30 | 19 |
| Reduced Physical Capacity | 34 | 11 |

| | | |
|---|-----|-----|
| Other Disability | 38 | 14 |
| Reduced Mobility | 40 | 6 |
| | | |
| No Disability or Disability not Recorded/Disclosed | | |
| No Disability | 156 | 192 |
| No Disability Recorded | 108 | 119 |
| Refused to Disclose | 10 | 5 |
| | | |
| Detail | | |
| Active Prisoners | 273 | 252 |
| Number of Prisoners with a Disability | 139 | 68 |
| Number of Prisoners with More than One Disability | 79 | 20 |
| Number of Prisoners with No Disability Information Recorded. | 1 | 11 |

The prison also operates a 'buddy' system whereby able-bodied volunteer prisoners are paid to offer support to less able prisoners below the level of personal care.

Substance Misuse Interventions run by CARATs team involving outside agencies such as Alcoholics Anonymous

Smoking Cessation – Smoking was banned in all prisons from February 2016. A range of interventions are offered to prisoners who now have to cease smoking.

Educational Activities – The prison provides a range of educational and training activities for prisoners including:

- Sex Offender Programme
- OU courses
- Shannon Trust literacy and numeracy programmes
- Various NVQs
- Workshop skills in carpentry, plastering and brickwork

4 - Implementation

Welsh Government established a National Steering Group to oversee the development of this aspect of the act through the Regulations and Code of Practice. This group then transformed into a National Implementation Group to oversee the initial stages of the implementation of the Policy. This group held its last meeting in

March of this year. Welsh Government will be convening wider meeting in February 2017 to look at the lessons of the first 6 months of implementation.

A Local Implementation Group was established in August 2015 and linked in to the National Group. It comprised representatives from the Local Authority, HMP Usk and Prescoed and the ABUHB Prison Healthcare Team.

The Group has developed a Memorandum of Understanding and an Information Sharing Protocol to codify the governance arrangements for this initiative. These documents are attached to this report.

The Deputy Governor of the Prison has been co-opted to the Gwent Adult Safeguarding Board and the lead officer from Monmouthshire Council has been co-opted to the Prison ABUHB Partnership Board.

The Implementation Group will continue to meet throughout 2016 and then the arrangements will be reviewed.

5 - Local Arrangements

Both Prison sites lie within the catchment area of the Monmouth Integrated Team and given the demographics of the prison population it was agreed that the Team would lead in the provision of assessment and care and support. In line with the service models we have been developing in Monmouthshire every element of the Integrated Service would be made available to the Prison (not just the narrower requirements of the Act).

To facilitate this volunteer staff from the Team have undergone enhanced vetting by the Prison Service to allow them to work with prisoners without a supervising prison officer. Vetted staff include social workers, occupational therapists, physiotherapists and direct care staff. Direct Care staff will receive further training to enable them to have 'key privileges' so they can more easily enter and leave the Prison.

It is intended that, within the limitations of the Prison environment, prisoners will receive the same service as anybody in the community. They will be able to self-refer but because of the communication restrictions in the Prison, the Healthcare Team will facilitate referrals. To aid communications the Healthcare Team have been given access to the FLO client record system via 2 Ipads. To protect their privacy prisoners records on FLO will be subject to 'break glass' access.

In meeting the care and support needs of an individual the staff will undertake a proportionate assessment of the individual's needs, determine eligibility and if eligible develop a care and support plan that will promote the personal outcomes identified by the individual.

If people entering the Prison already have a care and support plan in place then admission should trigger a re-assessment or review. Subsequent reviews will be conducted in accordance with the minimum requirements set out in Part 4 of the Act which would include preparation and planning for transfer or release (resettlement).

A member of the Integrated Team will be also attend the weekly Prison Multi-Disciplinary Team Meeting to discuss vulnerable prisoners.

Vetted Direct Care staff will provide care services if required by the care plan.

6 - Information Advice and Assistance

Prisoners have the same rights to information, advice and assistance as ordinary citizens but the limitations of the Prison environment and regime mean that general information may have to be modified or new information be developed. It is intended that information requirements will be examined once staff are working regularly in the Prison and can assess what is required.

7 - Transfer of Prisoners

Prisoners can be transferred within the prison system at very short notice. If a prisoner to be transferred has had an assessment and care plan this will need to be shared with the receiving local authority for the new prison. This will require sound communication between the Prison and the Integrated Team to ensure continuity of care for the prisoner.

8 - Training

As with the wider training for the Act, Welsh Government have commissioned Oxford Brookes IPC to develop training materials for this part of Section 11. IPC facilitated 2 training sessions over the summer which involved Integrated Team staff, Healthcare and Prison staff.

Monmouthshire Council's Autism Coordinator will be providing Autism Aware Training firstly for prison and HealthCare Team staff and, in a second phase, for the volunteer prisoner 'buddies'. This work has been taken up nationally and will be provided to all the Welsh Prisons.

Once Integrated Team staff are working in the Prison, they can assess the need for any other training that they could provide to staff and buddies.

9 - Prevention

It is envisaged that the training the Authority is planning to provide will contribute to preventing prisoners becoming less independent. There are already a number of initiatives provide in the prison that address prevention particularly the smoking cessation, substance misuse. When staff are working in the prison they will be able to identify other options for doing preventative work.

10 - Funding

Welsh Government is providing grant funding to the 4 local authorities with prisons in their areas. The funding has been allocated based on the population profiles in the secure estate. Monmouthshire has received **£120,021** for 2016 and **£109,068** for subsequent years. Welsh Government have indicated that they want to put this funding into the Revenue Support Grant when practicable. In line with our approach, the funding will be mostly used to increase capacity in the Monmouth Integrated Team rather than fund dedicated posts. However the contracts for the new posts stipulate that they must work in the prison. A social Worker and an occupational therapist (both full-time) have been recruited at a cost of **£82,000 - £93,000** (dependent on experience). Initially the posts have been recruited on a temporary basis so that the full impact of extending services to the Prisons can be assessed. In the first year **£5,000** will be used to fund an extra day's work for the Autism Coordinator to develop and deliver Autism Aware training to staff in the Prison. The remainder of the funding will be used to purchase additional home care staff as required. The extra funding for the first year can be used to ensure a smooth implementation and purchase information technology.

11 - Looking Forward

It is fair to say that there was a degree of trepidation in both the Prison Service and the Local Authority about this aspect of the Act. The cultures of both organisations would seem completely different but the experience of working together in the Local Implementation Group has proved very positive. The Group agreed at an early stage to be pragmatic about implementing the Act. Both organisations know that this is only the very beginning but there is now a solid foundation for a strong partnership that can only be for the benefit of the prisoners.

Bernard Boniface

Adult Safeguarding Manager

October 2016



| | |
|--|---|
| <p>Name of the Officer Bernard Boniface</p> <p>Phone no: 0781 800 8474 E-mail: BernardBoniface@monmouthshire.gov.uk</p> | <p>Please give a brief description of the aims of the proposal</p> <p>IMPLEMENTATION OF Part 11 OF THE SOCIAL SERVICES AND WELL-BEING ACT 2014 – DELIVERY OF CARE AND SUPPORT IN THE SECURE ESTATE.</p> |
| <p>Name of Service Social and Health Services</p> | <p>Date Future Generations Evaluation 01/11/16</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>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p> | <p>2 new posts have been created to implement this initiative</p> | |
| <p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and</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? |
|---|--|---|
| can adapt to change (e.g. climate change) | | |
| A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood | The post contributes significantly to improving the well-being of prisoners in HMP Usk and Prescoed | |
| A Wales of cohesive communities Communities are attractive, viable, safe and well connected | N/A | |
| A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing | N/A | |
| A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation | N/A | |
| A more equal Wales People can fulfil their potential no matter what their background or circumstances | The Act extends the provision of social care to prisoners putting them on a par with other citizens. | |

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> | N/A | |
|  <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p> | This work has been developed in partnership with staff from HMP Usk and Prescoed and the ABUHB Prison Healthcare Team. | |
|  <p>Involvement</p> <p>Involving those with an interest and seeking their views</p> | N/A | |
|  <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p> | Assessing for and providing social care services to prisoners allows an early intervention to perhaps prevent later problems either within the secure estate or when the prisoner is released back into the community. | |

| 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>Considering impact on all wellbeing goals together and on other bodies</p> | <p>The new service will work closely with Prison staff, Prsion health care staff and other services already working in the secure estate</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

| 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 | Prisoners are 18 years or older. The population of Usk Prisoner is skewed towards the older age groups whereas prisoners in Prescoed attend to be younger. | None | |
| Disability | The initiative is aimed at prisoners with disability or frailty. | | |

| 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 | N/A | | |
| Marriage or civil partnership | N/A | | |
| Pregnancy or maternity | N/A | | |
| Race | N/A | | |
| Religion or Belief | N/A | | |
| Sex | <i>The prison population is all-male. There are no women's prisons in Wales.</i> | | |
| Sexual Orientation | N/A | | |
| Welsh Language | 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 | <i>Safeguarding remains the responsibility of the Prison Service. Section 7 of the Act does not apply to prisoners.</i> | | |
| Corporate Parenting | N/A | | |

5. What evidence and data has informed the development of your proposal?

N/A

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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?

N/A

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 |
|--------------------------|------------------------------|--------------------|----------|
| 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.

| | |
|--|---|
| The impacts of this proposal will be evaluated on: | Annually by the Local Implementation Group. |
|--|---|

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.

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| Version No. | Decision making stage | Date considered | Brief description of any amendments made following consideration |
|-------------|-----------------------|-----------------|--|
| 1 | <i>Adult Select</i> | 22/11/16 | |
| | | | |
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REPORT

| | |
|------------------------------------|---|
| SUBJECT | REVENUE & CAPITAL MONITORING 2016/17 PERIOD 2 OUTTURN FORECAST STATEMENT |
| DIRECTORATE | Chief Executive's Unit |
| MEETING | Adults Select |
| DATE | 8th November 2016 |
| DIVISIONS/WARD AFFECTED | All Authority |

1. PURPOSE

- 1.1 The purpose of this report is to provide Members with information on the forecast revenue outturn position of the Authority at the end of period 2 which represents month 6 financial information for the 2016/17 financial year
- 1.2 This report will also be considered by Select Committees as part of their responsibility to,
- assess whether effective budget monitoring is taking place,
 - monitor the extent to which budgets are spent in accordance with agreed budget and policy framework,
 - challenge the reasonableness of projected over or underspends, and
 - monitor the achievement of predicted efficiency gains or progress in relation to savings proposals.

2. RECOMMENDATIONS PROPOSED TO CABINET

- 2.1 That Cabinet notes the extent of forecast revenue overspend at period 2 of £839,000, an improvement of £529,000 on previous reported position at period 1.
- 2.2 That Cabinet expects Chief officers to continue to review the levels of over and underspends and reallocate budgets to reduce the extent of compensatory positions needing to be reported from month 6 onwards.
- 2.3 That Cabinet appreciates the extent of predicted schools reserve usage and an anticipation that a further 4 schools will be in a deficit position by end of 2016-17.
- 2.3 That Cabinet approves a caveated use of reserves to finance £318,000 employment tribunal costs if the Council's budget is not able to absorb the effect of this extraordinary expenditure over the remaining 6 months of financial year.
- 2.4 That Cabinet considers the capital monitoring, specific over and underspends, and importantly that Cabinet recognises the risk associated with having to rely on a use of capital receipts in the year of sale and the potential for this to have significant revenue pressures should receipts be delayed and temporary borrowing be required.

3. MONITORING ANALYSIS

3.1 Revenue Position

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

3.1.2 Responsible Financial Officer's Summary of Overall Position Period 2 (Month 6)

Given the extent of service movement since period 1 and the creation of the Resources Directorate, a change from previous reporting has been implemented to highlight to Members where particular services now reside. The following more detailed table is also anticipated to reduce the need for subsequent tables.

| Table 1: Council Fund 2016/17 Outturn Forecast Summary Statement at Period 2 (Month 6) | Original Budget | Budget Virements & Revisions Period 1 | Budget Virements & Revisions Period 2 | Revised Annual Budget @ Month 6 | Annual Forecast @ Month 6 | Forecast Over/ (Under) spend @ month 6 | Equivalent Forecast Over/ (Under) spend @ month 2 | Variance in Forecast since month 2 |
|---|----------------------------|--|--|--|--|---|--|---|
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Adult Services | 6,925 | 0 | 0 | 6,925 | 6,740 | (185) | 20 | (205) |
| Children Services | 9,687 | 26 | 125 | 9,839 | 10,295 | 456 | 660 | (203) |
| Community Care | 20,121 | 39 | 464 | 20,624 | 21,512 | 888 | 483 | 405 |
| Commissioning | 2,008 | 0 | (465) | 1,543 | 1,497 | (46) | (22) | (24) |
| Partnerships | 347 | 0 | 0 | 347 | 347 | 0 | 0 | 0 |
| Public Protection | 1,486 | (26) | 0 | 1,460 | 1,437 | (23) | 0 | (23) |
| Resources & Performance | 928 | (17) | 0 | 911 | 891 | (20) | (19) | (1) |
| Total Social Care & Health | 41,502 | 22 | 124 | 41,649 | 42,719 | 1,070 | 1,121 | (51) |
| Individual School Budget | 43,298 | 10 | 0 | 43,308 | 43,308 | 0 | 0 | 0 |
| Resources | 1,508 | 0 | 0 | 1,508 | 1,499 | (9) | 0 | (9) |
| Standards | 5,066 | 0 | 0 | 5,066 | 5,116 | 50 | 209 | (159) |
| Total Children & Young People | 49,872 | 10 | 0 | 49,882 | 49,923 | 41 | 209 | (168) |
| Business Growth & Enterprise | 592 | 491 | 281 | 1,365 | 1,381 | 16 | (5) | 21 |
| Planning & Housing | 1,370 | 91 | 0 | 1,462 | 1,229 | (233) | (10) | (223) |
| Tourism Life & Culture | 2,342 | 51 | 600 | 2,993 | 3,389 | 396 | 398 | (2) |
| Youth | 600 | 0 | (600) | 0 | 0 | 0 | 0 | 0 |
| Total Enterprise | 4,905 | 633 | 281 | 5,819 | 5,999 | 180 | 383 | (203) |
| Governance, Engagement & Improvement | 4,233 | 206 | 0 | 4,439 | 4,411 | (28) | (5) | (23) |
| Legal & Land Charges | 516 | (69) | 0 | 448 | 418 | (30) | 0 | (30) |
| Operations | 17,120 | (198) | 0 | 16,922 | 16,988 | 66 | 41 | 25 |
| Total Chief Executives Unit | 21,869 | (61) | 0 | 21,808 | 21,817 | 8 | 36 | (28) |
| Finance | 2,063 | 214 | 0 | 2,277 | 2,248 | (29) | (8) | (21) |
| Information Communication Technology | 2,058 | 253 | 0 | 2,310 | 2,378 | 68 | 100 | (32) |
| People | 1,533 | (107) | 0 | 1,425 | 1,525 | 100 | 0 | 100 |
| Place | (652) | 6 | 0 | (646) | (501) | 145 | 217 | (72) |
| Total Resources | 5,002 | 365 | 0 | 5,367 | 5,651 | 284 | 309 | (25) |

**Table 1: Council Fund 2016/17
Outturn Forecast Summary
Statement at
Period 2 (Month 6)**

| | Original Budget | Budget Virements & Revisions Period 1 | Budget Virements & Revisions Period 2 | Revised Annual Budget @ Month 6 | Annual Forecast @ Month 6 | Forecast Over/ (Under) spend @ month 6 | Equivalent Forecast Over/ (Under) spend @ month 2 | Variance in Forecast since month 2 |
|---|--------------------|---|---|---|------------------------------------|---|--|--|
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Precepts and Levies | 16,484 | 0 | 0 | 16,484 | 16,488 | 4 | 0 | 4 |
| Coroners | 80 | 0 | 0 | 80 | 100 | 20 | 0 | 20 |
| Gwent Joint Records | 183 | 0 | 0 | 183 | 182 | (0) | 0 | (0) |
| Corporate Management (CM) | 361 | (175) | 0 | 186 | 505 | 319 | 0 | 319 |
| Non Distributed Costs (NDC) | 726 | 0 | 0 | 726 | 824 | 98 | 72 | 27 |
| Strategic Initiatives | 634 | 0 | 0 | 634 | 634 | 0 | 0 | 0 |
| Office furniture & equipment | 110 | (110) | 0 | (0) | 0 | 0 | 0 | 0 |
| Insurance | 1,218 | 0 | 0 | 1,218 | 1,159 | (59) | 0 | (59) |
| Total Corporate Costs & Levies | 19,796 | (285) | 0 | 19,511 | 19,892 | 381 | 72 | 309 |
| Net Cost of Services | 142,945 | 685 | 405 | 144,035 | 146,001 | 1,966 | 2,099 | (133) |
| Attributable Costs – Fixed Asset Disposal | 0 | 95 | 0 | 95 | 149 | 54 | 54 | 0 |
| Interest & Investment Income | (55) | 0 | 0 | (55) | (61) | (6) | 0 | (6) |
| Interest Payable & Similar Charges | 3,490 | 5 | 0 | 3,496 | 2,956 | (540) | 0 | (540) |
| Charges Required Under Regulation | 3,356 | 71 | 0 | 3,427 | 3,410 | (17) | 0 | (17) |
| Contributions to Reserves | 103 | 2 | 0 | 105 | 105 | 0 | 0 | 0 |
| Contributions from Reserves | (1,139) | (860) | (405) | (2,404) | (2,141) | 263 | 80 | 183 |
| Appropriations | 5,755 | (686) | (405) | 4,664 | 4,418 | (245) | 134 | (379) |
| General Government Grants | (63,567) | 0 | 0 | (63,567) | (63,567) | 0 | 0 | 0 |
| Non-Domestic Rates | (27,981) | 0 | 0 | (27,981) | (27,981) | 0 | 0 | 0 |
| Council Tax | (63,411) | 0 | 0 | (63,411) | (63,941) | (530) | (550) | 20 |
| Council Tax Benefits Support | 6,258 | 0 | 0 | 6,258 | 5,909 | (349) | (313) | (36) |
| Financing | (148,701) | 0 | 0 | (148,701) | (149,580) | (879) | (863) | (16) |
| Budgeted contribution from Council Fund | 2 | 0 | 0 | 2 | 0 | (2) | (2) | 0 |
| Net Council Fund (Surplus) / Deficit | 1 | (1) | 0 | (0) | 839 | 839 | 1,368 | (529) |

3.1.3 A comparison of the Net Council fund line against previous years activity indicates the following,

| Net Council Fund Surplus | 2016-17 | 2015-16 | 2014-15 |
|-----------------------------|---------------|---------------|-------------|
| | £'000 | £'000 | £'000 |
| Period 1 | 1,511 deficit | 867 deficit | 219 deficit |
| Period 2 | 839 deficit | 1,066 deficit | 116 deficit |
| Period 3 | | 162 deficit | 144 deficit |
| Outturn | | 579 surplus | 327 surplus |

3.1.4 Overall an improved position is anticipated against month 2. The deficit at month 6 monitoring is also an improvement on the equivalent position last year. This is significantly affected by council tax receipts and treasury improvements, although the net cost of services still exhibits £2million

variance. Directorates are continuing to review the levels of over and underspends and reallocate budgets to reduce the extent of compensatory positions needing to be reported from month 6 onwards.

3.1.5 A summary of main pressures and under spends within the Net Cost of Services Directorates include,

3.1.6 Stronger Communities Select Portfolio (£401k net underspend)

- Chief Executives Unit (£8k overspend)

Governance and Legal division exhibit underspends of £28k and £30k respectively. Operations exhibits an overspend, whose net effect is predominantly the effect of the Highways Trunk Road Agency contract being renegotiated on more of a cost recovery basis (£250k), overspend of £38k in passenger transport, compensated in part by underspends in waste (£140k) and Property Services (£82k).

- Resources Directorate (£284k overspend)

An underspend in Finance Division costs (£29k) compensates in part for overspends in IT (£68k) as a result of delays in commercialising and selling our developed Social Care application. People division forecast an overspend of £100k, due to the delays with implementing the Training budget mandate (£50k) and take of Flexible benefits being less than the target saving mandate (£50k). Place division forecast an overspend of £145k, the result of delays in meet previously agreed income targets in the sustainability budget, and £70k overspend in respect of Markets, a mixture of increased costs in association with Borough Theatre, and a shortfall in income against income targets.

- Corporate (£381k overspend)

This is caused predominantly by an excess of net pension strain costs (£98k), and Coroner costs being higher than budgeted (£20k overspend), offset by Insurance underspend of £59k. In addition a recent decision in an Employment Tribunal will cost £318k which is currently unbudgeted and will require one off reserve funding if the Council's budget is unable to absorb the effect of this over the remaining few months of the year.

- Appropriations (£245k underspend)

Caused predominantly by a net £509k saving in treasury/borrowing costs from active treasury management and utilising recurrent short term borrowing as an alternative to taking out more expensive long term borrowing. Net borrowing costs are also favourably affected by any delay in the timing of expenditure that has not already been factored into the budget calculations e.g. capital (of net £42.5m capital budget only net £12m has been incurred at month 6), and using receipts as more cost effective temporary internal borrowing. The extent of this saving is moderated by the net anticipated use of reserves which is £264k less than predicted and should have a directly compensating underspend within services as they are not incurring that reserve funded expenditure.

- Financing (£879k underspend)

The net effect from an excess of Council tax receipts and less than anticipated Council tax benefit payments

3.1.7 Economy & development Select Portfolio (£157k net overspend)

- Enterprise Directorate (£180k net overspend)

Commercial and people development (£17k overspend) - Business growth and enterprise is incurring a forecast overspend of £97k, compensated in part by underspend in Eisteddfod spending of £80k, which reduces the approved call upon reserves in Appropriations.

Planning & Housing (£232k underspend) – a £225k underspend is forecast in planning. The service is using £100k from reserves to assist with LDP work that is not anticipated to be drawn upon, and the 2016/17 budget reflects a further £125k that will not be incurred this year. Housing also anticipate an underspend, totalling £8k and the net effect of additional grant funding to afford homeless inclusion officer position, and increased income from the Council's lodging scheme through heightened occupation rates.

Tourism, leisure & culture (£396k overspend) - Countryside exhibit an underspend of £12k from part vacancy and extra grant funding. There is a £119k overspend in respect of Cultural services, of which the main pressure is Caldicot Castle, and Museums experiencing £37k as a result of unmet mandate savings. Leisure services anticipate £81k overspend, partly due to reduced grants to afford summer play schemes, but mainly due to redundancy costs of circa £40k, a shortfall in mandated savings £25k and reduced income. Tourist Information Centres indicate a £61k overspend due to savings not yet being achieved. Youth services are a recent addition to Enterprise Directorate, it has been received with an inherent pressure (£147k) as previous mandates presumed additional grant funding that has not been achieved.

- Social Care & Health (£23k underspend)

Public Protection (£23k underspend) – miscellaneous minor underspends on £1.5million expenditure budget

3.1.8 Adult Select Portfolio (net £637k overspend)

- Social Care & Health

Adult Services (£185k underspent) – the net effect of secondments and intermediate care funding sustaining services, a saving of £45k has resulted from the My Day review, which compensates in part for a short term staffing pressure at Severn View of £70k.

Community Care (£887k overspend) – this area is now the most significant financial challenge affecting Social Care Directorate. The net pressure is caused by care package demands predominantly within the Chepstow team and Mental Health Care team, collectively £1.1 million. These are compensated in part by savings within the other 2 teams (£152k), reported Frailty partnership cost underspends (£52k) and net community learning disability team savings of £27k.

Commissioning (£46k underspend) – predominantly a savings within Drybridge Gardens service area caused by a refund on the last 3 years management agreement and a vacant unit at the site.

Resources (net £19k underspend) – a mix of Finance team and Facilities management savings

Whilst the work around Changing Practice and the associated budget saving mandate of £628k is continuing, the service is facing increasing demand which is offsetting some of the progress that has been made.

3.1.9 Children & Young People Select Portfolio (net £497k overspend)

- Social Care & Health

Children's Services (net £456k overspend) – there are a variety of large value under and overspends within the service. Assessment and contact costs introduce a £140k cost pressure, consideration is being given to the most appropriate cost centre for these costs. As in previous years, Counsel/legal costs introduce a net pressure, this year of £118k. Encouragingly external placement costs exhibit a £300k underspend, which even with increased costs in fostering payments (£141k) still provides a net financial underspend for the service. There are continuing agency staff costs of £458k whilst the team seek to recruit and train new directly employed staff.

Youth offending team partnership (breakeven) – whilst it is unusual to highlight a service that is anticipated to have a neutral year end effect. As part of the Select Committee's work programme, Members may wish to understand the considerable effort made by the service to accommodate significantly declining government funding in 2016/17 and into future and how it could foreseeably impact upon sustainability of the service.

- Children and Young People (net £41k overspend)

Resources delegated to schools exhibit no variance to budgeted levels. There is a small underspend of £9k within the Finance team, which compensates in part for the net overspend in Additional Learning Needs costs.

3.2 **SCHOOLS**

3.2.1 Each of the Authority's Schools is directly governed by a Board of Governors, which is responsible for managing the school's finances. However, the Authority also holds a key responsibility for monitoring the overall financial performance of schools. Below is a table showing the outturn forecast Schools' balances position based on month 6 projections.

Month 6 movement on school reserves

| Reserve b/fwd (Surplus)/ Deficit | In Year forecast at Month 2 (Surplus)/ Deficit | Difference reported from Month 6 to Month 2 (Surplus)/ Deficit | In Year forecast at Month 6 (Surplus)/ Deficit | Projected c/fwd at year end (Surplus)/ Deficit |
|----------------------------------|--|--|--|--|
| £'000 | £'000 | £'000 | £'000 | £'000 |

Abergavenny cluster

| | | | | | |
|---|-------|-----|------|-----|------|
| King Henry VIII Comprehensive | (107) | 241 | (37) | 204 | 97 |
| Cantref Primary | (42) | 13 | (3) | 10 | (32) |
| Deri View Primary | (86) | 62 | 13 | 75 | (11) |
| Gilwern Jnr & Infants | (41) | 14 | 4 | 18 | (23) |
| Goytre Fawr Jnr & Infants | (54) | 34 | (11) | 22 | (32) |
| Llanfair Kilgeddin CV Jnr & Infants | (67) | 67 | 0 | 67 | 0 |
| Llanfoist Fawr Primary | (94) | 45 | 18 | 62 | (32) |
| Llantillio Pertholey Jnr & Infants | (37) | 42 | (6) | 37 | (1) |
| Llanvihangel Crocorney Jnr & Infants | 24 | 6 | (0) | 5 | 29 |
| Our Lady and St Michael's RC Primary School | (31) | 19 | (14) | 5 | (25) |
| Ysgol Gymraeg Y Fenni Primary | (59) | 21 | 2 | 23 | (36) |

| Reserve b/fwd (Surplus)/ Deficit | In Year forecast at Month 2 (Surplus)/ Deficit | Difference reported from Month 6 to Month 2 (Surplus)/ Deficit | In Year forecast at Month 6 (Surplus)/ Deficit | Projected c/fwd at year end (Surplus)/ Deficit | |
|---|--|---|--|--|-------|
| £'000 | £'000 | £'000 | £'000 | £'000 | |
| Caldicot cluster | | | | | |
| Caldicot Comprehensive | (209) | 204 | 0 | 204 | (5) |
| Archbishop Rowan Williams Primary | (84) | 69 | 0 | 69 | (16) |
| Castle Park Primary | 21 | 23 | 3 | 26 | 48 |
| Dewstow Primary | (113) | 113 | (41) | 72 | (40) |
| Durand Jnr & Infants | (61) | 25 | (6) | 18 | (42) |
| Magor Vol Aided Jnr & Infants | (56) | 6 | 2 | 8 | (48) |
| Rogiet Jnr & Infants | (60) | 63 | (11) | 52 | (8) |
| Undy Jnr & Infants | (17) | (33) | 22 | (11) | (28) |
| Ysgol Gymraeg Y Ffin Primary | (13) | 60 | (4) | 56 | 43 |
| Chepstow cluster | | | | | |
| Chepstow Comprehensive | 414 | (257) | 3 | (254) | 160 |
| New Pembroke Primary | (36) | 33 | 1 | 33 | (3) |
| Shirenewton Jnr & Infants | (82) | 6 | (12) | (5) | (87) |
| St Mary's Chepstow RC Jnr & Infants | (25) | 39 | (6) | 33 | 7 |
| The Dell Jnr & Infants | (50) | 45 | (9) | 36 | (14) |
| Thornwell Jnr & Infants | (2) | 24 | (11) | 13 | 11 |
| Monmouth cluster | | | | | |
| Monmouth Comprehensive | (46) | 46 | 0 | 46 | 0 |
| Cross Ash Jnr & Infants | (51) | 26 | 1 | 27 | (24) |
| Kymin View Primary | (19) | 32 | (8) | 25 | 6 |
| Llandogo Jnr & Infants | 11 | (1) | 3 | (4) | 7 |
| Osbaston Church In Wales Primary | (37) | 8 | 18 | 26 | (11) |
| Overmonnow Jnr & Infants | 19 | (39) | 18 | (21) | (2) |
| Raglan Jnr & Infants | (18) | 14 | 4 | 18 | 0 |
| Trellech Jnr & Infants | (86) | 20 | 3 | 23 | (63) |
| Usk CV Jnr & Infants | (71) | 41 | (3) | 38 | (33) |
| | (1,265) | 1,130 | (74) | 1,055 | (209) |
| Special Schools | | | | | |
| Mounton House | 155 | (50) | 50 | 0 | 155 |
| Pupil Referral Unit | (46) | 0 | 0 | 0 | (46) |
| | 109 | (50) | 50 | 0 | 109 |
| | (1,156) | 1,080 | (24) | 1,056 | (100) |

3.2.2 6 schools exhibited a deficit position at the start of 2016/17. This is anticipated to rise to 10 by end of 2016-17, so effectively just over quarter of schools is anticipated to be in deficit by end of year. Significant volatility is particularly evident at Comprehensive school level, with Caldicot and Monmouth making significant use of their Reserves conversely Chepstow exhibits good forecast

progress against their exacting recovery plan targets for the year, and if their trajectory remains constant over the next 6 months, they will provide enhanced confidence that they will resolve their deficit position by end of 2017/18 as agreed between Governing Body and LEA.

3.2.3 Collectively school balances at the beginning of the financial year amounted to £1,156,000. The Schools anticipated draw upon balances is forecasted to be £1,056,000 for 2016/17, leaving £100,000 as forecasted closing reserve balances.

| Financial Year-end | Net level of School Balances |
|--------------------|------------------------------|
| 2011-12 | (965) |
| 2012-13 | (1,240) |
| 2013-14 | (988) |
| 2014-15 | (1,140) |
| 2015-16 | (1,156) |
| 2016-17 Forecast | (100) |

3.2.4. Anticipated reserve levels have featured as a concern in previous years monitoring, and this year is really no different. This hasn't yet manifested itself as a problem at past year ends due to the receipt of adhoc grants from Education Advisory Service (EAS) late in the year which mitigated the forecast decline in the year end position.

3.2.5 CYP colleagues continue to work with EAS to improve the communication process to reduce this volatility, but ironically that may have an adverse effect on level of reserves to be carried forward, so reserve levels remain a focus for review.

3.3 2016/17 Savings Progress

3.3.1 This section monitors the specific savings initiatives and the progress made in delivering them in full by the end of 2016/17 financial year as part of the MTFP budgeting process. .

In summary they are as follows,

| Budgeted Service Savings Mandates Progress 2016/17 | | | | | | |
|--|--|--|--|---|--------------------------|---------------------------------|
| DIRECTORATE | Saving included in 2016/17 Budget £'000 | Savings reported achieved month 2 £'000 | Savings reported achieved month 6 £'000 | Percentage progress in achieving savings % | Delayed savings £'000 | Savings not achievable £'000 |
| Children & Young People | 600 | 600 | 600 | 100% | 0 | 0 |
| Social Care & Health | 640 | 640 | 12 | 2% | 628 | 0 |
| Enterprise | 385 | 285 | 285 | 74% | 0 | 100 |
| Resources | 469 | 318 | 299 | 64% | 15 | 155 |
| Chief Executive's | 1,565 | 1,442 | 1,442 | 92% | 63 | 60 |
| Total Mandated Service Savings 2016-17 | 3,659 | 3,285 | 2,638 | 72% | 706 | 315 |

3.3.2 Forecasted mandated savings are currently running at 72%, down from 92% at period 1, with currently £315,000 being deemed unachievable at the end of month 6, and a further £706,000 unlikely to crystallise in 2016-17.

- 3.3.3 The emphasis of reporting savings has changed from previously where savings were reported when they were manifest, however the judgement is now whether saving is forecast to be achieved.
- 3.3.4 Consequently the savings appendix also has a traffic light system to indicate whether savings are likely to be achieved or have justifiable reasons explaining delayed implementation. The following summary of savings mandates are still reported to be red or amber risk.

3.3.5 **Stronger Communities Select Portfolio**

Resources Directorate

- Mandate A5: Sustainable Energy Initiatives: Expected income targets of £34,000 are unachievable, alternative delivery plan of increased income on property rental portfolio and reduced expenditure on repairs and maintenance proposed
- Mandate B3: Training Services Consolidation: Consolidation of authorities existing training functions and increased revenue streams of £50,000 are unachievable. Alternative delivery plans are being considered.
- Mandate B5a: Community Asset Transfer £60,000: MCC still in discussions over transfer of Chepstow Drill Hall and Melville Theatre. £45,000 of the £60,000 savings contained within the mandate are forecast to be achieved.
- Mandate B16: Flexible Employment Options £50,000: Scheme exhibits little demand amongst staff.
- Mandate B18: Strategic Property Review: £21,000 shortfall identified as a failure to achieve Residential Letting Income and the Depot Rationalisation Programme which will take longer than expected.

Chief Executive's Office

- Mandate B11: Senior Leadership Structure Review: Currently £42,700 of the £315,000 mandated savings still to be found. Current structures under review in regard to achieving this further saving.
- Mandate 21: Town & Community Councils: The mandate is currently £80,000 short of the £400,000 in regard to the service collaboration for Tourism (£20k), Museums (£20k), Public Conveniences (£20k) and Community Hubs (£20k)

3.3.6 **Economy & Development Select Portfolio**

Enterprise (ENT) Directorate

- Mandate B5 b and c: Community Asset Transfer / Income Generation £100,000 relates to revised Leisure income targets and the commercialisation of assets. Neither is forecast to be achieved this year.

3.3.7 **Adult Select Portfolio**

Social Care & Health (SCH) Directorate

- Mandate A34. Whilst current year savings were anticipated to be delivered in full at period 1, a revised overspend of £822,000 within Adult Services at month 6, makes it unlikely that the practice change mandate of £628,000 will be delivered this financial year.

3.3.8 **Children and Young People Select Portfolio**

Children and Young People (CYP) Directorate

- Current year savings are anticipated to be delivered in full.

3.4 Capital Position

3.4.1 The summary Capital position as at month 6 is as follows

| MCC CAPITAL BUDGET MONITORING 2016-17 AT MONTH 6 by SELECT COMMITTEE | | | | | | |
|---|------------------------|---------------------------------|--------------------------------------|--|---------------------------------------|--|
| SELECT PORTFOLIO | Annual Forecast | Slippage Brought Forward | Total Approved Budget 2016/17 | Provisional Capital Slippage to 2017/18 | Revised Capital Budget 2016/17 | Forecasted Capital Expenditure Variance |
| | £000 | £000 | £000 | £000 | £000 | £000 |
| Children & Young People | 32,399 | 39,731 | 43,227 | (10,829) | 32,398 | 1 |
| Adult | 83 | 30 | 92 | 0 | 92 | (9) |
| Economic & Development | 707 | 680 | 825 | 0 | 825 | (119) |
| Strong Communities | 9,264 | 3,243 | 9,508 | (265) | 9,243 | 21 |
| Capital Schemes Total | 42,453 | 43,684 | 53,653 | (11,094) | 42,559 | (106) |

Proposed Slippage to 2017-18

3.4.2 Proposed slippage at month 6 mainly relates to Future Schools (£10.8 million), £165,000 within S106 schemes, £63,000 in relation to LDP sales at Coed Glas and Crick, £28,000 in respect of Rights of Way work, and £10,000 in respect of Revenues IT system enhancements

3.4.3 Commonly slippage volumes increase into the third quarter and outturn as service managers realise the impracticality of realising commitments by the end of the financial year. Only £12m capital expenditure has been incurred against a working capital budget of £42.5million at month 6.

Capital Outturn

3.4.4 Major revisions to the capital programme since month 2 include Cabinet approvals for the Solar Farm grid connection (£350K) and Linkages at Woodstock Way in Caldicot (£30k). Other changes to General Capital and S106 schemes are reported in the Select Committee appendices.

3.4.5 Whilst many schemes are commonly reported as being at break even with budget this early in the financial year, past year's activity suggests this prediction is unlikely to be the reality at outturn. The Future schools programme, which remains the most significant element of capital programme, has been delayed whilst colleagues have secured additional funding. Following a Council meeting of 20th October it is anticipated the pace of expenditure will pick up.

3.4.6 The capital programme forecast at month 6 results in a minor net underspend of £106,000, most of which relates to settlement of cattle market costs below anticipation and a specific Abergavenny town team initiative that isn't proposed to go ahead.

3.4.7 There is conversely a forecast net overspend amongst section 106 schemes relating predominantly to Caldicot 3g pitch expenditure. Unfortunately this overspend had gone unnoticed due to a mistake in interpreting Committee reports that meant the previous budget addition of £53,000 was double

counted until spotted and removed at month 6. A review is being undertaken to understand the additional costs incurred with the intention of reporting back the position separately to Members if further funding remains advocated.

Capital Financing and Receipts

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

| MCC CAPITAL FINANCING BUDGET MONITORING 2016-17 AT MONTH 6 By FINANCING CATEGORY | | | | | | |
|---|----------------------------------|---------------------------------|--|---|---|--|
| CAPITAL FINANCING SCHEME | Annual Forecast Financing | Slippage Brought Forward | Total Approved Financing Budget 2016/17 | Provisional Budget Slippage to 2017/18 | Revised Financing Budget 2016/17 | Forecast Capital Financing Variance 2016/17 |
| | £000 | £000 | £000 | £000 | £000 | £000 |
| Supported Borrowing | 2,400 | 0 | 2,400 | 0 | 2,400 | 0 |
| General Capital Grant | 1,461 | 0 | 1,461 | 0 | 1,461 | 0 |
| Grants and Contributions | 15,721 | 16,050 | 17,832 | (2,111) | 15,721 | 0 |
| S106 Contributions | 1,113 | 880 | 1,305 | (165) | 1,140 | (27) |
| Unsupported borrowing | 13,059 | 11,553 | 21,151 | (8,092) | 13,059 | 0 |
| Earmarked reserve & Revenue Funding | 1,091 | 590 | 1,100 | (10) | 1,091 | 0 |
| Capital Receipts | 7,457 | 14,500 | 8,292 | (716) | 7,576 | (119) |
| Low cost home ownership receipts | 112 | 112 | 112 | 0 | 112 | 0 |
| Unfinanced | 40 | 0 | 0 | 0 | 0 | 40 |
| | | | | | | |
| Capital Financing Total | 42,453 | 43,684 | 53,653 | (11,094) | 42,559 | (106) |

Useable Capital Receipts Available

3.4.9 In the table below, the effect of the changes to the forecast capital receipts on the useable capital receipts balances available to meet future capital commitments is shown. This is also compared to the balances forecast within the 2016/20 MTFP capital budget proposals.

Movement in Available Useable Capital Receipts Forecast

| TOTAL RECEIPTS | 2016/17 | 2017/18 | 2018/19 | 2019/20 |
|---|----------------|----------------|----------------|----------------|
| | £000 | £000 | £000 | £000 |
| Balance b/f 1 st April | 5,311 | 11,563 | 0 | 1,093 |
| ADD | | | | |
| Receipts received in YTD | 14,041 | 0 | 0 | 0 |
| Receipts forecast received | 5,625 | 7,320 | 5,560 | 5,660 |
| Deferred capital receipts | 4 | 4 | 4 | 4 |
| LESS | | | | |
| Receipts to be applied | (7,457) | (18,887) | (4,471) | (509) |
| Set aside | (5,961) | 0 | 0 | 0 |
| Predicted Year end receipts balance | 11,563 | 0 | 1,093 | 6,248 |
| Financial Planning Assumption 2016/20 MTFP Capital Budget | 18,151 | 6,452 | 3,985 | 3,481 |
| Increase / (Decrease) compared to MTFP Capital Receipts Forecast | (6,588) | (6,452) | (2,892) | 2,767 |

3.4.10 The above table indicates the anticipated receipts activity, but it should not be interpreted for instance that the Council will have £11.6 million unused receipts its bank account at the end of March 17. The Council utilises an active treasury management strategy, and borrowing decisions are based on daily cashflow considerations, so capital receipts received, together with cash income, grant receipts, and the effect of delayed expenditure will be utilised on a daily basis to avoid unnecessary borrowing. This concept is commonly a feature of Internal Borrowing, and is one of the reasons why interest charges can be favourably influenced to provide a net benefit to the revenue account above in para 3.1.2. Further consideration will be given to the balance of various funding streams at the outturn position to minimise the impact on the revenue account where possible.

3.4.11 The balances forecast to be held at the 31st March each year are lower than forecast in the MTFP, mainly due to the delayed LDP receipts. This difference is eradicated by March 2020 when all the LDP sites are forecast to have been sold.

3.4.12 The forecast / received receipt figure above for 2016/17 includes receipts from the old Abergavenny cattle market site, Coed Glas and the Old County Hall site. However there is an increasingly significant risk resulting from the need to utilise capital receipts in the same year that they come into the Council. This provides no tolerance or flexibility should the receipts be delayed, which isn't uncommon, and will necessitate compensatory temporary borrowing which is more costly than utilising capital receipts and will compromise the treasury team's success in outperforming the appropriations budget for the favourable benefit of the bottom line position.

3.5 Reserve Usage

3.5.1 Revenue and Capital monitoring reflects an approved use of reserves. Whilst commonly at this stage in the year, services assume full reserve usage of amounts previously approved, there are some likely deferrals in use identified together with an increased call upon reserves which account for the net difference in budgeted use of reserves against actuals in Appropriations section of financial monitoring. These variances are,

Reduced call upon reserves

- Innovations & marketing officer contribution £19k (deferral)
- Eisteddfod Community fundraising backstop £80k (no longer required)
- LDP expenditure contribution £100k (deferral)
- RDP expenditure contribution £63k (deferral)
- Elections expenditure contribution £100k (deferral)

Increased call upon reserves

- Pension strain costs (£98k)

3.5.2 The following predicted position reflects capital and revenue presumptions evident in period 2 monitoring.

| Summary Earmarked Reserves Forecast 2016-17 | | | | | |
|---|-------------------|---------------------------|------------------|------------------|-------------------|
| Earmarked Reserves | 2015-16 | Revenue Approved Usage | | Capital Usage | 2016-17 |
| | C/FWD | Replenishment of Reserves | Draw on Reserves | | c/fwd |
| Invest to Redesign | -1,298,155 | -74,739 | 519,344 | 223,363 | -630,187 |
| IT Transformation | -826,835 | | | 238,862 | -587,973 |
| Insurance & Risk Management | -1,236,396 | | | | -1,236,396 |
| Capital Receipt Regeneration | -322,361 | | 95,376 | | -226,985 |
| Treasury Equalisation | -990,024 | | | | -990,024 |
| Redundancy & Pensions | -1,274,256 | | 690,521 | | -583,735 |
| Capital Investments | -1,264,599 | | | 628,236 | -636,363 |
| Priority Investments | -1,120,069 | | 836,197 | | -283,872 |
| Museum Acquisitions | -56,760 | | | | -56,760 |
| Elections | -108,183 | -25,000 | | | -133,183 |
| Grass Routes Buses | -139,702 | -5,000 | | | -144,702 |
| Sub Total | -8,637,340 | -104,739 | 2,141,438 | 1,090,461 | -5,510,180 |
| Restricted Use Reserves | | | | | 0 |
| Youth Offending Team | -325,000 | | | | -325,000 |
| Building Control Trading | -12,008 | | | | -12,008 |
| Outdoor Education Centres | -190,280 | | | | -190,280 |
| CYP Maternity | -104,000 | | | | -104,000 |
| Total Earmarked Reserves | -9,268,629 | -104,739 | 2,141,438 | 1,090,461 | -6,141,468 |

3.5.3 Earmarked reserves remain at limited levels unlikely to provide any material capacity/headroom to meet unanticipated volatility or significantly facilitate future service re-engineering and design.

4 REASONS

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

5 RESOURCE IMPLICATIONS

- 5.1 As contained in the report.

6 EQUALITY AND SUSTAINABLE DEVELOPMENT IMPLICATIONS

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

7 CONSULTEES

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

8 BACKGROUND PAPERS

- 8.1 Month 6 (period 2) monitoring reports, as per the hyperlinks provided

[Chief Executives Revenue Monitoring Month 6 201617](#)
[Children and Young People Revenue Monitoring Month 6 201617](#)
[Corporate Revenue Monitoring Month 6 201617](#)
[Enterprise Revenue Monitoring Month 6 201617](#)
[Resources Revenue Monitoring Month 6 201617](#)
[Social Care and Health Revenue Monitoring Month 6 201617](#)
[Appropriations Revenue Monitoring Month 6 201617](#)
[Financing Revenue Monitoring Month 6 201617](#)
[Capital Monitoring Month 6 201617](#)

9 AUTHOR

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Appendices

Appendix 1 Mandated Savings Progress Report

Budgeted Service Savings Mandates Progress 2016/17

| DIRECTORATE | Saving included in 2016/17 Budget £'000 | Savings reported achieved month 2 £'000 | Savings reported achieved month 6 £'000 | Percentage progress in achieving savings % | Delayed savings £'000 | Savings not achievable £'000 |
|---|--|--|--|---|--------------------------|---------------------------------|
| Children & Young People | 600 | 600 | 600 | 100% | 0 | 0 |
| Social Care & Health | 640 | 640 | 12 | 2% | 628 | 0 |
| Enterprise | 385 | 285 | 285 | 74% | 0 | 100 |
| Resources | 469 | 318 | 299 | 64% | 15 | 155 |
| Chief Executive's | 1,565 | 1,442 | 1,442 | 92% | 63 | 60 |
| Total Mandated Service Savings 2016-17 | 3,659 | 3,285 | 2,638 | 72% | 706 | 315 |







2015/16 Budgeted Service Savings Mandates Progress





| RESOURCES | | | | | | | | |
|---|-------------|--|-----------------------------------|--|---|---------------------|----------------------------|---|
| Budget proposals 2016/17 | Mandate No. | Savings Mandate Narrative | Saving included in 2016/17 Budget | Value of Saving Forecast at Month 2 £s | Value of Saving Forecast at Month 6 £'s | Delayed savings £'s | Savings not achievable £'s | Assessment of progress |
| RESOURCES | | | | | | | | |
| Sustainable Energy Initiatives (Ben Winstanley) | A5 | Investing in biomass boilers, solar farms and reduction in Carbon Commitment. | 34,000 | 0 | 0 | | 34,000 | Unachievable |
| Rationalise Business Support (Tracy Harry) | B2 | Review the business support functions across the whole Authority to identify savings. | 50,000 | 28,000 | 50,000 | | | On track and expected to be fully met |
| Training Services Consolidation (Peter Davies) | B3 | Consolidation of the Authorities existing training functions. | 50,000 | - | - | | 50,000 | Unachievable |
| Community Asset Transfer/ Income generation (Peter Davies / Deb Hill-Howells) | B5 | Community Asset Transfer of two properties, includes optimisation of assets to generate income | 60,000 | 45,000 | 45,000 | 15,000 | - | £60k of £160 relates to Estates of which £45k has been found. £15k shortfall is due to delayed implementation on Melville theatre and ongoing discussion with Town Council over Drill Hall. |
| Flexible Employment Options (Peter Davies) | B16 | Market to all staff the Authority's flexible benefits and employment packages. | 50,000 | 50,000 | - | | 50,000 | Unachievable |
| Business rates evaluation - Appeals (Ruth Donovan) | B17 | Rate refunds following Appeals by Cooke & Arkwright | 140,000 | 140,000 | 140,000 | | | On track and expected to be fully met |
| Strategic Property Review (Ben Winstanley - Deb Hill-Howells) | B18 | Reduction in Corporate Building Maintenance, Purchase Card rebates , Facility Management Restructure and reductions in Transport Costs and Supplies and Services costs | 60,000 | 30,000 | 39,000 | | 21,000 | Alternative delivery plan has not been possible due to pressures within the service |
| Discretionary Fees and Income (Joy Robson) | B23 | Increased Discretionary Fees & Charges | 25,000 | 25,000 | 25,000 | | | Spread across authority, assume it has been achieved. |
| TOTAL | | | 469,000 | 318,000 | 299,000 | 15,000 | 155,000 | |











| CHIEF EXECUTIVE'S UNIT | | | | | | | | |
|---|-------------|--|-----------------------------------|--|---|---------------------|----------------------------|---|
| Budget proposals 2016/17 | Mandate No. | Savings Mandate Narrative | Saving included in 2016/17 Budget | Value of Saving Forecast at Month 2 £s | Value of Saving Forecast at Month 6 £'s | Delayed savings £'s | Savings not achievable £'s | Assessment of progress |
| Garden Waste (Rachel Jowitt) | | Increase in charges for Garden Waste collection service. | 40,000 | 40,000 | 40,000 | | | On track |
| Home to School Transport (R Hoggins / Richard Cope) | A14 | Continuation of 2014-15 mandate. Fundamental policy review to nearest school, and more zealous application of free school travel criteria. | 30,000 | 30,000 | 30,000 | | | This saving is forecast to be achieved but through the reduction in contract costs for home to school transport rather than the policy review initially included in the original mandate. There is no appetite for the nearest school policy to be reviewed at this moment in time but it is still being looked into. |
| Community Hubs (Will McClean) | A28 | It's about delivering services in a different way and aligning them with the Whole Place philosophy. This will introduce major changes to how the library and one stop shop services are delivered. <i>We will create a hub in each</i> | 25,000 | 25,000 | 25,000 | | | Achievable through alternative Delivery Plan |
| Community Hubs (Rachel Jowitt) | A28 | It's about delivering services in a different way and aligning them with the Whole Place philosophy. This will introduce major changes to how the library and one stop shop services are delivered. <i>We will create a hub in each town where face to face services will be delivered. The contact centre will sustain a reliable and informed first point of contact for people contacting us other than face to face.</i> | 25,000 | 25,000 | 25,000 | | | Achievable through alternative Delivery Plan. Contact Centre experiencing overspend exceeding mandate target |





| CHIEF EXECUTIVE'S UNIT | | | | | | | | | |
|---|-------------|---|-----------------------------------|--|---|---------------------|----------------------------|--|---|
| Budget proposals 2016/17 | Mandate No. | Savings Mandate Narrative | Saving included in 2016/17 Budget | Value of Saving Forecast at Month 2 £s | Value of Saving Forecast at Month 6 £'s | Delayed savings £'s | Savings not achievable £'s | Assessment of progress | |
| Legal Services (Rob Trantor) | B7 | Income generation by providing Legal Services to external organisations. | 25,000 | 25,000 | 25,000 | | | Currently staff resource is totally used up undertaking internal legal work so there is no spare capacity to generate income from outside of the organisation. This will not affect outturn in 16-17 as it has been offset by a grant windfall in Land Charges but will be a pressure from 17-18 onwards. |  |
| Promoting Business Waste (Rachel Jowitt) | B8 | Introduction of a new policy to charge for trade waste, and better control over the use of household waste recycling centres. | 80,000 | 80,000 | 80,000 | | | On Track |  |
| Leadership Team Structure Review (Paul Matthews) | B11 | Re-alignment of Senior Key Posts and Roles. | 315,000 | 272,300 | 272,300 | 42,700 | | Waiting for update on the achievability, alternative delivery option |  |
| Highways Infrastructure Income Generation (Roger Hoggins) | B13 | Income generation from highway advertisements across Monmouthshire (£50k) | 150,000 | 150,000 | 150,000 | | | Planning approval delays means £25,000 relating to advertising income will be delayed. Shortfall will be managed within service budget. |  |
| Grounds – Funding Review (Rachel Jowitt) | B14 | | 75,000 | 75,000 | 75,000 | | | on track |  |
| Highways Maintenance (Roger Hoggins) | B15 | Reducing the budgets within the highways section. | 200,000 | 200,000 | 200,000 | | | on track |  |

| CHIEF EXECUTIVE'S UNIT | | | | | | | | | |
|--|-------------|---|-----------------------------------|--|---|---------------------|----------------------------|--|---|
| Budget proposals 2016/17 | Mandate No. | Savings Mandate Narrative | Saving included in 2016/17 Budget | Value of Saving Forecast at Month 2 £s | Value of Saving Forecast at Month 6 £'s | Delayed savings £'s | Savings not achievable £'s | Assessment of progress | |
| Property Services and Facilities Management Review (Rob O'Dwyer) | B19 | Reduction in corporate building maintenance budgets. Purchase rebates from the use of procurement cards. (£15k), Facility Management restructure (£35k) | 100,000 | 100,000 | 100,000 | | | The section is forecast to achieve the full mandate saving, shortfall from purchase rebates will be covered through general expenditure efficiencies. |  |
| Town and Community Councils (Roger Hoggins) | B21 | Restructuring of Services in collaboration with Town / Community Councils PCs | 110,000 | 90,000 | 90,000 | 20,000 | | Public conveniences are forecast to achieve £90,000 of the £110,000k mandate saving due to delayed implementation of which £80k is a contribution from the Town Council. |  |
| | | Grounds | 83,500 | 83,500 | 83,500 | | | On Track |  |
| | | Waste | 71,500 | 71,500 | 71,500 | | | On Track |  |

| CHIEF EXECUTIVE'S UNIT | | | | | | | | | |
|---|-------------|---|-----------------------------------|--|---|---------------------|----------------------------|--|---|
| Budget proposals 2016/17 | Mandate No. | Savings Mandate Narrative | Saving included in 2016/17 Budget | Value of Saving Forecast at Month 2 £s | Value of Saving Forecast at Month 6 £'s | Delayed savings £'s | Savings not achievable £'s | Assessment of progress | |
| Town and Community Councils (Roger Hoggins) | B21 | Restructuring of Services in collaboration with Town / Community Councils (Shortfalls) Museums (£0 out of £20k) Tourism (£5,000 out of £25k) Community Hubs (£70,000 out of £90K)) | 135,000 | 75,000 | 75,000 | | 60,000 | No contribution from Town council for museums. Only £5k received from Chepstow TC for TIC. £70k achieved from Hubs. So High Risk on Museums, Low Risk on Tourism and Community Hubs |  |
| Collaboration and realigning structures in operations (Roger Hoggins) | B22 | | 100,000 | 100,000 | 100,000 | | | £70k of total saving related to Highways efficiencies from restructure, delay in implementation has meant staff savings have been delayed as well. Should not impact on outturn position as shortfall will be covered by managed efficiencies in expenditure. |  |
| TOTAL | | | 1,565,000 | 1,442,300 | 1,442,300 | 62,700 | 60,000 | | |

| ENTERPRISE | | | | | | | | | |
|---|-------------|---|-----------------------------------|--|---|---------------------|----------------------------|---------------------------------------|---|
| Budget proposals 2016/17 | Mandate No. | Savings Mandate Narrative | Saving included in 2016/17 Budget | Value of Saving Forecast at Month 2 £s | Value of Saving Forecast at Month 6 £'s | Delayed savings £'s | Savings not achievable £'s | Assessment of progress | |
| Leisure Services Income Generation (Ian Saunders) | B1 | Income generation/cost savings within the service. | 120,000 | 120,000 | 120,000 | | | On track and expected to be fully met |  |
| Planning Services- Income Generation (Mark Hand) | B9 | Reduce the net cost of planning services with the increase of income from planning applications received. | 40,000 | 40,000 | 40,000 | | | On track and expected to be fully met |  |
| Community Asset Transfer/ Income generation (Peter Davies / Deb Hill-Howells) | B5 | Income Generation Leisure | 25,000 | - | - | | 25,000 | Won't be achieved this financial year |  |
| | | Optimisation of Assets - PD | 75,000 | - | - | | 75,000 | Unachievable |  |
| Extension Shared Lodgings Housing Scheme (Ian Bakewell) | B10 | Increase the Shared Housing Scheme within Monmouthshire. | 50,000 | 50,000 | 50,000 | | | On track and expected to be fully met |  |
| Second Phase Review of subsidies to 3rd Sector (Will Mclean) | B12 | Consolidation and reduction of grants to 3rd sector providers. | 75,000 | 75,000 | 75,000 | | | On track and expected to be fully met |  |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | 385,000 | 285,000 | 285,000 | 0 | 100,000 | | |

| SOCIAL CARE & HEALTH | | | | | | | | | |
|--|-------------|--|-----------------------------------|--|---|---------------------|----------------------------|---|---|
| Budget proposals 2016/17 | Mandate No. | Savings Mandate Narrative | Saving included in 2016/17 Budget | Value of Saving Forecast at Month 2 £s | Value of Saving Forecast at Month 6 £'s | Delayed savings £'s | Savings not achievable £'s | Assessment of progress | |
| Transition - Bright New Futures (SC&H) (Julie Boothroyd) | A24 | In 2014 we combined our Transitions Project Team within Bright New Futures Project. (based in Bridges) | 12,000 | 12,000 | 12,000 | | | On track and expected to be fully met |  |
| Adult Social Care Transformation (Julie Boothroyd) | A34 | The service is continuing its journey on practice change and restructuring itself to meet future mandate savings with community links and innovative approaches to domiciliary care, coupled with less reliance on admissions to residential care. | 628,000 | 628,000 | 0 | 628,000 | | With an £822k Adults overspend identified at month 5, we are reviewing alternative courses of action to pursue alternative opinions to deliver the savings. |  |
| | | | 640,000 | 640,000 | 12,000 | 628,000 | 0 | | |

| CHILDREN & YOUNG PEOPLE | | | | | | | | |
|--|-------------|--|-----------------------------------|--|---|---------------------|----------------------------|---------------------------------------|
| Budget proposals 2016/17 | Mandate No. | Savings Mandate Narrative | Saving included in 2016/17 Budget | Value of Saving Forecast at Month 2 £s | Value of Saving Forecast at Month 6 £'s | Delayed savings £'s | Savings not achievable £'s | Assessment of progress |
| Gwent Music (Nicki Wellington) | A20 | Gwent Music is a joint service hosted by Newport. The plan is to refocus the service to make them more efficient. | 50,000 | 50,000 | 50,000 | - | - | On track and expected to be fully met |
| Phase 3 of Additional Learning Needs Review (Sharon Randall-Smith) | B20 | Closure off Deri View SNRB (£50k), Placement costs for External pupils attending Mounon House (£250k). Implementation of new funding formula from April 2016. (£250k). | 550,000 | 550,000 | 550,000 | - | - | On track and expected to be fully met |
| | | | 600,000 | 600,000 | 600,000 | 0 | 0 | |



SUBJECT: The Provision of Information, Advice and Assistance (IAA) across Monmouthshire

MEETING: Joint Children and Young People and Adult Select Committee

DATE: 22nd November 2016

DIVISIONS/WARDS AFFECTED: All

1 PURPOSE

- 1.1 To provide members with a report which determines how Information, Advice and Assistance (IAA) is currently delivered across Monmouthshire (to ensure this meets the requirements of the Social Services and Well-being (Wales) Act and to set out proposals for the future model of IAA provision across the county.

2 BACKGROUND

- 2.1 The Social Services and Well-Being (Wales) Act 2014 and associated reforms are the most wide-ranging set of changes to both adult and children's legislation in over 60 years. It is essential that local authorities and their partners (in provider, health, community and voluntary organizations) are able to make the underpinning aspirations of these a reality by reshaping social care provision as of April 2016.
- 2.2 The SSWBA introduces new duties for local authorities, local health boards and other public bodies, and covers adults, children and carers. The Act has a focus on families and communities. It highlights the role of public services in building on individual and family strengths and helping people to have a stronger voice. Individual responsibility choice and control and supporting meaningful and valued contributions to local community life are also key.

- 2.4 Part 2 of the SSWBA requires each local authority, with support of their local health board (LHB), to secure the provision of a information and advice service relating to care and support in their area (including support for carers) and (where appropriate) assistance (IAA) in accessing these.
- 2.5 In developing IAA to serve their local areas the local authority must ensure common elements as defined below:
- It will serve as a first point of entry and be sufficiently flexible, comprehensive, and responsive to deal with enquiries directly from citizens and queries/referrals from professionals. It should provide this service to wide range of client groups of all ages and abilities
 - It will require IT systems and process to capture the core data set requirements
 - It will provide information to help people understand how the care and support system operates within their area; the types of support services available; and how they can access these; and how to raise concerns about the wellbeing of people who appear to have needs for care and support
 - This service will be available to all citizens whether they are likely to self-fund or be reliant on some level of local authority funding for their care and support
 - It will allow citizens to begin the discussion of their care and support needs and to identify what they want to achieve (in terms of their wellbeing). It will offer first line assessment and a response which is proportionate to presenting needs
 - It will present options and signpost citizens toward appropriate care and support, including advice on a range of preventative services available in the community
 - It will be provided in a manner which is accessible/understandable to individuals i.e. large print, audio, easy read etc. and is accessible through a number of media e.g. a telephone conversation, a dedicated on line service, face to face consultation
 - Where appropriate IAA will also actively assist people in accessing services e.g. booking appointments or commissioning services on their behalf, this may also extend to providing some level of care package management

3 WORK UNDERTAKEN IN MONMOUTHSHIRE

- 3.1 A baseline of current local authority, voluntary and third sector IAA activity was established to determine compliance with the SSWBA and to inform proposals for the future of IAA provision. The accompanying report sets out detailed findings and proposals.

4 RECOMMENDATIONS

- 4.1 Members are invited to read and scrutinise the accompanying report and approve next steps in taking this work forward.

5 KEY ISSUES

- 5.1 The Social Services and Well-being (Wales) Act 2014 came into effect on 6th April 2016. Wellbeing and prevention are at the centre of the Act and the provision of IAA will ensure voice, choice and control for people in meeting their personal wellbeing outcomes and remaining independent of statutory services for as long as possible.
- 5.2 Part 2 of the Act requires local authorities to have in place an information, advice and assistance service as from April 2017. Data capture is required for which there are performance indicators and aggregated data measures.
- 5.3 Regional discussions have highlighted a difference in the interpretation of the duty to provide an information, advice and assistance “service” and models range from delivery at the front door of social services to multiple points within and across communities. As a result it is anticipated there will be a degree of incongruence in reporting and measurement across Wales. It may take some time to ascertain what good looks like in terms of Monmouthshire’s quantitative measures if comparisons are made with differing models of provision.
- 5.4 Initially the authority intends to measure advice and assistance from a point of delivery at statutory front door(s) but, as the attached report illustrates, this is not a complete picture of activity. Through the development of place based approaches, information, advice and assistance provision will continue to be mapped and co-ordinated and systems developed which will measure both the numbers of people who access this and, more importantly, the impact this has had on wellbeing at individual and community levels.

- 5.5 Monmouthshire has excellent foundations on which to build but there are challenges. The model for IAA proposed, incorporates Future Monmouthshire work streams and the development of place based community wellbeing approaches.
- 5.6 Members are requested to approve the next steps to take forward this work and to engage in early debate with Welsh Government civil servants to ensure our compliance with the SSWBA.

6. RESOURCE IMPLICATIONS:

- 6.1 There are no resource implications arising from this report.

7. FUTURE GENERATIONS, SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

- 7.1 The programme has clear alignment to the sustainable development principles of being long-term; integrated; collaborative; involving people in its development and focusing on prevention. There are no safeguarding or corporate parenting implications arising from this report.

8. AUTHORS

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The Provision of Information, Advice and Assistance (IAA) Across Monmouthshire

Background

The Social Services and Well-Being (Wales) Act (SSWBA) 2014 and associated reforms are the most wide-ranging set of changes to both adult and children's legislation in over 60 years. It is essential that local authorities and their partners are able to make the underpinning aspirations of these a reality by reshaping social care provision as of April 2016.

The SSWBA forms part of a suite of new laws issued by the Welsh Government which includes the Wellbeing of Future Generations (Wales) Act (WFGA) 2015. The WFGA makes clear the need for public bodies to consider the long-term impact of their decision making on future generations. It requires public bodies to engage and work better with people, communities and each other. The WFGA has a focus on early intervention and prevention and encourages a more joined-up approach. This new law introduces, for the first time, a duty upon public bodies to ensure what they do is sustainable. It has defined the principles of sustainability as long-term; integrated; collaborative; preventative and with full involvement of citizens.

The SSWBA introduces new duties for local authorities, local health boards and other public bodies, and covers adults, children and carers. The Act has a focus on families and communities. It highlights the role of public services in building on individual and family strengths, helping people to have a stronger voice, more choice and control and supporting meaningful and valued contribution to local community life.

Central to the SSWBA is the **well-being duty**

This overarching duty applies to local authorities (or other individuals, organisations or services with delegated functions).

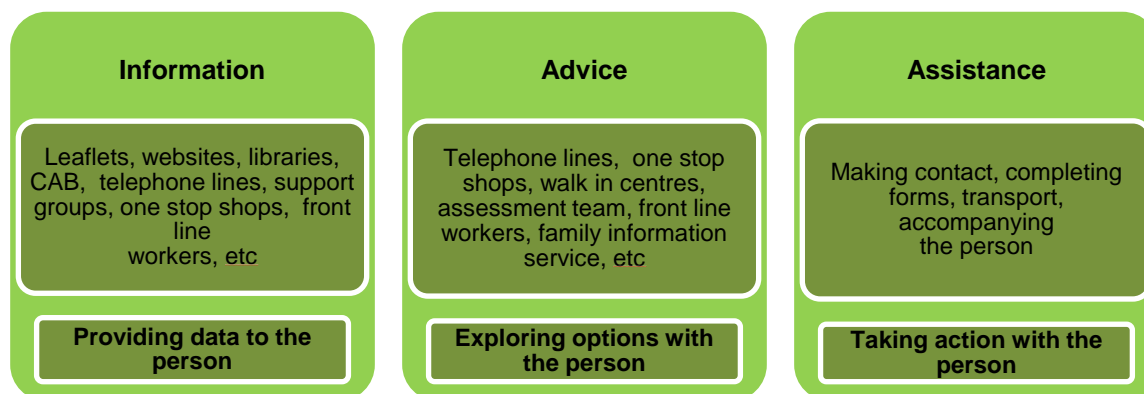
In meeting this duty, consideration must be given to what people can contribute towards achieving their personal well-being outcomes as well as how the appropriate level of care and support may help them to do so.

This will involve working alongside people to build on their individual strengths and abilities together with those of their family, friends and the communities in which they live.



Well-being is defined with 8 common elements and a further 2 specific to either children (e.g. a child's physical, intellectual, emotional, social and behavioural development) or adults (e.g. participation in work).

Part 2 of the SSWBA requires each local authority (with support of their local health board) to secure the provision of an **information and advice service** relating to care and support in their area (including support for carers) and (where appropriate) **assistance** in accessing these.



In developing an information advice and assistance (IAA) service the local authority must ensure the common elements below:

- It will serve as a first point of entry and be sufficiently flexible, comprehensive, and responsive to deal with enquiries directly from citizens and queries/referrals from professionals. It should provide this service to wide range of client groups of all ages and abilities
- It will require IT systems and process to capture the core data set requirements
- It will provide information to help people understand how the care and support system operates within their area; the types of support services available; and how they can access these; and how to raise concerns about the wellbeing of people who appear to have needs for care and support
- This service will be available to all citizens whether they are likely to self-fund or be reliant on some level of local authority funding for their care and support
- It will allow citizens to begin the discussion of their care and support needs and to identify what they want to achieve (in terms of their wellbeing). It will offer first line assessment and a response which is proportionate to presenting needs
- It will present options and signpost citizens toward appropriate care and support, including advice on a range of preventative services available in the community
- It will be provided in a manner which is accessible/understandable to individuals i.e. large print, audio, easy read etc. and is accessible through a number of media e.g. a telephone conversation, a dedicated on line service, a face to face consultation
- Where appropriate IAA will also actively assist people in accessing services e.g. booking appointments or commissioning services on their behalf, this may also extend to providing some level of care package management

Further legislative duties for local authorities in the provision of IAA include:

- Section 27 of the Childcare Act 2006, requires local authorities to provide a Family Information Service
- The Education Act 1996 and the Special Educational Needs and Disability Act 2001 requires local authorities to provide services offering information and advice and a means of resolving disputes for parents of children with Special Education Needs
- Section 60 of the Housing (Wales) Act 2014 requires local authorities to provide homelessness information and advice services
- The National Strategy on Violence against Women Domestic Abuse and Sexual Violence Act (VAWDASV), A Framework for Delivery 2016 to 2021 (currently out for consultation until 10 October) requires that all those subject too, or at risk of violence have easy access to IAA

What We Did

The Chief Officer, Social Care, Safeguarding and Health, needed to be assured that the local authority was well placed to deliver information, advice and assistance to ensure compliance with the SSWBA duty, whilst meeting the wellbeing needs of Monmouthshire citizens.

Interviews with a selection of local authority services, voluntary and third sector organisations were undertaken. The aim being to establish how IAA is currently provided across Monmouthshire and to set out a model and approach which makes this accessible to all citizens across the county.

An interview structure was developed (appendix 1) to ensure consistent methodology and also so that key messages could be extrapolated.

Potential interviewees (appendix 2) were identified by corporate and voluntary sector colleagues. Individuals were selected to provide a representative range of local and national organisations with a presence in Monmouthshire.

What We Wanted To Achieve

- To ensure that the local authority was able to meet the requirements of IAA as described in the SSWBA or to identify where it could not
- To determine what good looks like in relation to the delivery of IAA throughout the county
- To ensure that IAA is accessible to all Monmouthshire citizens
- Where possible, to identify how joint approaches for the provision of IAA could be established to ensure longer term sustainability
- To build on existing work in engaging and empowering local communities
- To align Monmouthshire's developments with other IAA initiatives in the region, to share learning and where possible offer a consistent approach to citizens

Findings and Main Headlines

1. The Availability of Information, Advice and Assistance

NB: The outcome of this work provides a snapshot of the IAA activity currently provided throughout Monmouthshire, it is not intended to be nor is it a comprehensive review.

IAA is available from a range of providers, for all client groups and includes a variety of activity e.g. signposting to support, managing debt, and access to food banks. Citizens can self-refer to most IAA services. Staff and volunteers aim to provide a positive response even in the most complex of situations. Access is open and information is available in a wide range of formats, leaflets, posters, websites etc. Contact is through telephone, drop in and or face to face. Social media (Facebook, Twitter and YouTube) is being developed - and take up via these methods, particularly for the younger generation, is increasing.

People make their own wellbeing decisions and choices

IAA support for carers is very good with a range of information (carer's handbook) advice (benefits) and practical assistance (local carer support workers, carer's emergency cards). Work has commenced on developing a young carers strategy.

Carers Week is an annual campaign which raises awareness of caring, highlights the challenges carers face and recognises the contribution they make to families and communities throughout the UK.

The authority values Carers Week as a time for carers to take a break so they can receive information, advice and support in a relaxing, fun and welcoming environment. All carers are encouraged to attend and through these events, those who need extra support or training to allow them to continue in this vital role have been identified.

Acorns Integrated Children's Centre is based in Abergavenny and is a hub of activity that hosts services that support local families.

The Acorn Project provides an open, easily accessible environment that is welcoming and non-oppressive to those who chose to access the centre. It is a well-respected service provision in the local community and, although referrals are made mostly by professionals, word of mouth has seen an increase in self-referrals.

Taster Sessions are offered to parents less able to manage group sessions in the first instance and this will often enable a growth in confidence on a personal level which then opens up other opportunities available to them.

The support offered is varied and includes Wait Watch and Wonder, Enjoy your Baby and The Teenage Brain Workshop.

The centre outreaches to Chepstow, Caldicot and Monmouth and in relation to IAA provides information, advice and assistance.

MIND Monmouthshire has increased participation with community groups, partners and other organisations.

100% of participants who have taken part in depression and anxiety management courses report an improvement in the ability to manage their mental health.

MIND has developed a strategy (Mind Monmouthshire Annual Review 2015) that, in partnership, provides information and/or advice to 10,000 people

2. Monmouthshire's Approach to its Communities

“We do not believe that Councils develop communities; we take the view that people that live in communities develop communities. These individuals, their families and their friends have a greater stake than we do in their place. Our role is to enable local people to engage with and build things that they are passionate about. We do understand that there are moments where we can lend direct support and make a difference. Our County that Serves programme puts our citizens at the heart of our efforts to develop local solutions to local challenges, citizens are galvanised, trained and supported to make an impact on the issues that matter most in their areas. We have people, resources and networks that we can deploy sensitively and thoughtfully. If we get this blend right, today's generations get to live great lives on their terms within resilient and sustainable communities and we all act as custodians for those yet to come.”

As a largely rural county the major towns draw citizens for core services and shopping.

The use and development of community hubs is an approach to provide sustainable locality based support. The hubs meet a range of IAA need, their provision is dynamic and organic and continues to evolve. Community education supports learning at the hubs via a range of courses both academic and skills based e.g. reading, writing and numeracy, cooking and job clubs.

Community hub managers are keen to use Wi Fi buses to visit rural hot spots to deliver an internet service.

They will also use this opportunity to engage communities and to provide information, advice and assistance.

The DEWIS (citizen wellbeing information portal) will be made available to these communities via the Wifi service.

**Communities
share
responsibility
for their own
well-being**

Social capital is high and the authority has used this to recruit, support and train volunteers. Volunteers are usually local people with local knowledge, connections and contacts which provides for a more resilient and sustainable IAA resource. In partnership with others, Monmouthshire has invested in volunteer coordination and developed a volunteer programme to support service delivery.

Schools within Monmouthshire are linked to locally based resources. Breakfast clubs and afterschool support for working but low income families are established in communities and enable safe care to be provided for children while parents develop their earning capacity.

The Supporting People Gateway is able to provide assessment and direct intervention for those with housing concerns. The Gateway also deals with a wider range of presenting issues including homelessness, debt management and signposting to other support. If longer term support is needed this is able to be brokered through contracts with other agencies.

For an overview of a range of projects and partnerships that support children and families to tackle poverty and reduce social isolation through IAA please open the link below.

https://www.youtube.com/watch?v=mcw_yOV02ww

Leisure centres across Monmouthshire offer information and advice re: general facilities and classes in addition to exercise programmes that cater for individual requirements.

Centres meet complex individual health needs through exercise referral schemes. GP's refer directly to this provision and Monmouthshire centres have the highest retention rates. Specialist nurses also in-reach to leisure centres to facilitate classes in pulmonary and cardiac rehabilitation.

At the front door of adult social care and health, integrated teams provide a first point of response from hospital and community bases. The approach called FISH (Finding Individual Solutions Here) operates between the hours of 9 and 5, Monday – Friday and ensures a range of staff including nurses, therapists and social workers are available to take calls and visits from the public and other professionals. A listen to understand conversation identifies immediate issues which need to be addressed and the most appropriate member of the team will provide information, advice and assistance as necessary.

For those with more complex needs who require an assessment, the integrated teams based at Mardy Park, Chepstow Hospital and Monnow Vale are able to work with the person, their family and carers to facilitate longer term solutions.

Greater assimilation of primary and community healthcare is being developed across the locality. Recent Care Closer to Home workshops have informed the development of a joint integration strategy which will progress and extend provision in line with NCN (Neighbourhood Care Networks)¹.

The front door of children's services provides a single point of contact for anyone wishing to make an enquiry or who has a concern about a child or young person.

This service (the Family Support Team) is designed to ensure that the right children, young people and families get the right help at the right time. It does this by sharing information, assessing need and co-ordinating integrated help and support.

In relation to IAA, the Family Support Team offers information and advice about services and support available to children and their families and information about how practitioners can work together to support a child and their family.

¹ 'A system of empowered localities, in the form of Locality Networks, which will be developed around natural communities as a key platform for local service planning and delivery. They will be built around Primary Care, Community and Social Care Teams'.

In addition the county council website provides information about childcare or any other support that could assist a parent or carer in their role

Organisations are working in partnership across all sectors at strategic and operational levels. There is evidence that the shared underlying philosophy is one of supporting people in their own communities to make sure information, advice and assistance, wellbeing and care and support needs are met.

Some organisations e.g. Bridges Centre in Monmouth have been a community based resource for many years. The centre hosts a wide range of activities e.g. befriending, support for young people in transition, tea dances, support groups for people with Parkinson's, Alzheimer's, and support for families via Homestart.

Monmouthshire Housing Association (MHA) provides a range of innovative social and preventative services alongside property provision. MHA works to improve the wellbeing of tenants through support for people to contribute to the economy of Monmouthshire and the in development of sustainable communities.

MHA works with a range of external organisations to establish projects that re-engage and empower people within their communities and the world of work. An example of this is 'in- work' support to ensure people remain committed and in touch with their work place.

MHA's Safe at Home team provide a range of practical and personal support for older people, the inclusion team deal with rent management, antisocial behaviours and money and benefit advice and the engagement team have established a "Dads Can" project for young fathers and Ziggy's – a dynamic reading scheme for parents of primary age children.

3. Team Monmouthshire

Without exception, those interviewed demonstrated a commitment to the communities they serve. Many live and work in Monmouthshire and have a clear understanding the needs of this rural landscape. Interviewees provided evidence of working toward a common goal with wellbeing, early intervention and prevention at the core of their work and activity. People are keen to solve problems at points of access and entry and there are few hands offs. The Council's priority of "building resilient and sustainable communities" is being operationalised at the front line of service delivery.

Staff across all organisations are creative, committed and entrepreneurial. Leadership and management permits freedom to act and develop support for citizens as required and blocks and barriers are overcome through a team approach. There is also positive support and engagement from local councillors and portfolio holders.

**IAA provision is
co-ordinated
and consistent**

Further investment in early intervention and preventative approaches (an outcome of the evaluation of the Community Coordination and Small Local Enterprise pilot) has established an infrastructure for greater collaboration and integration. The unifying feature of place provides a framework for "rolling in" information, advice and assistance and wellbeing support beyond that of traditional social and health care services, as is fitting for the needs of each local community.

Measuring the Impact of Services

The SSWBA introduces a statutory requirement for local authorities to report on the provision of IAA by April 2017 - the range of quantitative measures are:

Performance Indicator:

- The percentage of adults who have received support from the information, advice and assistance service and have not contacted the service again during the year

Aggregate data return:

- The number of children and families who received advice or assistance from the information, advice and assistance service during the year.
- The number of adults who received advice or assistance from the information, advice and assistance service during the year

Regional discussions have highlighted a difference in the interpretation of the duty to provide an information, advice and assistance “service” and examples range from delivery at the front door of social services to multiple points within and across communities. As a result it is anticipated there will be a degree of incongruence in reporting and measurement across Wales and it may take some time to ascertain what good looks like in terms of Monmouthshire’s quantitative measures if comparisons are made with differing models of provision.

Initially, it is intended to measure advice and assistance from the point of delivery at the statutory front door(s) of adult and children’s services, but, as this report illustrates, this is not a complete picture of activity. Through the development of place based approaches, information, advice and assistance provision will continue to be mapped and co-ordinated and the systems developed which will measure the numbers of people who access these and, more importantly, the impact this has had on wellbeing at individual and community levels.

What does good look like?

The purpose of social care and health in Monmouthshire is to:

Help people live their own lives.

Given the particular pressures of working with families and vulnerable children this includes:

Enabling families and communities to keep children and young people safe and to reach their own potential.

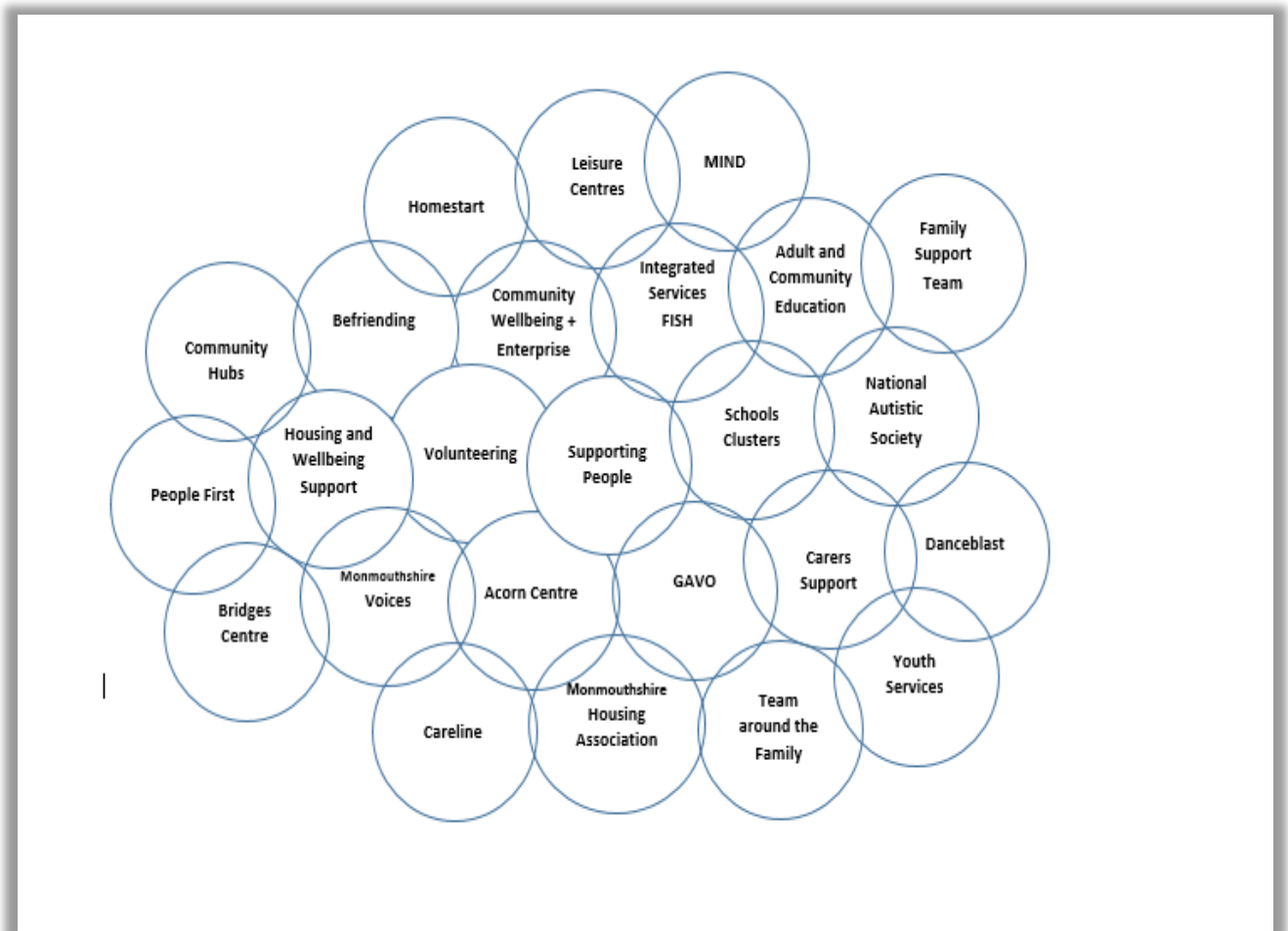
Key to this is the ability to intervene at the earliest opportunity and support people to build networks and connections and to find their own solutions to the issues they face.

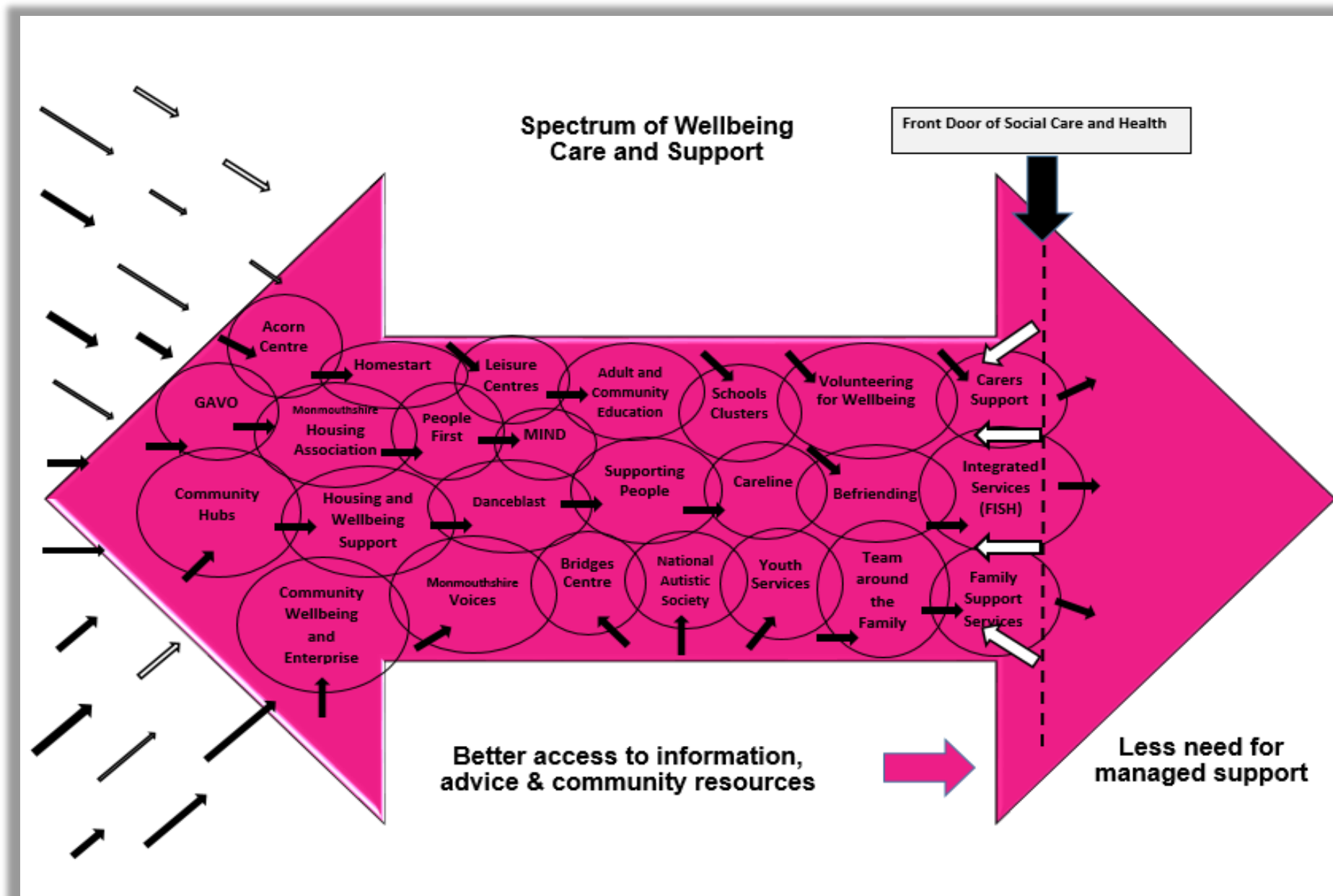
**People are engaged,
more confident,
independent and
involved with their
networked communities**

Health and social care resources and support are utilised to best effect

Information, advice and assistance is fundamental to enable people to take control of, and make well informed choices about their care and support. The provision of IAA helps people feel engaged, involved and supports full participation in wellbeing activities. IAA is a vital component of preventing, delaying or escalating a person's need for care and support.

The diagrams below provide a snapshot of the ways people receive information, advice and assistance currently across Monmouthshire. The first shows the people interviewed for this report, the second how, through their intervention, people who otherwise would be travelling towards the front door of social services are provided with real choice and control re: the support which best enables them to live well.





To meet the **wellbeing duty** of the SSWBA the intention is to build upon this foundation, offering the broadest access to information, advice and assistance possible to help people stay strong, safe and connected.

We will know this approach works when:

- it is place based²
- there are multiple front doors and robust wellbeing networks throughout Monmouthshire communities
- everyone is skilled up to have “what matters” conversations
- we know where people go to stay well
- we know what information, advice and assistance we provide, how and when and what is done with it
- we know exactly where resources are going and they are invested to achieve our purpose
- we use all available data to plan, develop and deliver wellbeing care and support
- we understand the skills and knowledge our communities possess and how we can support the development of this
- we have active individuals/communities
- we will be able to measure the impact IAA has on individuals, their families and carers

The effects of this will be that:

- People are engaged, more confident, independent and involved with their networked communities
- People make their own wellbeing decisions and choices
- IAA provision is co-ordinated and consistent
- Communities share responsibility for their own well-being
- Health and social care resources and support are utilised to best effect

² *“Place-based working is a person centred, bottom up approach used to meet the unique needs of people in one given location by working together to use the best available resources and collaborate to gain local knowledge and insight”* Pugalis L and Bentley G (2014) place-based development strategies: Possibilities, dilemmas and ongoing debates, Local Economy, 19 561- 572

“By working collaboratively with the people who live and work locally, it aims to build a picture of the system from a local perspective, taking an asset- based approach that seeks to highlight the strengths, capacity and knowledge of those involved” Iriss on ...Place-Based Working

At community level, local authorities and their partners, are using **place based wellbeing teams** to *“develop creative ways of working, which overcome departmental or agency silos in order to make best use of the resources available within the area in question.”* Ageing Well – a whole system approach - a guide to place based working Local Government Association

Challenges

1. Failure Demand

The SSWBA expectation of **co-producing** solutions with people, building on individual strengths and abilities provides a mandate for doing things radically differently. Learning to date however, has revealed a strong gravitational pull towards statutory provision and a belief that people's problems can be fixed with services. This is the case despite there being a wealth of alternative wellbeing support within communities.

The paths to our front door
are so well trodden that
people never explore
other journeys that could
take them to better places

2. Economics

The fiscal backdrop has had a significant effect on local authority services, voluntary and third sector organisations. Short term grants and reductions in statutory funding makes strategic planning difficult. This has a knock on effect - less money for wellbeing, early intervention and preventative services means behaviours and challenges, not managed at community level escalate to require statutory interventions.

For children and families the reduction in funding from Families First will have an impact on the range and impact of preventative services. Recent correspondence from Welsh Government advises that the Families First grant will continue for 2017 during which time there will be a transitory period with new arrangements in place by October 2017. Some services e.g. debt advice and training for employment will no longer be funded which is likely to have a direct impact on tackling poverty, and supporting people into work.

Conversely Flying Start has a stable funding base and as such is able to extend the support offered, but this is postcode based, with no provision for young children in those communities not included in the scheme.

3. Availability of Provision

There are waiting lists for some services across Monmouthshire. Specialist counselling and therapies for children and adults (MIND, Youth Services, and Families First) are particularly highlighted. There is also an increase in demand for additional provision e.g. for children with autism. All those interviewed who work with children and young people expressed concern at the availability of CAMHS (Children and Adolescent Mental Health Services) due to access thresholds and long waiting lists. Children with the most complex behaviours, who do not receive this early intervention and support, often end up requiring statutory mental health or child protection interventions at greater financial and human cost.

4. Data Collection and Data Sharing

This varies enormously across initiatives and funding streams and requires a range of documentation and reporting within differing time scales. Many IT systems are in place but as there is no connectivity between them, information cannot be shared between services and organisations. It is intended to develop the corporate CRM system to address internal IAA performance measurement and management across the broad range of corporate activity.

Interviewees for this report are working within a multitude of funding schemes e.g. Big Lottery, Supporting People, Intermediate Care Fund and the Carers Grant. Each of these require different recording and reporting requirements and have uncoordinated cycles for review. If an organisation is receiving two or more grants a disproportionate amount of time is spent preparing the necessary paperwork for monitoring and evaluation.

Monmouthshire Youth Service is a fundamental preventative service for young people from 11 to 25 years. It provides a range of support from youth centres in the main towns, therapeutic family and group work and play, young people's clinics, outdoor clubs, summer camps, education teams linking into all secondary schemes, Duke of Edinburgh awards etc.

The service is funded through the Local Authority, Families First, Health, European Grants, Welsh Government Grant and some others. Quantitative data requirements differ for each individual grant as do the detail of the reports and timescales for submission. Capacity is therefore taken away from delivery of the service in order to provide information to various funders.

Many grants are short term (often one off) making it difficult to strategically plan for the future. There appears to be duplication with the same monitoring information being required by a number of agencies. Even when organisations can evidence positive impact this doesn't guarantee the service will continue.

5. Assessment

The requirements of the SSWBA, stipulate that the **national core data set** is completed and a **proportionate assessment** is begun at the stage of supporting a person through the provision of advice and assistance. This poses difficulties, as is evidenced in this report, advice and assistance is provided by a range of individuals and agencies who have neither delegated responsibility to undertake care and support assessments nor compatible IT systems to record and share this information. Furthermore the notion of beginning an assessment (albeit proportionate) at this stage is not aligned to the aspiration of the SSWBA e.g. voice, choice and control for one's own wellbeing.

Past experience substantiates that the collection of core data and the mention of "assessment" early on in the development of supportive relationships causes a person to disengage due to concerns about where personal data will be stored or shared. The implications of this is that advice and assistance is seen as a statutory intervention and the stigma of involvement from social services is likely to prevent individuals and families from accessing the very support which will prevent further interventions.

6. Rurality

Although seen as a very affluent County (manifested in allocation of RSG) Monmouthshire has areas of rural deprivation and social isolation. It is therefore imperative that a model of outreach to these communities and individuals is further developed. Transport in rural areas is always a challenge. New community schemes are being tested using current resources available in the County but this is hampered by national transport schemes not being joined up or co-ordinated. Wi-Fi hot spots also create problems in accessing information and support.

7. Secure Estate

Monmouthshire has two secure estates within its county boundaries. Work is ongoing to establish front door clinics for direct access to the provision of information, advice and support and also to utilise the internal buddies' scheme as an internal response to provide support.

Next Steps

This year will be a transitional one - the duty to collect performance information in relation to IAA begins in April 2017. Initially it will be difficult to measure what good looks like, and therefore comparing the authority's position with others nationally will be problematic for a time. As identified in this work, a range of local authority services, voluntary and third sector organisations all provide information, advice and assistance but their ability to capture and report on this or begin a proportionate assessment, as stipulated in the SSWBA Code of Practice, will not be possible for the reasons identified. Work has started in the region, and Monmouthshire plays a role in this, to clarify with Welsh Government, the exact performance and assessment requirements of the SSWBA IAA duty.

The full impact of information, advice and assistance will only be felt if it goes deep into communities. The approach presented in this report seeks to build on what is already available and move at scale and pace to develop this through the unifying feature of place. Already well established in adult services, this methodology is being extended to include children and families and will continue to optimise resources based on shared purpose and outcomes through expertise in the voluntary sector and the Supporting People Gateway.

Elements of the Future Monmouthshire work plan will bring about greater integration of approaches at community level - creating the conditions needed to further unlock social capital and helping people through IAA to support one another to find solutions to the problems they face.

Neighbourhood Care Networks form part of the landscape of public service delivery at local level. Recent Care Closer to Home workshops have identified the NCN priorities for Monmouthshire that senior managers in both organisations will take forward.

Understanding what matters to people is key to helping the articulation and meeting of personal wellbeing outcomes. Building upon facilitative models of support – collaborative communication, motivational interviewing and coaching - all colleagues providing of information advice and assistance will be supported to develop the skills and knowledge necessary to do this both consistently and well.

Mechanisms will be developed that ensure up to date information is available to all in our local communities. Promotion of the national DEWIS citizen wellbeing portal will be key to this as will fostering of a shared identity through the place based approach.

Using data available to the authority and that gathered via the Wellbeing of Future Generations and SSWBA Population Assessments Monmouthshire will better understand demand, trends and opportunities for the development of information, advice and assistance and more broadly wellbeing care and support.

The review of commissioning practices will help identify if resources are being utilised effectively or could be invested differently. A shift to greater preventative, early intervention provision is likely to reduce escalation of need for complex statutory intervention and therefore avoid costs over the medium to longer term.

Conclusion

The performance framework of the SSWBA has five key elements. It must enable people to make informed decisions about their care and support, target resources and improve activity, enable Local Authorities to compare and benchmark to learn and improve, evidence the work they do by being responsible and accountable for LOCAL delivery and finally support and inform scrutiny and inspection.

Monmouthshire has utilised a range of community services and partnerships to ensure information, advice and assistance is available to all citizens. The authority is well placed to meet and develop this duty of the SSWBA in its broadest and most preventative sense through place based approaches, working alongside individuals, partners and local communities, to build reciprocity and resilience and ensure the right support is available at the right time and in the right place.

Appendix 1 Interview Outline - Capturing Information and Access Points

In Monmouthshire

Name or Organisation.....

Date Visited/interviewed.....

Introduction

Why I am here- SSWB Act- focus on prevention and empowerment of individuals. Allowing people to have the relevant local information to make informed choices about their own lives and individual circumstances. Only the most risky and complex cases should be held by social services and other statutory bodies. Aim is to map those organisations in Monmouthshire to identify the role they play in contributing to the individuals overall wellbeing. Report will be produced which will consider the recommendations and the ways forward which will be presented to the Director of Social Services and the councils cabinet during Autumn 2016.

- 1) How can local people access your service? (prompts:- front door, on line, telephone, face to face interviews, letter, other) What is provided, how and opening times/access.

- 2) What type of information do you provide that supports the wellbeing (use definition in the SSWB Act) agenda?

- 3) How is it offered, face to face verbal, leaflets, internet links, social media etc)

- 4) Is your service provided for particular citizen groups and in a particular area/catchment?

- 5) The new central DEWIS system is an easy access data base where all statutory, voluntary and 3rd sector information will be held for the public's use. Are you a statutory, voluntary/3rd sector or other service provider and do you provide core but non statutory services?

- 6) In relation to IAA, what services do you provide? (Prompts:- one, two or all three use agreed definition in act and regional principals)

- 7) Who else do you think in this community provides information, advice and assistance? Are there gaps in the information, Advice and assistance available out there and are there problems for people to access these services?

- 8) Are your staff employed or volunteers?

- 9) Do you provide information about other services in your area? If so what and to whom?

- 10) Are there particular gaps in the current IAA services in Monmouthshire that prevents people from meeting their own wellbeing needs- if so what are they?

- 11) How do you measure and evaluate the service/s that you provide? Do you store, keep any data/figures etc? What ways do you measure the impact you are having?

- 12) What opportunities do you take to ensure that you meet the particular needs of the communities whom you serve?

Any other Comments?

Appendix 2 - List of Contacts for Interviews

| IAA Activity/Organisation | Contact | Contact |
|---|--|--|
| FISH | Andrew Burford/Debbie Jones | andrewburford@monmouthshire.gov.uk deborahjones2@monmouthshire.gov.uk |
| Children's Services Front Door | Tracy Welch | tracywelch@monmouthshire.gov.uk |
| Carers Support | Deb Saunders/Kim Sparry | deborahsaunders@monmouthshire.gov.uk kimsparry@monmouthshire.gov.uk |
| Careline/Telecare | Lorraine Bermingham/Sarah Turvey -Barber | lorrainebermingham@monmouthshire.gov.uk sarahturvey-barber@monmouthshire.gov.uk |
| Supporting People | Tracey Finnis | tracyfinnis@monmouthshire.gov.uk trudygriffin@monmouthshire.gov.uk |
| Team Around the Family | Andrew Kirby/Kirsten Major | andrewkirby@monmouthshire.gov.uk kirstenmajor@monmouthshire.gov.uk |
| Volunteering | Owen Wilce | owenwilce@monmouthshire.gov.uk |
| Gilwern Youth Services | Tracy Thomas | tracythomas@monmouthshire.gov.uk |
| Community Learning | Angela Price | angelaprice@monmouthshire.gov.uk |
| Monmouthshire Voices/ Older People's Forum | Penny Walker | pennie.walker@sewrec.wales |
| Leisure centres/GP Referral Scheme | Nick John | NicholasJohn@monmouthshire.gov.uk |
| Community Hubs | Richard Drinkwater/Cheryl Haskell/Louise Greaves | RichardDrinkwater@monmouthshire.gov.uk CherylHaskell@monmouthshire.gov.uk LouiseGreaves@monmouthshire.gov.uk |
| Monmouthshire Housing Association | David Morris | David.Morris@monmouthshirehousing.co.uk |
| GAVO | Louise George | louise.george@gavowales.org.uk |

| | | |
|-------------------------------|---|---|
| Bridges/Community Connections | Mark Walton/Miranda Thomason 01600 888481 / 07532 183039 miranda.thomason@befriendingmonmouthshire.org.uk | http://www.befriendingmonmouthshire.org.uk/ |
| National Autistic Society | Alison Hawkins 01291 635638 alison.hawkins@nas.org.uk | http://www.autism.org.uk/services/community/family-support/newport-monmouthshire.aspx |
| Dance Blast | Sally Carlson dance-blast@hotmail.co.uk 01873 855544 | www.dance-blast.org |
| MIND Monmouthshire | Chris Bowie 01873 858275 info@mindmonmouthshire.org.uk | http://www.mindmonmouthshire.org.uk/ |
| Homestart Monmouthshire | Pam Lloyd 01633 715608 07714 287629 monmouthshirehomestart@gmail.com | http://www.homestartmonmouthshire.org.uk/ |
| Monmouth People First | Mary Allen or Charlotte Moore 01873 860733 07964 897547 | http://www.monmouthpeoplefirst.org.uk/ |
| Acorn Centre | Claire Evans | claireevans@monmouthshire.gov.uk |

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| | |
|--|--|
| <p>Name of the Officer completing the evaluation</p> <p>Nicola Needle</p> <p>Phone no: 07825431387 E-mail: nicolaneedle@monmouthshire.gov.uk</p> | <p>Please give a brief description of the aims of the proposal</p> <p>To provide members with a report which determines how Information, Advice and Assistance (IAA) is currently delivered across Monmouthshire (to ensure this meets the requirements of the Social Services and Well-being (Wales) Act and to set out proposals for the future model of IAA provision across the county.</p> |
| <p>Name of Service</p> <p>Social Care, Safeguarding and Health</p> | <p>Date Future Generations Evaluation form completed</p> <p>11th November 2016</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>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p> | <p>Yes – the place based approach proposed is based upon collaboration and optimization of all available wellbeing resources in a given community</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? |
|--|--|---|
| A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change) | N/A | |
| A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood | Yes – the proposal reflects the duty for the local authority to meet the wellbeing needs of all citizens In meeting this duty, consideration will be given to what people can contribute towards achieving their personal well-being outcomes as well as how the appropriate information, advice and assistance may help them to do so | |
| A Wales of cohesive communities Communities are attractive, viable, safe and well connected | Yes – as above, this will involve working alongside people to build on their individual strengths and abilities together with those of their family, friends and the communities in which they live The place based approach proposed, is founded upon coordinating all wellbeing resources available in order to support individuals and communities to stay strong safe and connected | |
| A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing | N/A | |
| A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People | Yes – through the provision of up to date relevant and accessible information, advice and assistance people will learn about and be supported to take part in activities they enjoy and which keeps them well | |

| 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? |
|---|---|---|
| are encouraged to do sport, art and recreation | | |
| A more equal Wales People can fulfil their potential no matter what their background or circumstances | Yes - through the place based provision of information advice and assistance we will seek to build on individual and family strengths, helping <u>all</u> people to have a stronger voice, more choice and control and supporting meaningful and valued contribution to local community 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>Balancing short term need with long term and planning for the future</p> <p>Long Term</p> | <p>“Place-based working is a person centred, bottom up approach used to meet the unique needs of people in one given location by working together to use the best available resources and collaborate to gain local knowledge and insight” Pugalis L and Bentley G (2014) place-based development strategies: Possibilities, dilemmas and ongoing debates, Local Economy, 19 561- 572</p> | |
|  <p>Working together with other partners to deliver objectives</p> <p>Collaboration</p> | <p>“By working collaboratively with the people who live and work locally, it aims to build a picture of the system from a local perspective, taking an asset- based approach that seeks to highlight the strengths, capacity and knowledge of those involved” Iriss on ...Place-Based Working</p> | |

| | | |
|--|---|--|
|  <p>Involvement</p> <p>Involving those with an interest and seeking their views</p> | <p>The effects of delivering information, advice and assistance in this way will be that:</p> <ul style="list-style-type: none"> • People are engaged, more confident, independent and involved with their networked communities • People make their own wellbeing decisions and choices • IAA provision is coordinated and consistent • Communities share responsibility for their own wellbeing • Health and social care resources and support are utilised to best effect | |
|  <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p> | | |
|  <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</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. 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

| 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 | <p>The purpose of social care and health in Monmouthshire is to:</p> <p><i>Help people live their own lives</i></p> | | |
| Disability | | | |
| Gender reassignment | | | |

| | | | |
|-------------------------------|--|--|--|
| Marriage or civil partnership | <p>Given the particular pressures of working with families and vulnerable children this includes:</p> <p><i>Enabling families and communities to keep children and young people safe and to reach their own potential</i></p> <p>Key to this is the ability to intervene at the earliest opportunity and support people to build networks and connections and to find their own solutions to the issues they face.</p> <p>Information, advice and assistance is fundamental to enable all people (regardless of any characteristic) to take control of, and make well informed choices about their wellbeing and any possible care and support they may need in order to achieve personal wellbeing outcomes.</p> <p>We anticipate the collaborative approach to the provision of IAA proposed, will encourage <u>all</u> people to engage, feel involved and to participate in wellbeing activities.</p> | | |
| Pregnancy or maternity | | | |
| Race | | | |
| Religion or Belief | | | |
| 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 | It is envisaged that greater collaboration of early intervention and prevention activity (through the provision of information, advice and assistance) will help to promote the wellbeing of children and vulnerable adults and assist in the prevention of harm | | |
| Corporate Parenting | It is envisaged that greater collaboration at community level will promote the welfare of children – particularly through the provision of information, advice and assistance to help articulate and meet personal wellbeing outcomes | | |

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5. What evidence and data has informed the development of your proposal?

Please see attached report – Mapping the Gateways for Information, Advice and Assistance (IAA) Across Monmouthshire

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 Social Services and Well-being (Wales) Act 2014 came into effect on 6th April 2016. Wellbeing and prevention are at the centre of the Act and the provision of information, advice and assistance (IAA) will ensure voice, choice and control for people in meeting their personal wellbeing outcomes and remaining independent of statutory services for as long as possible.

Part 2 of the Act requires local authorities to have in place an IAA service as from April 2017 Data capture is required for Which there are performance indicators and aggregated data measures.

Regional discussions have highlighted a difference in the interpretation of the duty to provide an information, advice and assistance “service” and models range from delivery at the front door of social services to multiple points within and across communities. As a result it is anticipated there will be a degree of incongruence in reporting and measurement across Wales. It may take some time to ascertain what good looks like in terms of Monmouthshire’s quantitative measures if comparisons are made with differing models of provision.

Initially the authority intends to measure advice and assistance from a point of delivery at statutory front door(s) but, as the attached report illustrates, this is not a complete picture of activity. Through the development of place based approaches, IAA provision will continue to be mapped and co-ordinated and systems developed which will measure both the numbers of people who access this and, more importantly, the impact this has had on wellbeing at individual and community levels.

Monmouthshire has excellent foundations on which to build but there are challenges. The model for IAA proposed, incorporates Future Monmouthshire work streams and the development of place based community wellbeing approaches.

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8. 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 |
|---|-------------------------------------|---------------------------|-----------------|
| Please see the <i>Next Steps</i> section of the attached report | | | |

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: | |
|--|--|

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 | Joint CYP & Adults Select Committee | 22 nd November 2016 | <i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i> |
| | | | |
| | | | |