

# Public Document Pack



Neuadd y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

Dydd Llun, 12 Mehefin 2017

## Hysbysiad o gyfarfod

### Pwyllgor Craffu Oedolion

Dydd Mawrth, 20fed Mehefin, 2017 at 10.00 am  
Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA

#### AGENDA

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

Eitem ddim	Eitem	Tudalennau
1.	I nodi penodiad y Cadeirydd	
2.	I benodi Is-gadeirydd	
3.	Ymddiheuriadau am absenoldeb	
4.	Datganiadau o Fuddiant	
5.	Fforwm Agored i'r Cyhoedd	
6.	Cadarnhau cofnodion y cyfarfod blaenorol	
6.1.	Cyfarfod Arbennig a gynhaliwyd ar 4ydd Ebrill 2017	1 - 10
6.2.	Pwyllgor Dethol Oedolion a gynhaliwyd ar 11eg Ebrill 2017	11 - 18
7.	Rhaglen Grantiau Tai Cymdeithasol	19 - 40
8.	Adroddiad Monitro Refeniw a Chyfalaf	41 - 74
9.	Adroddiad Blynyddol Prif Swyddog Gwasanaethau Cymdeithasol	To Follow
10.	Polisi Diogelu Corfforaethol	75 - 136
11.	Rhestr Weithredu	137 - 138
12.	Blaen-raglen Waith y Pwyllgor Dethol Oedolion	139 - 140

<b>13.</b>	<b>Rhaglen Waith y Cabinet a'r Cyngor</b>	<b>141 - 152</b>
<b>14.</b>	<b>I drafod amserau cyfarfodydd</b>	
<b>15.</b>	<b>I gadarnhau dyddiad ac amser y cyfarfod nesaf fel ar y 25ain Gorffennaf 2017 am 10.00am</b>	

**Paul Matthews**

**Prif Weithredwr**

## CYNGOR SIR FYNWY

### MAE CYFANSODDIAD Y PWYLLGOR FEL SY'N DILYN:

Cynghorwyr Sir:

L.Brown  
L.Dymock  
R. Edwards  
M.Groucutt  
R. Harris  
S. Howarth  
P.Pavia  
J.Pratt  
D Hill  
D Hudson

## 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](http://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.

# Public Document Pack Agenda Item 6a

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Adults Select Committee held  
at County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 4th April, 2017 at 10.00 am**

**PRESENT:** County Councillor P. Farley (Chairman)  
County Councillor R. Harris (Vice Chairman)

County Councillors: R. Edwards, M. Hickman, P. Jones, A. Wintle,  
and A. Easson

### **ALSO PRESENT:**

D. Hill – Co-Opted Member  
D. Hudson – Co-Opted Member

### **OFFICERS IN ATTENDANCE:**

Claire Marchant	Chief Officer Social Care, Health & Housing
Alison Shakeshaft	Executive Director of Therapies and Health Science], Aneurin Bevan University Health Board
Julian Hayman	NHS Engagement Team
Anna Palazon	Director of the Stroke Association
Anna Markle	Area Manager, SE Wales, Stroke Association
Rhodri Davies	Head of Influencing and Communications, Stroke Association
Luisa Stokes	Life after Stroke Co-Ordinator
Heidi Matthews	Stroke Survivor
James Cook	Exercise Referral Co-Ordinator
Richard Lee	Executive Director of Operations, Wales Ambulance Service NHS Trust
Louise Platt	Assistant Director of Operations, Wales Ambulance Service NHS Trust
Hazel Ilett	Scrutiny Manager
Wendy Barnard	Democratic Services Officer

### **APOLOGIES:**

There were no apologies for absence.

#### **1. Declarations of interest**

No declarations of interest were made by Members.

#### **2. To consider reformed Stroke Services with stakeholders\***

#### **Key Issues:**

The Chair explained that the purpose of the meeting was to hear contributions from partner services and a stroke survivor to help the Adults Select Committee understand more about Stroke Services in Monmouthshire.

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The Select Committee received a presentation from the Executive Director of Therapies and Health Science, Aneurin Bevan Health Board. Following the presentation, Members asked questions and made observations.

The Committee watched a short film clip demonstrating the importance of quickly recognising the symptoms of a stroke and to act FAST (Face, Arms, Speech, Time to call 999) because the quicker treatment is obtained, the better the outcome.

The Committee heard that services work well together and it was explained that the stroke pathway has been redesigned to make the service better for residents in the Gwent region. Service performance is monitored both internally and by Welsh Government.

Historically, services for stroke patients were provided at 11 different hospitals and allocating specialist members of staff to those sites, to provide the same level of service, was problematic hence the redesign using the best clinical evidence available.

It was explained that most suspected stroke patients, who live in the Gwent area, will automatically be transported to the Royal Gwent Hospital (RGH) where they will be met at front door by specialist stroke team (9am – 5pm, 7 days a week). The patient will quickly have a CT scan, and if it is determined they have suffered a stroke, they will be admitted to the Hyper Acute Stroke Unit (HASU) typically involving 3-4 days stay. Some people will recover quite quickly with some, little or no support and, if medically fit can be discharged home and receive rehabilitation there.

Patients from north of the region will be transferred to Nevill Hall Hospital stroke ward, patients from the west (Caerphilly area) will go to Ysbytty Ystrad Fawr and those in the south east will be transferred to St. Woolos Hospital. The aim is to return the patient home, where recovery is quicker, as soon as possible with the support they need.

The Committee were provided with information about the establishment of a Community Neuro-rehabilitation team which is a multi-disciplinary service for those people medically well but in need of rehabilitation.

It was explained that since January 2016 there has been 7- day per week stroke consultant, nurses, physiotherapist and occupational therapist available.

Monmouthshire residents will no longer be taken to Nevill Hall Hospital and a concern has been raised that it takes longer to travel to RGH both for the patient and for relatives in terms of travel and parking. It was explained that to minimise the impact, the ambulance team will telephone the hospital ahead to notify that a possible stroke patient will be arriving whereupon they will typically be met at the door by the specialist stroke team. An assessment will be conducted and if it's not a stroke, patients suffering a Trans Ischemic Attack (TIA) can benefit from having the necessary tests and the necessary advice straightaway. If it is more likely that a stroke has occurred, the patient will have a CT scan, will be admitted to the HASU and administered Thrombolysis if appropriate. For Monmouthshire patients, after Day 4, they can either be discharged home or be moved to Nevill Hall Hospital.

The Select Committee were advised how performance is measured using Sentinel Stroke National Audit Programme (SSNAP) and Welsh Government Quality Improvement Measures and the specific elements monitored were explained.

The SSNAP results for the RGH indicated improvements that have been recognised by the Cabinet Secretary as the only site in Wales to achieve an "A" identifying it as the flag ship stroke unit in Wales. This point was noted in particular by the Committee.

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It was explained that there are still some areas for improvement such as that there are no 24/7 therapy services available at the Stroke Unit and overnight it is more difficult to retain stroke beds. Also thrombolysis rates can be improved. Performance still compares well with the rest of Wales.

Patient centred results also indicate an improvement but also reflect that there is not 24/7 services available. Nevill Hall has scored a "D" relating to the diversion of investment in terms of additional staff etc. to the RGH. These are similar scores to St. Woolos and Ysbytty Ystrad Fawr. It was acknowledged that there is much more to do.

The Welsh Government Quality Improvement Measures were explained and definite improvements observed. Notably, it was confirmed that the aim is to get everyone CT scanned within an hour and performance is at least 50% rising to 70%.

Regarding the Community Neuro-rehabilitation Service, the data this year indicates that 40% of patients are being discharged at 3-4 day with rehabilitation at home. Encouragingly, there have been no re-admissions due to supported early discharge. From September, the team will also support acquired brain injuries, too.

It was confirmed that the HASU will move to the Llanfrechfa Specialist Critical Care Centre when open. Anticipated benefits and future developments were noted. The presentation concluded with an audio clip from a stroke survivor.

The Director of the Stroke Association provided information about the unique work of the charity in Wales which is to provide services, conduct research and campaign for better stroke services. It was explained that a stroke can be a misunderstood condition that can occur at any age, has immediate effects that may last a lifetime and affects the whole family. Stroke kills three times more men than prostate and testicular cancer combined and three times more women than breast cancer.

It was confirmed, however, that stroke related mortality is on a downward trend. Ten years ago, Wales was identified as the worst in the UK leading to the WG putting in place a dedicated programme of improvement. It was explained that the majority of improvements have been made at the acute end of the spectrum and lives have been saved. The HASU in the RGH has played a very important role in this aspect. It was also emphasised however that stroke can be treated and prevented.

The Committee was informed that the Stroke Implementation Group was set up in 2014 to oversee the Stroke Delivery Plan which details how services should be developed in each area. It was explained that despite the advances, there is progress still to make as stroke is not only a medical matter. Following treatment, stroke survivors can feel abandoned when they return home and relatives, who have had no warning, often have to learn by themselves. Therefore it is important that local government and other partners are involved.

The Stroke Association provides Life after Stroke services and follows individuals from the ward to home for up to a year providing flexible support (advice and emotional support) for the individual and whole family. Help is also provided to overcome Aphasia and social opportunities are established to assist the recovery journey, and help to avoid a second stroke.

The Association also provides prevention services as more than 60% of strokes can be prevented.

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On discharge from hospital, the association works to ensure that every person has a bespoke care plan with a joint approach from local government, health and social services to make sure that they can reach their individual outcomes.

It was explained that the Speak Out for Stroke programme has been particularly successful in Monmouthshire (funded by GAVO and the Big Lottery) which assisted the evolution of the new pathway, working with stroke survivors to dissipate concerns arising from the development of the HASU and the perceived withdrawal of other services and to maximise benefits to individuals.

The Select Committee was informed that services are provided in partnership with the Health Board and local authorities. Unlike other local authorities in the Gwent region, Monmouthshire County Council Social Services has not provided funding to the Stroke Association as the model in Monmouthshire is seen as effective. It was urged that a dialogue on this matter is maintained as the service is provided in Monmouthshire but is subsidised by other authorities and the Health Board.

The Committee heard evidence from a stroke survivor of her experience from when she became ill, her experience of the ambulance service, the treatment she received and rehabilitation in hospital and at home. She explained the practical and emotional issues to deal with and the support provided by the Stroke Association which has given her confidence to join clubs and give everything a try. The Committee Chair warmly thanked the stroke survivor for sharing her personal experience and story. The representative from the Health Board also recognised the contribution of the stroke survivor and emphasised the need to support the Stroke Association to provide vital services to individuals at home.

#### **Member Scrutiny:**

A Member questioned a particularly noticeable dip in performance and it was responded that several slides indicate a dip in performance around the same time. This was attributed to the fact that doctors in the emergency department rotate in August/Sept and also the need to ensure that the new staff know about the stroke pathway, particularly out of hours. It was explained that a dip between December and February is due to general demands within the service when it is difficult to retain beds reserved for stroke patients. It is predicted that these figures will improve.

A Member thanked all participants for their contribution to the meeting and expressed the opinion that the information presented had taken some of the fear away. The Member also provided insight through personal experience of how services have changed over the years and queried if there was a particular time of year where there is higher prevalence of strokes occurring. It was also questioned if a drug was administered in the ambulance within the "golden hour".

It was explained in response that prior to redesign, there were typically 930 confirmed strokes in Gwent. Around 2000 would present with a suspected stroke (a significant proportion would not have suffered a stroke). It was confirmed that since the services were redesigned, figures have fallen e.g. as not supporting the Powys area and some changes in the Caerphilly area destination hospital to Prince Charles Hospital. There are approximately 750 confirmed strokes a year currently. It was agreed that there will be a difference in the service received if the individual arrives outside the hours of 9.00am-5.00pm and it would be preferable to have a 24 hour service. The improvement is having bespoke team available at the front door. The 7 day core service was put in place as most people arrive at hospital during that timeframe. Every effort is made to ensure that whenever possible, two stroke beds should be available overnight and feedback is constantly provided.



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The Director of Operations, Wales Ambulance Service NHS Trust explained how the approach to stroke and heart attack with has changed beyond recognition over recent years. For example, heart attack patients are transported to the Cardiac Lab and not to A and E. Additionally, paramedics can diagnose a heart attack based on ECG findings and administer a clot busting drug if appropriate. Conversely, suspected stroke patients must have a CT scan first before the clot buster drug can be used. The importance of taking patients to hospitals where stroke care is available, ensuring that ambulance crews recognise stroke symptoms and that they ring ahead to the destination hospital was emphasised. It was explained that call takers often have poor information provided by callers and some work to refine information gleaned from callers is needed.

It was explained that another challenge for the service is that there is no pathway in Wales for patients suffering a TIA other than to take them to Accident and Emergency and added that it is better for the ambulance crew to refer the patient to a TIA clinic within 24 hours if the symptoms have resolved. It was reported that patients with all conditions have provided feedback that going to hospital is worrying and that, as there are limited numbers of ambulances available, delays can be reduced through not taking TIA patients to hospital, and e.g. other patients with critical conditions can be prioritised.

A Member explained his involvement with the Stroke Association and expressed his disappointment that no officers from Social Services were present to hear the powerful contributions made at today's meeting, and also urged the Council to consider contributing to the organisation noting the isolation that can be encountered in a very rural community. It was suggested that arrangements are made for the Stroke Association to hold an event for Council employees to include blood pressure testing and to highlighting stress in the workplace.

A Member agreed that Social Services should have been represented at the meeting and insisted that the new Adult Select Committee must continue its focus on Stroke Services and that the Chief Officer, Social Care, Safeguarding and Health, and Stroke Association should meet to discuss collaboration further.

A Member congratulated the performance of the RGH and expressed concern regarding the occurrences when there has been 0% of patients administered with Thrombolysis within 45mins and queried if this was a winter issue. It was answered that the evidence shows that the sooner Thrombolysis is given the better but that additionally, after 3-4 hours, the risks outweigh the benefits. It was explained that a number of elements are monitored e.g. time it is thought stroke occurred to the time Thrombolysis can be delivered and results can rely on factors such as how quickly the call is made, how long the transfer to hospital is and how certain of the time it occurred. It was explained that prior to redesign, it was much less likely that a patient would be seen within 45 mins. The graph referred to demonstrated one element but other elements are also recorded such as door to needle under 30 mins and onset to Thrombolysis. The priority is to assess quickly.

It was suggested that future discussions on this subject should include causes of stroke, prevention, education, key stages such as the vital early attendance of the ambulance, the treatment pathway and rehabilitation.

The Select Committee heard from an Officer from Leisure Services, who was also representing service users (who had been invited to participate but had been unable to attend). It was explained that the aim of the service is prevention and secondary care. Patients who have had a TIA or stroke can be referred from the Stroke Association, GP or physiotherapist to the leisure centre to participate in safe and appropriate exercise. The Exercise Referral Team acknowledge that gyms and leisure centres can be daunting for some people and encourage a friendly and

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comfortable environment to provided rehabilitation. It was explained that the team members have exercise after stroke or falls prevention qualifications and are dedicated to improving peoples' lives and reducing the strain on medical services.

The Executive Director of Therapies and Health Science, Aneurin Bevan Health Board emphasised the need for partnership working and good relationships; an offer was made to return to provide an update to the Committee.

The Director of the Stroke Association acknowledged the advances made through research and evidence base. It was explained that "FAST" has been most effective campaign. It was confirmed that research is underfunded, and there was a need to campaign to make stroke a medical emergency and a politically important matter.

#### **Chair's Comments:**

The Chair recognised that the Select Committee had considered Stroke Services bearing in mind the needs of Monmouthshire residents. The need to build upon the powerful testimony received at the meeting today was emphasised and it was recommended that a series of suggestions are made to the new council to do so.

### **3. Welsh Ambulance Service NHS Trust**

#### **Key Issues:**

Richard Lee, Executive Director of Operations, and Louise Platt, Assistant Director of Operations provided a presentation on the Wales Ambulance Services NHS Trust.

It was explained that the most popular reason to call an ambulance in the UK is related to older persons falling and requiring assistance. Capacity is the biggest challenge. The strategic aims were explained and also the three services lines of Emergency Medical Services and Urgent Care Services (Yellow Ambulance), non-urgent Patient transfer (White Minibuses) and NHS Direct Wales.

It was explained that there is an Ambulance Five Step Model which breaks down the service starting with helping patients choose what service is most appropriate for their needs and also the availability of available alternative services. It was confirmed that, regrettably, trivial calls still come through 999 calls. The second step involves the importance of call takers finding out as much as possible about a patient's condition. It was also explained that paramedics and nurses are also utilised to take calls to filter out those patients that don't need an ambulance, and to prioritise as appropriate.

The third step involves deciding the most appropriate health board service to visit a patient. The fourth is to ensure that the most appropriate treatment is provided and finally the fifth option, the decision to take the patient to hospital.

The Clinical Response Model was explained and details of how priorities are drawn were provided. An example of the response to a Red category call was provided explaining that the first response at the scene will be either a paramedic in a car, the fire service, a community first responder or a Police Community Support Officer; second to arrive will be an ambulance. The Ambulance Service Trust is working hard to ensure that defibrillators are available in every community and sought the support of the Council to secure defibrillators in hard to reach areas; the need for no specific training to operate the equipment was emphasised. It was explained

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that, unlike the previously available, lengthy course and expensive machinery, a 20 minute course can now be provided for a machine costing less than £1000.

It was explained that Amber category calls (65% of call volume) are responded to by an ambulance on blue lights. It was explained that the ideal response has been defined for every call and the example was provided of a person suffering a suspected stroke who will be sent an emergency ambulance with a two person crew of emergency medical technicians who can conduct a FAST test, and can convey the patient to the appropriate hospital. A patient suspected of having a heart attack will be sent an ambulance with a paramedic to administer an ECG.

Green calls may not necessarily require an ambulance or for whom their GP has requested an ambulance to transport them to hospital, and will not have a blue light response. These patients may be spoken to over the telephone and asked to make their own way to hospital for treatment to free up the availability of ambulances for emergencies. It was reported that performance for Red life threatening calls are regularly out performing England.

In this area, a 3% increase is forecast in calls per annum over the next 5 years assuming that no changes are made to manage the current types of calls received. This equates to the need to recruit many more staff for which there is no budget. Consequently, actions being taken to reduce demand include:

- Management of frequent callers using a multi-agency approach using targeted intervention plans which has reduced the number of calls made.
- Successfully dealing with more calls over the telephone.
- Working with the Police to set up a joint response unit, where a police officer accompanies the paramedic, which has reduced the demand on ambulances requested by them by 75%.
- Placing clinicians in the Police control room in Bridgend releasing Police Officers waiting for ambulance to resume community work and free up ambulances.

It was explained, in relation to management of elderly falls that a mobile multi-disciplinary team of physiotherapists and occupational therapists with paramedics has been created to attend to elderly people who have fallen. This has enabled more people to stay at home. Additionally, the team carries adaptations such as armchair risers to install to prevent future falls.

Evidence of the effect of actions to reduce demand was provided indicating that 3,349 cases were managed differently. The priority is to ensure that the patients transported to Accident and Emergency are those for whom it will make a difference.

#### **Members Scrutiny**

Following the presentation, Members asked questions:

A Member expressed her interest that changes have been made by reorganising services instead of requiring more money, and also disagreed with the resources used dealing with people who have consumed excess alcohol and suggested that a different approach was needed. It was also added that ambulance delays can occur in rural areas due to limited knowledge of the area.

In response, it was confirmed that about one third of callers can be reassured that they can make their way to hospital to arrive quicker for treatment e.g. broken wrist. Additionally, crews are encouraged to assess at the scene if the patient can make their own way to hospital, or can travel by taxi to release the ambulance for emergency cases. It was emphasised that the public

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should be aware that being taken to hospital will not necessarily result in being seen quicker unless the ambulance crew phones ahead to alert hospital staff. It was explained that all ambulances are fitted with a Sat Nav but the crews will not necessarily possess local knowledge of routes.

The Chair explained that he had recently worked with the Fire and Rescue Service and all fire engines have automated defibrillators. Firefighters with enhanced medical training can attend some Red calls as first responders for immediately life threatening cases on behalf the ambulance service under "Fire Medical Response" - a UK wide scheme.

A Member enquired if there was a defibrillator in County Hall, Usk and suggested that there should be training for Councillors and Officers. It was also suggested that previously available blood pressure testing should be available for staff and Members. The offer of free defibrillator training was made from the Community Defibrillation Team.

A Member asked if there were any views on the suitability of the Abertillery model working in Monmouthshire and also questioned cross border use of ambulances. In response, it was explained that the fire station in Abertillery needed remodelling so the Police Community Support, Fire and Ambulance Services have been centralised. It was added that the ambulance estate plan has been released for the next five years which proposes a smaller number of larger ambulance stations across Wales with deployment points (which can be fire stations).

The example of Monmouth was provided where the Fire and Ambulance stations will be combined in the Fire Station which is in better state of repair. There has also been a demand and capacity review which may result in e.g. a paramedic car being relocated to Usk to be more convenient.

Regarding cross border ambulance collaboration, it was explained that the ambulances referred to from Bristol were private ambulances due to staff shortages. It has now been decided to stop using these companies in Wales as they are not good value for money and not under our direct control. It was confirmed that Monmouthshire and England borders ambulances swap jobs in pre-planned cross border arrangements and further pooling of resources is under consideration.

The Member explained that there are eight defibrillators in Caldicot and training is awaited.

A Member praised the standard of the report and developments and asked what deterrent was available to deal with hoax calls. It was explained that 700 patients have been dealt with under the frequent callers programme in a supportive way and four have received custodial sentences which could also be linked to abusive behaviour towards staff. A Member observed that easier access to GPs could also provide some resolution of demand on ambulance services.

The Chair asked the Head of Social Care and Health if there were any communication issues with residential care homes such as a need to strengthen the message regarding when, and when not, to call an ambulance. It was responded that a lot of work has been undertaken with the care home sector, health board, social services and individual care homes to address variations in approach, management of symptoms and end of life pathways as well as the correct times to call an ambulance.

An offer was made to provide details of the top ten care home frequent callers in Monmouthshire. The aim for dignified deaths in the patient's home setting was explained. The need for advance care plans for natural end of life was emphasised. It was added that extensive work has been carried out on falls prevention to recognise what actions are needed to reduce the risk of falling and to educate people to move safely in their environment.

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It was requested that the issue of the Grassroutes buses being restricted to 50 miles radius meaning, for example that people in Monmouth can't travel to Chepstow is raised at the forum on Friday as this will particularly affect disabled travellers.

The report regarding Usk Prison elderly inmates was deferred until the next meeting and will also be forwarded to Executive Director of Therapies and Health Science, Aneurin Bevan Health Board and to the Director of Operations, Welsh Ambulance Service NHS Trust.

#### **Chairs Comments**

The Chair thanked the representatives of the Wales Ambulance Service NHS Trust for their presentation and comprehensive, reassuring answers to questions.

The Chair commented that the Committee recommended that council buildings should be used to site locate defibrillators. It was strongly suggested that there should be a defibrillator sited in Usk County Hall and appropriate training provided.

The Chair drew the attention of the Head of Social Care and Health to the point that Monmouthshire County Council is not financially supporting the Stroke Association and strongly encouraged that discussions are held with County Councillor A. Easson, Ms. A. Shakeshaft, Executive Director of Therapies and Health Science and Ms. A. Palazon, Director of the Stroke Association regarding this point.

It was also requested that a blood pressure monitoring day is arranged for members of staff.

**The meeting ended at 1.16 pm**

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# Public Document Pack Agenda Item 6b

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Adults Select Committee held  
at County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 11th April, 2017 at 2.00 pm

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

County Councillors: R. Edwards, P. Jones, A. Wintle and A. Easson

### **ALSO PRESENT:**

Mrs. D. Hudson – Co-Opted Member  
Mrs. S. Gilbert – Member of Public

### **OFFICERS IN ATTENDANCE:**

Nicola Perry	Senior Democracy Officer
Julie Boothroyd	Head of Adult Services
Chris Robinson	Lead Commissioner - Quality Assurance
Angela Mutlow	Aneurin Bevan University Health Board, Community Health Council
Hazel Ilett	Scrutiny Manager

### **APOLOGIES:**

County Councillors R. Harris, R. Chapman, M. Hickman and D Hill.

#### **1. Declarations of interest**

There were no declarations of interest made by Members.

#### **2. Public Open Forum**

No Members of the public were present.

#### **3. To confirm the minutes of the following meeting:**

#### **4. Joint Select Committee (Budget Scrutiny) - 31st January 2017**

The minutes of the Joint Select Committee (Budget Scrutiny) meeting held on 31<sup>st</sup> January 2017 were confirmed and signed by the Chairman.

#### **5. Joint Children and Young People and Adults Select Committees: 6th February 2017**

The minutes of the Joint Children and Young People's Select and Adults Select Committee meeting held on 6<sup>th</sup> February 2017 were confirmed and signed by the Chairman.

#### **6. Special Adults Select Committee (Affordable Housing) - 14th February 2017**

The minutes of the Special Adults Select Committee (Affordable Housing) meeting held on 14<sup>th</sup> February 2017 were confirmed and signed by the Chairman.

#### **7. Joint Select Committee (Alternative Delivery Model) - 27th February 2017**

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Adults Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 11th April, 2017 at 2.00 pm

The minutes of the Joint Select Committee (Alternative Delivery Model) meeting held on 27<sup>th</sup> February 2017 were confirmed and signed by the Chairman.

#### **8. Adults Select Committee: 28th February 2017**

The minutes of the Adults Select Committee meeting held on 28<sup>th</sup> February 2017 were confirmed and signed by the Chairman.

#### **9. Supporting People Grant Spend**

##### **Context**

The purpose of the report is for Committee members to consider the Supporting People Programme Grant (SPPG) proposals for 2017/18 and to agree the proposed Spend Plan.

##### **Key Issues**

The Indicative Allocation of Grant for 2017/18 suggests that the level of funding will be the same as for 2016/17 - £2,039,175.00. The majority of Monmouthshire's SPPG contracts have an end/review date of 31 March 2019.

The guidelines associated with the Grant require Authorities to ensure that Grant Funding is both tenure and age neutral in nature. Demand for older people housing-based support has declined with the allowable 10% contract variation already being implemented in the main older person contract. During 2017/18, the main older person contract will end, the provider having given notice to terminate the contract.

Support to older people will then be available through the place-based model and the Gateway. This is a generic floating support service and an analysis of the outcomes delivered by the generic services demonstrates that support is provided to all the support categorisations and therefore all the protected characteristics. The transition arrangements will be managed through the Gateway who will ensure that all people currently being supported have their needs reassessed and are then referred to the appropriate service delivery that will meet their needs.

In 2016/17, two important pilot initiatives were developed – Homeless and well-being support and social inclusion support, both within the place-based initiatives. Whilst the initiatives did not get fully underway until September/October 2016, there has been a significant increase in the numbers of people supported within the overall static grant funding, with an associated increase in the outcome being achieved.

Access for older people will now be predominately through our Gateway service with its associated support workers in the place-based teams.

There have been situations identified recently in which the needs of younger people and care leavers have not been fully met by the SP programme. It is important that positive action is taken to ensure that this vulnerable and protected characteristic is supported appropriately. A designated resource is assigned in the spend plan.

The majority of contracts run until March 2019; funding levels remain unchanged; and the place-based initiative is making a very positive contribution to those requiring support in the communities. This new way of working allows support to be provided based on need and not be associated purely with where a person lives.

Monmouthshire's demographics have made older people a priority need, however, the support needs for this category have changed over time and decreased. Closer working across the Adult and Younger Person services has identified that further, targeted support is needed for the young care leavers.



## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Adults Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 11th April, 2017 at 2.00 pm

#### Member Scrutiny

The Supporting People Lead and the Head of Adult Services introduced the context of the report. Following the presentation, Members made observations as follows:

A Member asked if the Welsh Government (WG) continues to reclaim funding not spent or for ineligible projects. In response it was explained that a service review is conducted every year and it is known that other authorities have had to refund money when it has been spent on ineligible projects.

In answer to a question from a Committee Member, it was explained that the categorisation of people receiving support can be problematic. Generic service and floating support is the main thrust of service provision and generally, housing based support is the same across any of the protected characteristics. For reporting purposes, the Council has been asked to categorise clients receiving support and this can then be confusing when comparisons are made.

In response to a further query, it was confirmed that 1400 is the number of people requiring support (as opposed to a smaller number of people with lots of different disabilities).

Clarification was sought about categories not reported, specifically that whilst there are figures for domestic abuse of women, there is no mention of domestic abuse of males, also people with physical disabilities and long term conditions. It was explained that these are included under generic floating support not under a specific category. It was added that some local authorities have specific projects for these types of groups but Monmouthshire provides more needs-based, generic support. It was explained that over the last period eleven males received support due to domestic abuse not recorded separately as this is a discrete service provided predominantly, but not exclusively, for women and is a service based on need.

A further query was raised about recognition of elder abuse and it was confirmed that there are figures for this area but not a separate service due to funding constraints. It was challenged that elder abuse is a significant category to be reported and it was confirmed that when the strategy is written, specific information will be provided on how support will be provided.

A Member asked about the implications of the older person contract ending. It was explained that resource has been given to the place based service and during the transition until the end of the contract, everyone will have their needs reassessed. If needs identify the person as eligible, they will be referred through the Gateway to an appropriate provider to a place based support worker or other provider based on need and priority. In response to a question, it was refuted that there will be cutbacks; instead people will be supported but in a different way.

A Member asked a question about the Careline Community Alarms and it was explained that SPPG can only fund part of the alarm service (51p per week per alarm). It was added that the operator has reduced the weekly charge to 41p and demand has fallen (300 units won't now be funded due to reduced demand). It was explained that some local authorities in Wales don't now pay for community alarms and this could possibly be considered in the strategy going forward. It was questioned if there was a more efficient, up to date method available but explained that the call centre charge will remain similar regardless of the technology used. It was also explained that new housing schemes have the technology built in. Additionally, individuals utilise their own technology such as mobile phones so technological advances may overtake the need for such alarm services.

The Chair commented that there is confusion amongst e.g. residents in sheltered housing regarding alarm services and also regarding floating support. He advocated the need for all providers to work together and identified a need to simplify who is providing what services and for whom. It was confirmed that there are diversified services and support that can come from a

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Adults Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 11th April, 2017 at 2.00 pm

variety of sources but confirmed that all service providers are talking to each other and have the same purpose and principles. The Officer suggested that there is an argument that WG could consider the removal of the ring fencing of Supporting People funding being that it is person centred support (to avoid confusing the individual).

A Member of the Public commented that she understood that the existing older persons' strategy was not due for review until 2023 and also commented about the underspend being used to fund a Young People's Co-Ordinator post. It was noted that the underspend only affects one contract and would be available for supporting people. It was queried if publicity would be provided to identify what money will be spent for over 55s. The Officer explained that WG stipulates that spending on supporting people has to be age and tenure neutral and support therefore will be allocated according to housing based support need and priority. It was added that when one of the main providers gave notice of termination, it was timely to move towards these types of contracts. It was confirmed that the publicity will not specify housing need irrespective of age, disability etc.

#### **Chairs Comments**

The Chair thanked the Supporting People Lead for his report.

The Chair stated that the Committee agreed to recommend that the approach outlined in the report was approved. It was requested that the strategy is scrutinised by the Select Committee when drafted.

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#### **the Community Health Council**

#### **Key Issues**

The Chief Officer for Aneurin Bevan University Health Board (ABUHB) Community Health Council (CHC) was invited to the meeting to provide an update on the work of Community Health Council.

#### **Member Scrutiny**

After receiving a presentation, Members commented and asked questions as follows:

A Member referred to the role of the CHC representing the interests of the public to the ABUHB and questioned what its stance was on the removal of minor injuries units in Monmouthshire to Nevill Hall Hospital. It was responded that the CHC is heavily involved, working with the ABUHB, in the implementation of any service changes to ensure that patients' views are taken into account.

It was additionally queried how members of the public obtain and input information as the CHC meetings are not open to the public. In response, it was explained that awareness of the CHC is a challenge and high on its agenda but added that when people need its services, they tend to find it (evidenced by the fact that over 500 complaints about ABUHB services are dealt with per year). Additionally, it was explained that CHC has 42 members (10 living in Monmouthshire) and they are expected to engage with the public as part of their role. There is an engagement schedule for the year to encourage interaction at e.g. local forums, luncheon clubs etc.

It was confirmed that quarterly CHC meetings are open to the public and are advertised to encourage attendance. It was added that there are vacancies currently and new members are sought.

## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the meeting of Adults Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 11th April, 2017 at 2.00 pm**

A Member asked how effective the CHC is when dealing with patients' concerns (e.g. GP surgery hours, vacant practices and out of hours cover) and what realistically can be done. In response, it was explained that when CHC is aware of issues, it can make recommendations to ABUHB which will provide an action plan to rectify the problems raised. It was confirmed that GP sustainability is a key issue and that CHC is heavily involved in panel meetings with Primary Care and sits independently on the local medical committee to ensure that there are fair processes concerning these matters. It was added there is also a GP access survey available online and some responses may lead to further investigation and engagement with patients.

A Member suggested provision of a monthly health clinic at the Raglan livestock market for basic health assessment. It was agreed that the CHC would pass this suggestion on to ABUHB.

It was observed that the CHC holds the role of supporting people with complaints about ANUHB services. It was reported that some patients had reported that it can be difficult to make complaints, and had added that the CHC is too close to ABUHB so there was no point in complaining. The Member further referred to some research previously undertaken by the CHC on waiting times in hospital clinics questioning the standard of the work.

In response, it was confirmed that the CHC is an independent statutory organisation. It was recognised that there is an ongoing need to demonstrate the CHC's independence providing the example that the name itself causes confusion. This fact is acknowledged across Wales and is under current consideration. It was explained that the CHC has a critical friend role and ABUHB takes note of the issues raised and addresses concerns accordingly. It was explained how complaints are made and the support provided by four advocates who will guide the patient through the process. It was emphasised that the advocates will not, however, offer an opinion on the complaint. If the individual is unhappy with the outcome from the ABUHB, the patient will be supported to elevate the matter to the Ombudsman.

It was agreed that the query regarding research will be considered outside of the meeting and assurance was provided that research and projects are undertaken thoroughly.

A Member observed that the CHC needs more publicity. It was agreed that more publicity would be beneficial, in particular for the advocacy role. It was confirmed that three elected members are members of the CHC. They undertake visits on its behalf and can also convey comments to the CHC. The Member reported on the success of patient participation groups in the south of the county and encouraged this approach.

It was queried why some CHC meetings are not open to public. In response, it was confirmed that the CHC is constituted according to regulations which denote which meetings are open and those that are not. It was suggested that a higher level of scrutiny (similar to Select Committees) in CHC meetings to better hold the ABUHB to account.

In response to a question, it was confirmed that CHC continues to have involvement with the media and also has members from town and county councils. The CHC also participates in national projects that have included ophthalmology, children and adolescents, dementia and care of the elderly.

# MONMOUTHSHIRE COUNTY COUNCIL

## Minutes of the meeting of Adults Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 11th April, 2017 at 2.00 pm

The Chair responded to a Member's question that the ABUHB minutes of June 2011 referred to the closure of the Minor Injuries Unit in Chepstow and it was clear that the CHC advised that there was no need for public consultation. It was added that if the CHC is serious about maintaining an overview of services in the area, it should be less biased on patients and should concentrate on the needs of populations. It was suggested that the CHC should ask ABUHB, why nothing has happened since the withdrawal of services and why there has been no communication to residents regarding what to do in the event of minor injuries.

### Chair's Comments

The CHC Chief Officer was thanked for attending the meeting and confirmed that there was a willingness to maintain a dialogue between the Adult Select Committee and the CHC. He welcomed the development of ongoing engagement at meetings with the Select committee separate from or with the ABUHB.

The Chair acknowledged that the Community Health Council's is working to overcome communication issues.

It was confirmed that elected members will be happy to work with the CHC to enable individual people and population views and needs to be represented. It was agreed that elected members need to know how best to help develop and improve services for the citizens of Monmouthshire.

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### t Committee representative on Usk Prison Older Persons Health and Wellbeing Forum

### Key Issues

The Select Committee Members had conducted a useful visit to Usk Prison and subsequent to that a Member had attended a meeting of the Usk Prison Older Persons Health and Wellbeing Forum and had written a report for consideration by the Select Committee.

### Member Scrutiny

Following presentation of the report, Members made observations:

A Member commented that prisoners reported being bored for significant lengths of time and queried the availability of arts and crafts. A representative of the Prison explained that a number of different activities and initiatives have been started and have been well received. It is hoped that interest in these activities will increase.

It was explained, in response to a question regarding specialist clinics, that the ABUHB have agreed to submit a business case for a physio clinic to be provided at the prison. It was added that a mindfulness programme has started and is proving popular as are yoga sessions. It is also hoped to introduce sessions in Prescoed. It was explained that the Prison has invested in buddy training with Recoup and training of staff, and for prisoners who wish to undertake the role, will be arranged in due course. The information provided was welcomed.

### Chair's Comments

The Member was thanked for providing a clear and constructive report. It was noted that there appeared to have been progress made. It was suggested that the importance of these issues merited inclusion on future work programmes. The representative of the prison was thanked for attending the meeting.

12. Acti  
on List

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Adults Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 11th April, 2017 at 2.00 pm

The Action List was noted.

#### **13. Adult Select Committee - Forward Work Programme**

It was noted that there were a few items not covered during the year that will be added to the Forward Work Programme such as an ongoing dialogue with the ABUHB, ongoing scrutiny of stroke services and maintaining a dialogue with the CHC. Efforts will continue to invite relevant officers, stakeholders and service users to provide the fullest perspective of each topic and meaningful and relevant meetings.

The Committee thanked the Chair for his excellent Chairmanship of the Committee, his knowledge and sense of humour. The Chair responded that it had been a privilege to be Chair of the Committee. He thanked his Vice Chair, County Councillor R. Harris, Members and Co-Opted Members. He thanked Julie Boothroyd and the entire Social Services team and welcomed the honesty exhibited in exploring and shaping services. He thanked the Democratic Services Team for clerking the meetings and especially expressed gratitude to Hazel Ilett, Scrutiny Manager for her guidance and planning the Committee's work in an exemplary manner. Julie Boothroyd acknowledged the work of the Committee.

County Councillor P. Jones, in her role as Chair, also expressed gratitude to Hazel Ilett and Richard Williams for their work with the Children and Young People's Select Committee.

Committee Members responded in agreement with the comments made.

#### **14. Cabinet and Council Work Programme**

The Cabinet and Council Work Programme was noted.

#### **15. To confirm the date and time of the next meeting**

**The meeting ended at 4.00 pm**

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**SUBJECT: SOCIAL HOUSING GRANT PROGRAMME**  
**DIRECTORATE: Enterprise**  
**MEETING: Adult Select**  
**DATE:**  
**DIVISION/WARDS AFFECTED: All**

**1. PURPOSE:**

The purpose of this report is to update the Single Cabinet Member on the completion of the Social Housing Grant programme for 2016/2017 and seek approval for the new SHG Programme for 2017/2020 and Reserve Scheme List.

**2. RECOMMENDATIONS:**

To approve the contents of the programme.

**3. KEY ISSUES:**

**Social Housing Grant Programme 2016/2017**

3.1 The Social Housing Grant allocation for Monmouthshire for 2016/2017 was:

- o Main SHG Programme £1,144,759

Housing & Communities submitted a bid to the Welsh Government for additional end of year slippage and were successful in obtaining a further:

- o Additional Funding £2,062,469

The final figure drawn down from the Welsh Government was £3,207,228.

3.2 Melin Homes successfully completed a mortgage rescue using £98,000 of Monmouthshire's Recycled Social Housing Grant (RCG). This prevented a family from becoming homeless.

3.3 This is an excellent performance with Monmouthshire successfully spending 100% of its grant allocation plus £2,062,469 of additional funding. In 2016/17 new affordable homes completions totalled 87. A further 63 units from the Social Housing Grant Programme are currently under construction.

3.4 Affordable Housing completions were as follows:

West End School, Caldicot	17
Westgate, Llanfoist (S106 Site)	13
Cae Meldon, Gilwern (S106 Site – BBNP)	18
Cae Mawr Grove (adapted bungalow)	1
Mynyddbach	2
Green Lane, Caldicot	4
Trellech School (60/40 Site)	9
Dixton Road Clinic, Monmouth (S106 site)	4
Rogiet School	19

## Social Housing grant Programme 2017 – 2020

3.5 The Welsh Government has made additional funding available to help reach their target of 20,000 new affordable homes over the term of this administration. The allocations for Monmouthshire are:

2017/2018	Social Housing Grant	£3,342,894
	Housing Finance Grant	£1,810,055
	Total	£5,152,949
2018/2019	Social Housing Grant	£4,369,317
	Housing Finance Grant	£1,037,615
	Total	£5,406,932
2019/2020	Social Housing Grant	£1,250,044
	Housing Finance Grant	£ 716,213
	Total	£1,966,257

3.6 The Programme Delivery Plan for 2017 - 2020 is appended to this report. Working closely with RSL partners Monmouthshire County Council has been able to build up a healthy reserve schemes list and should be in a position to fully spend this allocation.

### 6. REASONS:

It is recognised in Monmouthshire that house prices have risen to a level beyond that which is affordable to many local people. The average house price is currently £276,000 (Wales comparison £177,200) and the lower quartile house price to income ratio is 9:1. The number of applicants on the Common Housing Register is currently 3048. Therefore, the provision of affordable housing is one of the Council's priorities, both in urban and rural areas (Source of data: Hometrack 23 May 2017).

### 7. RESOURCE IMPLICATIONS: None

### 8. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

Affordable housing makes an important contribution to the sustainability of our towns and villages by providing homes that local people on low incomes can afford to live in. It also a means of providing low cost homes for first time buyers.

### 9. SAFEGUARDING & CORPORATE PARENTING IMPLICATIONS

No implications have been identified.

### 10. CONSULTEES:

### 11. BACKGROUND PAPERS: None

### 12. AUTHOR:

Shirley Wiggam, Senior Strategy & Policy Officer, Housing & Communities

### 13. CONTACT DETAILS:

Tel: 01633 644474/07769 616662

E-mail: shirleywiggam@monmouthshire.gov.uk



**PROGRAMME DELIVERY PLAN: Main Programme 2017/18**

**Monmouthshire**

<b>Cash Limited Allocation (CLA)</b>	<b>£ 627,811 + £2,715,083 = £3,342,894</b>
<b>HFG2 Allocation (Capital Equivalent)</b>	<b>£1,810,055</b>

.....  
 Please read "Guidance on Completion of Programme Delivery Plan (PDP) Workbook" before inserting data.  
 Insert schemes for 2017/18 which require SHG and HFG, are drawing down RCG

Welsh Govt Ref	Scheme Details				Units		Planning		Estimated Grant (SHG) £'000s and Tranches								Total SHG & RCG £'000s		Total HFG2 £'000s
	RSL	Scheme Name	Funding Type	Theme	Total Units	No. Int Rent Units	Outlined Planning e.g. May 18, Yes or N/A	Detailed Planning e.g. May 18 or Yes	Q1	T	Q2	T	Q3	T	Q4	T	SHG	RCG	HFG2
	Monmouthsh	Brookside, Caldicot	SHG Only	HS	25	0		Yes	478	2pp							478	0	0
New	Monmouthsh	13 Severn View, Caldicot	SHG Only	HS	1	0		N/A			133	1&2					133	0	0
New	Monmouthsh	3 Roundbush Crescent,	SHG Only	HS	1	0		N/A	17	2pp							17	0	0
New	Monmouthsh	Forge Road, Tintern	Blended	HS	3	0		Jun-17					175	1&2			175	0	117
New	Melin	Chaucer Close, Caldicot	Blended	SH	5	0		Jun-17					259	1&2			259	0	173
New	Monmouthsh	Oakley Way, Caldicot	Blended	HS	38	0		Aug-17					1,740	1&2			1,740	0	1,160
New	Pobl Grwp (C	Pobl Site A	Blended	OPS	20	0		Jul-17					541	1&2pp			541	0	360
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<b>Total</b>					<b>93</b>	<b>0</b>			<b>495</b>		<b>133</b>		<b>2,715</b>		<b>0</b>		<b>3,343</b>	<b>0</b>	<b>1,810</b>

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**Do Not include RCG or HFG2 in Tranche payments**  
 The SHG total must not exceed the CLA.  
 The HFG2 total must not exceed the HFG2 Allocation.

Monmouthshire

Cash Limited Allocation (CLA)	£2,812,895+£1,556,422 = £4,369,317
HFG2 Allocation (Capital Equivalent)	£1,037,615

Please read "Guidance on Completion of Programme Delivery Plan (PDP) Workbook" before inserting data.  
 Insert schemes that require SHG/HFG2 and/or drawing down RCG in 2018/19

Welsh Govt Ref	Scheme Details				Units		Planning		Estimated Grant (SHG) £'000s and Tranches								Total SHG & RCG £'000s		Total HFG2 £'000s
	RSL	Scheme Name	Funding Type	Theme	Total Units	No. Int Rent Units	Outlined Planning e.g. May 18, Yes or N/A	Detailed Planning e.g. May 18 or Yes	Q1	T	Q2	T	Q3	T	Q4	T	SHG	RCG	HFG2
Monmouthsh	Brookside, Caldicot	SHG Only	HS	25	0		Yes	1,526	2							1,526	0	0	
Monmouthsh	Llantilio Crossenny	Blended	HS	4	0			231	1&2							231	0	154	
Melin	Llanvair Kilgeddin	Blended	HS	5	0			252	1&2pp							252	0	168	
Melin	Cross Ash	Blended	HS	14	0							818	1&2			818	0	546	
Pobl Grwp (C	Sudbrook Shipyard	Blended	HS	10	0					255	1&2pp					255	0	169	
Pobl Grwp (C	Sudbrook Shipyard	SHG Only	HS		0					121	1&2pp					121	0	0	
Melin	Crick Road	SHG Only	SH	5	0							756	2pp			756	0	0	
Pobl Grwp (C	Pobl Site A	Blended	OPS	20	0			410	2pp							410	0	0	
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Total					83	0		2,419		376		1,574		0		4,369	0	1,037	

Do Not include RCG or HFG2 in Tranche payments

The SHG total must not exceed the CLA.  
 The HFG2 total must not exceed the HFG2 Allocation.

**PROGRAMME DELIVERY PLAN: Main Programme 2019/20**

**Monmouthshire**

<b>Cash Limited Allocation (CLA)</b>	<b>£175,724+£1,074,320 = £1,250,044</b>
<b>HFG2 Allocation (Capital Equivalent)</b>	<b>£716,213</b>

Please read "Guidance on Completion of Programme Delivery Plan (PDP) Workbook" before inserting data.  
 Insert schemes that require SHG/HFG2 and/or drawing down RCG in 2019/20

Scheme Details					Units		Planning		Estimated Grant (SHG) £'000s and Tranches								Total SHG & RCG £'000s		Total HFG2 £'000s
Welsh Govt Ref	RSL	Scheme Name	Funding Type	Theme	Total Units	No. Int Rent Units	Outlined Planning e.g. May 18, Yes or N/A	Detailed Planning e.g. May 18 or Yes	Q1	T	Q2	T	Q3	T	Q4	T	SHG	RCG	HFG2
New	Pobl Grwp	Old Shipyard, Sudbrook	SHG Only	HS	10	0			4	2							4	0	0
New	Pobl Grwp	Old Shipyard, Sudbrook	Blended	HS		0			150	2							150	0	100
New	Melin	Llanvair Kilgeddin	Blended	HS	5	0			60	2							60	0	40
New	Pobl Grwp	Crick Road, Portskewett	SHG Only	OPS	6	0			172	2							172	0	0
New	Pobl Grwp	Mabey Bridge, Chepstow	Blended	HS	18	0							538	1&2pp			538	0	576
New	Pobl Grwp	Poble Site B	Blended	HS	2	0			326	2							326	0	0
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<b>Total</b>					<b>41</b>	<b>0</b>			<b>712</b>		<b>0</b>		<b>538</b>		<b>0</b>		<b>1,250</b>	<b>0</b>	<b>716</b>

Do Not include RCG or HFG2 in Tranche payments

The SHG total must not exceed the CLA.  
 The HFG2 total must not exceed the HFG2 Allocation.

# PROGRAMME DELIVERY PLAN: Outstanding SHG Requirement for 2020/21

**Monmouthshire**

Please read "Guidance on Completion of Programme Delivery Plan (PDP) Workbook" before inserting data.

Insert schemes featured in earlier years which have an outstanding SHG requirement. Do not include any new or reserve schemes.

Scheme Details					Units		Total SHG & RCG £'000s	
Welsh Govt Ref	RSL	Scheme Name	Funding Type	Theme	Total Units	No. Int Rent Units	SHG	RCG
	Pobl Grwp (Charter)	Mabey Bridge	Blended	HS	18	0	426	0
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							0	0
							0	0
							0	0
							0	0
							0	0
							0	0
							0	0
<b>Total</b>					<b>18</b>	<b>0</b>	<b>426</b>	<b>0</b>

# RSL HFG 2 Allocation Monitoring

**Monmouthshire**

Please read "Guidance on Completion of Programme Delivery Plan (PDP) Workbook" before inserting data.

HFG2 Capital Equivalent Allocations		
2017/18	2018/19	2019/20
1,810,055	1,037,615	716,213

Insert all blended schemes - HFG2 funding details only

Welsh Govt Ref	Scheme Details			Units		Planning		Total HFG2 £'000s (SHG Cap Equiv)		
	RSL	Scheme Name	Theme	Total Units	No. Int Rent Units	Outlined Planning e.g. May 18, Yes or N/A	Detailed Planning e.g. May 18 or Yes	2017/18	2018/19	2019/20
New	Monmouthshire	Forge Road, Tintern	HS	3	0	N/A	Aug-17	117	0	0
New	Melin	Chaucer Close, Caldicot	SH	5	0	N/A	Sep-17	173	0	0
New	Monmouthshire	Oakley Way, Caldicot	HS	38	0	N/A	Aug-17	1,160	0	0
New	Pobl Grwp (Chart	Pobl Site A	OPS	20	0	N/A	Sep-18	360	0	0
New	Monmouthshire	Llantilio Crossenny	HS	4	0	N/A	Sep-17	0	154	0
New	Melin	Llanvair Kilgeddin	HS	5	0	N/A	Sep-17	0	168	40
New	Melin	Cross Ash	HS	14	0	N/A	Dec-17	0	546	0
New	Pobl Grwp (Chart	Old Shipyard, Sudbrook	HS	10	0	N/A	Oct-17	0	169	100
New	Pobl Grwp (Chart	Mabey Bridge, Chepstow	HS	18	0	N/A	Dec-17	0	0	576
								0	0	0
								0	0	0
								0	0	0
								0	0	0
								0	0	0
								0	0	0
								0	0	0
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								0	0	0
								0	0	0
								0	0	0
								0	0	0
								0	0	0
								0	0	0
								0	0	0
	<b>Total</b>			<b>117</b>	<b>0</b>			<b>1,810</b>	<b>1,037</b>	<b>716</b>

The HFG2 totals must not exceed the HFG2 Allocations.

# PROGRAMME DELIVERY PLAN: Reserve / Potential Programme

**Monmouthshire**

Please read "Guidance on Completion of Programme Delivery Plan (PDP) Workbook" before inserting data.

Insert schemes which are agreed as reserve or potential schemes

Scheme Details					Units		Planning		Grant	Expected Timescales	
Welsh Govt Ref	RSL	Scheme Name	Reserve / Potential	Theme	Total Units	Of which Int Rent Units	Outlined Planning e.g. May 18, Yes or N/A	Detailed Planning e.g. May 18 or Yes	Total Grant Requirement	Start Date	Completion Date
New	Monmouthsh	Elm Road, Caldicot	Reserve	OPS	4	0		Sep-18	366		
New	Monmouthsh	Park Road, Caldicot	Reserve	OPS	2	0		Sep-18	183		
New	Monmouthsh	Brook Estate, Monmouth	Reserve	OPS	4	0		Sep-17	405		
New	Monmouthsh	St Teilos, Abergavenny	Reserve	OPS	5	0		Sep-18	457		
New	Monmouthsh	Penhros, Raglan	Reserve	HS	3	0		Sep-18	305		
New	Monmouthsh	Dan Y Bryn, Abergavenny	Reserve	HS	4	0		Sep-18	375		
New	Monmouthsh	Woodland Crescent, Llanfoist	Reserve	HS	3	0		Sep-18	281		
New	Monmouthsh	MHA Site A	Reserve	HS	10	0		Apr-18	937		
New	Melin	Ty Clyd, Govilon	Potential	HS	17	0		Jun-18	1,486		
New	Melin	Walnut Tree, Goytre	Potential	HS	37	0		Jun-18	2,600		
New	Melin	Mulberry House, Abergavenny	Potential	HS	30	0		Yes	1,618		
New	Monmouthsh	Wheatfield Close, Monmouth	Potential	HS	16	0		Feb-19	1,516		
New	Melin	Brecon Road, Abergavenny	Potential	HS	24	0		Jun-18	1,533		
									0		
									0		
									0		
									0		
									0		
									0		
									0		
									0		
									0		
									0		
									0		
<b>Total</b>					<b>159</b>	<b>0</b>			<b>12,062</b>		



**Scheme Data**

**Monmouthshire**

Please read "Guidance on Completion of Programme Delivery Plan (PDP) Workbook" before inserting data.

Include all schemes that have not received a "tender" stage approval

(this includes schemes that feature in the three year programme & reserve schemes)

Scheme Details					Units		Grant Requirement £'000s and Tranches						Acquisition	Planning		Tender	Expected Timescales		Notes	
Welsh Govt Ref	RSL	Scheme Name	Funding Type	Theme	Units	Of which Int Rent	Tranche 1 (Acquisition)	Tranche 2 (Tender)	SHG	HFG2	Total Scheme Grant	Earliest Financial Year to claim Tranche 1	Earliest Financial Year to claim Tranche 2	Who owns the land/building?	Outlined Planning e.g. May 18, Yes or N/A	Detailed Planning e.g. May 18 or Yes	Is the scheme tendered/contract agreed?	Start Date		Completion Date
New	Melin	Brecon Road, Abergavenny	Blended	HS	24	0	460	1,073	920	613	1,533	2018/19	2018/19	RSL		No	No	Q3 2018/19	Q2 2020/21	Under negotiation with landowner.
2016-0141	Monmouthshire	Brookside, Caldicot	SHG Only	HS	25	0	0	2,265	2,265	0	2,265	2018/19	2017/18	RSL		Yes	Yes	Q1 2017/18	Q2 2018/19	Under construction.
New	Monmouthshire	Brook Estate, Monmouth	Blended	OPS	4	0	0	405	243	162	405	2018/19	2018/19	RSL		Sep-17	No	Q1 2018/19	Q3 2018/19	Potential Innovative Construction OAP Scheme
New	Melin	Chaucer Close, Caldicot	Blended	SH	5	0	35	397	259	173	432	2017/18	2017/18	Private		Sep-17	No	Q3 2017/18	Q3 2018/19	Learning Disability scheme for MCC Social Care Clients. Land purchase agreed.
New	Melin	Crick Road, Portskewett	SHG Only	OPS	6	0	0	928	928	0	928	2018/19	2018/19	LA		Nov-17	No	Q1 2018/19	Q3 2019/20	S106 providing GN. SHG paying for 6 adapted bungalows. Creating a dementia friendly housing scheme with a dementia care home. Bungalows will receive support from the Care Home.
New	Melin	Cross Ash	Blended	HS	14	0	400	964	818	546	1,364	2018/19	2018/19	Private		Dec-17	No	Q1 2018/19	Q2 2019/20	Under negotiation with the landowner.
New	Monmouthshire	Dan Y Bryn, Abergavenny	Blended	HS	4	0	0	375	225	150	375	2018/19	2018/19	RSL		Sep-18	No	Q3 2018/19	Q2 2019/20	Potential - access issues.
New	Monmouthshire	Elm Road, Caldicot	Blended	OPS	4	0	0	366	220	146	366	2018/19	2018/19	RSL		Sep-18	No	Q3 2018/19	Q2 2019/20	Potential Innovative Construction OAP Scheme
New	Monmouthshire	Forge Road, Tintern	Blended	HS	3	0	60	232	175	117	292	2017/18	2017/18	Private		Aug-17	No	Q4 2017/18	Q3 2018/19	Land sale agreed. Designs ready to submit for planning.
New	Monmouthshire	Llantilio Crossenny	Blended	HS	4	0	80	305	231	154	385	2018/19	2018/19	Private		Sep-17	No	Q1 2018/19	Q1 2019/20	Church owned land. They are keen to support the delivery of affordable housing. Scheme being worked up now.
New	Melin	Llanvair Kilgeddin	Blended	HS	5	0	100	420	312	208	520	2018/19	2018/19	Private		Sep-17	No	Q1 2018/19	Q1 2019/20	Church owned land. They are keen to support the delivery of affordable housing. Scheme being worked up now.
New	Pobl Grwp (Charter)	Mabey Bridge, Chepstow	Blended	HS	18	0	500	1040	964	576	1,540	2019/20	2019/20	Private		Dec-17	No	Q3 2019/20	Q2 2020/21	S106 Agreement to sell land at a discount to RSL. Part of a large site.
New	Monmouthshire	MHA Site A	Blended	HS	10	0	250	687	562	375	937	2019/20	2019/20	LA	Yes	Apr-18	No	Q3 2019/20	Q4 2019/20	
New	Melin	Mulberry House, Abergavenny	Blended	HS	30	0	500	1118	971	647	1,618	2019/20	2020/21	Private		Yes	No	Q1 2019/20	Q3 2021/22	Melin trying to negotiate purchase of site.
New	Monmouthshire	Oakley Way, Caldicot	Blended	HS	38	0	0	2,900	1,740	1,160	2,900	2017/18	2017/18	RSL		Aug-17	No	Q3 2017/18	Q2 2019/20	
New	Pobl Grwp (Gwalia)	Old Shipyard, Sudbrook	Blended	HS	10	0	0	799	530	269	799	2018/19	2018/19	Private		Oct-17	No	Q1 2018/19	Q1 2019/20	Site has full planning but Pobl are resubmitting as they have made some changes to layout and houstypes. Shouldn't have to go to committee.
New	Monmouthshire	Park Road, Caldicot	Blended	HS	2	0	0	183	110	73	183	2019/20	2019/20	RSL		Sep-18	No	Q1 2019/20	Q4 2019/20	Potential Innovative Construction OAP Scheme
New	Monmouthshire	Penhros, Raglan	Blended	HS	3	0	0	305	183	122	305	2019/20	2019/20	RSL		Sep-18	No	Q1 2019/20	Q1 2019/20	
New	Pobl Grwp (Derwen Cyn)	Pobl Site A	Blended	OPS	20	0	572	739	951	360	1,311	2017/18	2017/18	Private		Sep-17	No	Q4 2017/18	Q4 2018/19	Under negotiation with landowner. Had pre-app. Finalising design.
New	Pobl Grwp (Derwen Cyn)	Pobl Site B	Blended	HS	2	0	0	326	326	0	326	2019/20	2019/20	Private		Nov-17	No	Q1 2018/19	Q3 2020/21	SHG Only as insufficient HFG. GN housing will be delivered through S106. Small amount of grant to provide a large house for shared housing and an adapted bungalow for Homelessness use.
New	Monmouthshire	St Teilos, Abergavenny	Blended	HS	5	0	0	457	274	183	457	2019/20	2019/20	RSL		Sep-18	No	Q1 2019/20	Q1 2020/21	
New	Melin	Ty Clyd, Govilon	Blended	HS	17	0	445	1041	892	594	1,486	2018/19	2018/19	Private		Jun-18	No	Q4 2018/19	Q4 2019/20	Under negotiation with landowner.
New	Melin	Walnut Tree, Goytre	Blended	HS	37	0	555	2600	1560	1040	2,600	2018/19	2018/19	Private		Jun-18	No	Q4 2018/19	Q3 2020/21	
New	Monmouthshire	Wheatfield Close, Monmouth	Blended	HS	16	0	0	1516	910	606	1,516	2019/20	2019/20	RSL		Feb-19	No	Q2 2019/20	Q2 2020/21	
New	Monmouthshire	Woodland Crescent, Llanfoist	Blended	HS	3	0	0	281	169	112	281	2019/20	2019/20	RSL		Sep-18	No	Q1 2019/20	Q4 2019/20	
New	Monmouthshire	13 Severn View, Caldicot	SHG Only	HS	1	0	0	133	133	0	133	2017/18	2017/18	Private		N/A		Q1 2017/18	Q2 2017/18	Bungalow purchased for family with two disabled children.
New	Monmouthshire	3 Roundbush Crescent, Caerwe	SHG Only	HS	1	0	0	177	177	0	177	2017/18	2017/18	Private		N/A		Q1 2017/18	Q1 2017/18	5 Bed house purchased for large homeless family.
<b>Total</b>					<b>311</b>	<b>0</b>	<b>3,957</b>	<b>22,032</b>	<b>17,048</b>	<b>8,386</b>	<b>25,434</b>									

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## Recycled Capital Grant (RCG) as at 31/03/17

### Monmouthshire

RSL	RCG Total
Melin	961,784
Monmouthshire	0
Pobl Grwp (Charter)	622,999
	0
	0
	0
	0
	0
	0
	0
	0
	0
	0
	0
<b>TOTAL</b>	<b>1,584,783</b>

Bro Myrddin  
 Bron Afon  
 Cadwyn  
 Cardiff Community  
 Cartrefi Conwy  
 Cartrefi Cymunedol Gwynedd  
 Pobl Grwp (Charter)  
 Clwyd Alyn  
 Coastal  
 Cynon Taf  
 Pobl Grwp (Derwen Cymru)  
 Family  
 First Choice  
 Grwp Cynefin  
 Pobl Grwp (Gwalia)  
 Hafod  
 Local Authority  
 Linc Cymru  
 Merthyr Tydfil  
 Merthyr Valley Homes  
 Monmouthshire  
 Melin  
 Mid Wales  
 NPT Homes  
 Newport City Homes  
 Newydd  
 North Wales  
 Pembrokeshire  
 Trivallis  
 Rhondda  
 Taff  
 Tai Calon  
 Tai Ceredigion  
 United Welsh  
 V2C  
 Wales & West

Blaenau Gwent  
 Bridgend  
 Caerphilly  
 Cardiff  
 Carmarthenshire  
 Ceredigion  
 Conwy  
 Denbighshire  
 Flintshire  
 Gwynedd  
 Isle of Anglesey  
 Merthyr Tydfil  
 Monmouthshire  
 Neath Port Talbot  
 Newport  
 Pembrokeshire  
 Powys  
 Rhondda Cynon Taff  
 Swansea  
 Torfaen  
 Vale of Glamorgan  
 Wrexham

Reserve  
 Potential

HS  
 SH  
 OPS  
 EX  
 DGS  
 MR  
 EP  
 DIY  
 CR

Blended  
 SHG Only  
 SHG Exc

**Table Names**  
 HA  
 LA  
 Theme  
 Tranches  
 P  
 Ownership  
 Name

Q1 2017/18  
 Q2 2017/18  
 Q3 2017/18  
 Q4 2017/18  
 Q1 2018/19  
 Q2 2018/19  
 Q3 2018/19  
 Q4 2018/19  
 Q1 2019/20  
 Q2 2019/20  
 Q3 2019/20  
 Q4 2019/20  
 Q1 2020/21  
 Q2 2020/21  
 Q3 2020/21  
 Q4 2020/21  
 Q1 2021/22  
 Q2 2021/22  
 Q3 2021/22  
 Q4 2021/22  
 Q1 2022/23  
 Q2 2022/23

Q3 2022/23
Q4 2022/23

1	Devco	1	HA	2017/18 2018/19 2019/20 2020/21
1pp	Genus	2	LA	
1&2	Gorwel	3	Private	
1&2pp	Integrate	4	WAG	
1pp&2pp	Syniad	5	Mixed	
2	Undod	6		
2pp	N/A			

HFG  
SHG  
SHG & HFG

HFG  
HFG & SHG

HFG  
SHG  
SPP  
SHG & HFG  
SHG & SPP  
SHG, HFG & SPP  
SHG & VVP  
HFG & SPP  
Yes  
No

LA  
RSL  
Private

Stage 1 HFG 2 Prog  
Stage 2 Reserve  
Stage 3



<p><b>Name of the Officer</b> completing the evaluation Shirley Wiggam</p> <p><b>Phone no:</b> 01633 644474 <b>E-mail:</b> shirleywiggam@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>Completion of 2016/2017 Social Housing Grant Programme (SHG) and request for approval of 2017/2020 programme.</p>
<p><b>Name of Service</b></p> <p>Housing and Communities</p>	<p><b>Date Future Generations Evaluation</b> form completed</p>

**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.

Page 3





Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs.</p>	<p><b>Positive contribution:</b> Efficient use of Social Housing Grant funding provides affordable housing for local people, helps deliver apprenticeship opportunities to learn building skills and helps create job opportunities in the construction sector. Delivery of affordable housing assists in achieving sustainability of communities.</p> <p><b>Negative contribution:</b> None.</p>	<p><b>Better contribute to positive impacts:</b> Ensure that SHG is spent delivering affordable housing where the need is greatest.</p> <p><b>Mitigate any negative impacts:</b> None</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and</p>	<p><b>Negative contribution:</b> There will be some general environmental impact from affordable housing development through loss of green fields,</p>	<p><b>Mitigate any negative impacts:</b> It will be ensured that biodiversity, landscape interests etc. are appropriately considered in assessing any planning</p>

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	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)	but this will be minimal as the numbers are very small. A small number of rural housing sites are located in areas where public transport is limited which means that households are likely to be reliant on the use of a car.	application and that good standards of design, landscaping etc. are achieved.
<p><b>A healthier Wales</b>            People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p><b>Positive contribution:</b> Providing good quality housing can assist in promoting good health, independence and well-being. Delivering specialist housing to meet the needs of vulnerable groups such as physical disability and learning disability has a positive impact on people's health and wellbeing.</p> <p><b>Negative contribution:</b> None</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the Local Housing Market Assessment, which assesses the affordable housing needs of Monmouthshire, is kept up to date and that policies reflect the needs of vulnerable groups.</p>
<p><b>A Wales of cohesive communities</b>            Communities are attractive, viable, safe and well connected</p>	<p><b>Positive contribution:</b> Affordable housing makes an important contribution to the sustainability and cohesiveness of our towns and villages by providing homes that local people on low incomes can afford to live in.</p> <p><b>Negative contribution:</b> None</p>	<p><b>Better contribute to positive impacts:</b> Ensure that delivery through the social housing grant programme continues to meet the needs of households on the Housing Register.</p>
<p><b>A globally responsible Wales</b>            Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>Continue to deliver affordable housing through the implementation of the Affordable Housing policies of the LDP, which has been subject to a Sustainability Appraisal and Strategic Environmental Assessment to ensure that social, economic and environmental objectives are met,</p>	<p>N/A</p>


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Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	thereby contributing to sustainable development and global well-being.	
<p><b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>The Social Housing Grant programme has a neutral impact on culture, heritage and language, although in general terms affordable housing makes an important contribution to the sustainability and cohesiveness of our towns and villages by providing homes that local people on low incomes can afford to live in.</p>	N/A
<p><b>A more equal Wales</b> People can fulfill their potential no matter what their background or circumstances</p>	<p><b>Positive Contribution:</b> Increasing the supply of affordable housing should bring positive benefits to residents of Monmouthshire. Affordable housing makes an important contribution to the sustainability of our towns and villages by providing homes that local people on low incomes can afford to live in. The programme is also a means of providing low cost homes for first time buyers.</p> <p><b>Negative contribution:</b> None</p>	Ensure that delivery is monitored effectively.

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Balancing short term need with long term and planning for the future</p>	<p>The Social Housing Grant Programme is a 3 year rolling programme for the delivery of affordable housing. This allows delivery to meet short term need together with the ability to plan for the longer term. It is difficult to look beyond the 3 year period as the Council does not know what its Welsh Government grant allocation will be in the future.</p>	<p>A Local Housing Market Assessment has been undertaken to show likely housing need over the next five years. This will be updated every two years.</p>
 <p>Working together with other partners to deliver objectives</p>	<p>Housing and Communities Officers work closely with other departments of the Council such as Planning, Estates, Legal and Social Care to ensure timely delivery of all types and tenures of affordable housing. They also work closely with RSLs (delivery partners), the Rural Housing Enabler (RHE) and Community Councils.</p>	<p>Regular meetings with delivery partners are held to ensure that our working relationships stay strong thus enabling successful delivery of affordable housing.</p>
 <p>Involving those with an interest and seeking their views</p>	<p>When new sites in rural areas are planned consultation meetings are held locally to give people the opportunity to air their views and to contribute to the type, tenure and design of the affordable housing. These meetings also give people an opportunity to register for housing and give Council staff the opportunity to find out if there are concerns in the Community Council area, other than housing, that residents wish to raise.</p>	<p>Through the RHE a closer working relationship with Community Councils has been developed. This helps to ensure that communities are able to have their say on type, tenure and design of the affordable housing to be delivered in their areas.</p>
 <p>Putting resources into preventing problems occurring or getting worse</p>	<p>N/A</p>	<p>N/A</p>



Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p data-bbox="145 343 313 375">Integration</p> <p data-bbox="324 215 526 438">Positively impacting on people, economy and environment and trying to benefit all three</p>	<p data-bbox="542 215 1330 359">Delivery of affordable housing through the SHG Programme has a positive impact on people in need of affordable homes. There is also a positive impact on the economy by helping to sustain training and job opportunities.</p>	<p data-bbox="1348 215 2112 279">Ensuring that affordable housing is delivered and encouraging delivery partners to take on apprentices.</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.

<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Age	Increasing the supply of suitable and affordable housing for older people will bring positive benefits such as enabling them to stay in their own homes for longer.	None	N/A
Disability	Increasing the supply of specially built adapted housing for people with a physical disability have a positive impact of their well being and, in the case of disabled children, the wellbeing of the whole family.	None	N/A
Gender Reassignment	Affordable housing provided for households in need irrespective of protected characteristics.	None	N/A
Marriage or civil partnership	Affordable housing provided for households in need irrespective of protected characteristics.	None	N/A
Race	Affordable housing provided for households in need irrespective of protected characteristics.	None	N/A
Religion or Belief	Affordable housing provided for households in need irrespective of protected characteristics.	None	N/A
Sex	Affordable housing provided for households in need irrespective of protected characteristics.	None	N/A
Sexual Orientation	Affordable housing provided for households in need irrespective of protected characteristics.	None	N/A
Welsh Language	Affordable housing provided for households in need irrespective of protected characteristics.	None	N/A

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	N/A	N/A	N/A
Corporate Parenting	N/A	N/A	N/A

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

Page 39	Common Housing Register and Local Housing Market Assessment.
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**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

The positive impact of this proposal is that affordable housing makes an important contribution to the sustainability and cohesiveness of our towns and villages by providing homes that local people on low incomes can afford to live in.

Potentially there may be some negative sustainability impacts particularly in rural areas, where there will be increased car use and effects on landscape etc. but in terms of achieving a balance between social, economic and environmental sustainability objectives these impacts are considered to be justified because the primary aim of the SHG programme is to help deliver affordable housing to address housing need in Monmouthshire.

**7. Actions. As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable. N/A**

What are you going to do	When are you going to do it?	Who is responsible	Progress

**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.**

<p><b>The impacts of this proposal will be evaluated on:</b></p>	<p>The SHG Programme is monitored continually and evaluated at the end of each financial year.</p>
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<b>SUBJECT</b>	<b>REVENUE &amp; CAPITAL MONITORING 2016/17 OUTTURN STATEMENT</b>
<b>DIRECTORATE</b>	<b>Resources</b>
<b>MEETING</b>	<b>Adults Select Committee</b>
<b>DATE</b>	<b>20th June 2017</b>
<b>DIVISIONS/ WARD AFFECTED</b>	<b>All Authority</b>

### 1. PURPOSE

- 1.1 The purpose of this report is to provide Members with information on the revenue outturn position of the Authority at the end of reporting period 4 which represents the financial outturn position 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 Members consider a net revenue outturn unspend of £884,000, an improvement of £805,000 on quarter 3 outturn predictions.
- 2.2 Members consider a capital outturn spend of £40.03m against a revised budget of £40.98million, after proposed slippage of £17.5 million, resulting in a net underspend of £951k.
- 2.3 Consider and approve the £17.5m capital slippage recommended (detailed in appendix 2), paying attention to those schemes described in para 3.3.6 where slippage has been requested by the service manager but is not being recommended to slip (£198k).
- 2.4 Considers the use of reserves proposed in para 3.4.1,
- 2.5 Supports the apportionment of general underspend in supplementing reserve levels as described in para 3.4.3 below, i.e.:

Priority Investment Fund	£570k
Redundancy & Pension Reserve	£114k
IT Transformation Reserve	£100k
Capital Receipts Generation Reserve	£100k
 Total	 £884k

- 2.6 Members note that the low level of earmarked reserves will severely reduce the flexibility the Council has in meeting the challenges of scarce resources going forward.

- 2.7 Members note the significant reduction in the overall school balance at the end of 2016/17 and supports the continuing work with schools to ensure that the Council's Fairer Funding scheme requirements are met and that the overall schools balance remains positive in 2017/18.

### 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 4 : Final outturn

Table 1: Council Fund 2016/17 Outturn Forecast Summary Statement at Period 4 (Outturn)

Service Area	Budget Reported @ Month 9	Budget Virements & Revisions made during Period 4	Revised Annual Budget @ Outturn	Outturn	Forecast Over/ (Under) @ Outturn	Equivalent Forecast Over/(Under) @ month 9	Variance in Forecast since month 9
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Adult Services	7016	93	7109	6929	-180	-100	-80
Children Services	9804	-39	9765	10338	573	584	-11
Community Care	20624	1	20625	21413	788	594	194
Commissioning	1543	0	1543	1427	-116	-93	-23
Partnerships	347	0	347	398	51	0	51
Public Protection	1460	0	1460	1378	-82	-3	-79
Resources & Performance	911	-42	869	869	0	3	-3
<b>Total Social Care &amp; Health</b>	<b>41705</b>	<b>13</b>	<b>41718</b>	<b>42752</b>	<b>1034</b>	<b>985</b>	<b>49</b>
Individual School Budget	43224	-63	43161	43191	30	34	-4
Resources	1508	0	1508	1523	15	-4	19
Standards	5066	17	5083	5084	1	140	-139
<b>Total Children &amp; Young People</b>	<b>49798</b>	<b>-46</b>	<b>49752</b>	<b>49798</b>	<b>46</b>	<b>170</b>	<b>-124</b>
Business Growth & Enterprise	1028	-214	814	801	-13	25	-38
Planning & Housing	1362	0	1362	1151	-211	-180	-31
Tourism Life & Culture	2902	80	2982	3424	442	448	-6
<b>Total Enterprise</b>	<b>5292</b>	<b>-134</b>	<b>5158</b>	<b>5376</b>	<b>218</b>	<b>293</b>	<b>-75</b>
Governance, Engagement & Improvement	4620	-21	4599	4502	-97	22	-119
Legal & Land Charges	448	0	448	401	-47	-30	-17
Operations	16922	-126	16796	16425	-371	-152	-219
<b>Total Chief Executives Unit</b>	<b>21990</b>	<b>-147</b>	<b>21843</b>	<b>21328</b>	<b>-515</b>	<b>-160</b>	<b>-355</b>
Finance	2242		2242	2011	-231	-101	-130
Information Communication Technology	2371	-89	2282	2328	46	-1	47
People	1463	0	1463	1505	42	100	-58
Place	-722	42	-680	-576	104	210	-106
<b>Total Resources</b>	<b>5354</b>	<b>-47</b>	<b>5307</b>	<b>5268</b>	<b>-39</b>	<b>208</b>	<b>-247</b>

Precepts and Levies	<b>16484</b>	0	<b>16484</b>	16488	4	4	0
Coroners	<b>80</b>	0	<b>80</b>	100	20	20	0
Gwent Joint Records	<b>183</b>	0	<b>183</b>	182	-1	0	-1
Corporate Management (CM)	<b>186</b>	0	<b>186</b>	553	367	475	-108
Non Distributed Costs (NDC)	<b>726</b>	0	<b>726</b>	818	92	108	-16
Strategic Initiatives	<b>634</b>	-146	<b>488</b>	0	-488	-440	-48
Insurance	<b>1218</b>	0	<b>1218</b>	1396	178	-74	252
<b>Total Corporate Costs &amp; Levies</b>	<b>19511</b>	<b>-146</b>	<b>19365</b>	<b>19537</b>	<b>172</b>	<b>93</b>	<b>79</b>
<b>Net Cost of Services</b>	<b>143650</b>	<b>-507</b>	<b>143143</b>	<b>144059</b>	<b>916</b>	<b>1589</b>	<b>-673</b>
Fixed Asset disposal costs	95	-20	<b>75</b>	75	0	16	-16
Interest and Investment Income	-55	0	<b>-55</b>	-89	-34	-18	-16
Interest payable & Similar Charges	3496	2	<b>3498</b>	2923	-575	-555	-20
Charges required under regulation	3427	62	<b>3489</b>	3373	-116	-54	-62
Contributions to Reserves	105	0	<b>105</b>	318	213	3	210
Contributions from Reserves	-2017	352	<b>-1665</b>	-1880	-215	0	-215
Capital Expenditure funded by revenue contribution		109	<b>109</b>	109	0	0	0
<b>Appropriations</b>	<b>5051</b>	<b>505</b>	<b>5556</b>	<b>4829</b>	<b>-727</b>	<b>-608</b>	<b>-119</b>
General Government Grants	-63567	0	<b>-63567</b>	-63567	0	0	0
Non Domestic rates	-27981	0	<b>-27981</b>	-27981	0	0	0
Council Tax	-63411	0	<b>-63411</b>	-64076	-665	-650	-15
Council Tax Benefits Support	6258	0	<b>6258</b>	5852	-406	-409	3
<b>Financing</b>	<b>-148701</b>	<b>0</b>	<b>-148701</b>	<b>-149772</b>	<b>-1071</b>	<b>-1059</b>	<b>-12</b>
Budgeted contribution from Council Fund	2	0	<b>2</b>	0	-2	-2	0
<b>Net Council Fund (Surplus) / Deficit</b>	<b>2</b>	<b>-2</b>	<b>0</b>	<b>-884</b>	<b>-884</b>	<b>-79</b>	<b>-805</b>

3.1.3 The bottom line situation of a £884k underspend is an improved position since month 9 and is caused mainly by the reduction in overspend exhibited in net cost of services. The overspend in net cost of services is offset by underspends in treasury caused by the continuing cash flow effect of Minimum revenue provision changes, delays in fixed asset disposal, an excess of interest receivable and reduced cost of interest payable, caused ultimately by the levels of capital slippage and underspends at end of year not forecast as necessary by service managers earlier in the year. A surplus on council tax collection has been maintained as forecast through the year along with a reduction in the demand for Council Tax Benefits which has also helped with the overall position.



3.1.4 Whilst any overall underspend is a pleasing result for the year, the outturn variance may seem a big amount. Putting the outturn variance in context, it is less than 0.6% variation against the net cost budget before financing. That is an incredibly close correlation given the volume of budget holders involved in the process, the volatility in pressures and savings proposals experienced during the year and the need to secure compensatory savings to mitigate adverse positions highlighted earlier in the year. The use of periodic monitoring as a tool for change during the year should not be underestimated.

3.1.5 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	79 surplus	162 deficit	144 deficit
Outturn	884 surplus	579 surplus	327 surplus

### 3.1.6 Redundancy costs

Members are commonly keen to understand the extent of an redundancy payments made during the year, as staffing remains the most significant and controllable expense to most service areas. As a change from previous years, as part of the 2016-17 budget process, members may recall establishing a corporate revenue budget to mitigate the volatile effect on reserves, similar to the £300k budget held within CYP Directorate for schools redundancies.

Directorate	Service	Redundancy Costs 2016-17
Enterprise	Leisure	34,566
Chief Executives	Highways & Traffic	27,924
	Catering	9,295
	Community Education	2,797
	Community Hubs	3,821
	<b>Sub total</b>	<b>43,837</b>
Social Care & Health	Children's Services	68,124
	CLD team	1,933
	Community Care	2,230
	Day Centres	1,781
	Direct Care	135,481
	Public Health	8,164
	<b>Sub total</b>	<b>217,713</b>
<b>Children &amp; Young People</b>	Schools	282,692
	Early Years	18,202
	<b>Sub total</b>	<b>300,894</b>
<b>Total</b>		<b>597,010</b>

- 3.1.7 Given the financial challenges that will continue to face the Authority for the foreseeable future, Chief Officers continue to be tasked with ensuring that services live within the budgets and savings targets set for the current financial year.
- 3.1.8 A summary of main pressures and under spends within the Net Cost of Services Directorates include,

### **3.1.9 Stronger Communities Select Portfolio (£2,180k net underspend)**

- Chief Executives Unit (£515k underspend)

**Legal division** exhibited a **£47k surplus**, due to staffing savings and windfall land charges grant. **Governance, engagement and improvement** exhibited a favourable swing of £118k between month 9 and outturn to end the year with a **£96k surplus**, largely the consequence of not having to return utilised grant from previous years, new members IT needs falling into 2017-18, and a conscious effort at Community Hubs to reduce expenditure to compensate for the loss in franchise income being felt in Community Education. **Operations exhibited** an improvement of £219k on month 9 position to end the year at a **combined £371k surplus**. The position for each of main Operations areas is as follows, Highways £16k deficit, Property and Procurement £182k surplus (importantly the service has resolved the large deficit in schools catering it received from CYP Directorate when the service moved), Passenger Transport £72k deficit, Transport administration £27k surplus, Waste and Streetscene £249k surplus..

- Resources Directorate (£39k underspend)

**An underspend in Finance Division costs of £231k**, predominantly predicted savings in housing benefit and council tax administration. **IT** shows a worsening position since month 9 ending the year as a **£45k deficit**, the effect of a previous presumption to develop and sell software not being compensated by alternate savings identified by the service. **People services exhibited £43k deficit** due to the delays with implementing the Training budget mandate (£50k) and take up of Flexible benefits being negligible against a target saving mandate of £50k. **Place division** ended the year an improved **deficit of £104k**, still affected by shortfalls against income targets, £47k overspend in respect of Markets, a mixture of increased costs in association with Borough Theatre, and a shortfall in income against income targets. The remainder £75k is a result of an unachievable mandate for the commercialisation/optimising of Enterprise Assets that has recently transferred to the new Directorate. This pressure has been identified and built into 2017-18 budget proposals going forward.

- Corporate (£172k overspend)

There is an excess of net pension strain costs (£108k) caused by past and current redundancy decisions. Corporate management exhibits a £475k overspend caused predominantly by a shortfall in reimbursement in rating appeals forecast as £140k deficit, miscellaneous write off of unrecoverable debts £47k, £318k of employment tribunal settlement costs, and coroner costs being higher than budgeted (£20k overspend). These costs are offset by the underspend within Strategic initiatives of £487k, which reflects Living wage and redundancy budget, where instead the costs sit in individual Directorates through the year, to be absorbed/mitigated in first instance. The main change since month 9 is an increase in Insurance outturn costs which exhibits £178k deficit at end of year. This is caused by the level of provisions needing to be set aside in the insurance reserve to compensate for the extent of significant claims received during the year and the settlement costs experienced in managing an imprest in respect of historic MMI claims on an all Gwent basis.

- Appropriations (£727k underspend)

Caused predominantly by a net £609k 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, capital slippage and capital underspends where it avoids borrowing presumed. The remainder is an exhibited beneficial effect to minimum revenue provision payments.

- Financing (£1,071k underspend)

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

## RESOURCES DIRECTOR CONTEXT & COMMENTARY

I am delighted to see the directorate achieve an under spend position at the end of the year having struggled throughout the year to contain pressures resulting primarily from budget savings that were identified as being unachievable. These pressures have impacted significantly on the outturn position but have been offset as a result of efforts made across the directorate to contain and limit expenditure. One-off savings were achieved as a result of one-off grant and income in housing benefits and strategic property management and cemeteries. The directorate has also benefitted from vacancy savings resulting from delays in restructuring. Moving into 2017/18 the directorate has benefitted from unachievable budget savings from the current year being removed. That said 2017/18 will still be a challenging year as the directorate looks to deliver its savings plans and continues to support the organisation at large with its agenda for change.

## HEAD OF OPERATIONS CONTEXT & COMMENTARY

The Operations department returned an underspend of £371,000 contribution towards the Council's overall out turn position.

The department provides a wide range of 'public' services often affected by customer demand, contractual relationships, materials/fuel costs and service demands determined for example by matters such as weather, litter, road conditions etc.

Given the inherent volatility in some aspects of service costs along with further budget reductions in 2016/17 the out turn is pleasing although the variation from the month 9 forecast is acknowledged and officers will endeavour in 17/18 to improve the projections in year. Some of the major service issues affecting out turn are mentioned below:

The mild winter with less freezing conditions and no major snow fall allowed Highways operations to return an underspend, obviously the out turn each year is affected by weather conditions so these are difficult to forecast. Similarly property maintenance returned an underspend again aided by a mild and relatively storm free winter period.

Passenger Transport suffered significant sickness absence costs. Working with HR colleagues has seen this position improve dramatically in the latter part of the year but obviously cover has to be found to ensure services are provided so costs are inevitably incurred for overtime or extra staff.

Waste and Street scene predicted an underspend early on due to the structure of annuity payments from WG for to Prosiect Gwyrdd, low take up of the occupational pension scheme (superann) and tonnages down on projections.

### 3.1.10 Economy & development Select Portfolio (£136k net overspend)

- Enterprise Directorate (£218k net overspend)

**Business growth and enterprise** incurred a net **£14k underspend**, the net effect of RDP grant funded expenditure being deferred. The effect of this is transferred to reserves through Appropriations.

**Planning & Housing (£210k underspend)** – Development control exhibits a deficit of £38k through reduced development and income activity, conversely development plans area exhibits £203k surplus, which is rather artificial as the saving is largely resultant from Local development plan (LDP) costs being deferred which will instead crystallise next year (hence the reserve movement

through Appropriations). Housing exhibits a £45k underspend which is a mixture of net one off grant received in homelessness, an excess of income in lodging scheme being above occupation assumptions, a premise cost savings in no longer sharing accommodation with a neighbour authority and minor staff savings.

**Tourism, leisure & culture (£443k overspend)** - Countryside exhibit an underspend of £20k from part vacancy and extra grant funding. There is a £311k overspend in respect of Cultural services, of which the main pressures are Caldicot Castle (£176k), Old Station (47k), Shire Hall (£18k) and Museums (47k). There is £15k overspend against the budgeted management agreement with Borough Theatre. Leisure services ended the year with a small £6k surplus, which is a particularly good result given senior colleagues involved with Alternate Delivery Model considerations. Events exhibits a £50k deficit against its budgeted surplus, although has mitigated the loss forecast at month 9 by £16k through its recharges to Caldicot Castle. Tourist Information Centres indicate a £62k overspend due the service being run above the level presumed by saving levels volunteered by the Directorate for this service. Youth services are a recent addition to Enterprise Directorate, and have been absorbed in part between Business Growth and Enterprise sub division and Tourism Leisure and Culture subdivision. It was received from CYP with a significant inherent deficit and whilst there is still a £45k deficit, the service does exhibit a collective improvement of £102k since month 6.

- Social Care & Health (£82k underspend)

**Public Protection (£82k underspend)** – predominantly an excess of wedding deposits received by registrars (£37k), and the net fees & charges within Public Health service (£41k).

## **ENTERPRISE DIRECTOR'S CONTEXT & COMMENTARY**

The outturn position reflects the continued pressures in the very area of the service that is currently under consideration for alternative means of delivery – Leisure, Tourism and Culture. Whilst aspects of this remain competitive and strong in generating revenue returns such as Leisure and Outdoor Education, there are parts of the service that don't have the same opportunities to generate income to similar levels purely on account of their scope and function. If these services are to be preserved in future given the wider value and returns they generate to the county, there is a core cost attached to this, which must be considered as part of future delivery expectations.

### **3.1.11 Adult Select Portfolio (net £492k overspend)**

- Social Care & Health

**Adult Services (£180k underspent)** – the net effect of secondments and intermediate care funding sustaining services, a saving of £119k has resulted from the My Day review and the effect of superannuation savings, which compensates for the £91k net overspend in Direct Care due to additional staff costs.

**Community Care (£788k overspend)** – this area has now overtaken Children's Services as the most significant financial challenge affecting Social Care Directorate. The net pressure is reported due to 2 cases administered by Community Learning Disability team incurring £348k overspend, the continued care package demands predominantly within the Chepstow team and Mental Health Care team, which collectively result in £1million deficit. These are compensated in part by savings within the other 2 teams (£199k), reported Frailty partnership cost underspends (£126k) and net Independent Living and Intermediate Care funding total collectively £251k.

**Commissioning (£116 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, and a return of historic un-utilised funding from a third party.

## SCH DIRECTOR'S CONTEXT & COMMENTARY

Overall the Social Care and Health outturn was an overspend of £1.034million. This includes an overspend £51k for the Monmouthshire/ Torfaen Youth Offending Services which was a planned position to be met from service's reserves whilst changes to the staffing model are implemented. The considerable pressures reported throughout the year in adult and children's social services were reflected in the year end position. Children's Social Services reported an overspend of £572K as a consequence of pressures in placements for Looked After Children legal costs, agency workforce. These pressures were recognised in the 2017/18 budget and activity in all 3 areas is being taken forward through the Children's Services Improvement programme. Adult Social Services outturn was an overspend of £492K. The overspend arose as a consequence of not achieving the practice change mandate, which exposed underlying pressures in older adult mental health services and the Chepstow Integrated Team arising from demographic pressures and pressures within the social care market. Again, these pressures have been reflected in the 2017/18 budget and a significant piece of work is underway to try and put commissioning of care at home on a sustainable footing. The overall Social Care and Health position was supported by an underspend of £81k in public protection, due to increased income generation from wedding deposits and a re-designed charging rate schedule.

### **3.1.12 Children & Young People Select Portfolio (net £670k overspend)**

- Social Care & Health (£623k adverse)

**Children's Services (net £573k overspend)** – this is now no longer the greatest financial challenge within Social care. Encouragingly the direct child care cost element only exhibits £64k deficit. Conversely staffing team costs still exhibits £508k adverse situation, mainly described by the service as being caused by the continuing use of agency staff.

**Youth offending team partnership (£51k deficit)** – whilst this shows as an overspend as part of the management accounting spreadsheets, this service is a partnership administered by the Council on behalf of itself and others and the deficit balance is transferred through Appropriations to a ring-fenced reserve.

- Children and Young People (net £46k overspend)

**School Budget Funding** exhibited a **£30k overspend** due to additional support provided by LEA in respect of staffing and IT charges. There is an **overspend of £16k** within the **Resources subdivision** caused by net interim management arrangements. **Standards subdivision** exhibits a **breakeven** position which hides some large movements, with £63k savings in ALN management and £40k savings in EAS costs compensating for the net direct additional learning needs costs of £104k.

## SOCIAL CARE & HEALTH DIRECTOR'S CONTEXT & COMMENTARY

Overall the Social Care and Health outturn was an overspend of £1.034million. This includes an overspend £51k for the Monmouthshire/ Torfaen Youth Offending Services which was a planned position to be met from service's reserves whilst changes to the staffing model are implemented. The considerable pressures reported throughout the year in adult and children's social services were reflected in the year end position. Children's Social Services reported an overspend of £572K as a consequence of pressures in placements for Looked After Children legal costs, agency workforce. These pressures were recognised in the 2017/18 budget and activity in all 3 areas is being taken forward through the Children's Services Improvement programme. Adult Social

Services outturn was an overspend of £492K. The overspend arose as a consequence of not achieving the practice change mandate, which exposed underlying pressures in older adult mental health services and the Chepstow Integrated Team arising from demographic pressures and pressures within the social care market. Again, these pressures have been reflected in the 2017/18 budget and a significant piece of work is underway to try and put commissioning of care at home on a sustainable footing. The overall Social Care and Health position was supported by an underspend of £81k in public protection, due to increased income generation from wedding deposits and a re-designed charging rate schedule.

## CHILDREN & YOUNG PEOPLE DIRECTOR'S CONTEXT & COMMENTARY

The Children and Young People's Directorate has worked very hard to close the year with a small overspend. This is an excellent outcome set against a challenging year where there has been interim management arrangements in place within the directorate and the ongoing pressures to meet the needs of children throughout the County.

The Directorate's outturn position is an overspend of £46,000; this is an improvement of £124,000 compared to Month 9. The primary factor is ongoing pressure on the Additional Learning Needs (ALN) budget. This area, in particular, remains under significant pressure and subject to volatility due to the requirement to support an increasing number of our pupils with complex needs.

Outside of the retained directorate budget the largest area of spend is within the Individual School Budgets (ISBs). Whilst the outturn position is broadly in line with budget this masks the considerable pressure that schools have experienced in existing with their allocated budget. There has been a call upon school reserves in year of £887,000 leaving schools with year end balances of £268,000. Within this figure there is a range of deficits and surpluses and the situation is challenging for many of our schools

### 3.2 2016/17 Savings Progress

3.2.1 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,

								Appendix 1	
Budgeted Service Savings Mandates Progress 2016/17									
DIRECTORATE	Saving included in 2016/17 Budget	Savings reported achieved month 2	Savings reported achieved month 6	Savings reported achieved month 9	Savings reported achieved @ outturn	Percentage progress in achieving savings	Delayed savings	Savings not achievable	
	£'000	£'000	£'000	£'000	£'000	%	£'000	£'000	
Children & Young People	600	600	600	600	600	100%	0	0	
Social Care & Health	640	640	12	12	12	2%	0	628	
Enterprise	310	285	285	245	245	79%	40	25	
Resources	544	318	299	260	120	22%	215	209	
Chief Executive's	1,565	1,442	1,442	1,437	1,437	92%	85	43	
<b>Total Mandated Service Savings 2016-17</b>	<b>3,659</b>	<b>3,285</b>	<b>2,638</b>	<b>2,554</b>	<b>2,414</b>	<b>66%</b>	<b>340</b>	<b>905</b>	

There has been 1 change identified by services since month 9 reporting, relating from the delay in our rating appeals being considered by Valuation Office.

- 3.2.2 Forecasted mandated savings are currently running at 66%, down from 70% at period 3, with currently £095,000 being deemed unachievable, and a further £340,000 unlikely to crystallise in 2016-17.
- 3.2.3 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.
- 3.2.4 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.

### 3.2.5 **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 B5b: Optimisation/commercialisation of assets within Enterprise Division. This mandate was originally wholly with Enterprise Directorate. Responsibility for £75k of £100k was transferred to Resources Directorate recently, but is unlikely to be achieved this close to year end. The mandate has been regarded as unachievable longer term and alongside others is an element of pressures to be accommodated as part of 2017-18 budget process
- Mandate B16: Flexible Employment Options £50,000: Scheme exhibits little demand amongst staff.
- Mandate B17: Rating appeals £140,000. Appeals have been lodged with Valuation Office, but due to demands in producing a revised business rate listing a backlog in appeals cases being heard has resulted. It is anticipated the appeals the Council have submitted will be heard during 2017-18
- 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 £60,000 short of the £400,000 in regard to the service collaboration for Tourism (£20k), Museums (£20k), and Public Conveniences (£20k).
- Mandate A28: Community Hubs: In a change from month 6, the original saving proposal £25,000 will not be achieved in the fashion original presumed by Contact Centre but the Community Hub service overall is still anticipated to break even against budget.

### **3.2.6 Economy & Development Select Portfolio**

Enterprise (ENT) Directorate

- Mandate B5 b and c: Community Asset Transfer / Income Generation £25,000 of the original £100,000 relates to revised Leisure income targets. The remaining improvements from optimisation of assets has transferred to Resources Directorate. Neither element is forecast to be achieved this year, and has been added to the pressures for consideration as part of 2017-18 budget process.

### **3.2.7 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 particularly with Community Care arm of Social Care of £888,000 currently, makes it unlikely to conclude that the practice change mandate of £628,000 is deliverable this financial year.

### **3.2.8 Children and Young People Select Portfolio**

Children and Young People (CYP) Directorate

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



### 3.3. Capital Position

3.3.1 The summary Capital position at Outturn is as follows

<b>MCC CAPITAL BUDGET MONITORING 2016-17 AT Outturn by SELECT COMMITTEE</b>						
<b>SELECT PORTFOLIO</b>	<b>Actual Spend at Outturn</b>	<b>Slippage Brought Forward</b>	<b>Total Approved Budget 2016/17</b>	<b>Capital Slippage to 2017/18</b>	<b>Revised Capital Budget 2016/17</b>	<b>Capital Expenditure Variance</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Children &amp; Young People</b>	27,792	39,731	43,207	(15,302)	27,906	(114)
<b>Adult</b>	79	30	86	0	86	(7)
<b>Economic &amp; Development</b>	4,314	680	5,280	(966)	4,314	0
<b>Strong Communities</b>	7,847	3,243	9,777	(1,100)	8,677	(830)
<b>Capital Schemes Total</b>	<b>40,031</b>	<b>43,684</b>	<b>58,350</b>	<b>(17,368)</b>	<b>40,982</b>	<b>(951)</b>

#### Slippage to 2017-18

3.3.2 Total Slippage at Outturn is (£17,367k), which mainly relates to Future Schools (£14,909k), £522k within individual S106 schemes, the Solar Farm (£505k), £351k within Schools ICT, Bryngwyn cattle market sewage works at £183k and a further £152k in relation to Granville Street / Wyebridge Street car parks.

3.3.3 In comparison with quarter 3 service managers collectively identified slippage levels of £12.4m, necessitating £25m actual expenditure in last quarter. Whilst that level of spend hasn't been achieved the extent of slippage is roughly half the level of 2015-16 levels, which is encouraging given the motivations and communications made to reduce in year slippage.

3.3.4 This will be the third year that a more detailed examination of slippage requests is made based upon the principles established previously i.e.

- whether there has been little or no progress in previous 12 month,
- the level of expenditure incurred this year has been less than in year budget and slippage b/fwd., to consider any opportunity to realign the budget to more realistic levels or reprofile budget more accurately over multiple years,
- or where there are identified problems/barriers to progress e.g. no agreement over scheme, archaeological considerations, planning considerations not yet satisfied or where the manager hasn't clearly evidenced why this should be a slippage in the request made.

3.3.5 The capital monitoring tends to be used by Members as a progress/performance tool. Examination of slippage requests suggest capital projects continue to be put into current year when there is little likelihood of being progressed. It is recommended that any report advocating to Council additional capital expenditure needs to highlight accurately which year the spend relates to so it can be profiled into the correct capital programme. Similarly with Property maintenance the slippage narratives indicate work can only proceed at certain times of the year. Where that hasn't occurred it would be sensible to reallocate the budget to an alternate priority and reintroduce in the following year out of the next year's allocation.

3.3.6 Appendix 2 indicates the extent of capital slippage requests received, which have been categorised into those proposed to Members for endorsement and those not. This year, in support of better considering the correct year for slipping approved expenditure into, a third column has been added to the table, to indicate those schemes where slippage is endorsed but where the year involved is still to be confirmed. The presumption being to add them back into those years at the slippage level indicated without a need for additional Council report.

		£'000
Extent of Slippage Requested		17,730
Endorsed to be added to 2017-18 capital programme		17,317
Endorsed to be added to a future capital programme		215
Rejected for slippage purposes		198
Total		17,730

### Capital Outturn

3.3.7 Major revisions to the capital programme within year included Cabinet approvals for the Solar Farm at Oak Grove (£4,455K) and £600k for the Public Realm Abergavenny Town Centre scheme other than specific Grant funded or S106 Schemes.

3.3.8 Allowing for the extent of supported slippage requests, outturn capital spending was £40.03million against a budget of £40.98 million, creating an underspend of £951k.

3.3.9 However this is not all available for redistribution. For instance the underspends resulting from not automatically slipping sc 106 scheme balances forward will provide no net saving to the authority and will be returned to sc106 balances for refresh and possible reallocation. Similarly the IT reserve funded schemes not slipped will have those net resources returned to IT reserve and the low cost Home Ownership amount will be returned to receipts pool to be available to facilitate future back to back sales as such sales are demand led rather than annualised. Also the underspend in relation to Highways schemes (£376k) was earmarked to be funded by grant. So effectively looking at the financing table below, the saving for redistribution can be equated to the unsupported borrowing avoided i.e. £205k.

3.3.10 During the capital budget consultation, a number of other areas were identified where there is a commitment to invest, however the schemes currently sit outside the 2017-18 programme as work progresses to identify the funding requirements. These were:

- Monmouth Pool – commitment to reprovide the pool in Monmouth as a consequence of the Future schools programme
- Abergavenny Hub – commitment to reprovide the library with the One Stop Shop in Abergavenny to conclude the creation of a Hub in each of the towns
- Disabled Facilities Grants – the demand for grants is currently outstripping the budget, work is being undertaken to assess the level of investment required to maximize the impact and benefit for recipients. Subsequently Members agreed to supplement the existing DFG budget by £300k, from 2017-18
- City Deal - 10 Authorities in the Cardiff City region are looking at a potential £1.2 billion City Deal. Agreement to commit to this programme is being sought across the region in January

and so would impact on the capital MTFP. The potential impact on individual authority budgets is currently being modelled in advance of decisions on specific projects and profiles in order for authorities to start reflecting the commitment in their MTFPs.

- J and E Block – the office rationalization programme is being considered to see if there is a solution that would enable the Magor and Usk sites to be consolidated, releasing funding to pay for the necessary investment to bring the blocks into use.

3.3.11 Whilst we have added some additional headroom into the Appropriations budget to afford, whether it will be sufficient or not remains to be seen. It is proposed to park further consideration of 2016-17 underspend, until colleagues report back to Council for approval to add to the capital programme.

### Capital Financing and Receipts

3.3.12 Given the anticipated capital spending profile reported in para 3.3.1, the following financing mechanisms are expected to be utilised.

<b>MCC CAPITAL FINANCING BUDGET MONITORING 2016-17 at Outturn By FINANCING CATEGORY</b>						
<b>CAPITAL FINANCING SCHEME</b>	<b>Annual Financing</b>	<b>Slippage Brought Forward</b>	<b>Total Approved Financing Budget 2016/17</b>	<b>Provisional Budget Slippage to 2017/18</b>	<b>Revised Financing Budget 2016/17</b>	<b>Forecast Capital Financing Variance 2016/17</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
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	11,877	16,050	17,853	(5,628)	12,225	(348)
S106 Contributions	713	880	1,407	(522)	885	(172)
Unsupported borrowing	19,738	11,553	25,605	(5,662)	19,943	(205)
Earmarked reserve & Revenue Funding	894	590	1,219	(302)	917	(23)
Capital Receipts	2,948	14,500	8,292	(5,253)	3,039	(91)
Low cost home ownership receipts	0	112	112	0	112	(112)
Unfinanced	0	0	0	0	0	0
<b>Capital Financing Total</b>	<b>40,031</b>	<b>43,684</b>	<b>58,350</b>	<b>(17,368)</b>	<b>40,982</b>	<b>(951)</b>

## Useable Capital Receipts Available

3.3.13 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

<b>TOTAL RECEIPTS</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Balance b/f 1 <sup>st</sup> April	5,311	18,935	4,472	510
<b>Add:</b>				
Receipts received in YTD	16,568	0	0	0
Receipts forecast received	0	10,596	5,560	5,660
Deferred capital receipts	4	4	4	4
<b>Less:</b>				
Receipts to be applied	-2,948	-22,635	-4,471	-509
Set aside	0	-2,428	-5,055	-3,281
<b>Predicted Year end receipts balance</b>	<b>18,935</b>	<b>4,472</b>	<b>510</b>	<b>2,384</b>
<b>Financial Planning Assumption 2016/20 MTFP Capital Budget</b>	<b>18,151</b>	<b>6,452</b>	<b>3,985</b>	<b>3,481</b>
<b>Increase / (Decrease) compared to MTFP Capital Receipts Forecast</b>	<b>784</b>	<b>-1,980</b>	<b>-3,475</b>	<b>-1,097</b>

3.3.14 The balances forecast to be held at the 31<sup>st</sup> March each year are generally 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. This is offset by the approval of £1,050,000 of capital receipts to fund the Abergavenny Public Realm scheme which was not part of the 2016/20 MTFP.

3.3.15 Members may recall a need to generate £32m receipts to afford their tranche A Future schools aspirations. Those levels aren't yet secured, this isn't a problem per se as the Council has been prioritising the use of Welsh Government funding ahead of its own. Next year capital receipt usage predominantly in regard to Future schools equates to £22m, but ahead of reserve levels and cash balances continue to be used as a source of internal borrowing to mitigate revenue costs within Appropriations budget.

3.3.16 There is an increasingly significant risk to the Council 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 would necessitate compensatory temporary borrowing which is more costly than utilising capital receipts and would necessitate additional revenue savings annually to afford.

### 3.4 Reserves

#### 3.4.1 Slippage on Earmarked Reserve funded projects

The following table indicates the extent of budgeted reserve funding utilised by Directorates and that element of approved expenditure they request to be deferred. These include,

Project	Reserve Source	Reserve funding utilised 2016-17	in	Reserve funding deferred 2017-18	to
		£'000		£'000	
Digital Programme costs	IT transformation	21		40	
Handsets (Connected worker)	Invest to Redesign			49	
Adult Social Care Transformation	Invest to Redesign	48			
HR restructure	Invest to Redesign	25		0	
Innovation and marketing assistance	Invest to Redesign	76		113	
Volunteer coordinator	Invest to Redesign	40			
External Investment Post	Invest to Redesign			14	
Informing the future of Cultural services	Invest to Redesign	51		0	
CYP services redesign	Invest to Redesign	12		37	
City Deal Contribution	Invest to Redesign	31			
Local Development Plan	Priority Investment			100	
Regional Development Plan	Priority Investment			63	
Eisteddfod	Priority Investment	287			
SCH Leadership Review	Priority Investment	51		74	
Future Monmouthshire	Priority Investment	120		130	
Children's Service Temporary staff	Priority Investment	169			
Schools sickness and maternity compensation scheme	CYP sickness and maternity reserve	10			
Elections Account	Election Reserve			100	
Youth Offending Team Partnership	Trading Account	51			
Redundancy Strain Costs	Redundancy & pension	593		0	
Insurance Provisions and MMI costs	Insurance Reserve	153			
Fixed asset disposal	Capital receipts generation reserve	75		21	
Vehicle leasing	Invest to Save Advances	67			
<b>TOTAL</b>				<b>740</b>	

3.4.2 The following reserve balances reflects capital and revenue movements during 2016-17 and provide a prediction on 2017-18 year end level based on existing approval levels and slippage levels above.

	2015-16	Net Draw On Reserve	Replenishment of Reserve	2016-17	Net Draw On Reserve	Replenishment of Reserve	2017-18
	B/fwd			C/fwd			Outturn prediction
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>General Reserves</b>							
Council Fund	- 7,111	0	0	- 7,111	0	0	- 7,111
School Balances	- 1,156	887	0	- 269		0	- 269
<b>Sub Total</b>	<b>- 8,267</b>	<b>887</b>	<b>-</b>	<b>- 7,380</b>	<b>-</b>	<b>-</b>	<b>7,380</b>
<b>Main Earmarked Reserves</b>							
Invest to Redesign	-1,298	337	0	-961	437	-135	-658
IT Transformation	-827	199	-100	-728	169	0	-558
Insurance & Risk Management	-1,236	153	0	-1,083	0	0	-1,083
Capital Receipt Regeneration	-322	75	-100	-348	142	0	-205
Treasury Equalisation	-990	0	0	-990	0	0	-990
Redundancy & Pensions	-1,274	593	-114	-795	298	0	-497
Capital Investments	-1,265	489	0	-776	157	0	-618
Priority Investments	-1,120	690	-570	-1,000	1,000	0	0
<b>Sub Total</b>	<b>-8,333</b>	<b>2,535</b>	<b>-883</b>	<b>-6,681</b>	<b>2,205</b>	<b>-135</b>	<b>-4,610</b>
<b>Other Earmarked Reserves</b>							
Museum Acquisitions	-57	0	0	-57	0	0	-57
Elections	-108	0	-25	-133	100	-25	-58
Grass Routes Buses	-140	9	-54	-184	0	-5	-189
Youth Offending Team	-325	51	0	-274	0	0	-274
Building Control Trading	-12	0	-14	-26	0	0	-26
Outdoor Education Centres	-190	0	0	-190	0	0	-190
Schools Maternity & Sickness	-104	10	0	-94	0	0	-94
Highways Plant & Equipment		0	-75	-75	0	0	-75
Homelessness Prevention Fund		0	-5	-5	0	0	-5
Rural Development Plan		0	-86	-86	86	0	0
<b>Sub Total</b>	<b>-936</b>	<b>71</b>	<b>-259</b>	<b>-1,124</b>	<b>186</b>	<b>-30</b>	<b>-967</b>
<b>Total Reserves</b>	<b>-17,536</b>	<b>3,494</b>	<b>-1,142</b>	<b>-15,184</b>	<b>2,391</b>	<b>-165</b>	<b>-12,958</b>

3.4.3 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.

With regard to the allocation of bottom line surplus to replenish reserves, the Sc151 officer's considered advice already indicatively reflected above would be:

Priority Investment Fund	£570k
Redundancy & Pension Reserve	£114k
IT Transformation Reserve	£100k
Capital Receipts Generation Reserve	£100k

Total £884k

Despite the proposed top up, current predicted use of the Priority investment reserve means that it will likely expire by the end of 2017-18 as a funding source.

- 3.4.4 Given the forecast use of earmarked reserves, Cabinet has previously approved a policy on earmarked reserves to ensure that earmarked reserves are focused on investment in areas where they can achieve most impact.

### **Schools Reserves**

- 3.4.5 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. The net effect of an individual school's annual surplus or deficit is shown in a ring-fence reserve for the particular school. Details of the 2016-17 outturn position is shown in the table below.

#### **Outturn movement on school reserves**

	<b>Opening reserves 2016-17 (Surplus)/Deficit</b>	<b>Budgeted reserve draw (based on formal budgets submitted by schools)</b>	<b>Predicted Reserve levels at Year end (period 1)</b>	<b>Actual Year end position at Outturn (Surplus)/ Deficit</b>	<b>Variance against budgeted level (favourable)/ adverse</b>
<b><u>Abergavenny cluster</u></b>					
E003 King Henry VIII Comprehensive	<b>(107,368)</b>	241,418	134,050	139,355	5,305
E073 Cantref Primary	<b>(41,987)</b>	13,373	<b>(28,614)</b>	<b>(52,766)</b>	<b>(24,152)</b>
E072 Deri View Primary	<b>(86,054)</b>	61,965	<b>(24,089)</b>	<b>(27,297)</b>	<b>(3,208)</b>
E035 Gilwern Jnr & Inf	<b>(41,298)</b>	14,114	<b>(27,184)</b>	<b>(39,636)</b>	<b>(12,452)</b>
E037 Goytre Fawr Jnr & Inf	<b>(53,920)</b>	33,609	<b>(20,311)</b>	<b>(25,371)</b>	<b>(5,060)</b>
E041 Llanfair Kilgeddin CV Jnr & Inf	<b>(66,824)</b>	66,824	0	0	0
E093 Llanfoist Fawr	<b>(93,789)</b>	44,634	<b>(49,155)</b>	<b>(68,056)</b>	<b>(18,900)</b>
E044 Llantillio Pertholey Jnr & Inf	<b>(37,176)</b>	42,426	5,250	<b>(20,967)</b>	<b>(26,217)</b>
E045 Llanvihangel Crocorney Jnr & Inf	23,605	5,543	29,148	3,117	<b>(26,031)</b>
E090 Our Lady and St Michael's RC Primary School	<b>(30,654)</b>	18,973	<b>(11,681)</b>	<b>(45,505)</b>	<b>(33,824)</b>
E067 Ysgol Gymraeg Y Fenni	<b>(58,741)</b>	21,073	<b>(37,668)</b>	<b>(48,966)</b>	<b>(11,299)</b>
Successful Futures Grant Funding from EAS	0		0	0	0
<b><u>Caldicot cluster</u></b>					
E001 Caldicot Comprehensive	<b>(208,860)</b>	203,597	<b>(5,263)</b>	<b>(33,736)</b>	<b>(28,473)</b>
E068 Archbishop Rowan Williams Primary	<b>(84,489)</b>	68,591	<b>(15,898)</b>	<b>(49,657)</b>	<b>(33,759)</b>

E094 Castle Park	21,446	23,321	44,767	46,115	1,348
E075 Dewstow Primary School	(112,598)	113,117	519	(90,125)	(90,644)
E034 Durand Jnr & Inf	(60,520)	24,781	(35,739)	(53,931)	(18,192)
E048 Magor Vol Aided Jnr & Inf	(56,008)	5,669	(50,339)	(35,179)	15,159
E056 Rogiet Jnr & Inf	(59,613)	62,602	2,988	(34,184)	(37,172)
E063 Undy Jnr & Inf	(16,641)	(32,724)	(49,365)	50,037	99,402
E069 Ysgol Gymraeg Y Ffin	(13,168)	59,720	46,552	67,410	20,858
Successful Futures Grant Funding from EAS	0		0	0	0
<b><u>Chepstow cluster</u></b>					
E002 Chepstow Comprehensive	414,066	(257,190)	156,876	81,068	(75,809)
E091 Pembroke Primary School	(36,201)	32,718	(3,483)	(8,826)	(5,343)
E057 Shirenewton Jnr & Inf	(81,560)	6,152	(75,408)	(87,369)	(11,961)
E058 St Mary's Chepstow RC Jnr & Inf	(25,385)	39,403	14,018	13,192	(826)
E060 The Dell Jnr & Inf	(50,266)	45,000	(5,266)	(46,094)	(40,828)
E061 Thornwell Jnr & Inf	(2,253)	24,371	22,118	20,534	(1,584)
E096 Chepstow Alliance	0	0	0	0	0
Successful Futures Grant Funding from EAS	0		0	0	0
<b><u>Monmouth cluster</u></b>					
E004 Monmouth Comprehensive	(45,772)	45,772	0	100,573	100,573
E032 Cross Ash Jnr & Inf	(51,269)	26,099	(25,170)	(45,620)	(20,451)
E092 Kymin View Primary School	(18,774)	32,352	13,578	(10,294)	(23,872)
E039 Llandogo Jnr & Inf	11,446	(694)	10,752	9,736	(1,016)
E074 Osbaston Church In Wales Primary	(37,344)	7,600	(29,744)	(18,570)	11,174
E051 Overmonnow Jnr & Inf	19,101	(39,372)	(20,271)	(3,959)	16,312
E055 Raglan Jnr & Inf	(18,369)	14,005	(4,364)	111,977	116,341
E062 Trellech Jnr & Inf	(86,281)	19,535	(66,746)	(85,762)	(19,016)
E064 Usk CV Jnr & Inf	(71,295)	41,465	(29,830)	(56,108)	(26,278)
Successful Futures Grant Funding from EAS	0		0	0	0
	(1,264,808)	1,129,841	(134,967)	(344,862)	(209,895)
<b><u>Special Schools</u></b>					
E020 Mounton House	154,854	(50,000)	104,854	142,417	37,563
E095 Pupil Referral unit	(46,208)	0	(46,208)	(66,340)	(20,132)
	108,646	(50,000)	58,646	76,077	17,431
<b>TOTAL</b>	<b>(1,156,163)</b>	<b>1,079,841</b>	<b>(76,322)</b>	<b>(268,786)</b>	<b>(192,464)</b>



3.4.6 6 schools exhibited a deficit position at the start of 2016/17. Throughout the year this was anticipated to rise to 12 by end of 2016-17. Members had previously queried that prediction based on the level of past adhoc grant receipts received late in the year which had the effect of supplementing year end balances and mitigating past finance concerns about the declining extent of balances and lack of replenishment.

Unfortunately those additional grant receipts haven't been manifest in this last quarter such that the earlier forecast provided has proved accurate at outturn with 12 schools being in deficit.

3.4.7 Collectively school balances at the beginning of the financial year amounted to £1,156,000, given the year end position the following pattern is apparent.

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	(269)

Collectively schools have utilised £887k from their reserves this year, which is actually £192k less than originally budgeted, such that the collective outturn reserve is £287k, rather than £76k surplus reported at month 9.

3.4.8 Fairer Funding Regulations adopted by Councils and Governing Bodies commonly preclude governing bodies from planning for a deficit position. This was changed last year in MCC to allow licensed deficits where a recovery plan is agreed and followed. This flexibility only extended as far as there being a collective schools reserve surplus i.e.

*“There is an arrangement in place whereby schools are allowed to plan for a deficit budget funded by a collective surplus of school balances held by the authority on behalf of schools.”*

3.4.9 It remains unlikely that the collective level of reserves will sustain the traditional annual draw by schools on reserves in recent years, which will add additional focus to addressing the need to remain within budget in 2017/18 as part of Governors formal section 52 budgets rather than passporting the consequences to their reserves, given that flexibility is now pretty much exhausted.

#### **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**

Outturn Monitoring Reports (Period 4), as per the hyperlink provided

<http://corphub/initiatives/Budgetmon/20162017/Forms/Q4.aspx>

NB. Given a heightened computer security, and the disablement of automatic links within documents, if clicking the link above does not automatically direct you to the monitoring reports, it should, if you cut and paste it into your internet browser address window.

## **9 AUTHOR**

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### **Appendices (attached below)**

Appendix 1 Mandated Savings Progress Report  
Appendix 2 Capital Slippage Analysis



## Appendix 1

### Budgeted Service Savings Mandates Progress 2016/17






DIRECTORATE	Saving included in 2016/17 Budget	Savings reported achieved month 2	Savings reported achieved month 6	Savings reported achieved month 9	Savings reported achieved @ outturn	Percentage progress in achieving savings	Delayed savings	Savings not achievable
	£'000	£'000	£'000	£'000	£'000	%	£'000	£'000
Children & Young People	600	600	600	600	600	100%	0	0
Social Care & Health	640	640	12	12	12	2%	0	628
Enterprise	310	285	285	245	245	79%	40	25
Resources	544	318	299	260	120	22%	215	209
Chief Executive's	1,565	1,442	1,442	1,437	1,437	92%	85	43
<b>Total Mandated Service Savings 2016-17</b>	<b>3,659</b>	<b>3,285</b>	<b>2,638</b>	<b>2,554</b>	<b>2,414</b>	<b>66%</b>	<b>340</b>	<b>905</b>

2016/17 Budgeted Service Savings Mandates Progress											
CHILDREN & YOUNG PEOPLE											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
<b>Gwent Music</b> (Nicki Wellington)	<b>A20</b>	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	50,000	50,000	-	-	On track and expected to be fully met	
<b>Phase 3 of Additional Learning Needs Review</b> (Sharon Randall-Smith)	<b>B20</b>	Closure off Deri View SNRB (£50k), Placement costs for External pupils attending Mouton House (£250k). Implementation of new funding formula from April 2016. (£250k).	550,000	550,000	550,000	550,000	550,000	-	-	On track and expected to be fully met	
			<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>0</b>	<b>0</b>		

2016/17 Budgeted Service Savings Mandates Progress









SOCIAL CARE & HEALTH											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Transition - Bright New Futures (SCH) (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	12,000	12,000	0	0	Fully met the mandate at year end	
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	0	0	0	628,000	This mandate relates to Community Care which, at year end, had an overspend of £788K. This mandate target has been reduced down to £200K in the 2017/18 budget.	
			<b>640,000</b>	<b>640,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>0</b>	<b>628,000</b>		

2016/17 Budgeted Service Savings Mandates Progress


ENTERPRISE											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Leisure Services Income Generation (Ian Saunders)	B1	Income generation/cost savings within the service.	120,000	120,000	120,000	120,000	120,000	-	-	On track and expected to be fully met	
Optimisation & better commercialism of Assets within Tourism, Leisure and Culture (Ian Saunders)		Income Generation Leisure	25,000	-	-	-	-		25,000	Won't be achieved this financial year	
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	-	-	40,000	-	Planning has seen a decline in income in recent months, it may struggle to achieve full saving.	
Extension Shared Lodgings Housing Scheme (Ian Bakewell)	B10	Increase the Shared Housing Scheme within Monmouthshire.	50,000	50,000	50,000	50,000	50,000	-	-	On track and expected to be fully met	
Second Phase Review of subsidies to 3 <sup>rd</sup> Sector (Will Mclean)	B12	Consolidation and reduction of grants to 3rd sector providers.	75,000	75,000	75,000	75,000	75,000	-	-	On track and expected to be fully met	
			<b>310,000</b>	<b>285,000</b>	<b>285,000</b>	<b>245,000</b>	<b>245,000</b>	<b>40,000</b>	<b>25,000</b>		

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2015/16 Budgeted Service Savings Mandates Progress

RESOURCES											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Sustainable Energy Initiatives (Ben Winstanley)	A5	Investing in biomass boilers, solar farms and reduction in Carbon Commitment.	34,000	0	0	0	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	50,000	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	60,000	45,000	45,000	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.	
		Optimisation of Assets - PD	75,000	-	-	-	-	-	75,000	Unachievable	
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	140,000	-	140,000		Appeals lodger with Valuation office, backlog of appeals resulted from staff being transferred to new list creation. It is anticipated our appeals will be heard during 2017-18	
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	0	0	60,000		Alternative delivery plan has not been possible due to pressures within the service	







2015/16 Budgeted Service Savings Mandates Progress








RESOURCES											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Discretionary Fees and Income (Joy Robson)	B23	Increased Discretionary Fees & Charges	25,000	25,000	25,000	25,000	25,000	-	-	Spread across authority, assume it has been achieved.	
<b>TOTAL</b>			<b>544,000</b>	<b>318,000</b>	<b>299,000</b>	<b>260,000</b>	<b>120,000</b>	<b>215,000</b>	<b>209,000</b>		

2016/17 Budgeted Service Savings Mandates Progress

CHIEF EXECUTIVE'S UNIT											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Garden Waste (Rachel Jowitt)		Increase in charges for Garden Waste collection service.	40,000	40,000	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	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. 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.	25,000	25,000	25,000	25,000	25,000			Achievable through alternative Delivery Plan	



CHIEF EXECUTIVE'S UNIT											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
<b>Community Hubs</b> (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. 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.	25,000	25,000	25,000			25,000		Achievable through alternative Delivery Plan. Contact Centre experiencing overspend exceeding mandate target	
<b>Legal Services</b> (Rob Trantor)	B7	Income generation by providing Legal Services to external organisations.	25,000	25,000	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. <b>This will not affect outturn in 16-17 as it has been offset by a grant windfall in Land Charges.</b>	
<b>Promoting Business Waste</b> (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	80,000	80,000			On Track	
<b>Leadership Team Structure Review</b> (Paul Matthews)	B11	Re-alignment of Senior Key Posts and Roles.	315,000	272,300	272,300	272,300	272,300		42,700	Waiting for update on the achievability, alternative delivery option	
<b>Highways Infrastructure Income Generation</b> (Roger Hoggins)	B13	Income generation from highway advertisements across Monmouthshire (£50k)	150,000	150,000	150,000	150,000	150,000			Planning approval delays means £25,000 relating to advertising income will be delayed. <b>Shortfall will be managed within service budget.</b>	
<b>Grounds – Funding Review</b> (Rachel Jowitt)	B14		75,000	75,000	75,000	75,000	75,000			on track	

CHIEF EXECUTIVE'S UNIT											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Highways Maintenance (Roger Hoggins)	B15	Reducing the budgets within the highways section.	200,000	200,000	200,000	200,000	200,000			on track	
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	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	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	83,500	83,500			On Track	
		Waste	71,500	71,500	71,500	71,500	71,500			On Track	
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	95,000	95,000	40,000		No contribution from Town council for museums. Only £5k received from Chepstow TC for TIC. £90k achieved from Hubs, increased savings of £20k being achieved through alternative delivery model for 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	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. <b>Should not impact on outturn position as shortfall will be covered by managed efficiencies in expenditure.</b>	
<b>TOTAL</b>			<b>1,565,000</b>	<b>1,442,300</b>	<b>1,442,300</b>	<b>1,437,300</b>	<b>1,437,300</b>	<b>85,000</b>	<b>42,700</b>		

## Appendix 2 – Capital Slippage Analysis

SELECT	Budget Holder	SCHEME TITLE	Year End Slippage Request	Amount Proposed for endorsement	Amount endorsed but proposed to be added back expenditure year is certain	Amounts not proposed for endorsement
CYP	Simon Kneafsey	New Monmouth Comp – 21c Schools	-9,281,832	-9,281,832		
CYP	Simon Kneafsey	New Caldicot School – 21c Schools	-4,627,357	-4,627,357		
CYP	Simon Kneafsey	Welsh Medium Secondary (Joint Project)	-1,000,000	-1,000,000		
CYP	Rob O'Dwyer	Chepstow School – Removal & Replacement of Asbestos Cladding Panels	-15,000	-15,000		
CYP	Rob O'Dwyer	Usk Primary: Remodel Entrance, Office & Shower	-26,469	-26,469		
CYP	Sian Hayward	Schools ICT Outline Business Case	-351,233	-351,233		
SCOMM	Rob O'Dwyer	Generic - Asbestos removal	-27,281	0		-27,281
SCOMM	Rob O'Dwyer	Generic - Radon response	-7,610	0		-7,610
SCOMM	Rob O'Dwyer	Aber Castle - Refurb to prolong & cons ancient walls	-22,492	-22,492		0
SCOMM	Rob O'Dwyer	Monitor & update fire & intruder alarms	-3,910	-3,910		
SCOMM	Rob O'Dwyer	Generic - Fire Safety remedial works to ensure compliance with 2005 regulatory reform	-5,391	0		-5,391
SCOMM	Rob O'Dwyer	Abergavenny LC - Replace CHP Plant	-21,240	-21,240		
SCOMM	Rob O'Dwyer	Hilston Park: Internal Areas	-7,500	0		-7,500
SCOMM	Rob O'Dwyer	Chepstow Museum: Repair External Lime Render	-12,584	-12,584		
SCOMM	Rob O'Dwyer	Generic - Rectification after Fixed Wire Testing	-6,756	0		-6,756
SCOMM	Rob O'Dwyer	Shire Hall – Emergency Structural Investigation and repairs to staircase	-7,500	-7,500		
SCOMM	Deb Hill -Howells	Community Hubs	-51,122	0	-51,122	
SCOMM	Dan Davies	Caldicot Castle Kitchen	-10,071	0		-10,071

SCOMM	Mike Moran	Monmouth Sports Ground Drainage	-1,902	0	-1,902
SCOMM	Ben Winstanley	Non County Farms Fixed Asset Disposal Costs	-84,874	-84,874	
SCOMM	Roger Hoggins	Car Park Granville St & Wyebridge St	-152,214	-152,214	
SCOMM	Mathew Lewis	Structural Repairs - PROW	-22,647	-22,647	
SCOMM	Paul Keeble	Footway Reconstruction	-99,445	-99,445	
SCOMM	Paul Keeble	Carriageway Resurfacing - Various	-52,562	-52,562	
SCOMM	Paul Keeble	Safety Fence Upgrades	-71,370	-71,370	
SCOMM	Mark Davies	Signing Upgrades And Disabled Facilities	-23,091	-23,091	
SCOMM	Mark Davies	Road Safety & Trafficman Programme	-75,088	-75,088	
SCOMM	Sian Hayward	Purchase of Sharepoint and Active Directory Licences	-5,572	0	-5,572
SCOMM	Lisa Widenham	Upgrade to the Agresso system	-9,888	-9,888	
SCOMM	Lisa Widenham	Provision of online facilities Revenue's section	-13,000	-13,000	
SCOMM	Shirley Wiggam	Low Cost Home Ownership	-112,293	0	-112,293
SCOMM	Deb Hill-Howells - Ben Winstanley	County Farms Maintenance & Reinvestment	-30,000	-30,000	
SCOMM	Mike Moran	Sc 106 Multi Use Games Area Bayfield Open Space	-5,470	0	-5,470
SCOMM	Mike Moran	S106 – Recreation Croesonen	-6,129	0	-6,129
SCOMM	Debbie McCarty	S106 – Town Centre Partnership	-1,700	-1,700	
SCOMM	Mike Moran	S106 Crick Wildlife Garden (Caer Off Site)	-10,866	-10,866	
SCOMM	Mike Moran	S106 Mardy Allotments (Croesonen)	-18,900	0	-18,900
SCOMM	Mike Moran	S106 Croesonen Play Park (Croesonen)	-14,527	-14,527	
SCOMM	Mike Moran	S106 Monmouth Petanque Floodlights (Monmouth)	-2,493	0	-2,493
SCOMM	Mike Moran	S106 Monmouth Gateway (Monmouth)	-20,000	0	-20,000
SCOMM	Mike Moran	S106 St Thomas Church Refurb (Monmouth)	-2,000	-2,000	
SCOMM	Mike Moran	S106 Wyesham Community Woodland (Monmouth)	-21,000	-21,000	
SCOMM	Mike Moran	S106 Destination Play Area (Monmouth)	-85,000	0	-85,000
SCOMM	Mike Moran	S106 Drybridge Nature Park (Monmouth)	-9,537	-9,537	
SCOMM	Mike Moran	S106 Cricket Wicket and Changing Rooms (Little Mill)	-20,000	-20,000	
SCOMM	Mike Moran	S106 Little Mill Trail (Little Mill)	-27,720	0	-27,720

SCOMM	Mike Moran	S106 Gilwern Fitness Equip (Ty Mawr)	-7,065	0	-7,065
SCOMM	Mike Moran	S106 Gilwern Petanque Terrain (Ty Mawr)	-3,960	0	-3,960
SCOMM	Mike Moran	S106 Heaven Scent Garden (Ty Mawr)	-945	0	-945
SCOMM	Mike Moran	S106 Clydach Playing Field Barrier (Ty Mawr)	-70	-70	
SCOMM	Mike Moran	S106 Gilwern Bowling Green (Ty Mawr)	-496	-496	
SCOMM	Mike Moran	S106 Gilwern Playing Field Improvements (Ty Mawr)	-10,190	-10,190	
SCOMM	Mike Moran	S106 Incredible Edible Project (Ty Mawr)	-1,215	-1,215	
SCOMM	Mike Moran	S106 - Upgrading play area Caldicot Castle	-8,935	-8,935	
SCOMM	Mike Moran	Rogiet Playing Field Car Park and Magor GRIP study	-40,084	-40,084	
SCOMM	Mike Moran	S106 Gilwern Towpath Upgrade (Cae Meldon)	-18,000	-18,000	
SCOMM	Mike Moran	S106 Gilwern Scooter Park (Cae Meldon)	-21,555	-21,555	
SCOMM	Mike Moran	S106 Gilwern Comm Centre Heating (Cae Meldon)	-11,475	-11,475	
SCOMM	Mike Moran	S106 Gilwern OEC (Cae Meldon)	-56,802	-56,802	
SCOMM	Mike Moran	New Playing Pitches (Clydach Juniors – Cae Meldon)	-53,000	-53,000	
SCOMM	Mike Moran	S106 Llanelly Hill Welfare Car Park (Cae Meldon)	-22,441	-22,441	
SCOMM	Mike Moran	Cae Meldon S106 Off Site Recreation	-23,020	-23,020	
E&D	Rob O'Dwyer	Replacement Cattle Market	-183,357	-183,357	
E&D	Amy Longford	Caerwent House, Major Repairs	-50,800	-50,800	
E&D	Ben Winstanley	Solar Farm – Oak Grove	-505,740	-505,740	
E&D	Deb Hill Howells	Sc106 Woodstock Way Linkage Scheme	-226,504	-226,504	
			<b>-17,730,290</b>	<b>-17,317,110</b>	<b>-214,712</b>
					<b>-198,468</b>



**SUBJECT:** Corporate Safeguarding Policy

**MEETING:** Select Committee

**DATE:** 7<sup>TH</sup> June 2017

**DIVISION/WARDS AFFECTED:** County wide

**1. PURPOSE:**

To inform Members of the introduction of the new Corporate Safeguarding Policy

**2. RECOMMENDATIONS:**

It is recommended that Members agree and adopt the Corporate Safeguarding Policy

**3. KEY ISSUES:**

- Safeguarding children and adults at risk has the very highest priority in the Council.
- Safeguarding, under the Social Services and Wellbeing Act (Wales) 2014, is recognised as everybody's responsibility and considerable progress has been made over the last 5 years to systematically embed safeguarding culture, knowledge and practice.
- All staff, paid and unpaid, and Councillors share a responsibility both corporately and individually to ensure that children and adults at risk are treated with respect and protected from harm.
- Whilst the Council does have an existing safeguarding policy in place it is heavily focussed towards educational settings and other child and family services. Safeguarding is therefore firmly embedded in some Directorates and service areas however there are varying levels of understanding as to expectations in other parts of the organisation.
- This policy will be a mechanism to evaluate understanding, systems and training throughout the Council and ensures that safeguarding is firmly placed as core to the business of the council.

**4. REASONS:**

The Social Services and Wellbeing Act (Wales) 2014 aims to strengthen and build on existing safeguarding practice to ensure that people are able to live their lives to the full.

There is a new overarching duty to promote the well-being of people who need care and support and every service within the Council has a role to play and has to take full ownership of their safeguarding responsibilities.

**5. RESOURCE IMPLICATIONS:**

Any resources required to implement this policy will be found from within existing service budgets

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

The policy is to assure Members around the level of safeguarding practice which is essential to the well-being of future generations.

**7. CONSULTEES:**

SLT

Cabinet

Whole Authority Safeguarding Working Group

All comments received have been incorporated into the policy

**8. BACKGROUND PAPERS:**

WASG Self evaluation

Social Services and Wellbeing Act (Wales) 2014

**9. AUTHOR:**

Claire Marchant Chief Officer, Social Care and Health

Cath Sheen, Corporate Safeguarding Programme Lead

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# CORPORATE SAFEGUARDING POLICY

JUNE 2017

MARCHANT, CLAIRE L.

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

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# **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

## **1. INTRODUCTION**

**Safeguarding children and adults at risk from abuse is everybody's responsibility.**

Monmouthshire County Council (the Council) is committed to ensuring that people living in the County are safe and protected and that its statutory duties to safeguard and protect children, young people and adults at risk are discharged.

For the purposes of this policy, children and young people are defined as anyone who has not yet reached their 18th birthday. This does not exclude a young person who is 16 years of age in Further Education, or a member of the Armed Forces, in hospital, in a young offender's institution, or in prison.

An adult at risk is defined as an adult who is experiencing, or who is at risk of, abuse or neglect, has needs for care and support (whether or not the Council is meeting any of those needs), and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

The Council's workforce shares a responsibility, both collectively and individually, to ensure that children and adults at risk are protected from harm. Council employees, Councillors, volunteers and contractors who come into contact with children or adults at risk in the course of their duties are expected to understand their responsibility and where necessary take action to safeguard and promote the welfare of vulnerable people.

## **2. SCOPE**

For the purposes of this policy 'workforce' is defined as those engaged by the Council, including permanent and temporary employees, students, volunteers, workers employed by employment agencies, contractors and consultants.

The policy covers the whole workforce and Councillors, and whilst all have varied levels of contact with children, young people and adults at risk everybody should be aware of potential indicators of neglect and abuse and be clear about what to do if they have concerns.

This policy makes explicit the expectation that all settings providing services for children and adults in Monmouthshire will have their own safeguarding policies and procedures which are in keeping with this document and other local, regional and national procedures and guidance.

## **3. OBJECTIVES**

The policy provides a framework which ensures that policies and practices within the Council are consistent and in line with stated values, which must underpin all work with children, young people and adults at risk.

The intention of this policy is to support quality service delivery, promote good practice and ensure services are delivered in a way that children, young people and adults at risk are safe from harm and are allowed to fulfil their potential and live the lives they want to live.

This policy is intended to be enabling; to ensure that all parts of the Council understand how to put effective safeguards in place. This is a policy for a positive, preventative and

# **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

proactive approach to safeguarding. The policy must be owned and implemented across the Council and promoted in wider communities. The policy is intended as an enabler of a positive culture of proactively identifying, mitigating, managing and removing risks to safety, whilst ensuing decisive and timely action to address serious concerns.

## **4. PRINCIPLES OF THE POLICY**

This policy is underpinned by the Council's vision to build sustainable and resilient communities and the 4 wellbeing objectives:

- To develop opportunities for communities and businesses to ensure a well-connected and thriving county
- Maximise the benefits of the natural and built environment for the well-being of current and future generations
- Maximise the potential in our communities to improve wellbeing for people throughout the course of their life
- Provide children and young people with the best possible start in life to help them achieve better outcomes

There is an expectation that all of the workforce, Councillors and partners share an objective to help keep children, young people and adults at risk safe by contributing to:

- Creating and maintaining a safe environment
- Identifying where there are concerns and taking action to address them in partnership with other agencies
- Prevent unsuitable people from working with children, young people and adults at risk
- Ensure the whole workforce understands safeguarding and their accountabilities and responsibilities
- Promote safe practice and challenge poor and unsafe practice

The policy sets out a preventive approach which ensures safeguards are proactively put in place to prevent abuse and neglect occurring

The Council requires a competent workforce of individuals who are able to identify instances in which there are grounds for concern about the welfare of a child or adult and initiate or take appropriate action to keep them safe.

The policy requires effective partnership working between all those involved with providing services for children, young people and adults at risk.

## **5. LEGISLATIVE CONTEXT**

The Council remains committed to the 1945 Declaration of Human Rights, the UN Convention on the Rights of a Child, as well as the United Nation's Principals for Older People.

The Care Quality Commission 2014 defined Safeguarding as "protecting individual's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect."

# MONMOUTHSHIRE COUNTY COUNCIL CORPORATE SAFEGUARDING POLICY

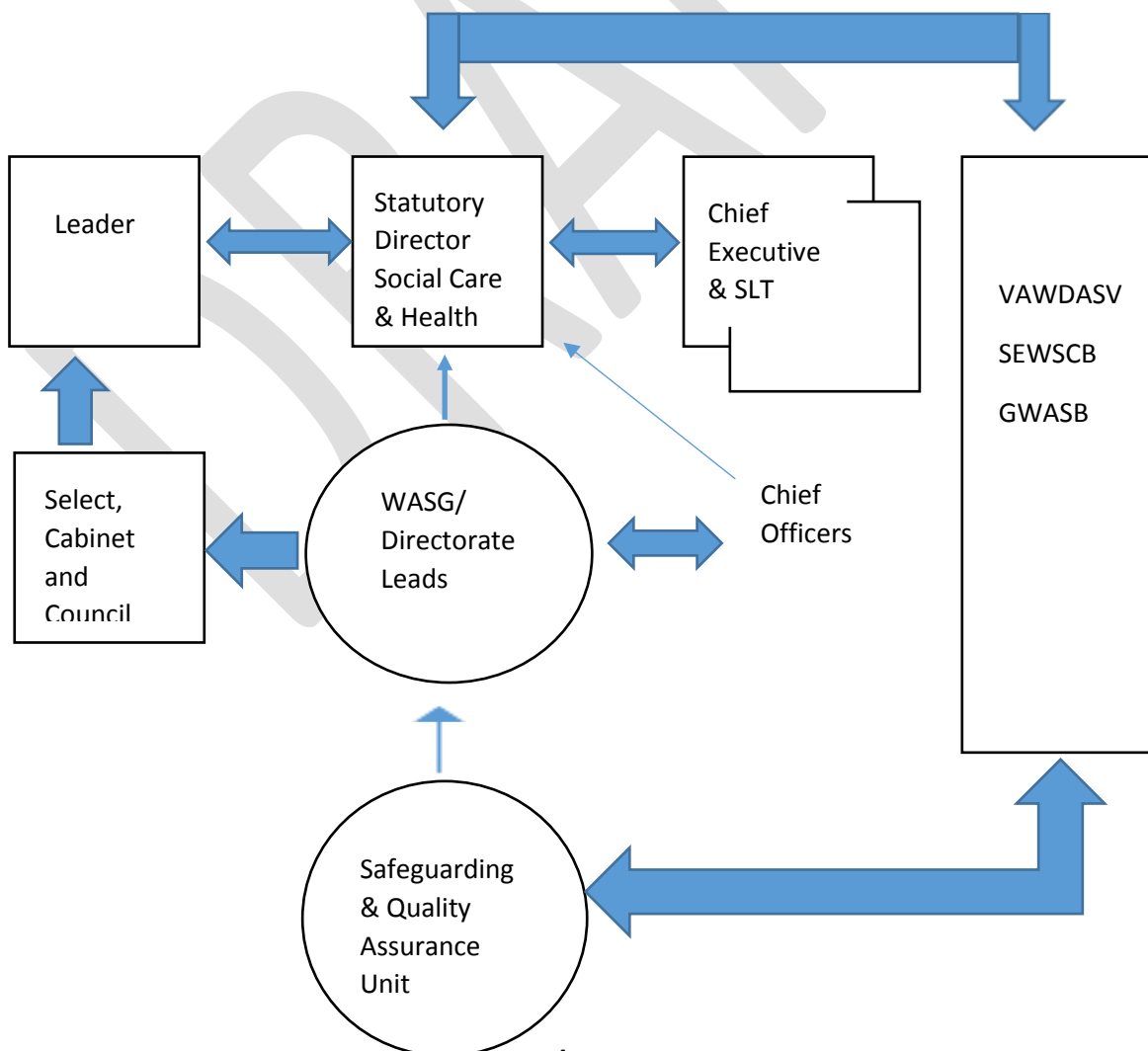
The Social Services and Well-being (Wales) Act (2014) (SSWBA) aims to strengthen and build on existing safeguarding practice in Wales to ensure that people are able to live their lives to the full. There is a new overarching duty to promote the well-being of people who need care and support together with an emphasis on shared responsibility and partnership working.

“Whilst the Council is the organisation in making enquiries to identify whether an individual is at risk of harm, or abuse, and co-ordinating a response it should be clear that Safeguarding is everyone’s business and to this end this responsibility cannot be achieved in isolation and without clear and accountable leadership.” Social Services and Wellbeing Act (Wales) 2014 (SSWA)

In the Social Services and Wellbeing Act, well-being is defined through eight aspects, one of which is protection from abuse and neglect. In relation to a child, well-being also includes their physical, intellectual, emotional, social and behavioural development; and their welfare (ensuring they are kept safe from harm).

Appendix 1 gives further related legislation, policy and guidance and key contacts within the Council.

## **6. Governance Arrangements**



# **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

## (a) Role of the Regional Boards

The **Gwent Wide Adult Safeguarding Board (GWASB)** has the statutory responsibility to provide the strategic lead in the region in relation to the safeguarding citizens and the promotion of their well-being, as enshrined in the Social Services and Well-being Act 2014 and accompanying guidance, 'Working Together to Safeguard People Volume 1'. The GwASB's purpose is to lead, co-ordinate and ensure the effectiveness of multi-agency safeguarding adult practice in the region. Monmouthshire Council is accountable to the GwASB as a key statutory partner and as such must contribute fully to the work streams of the Board, and ensure good alignment with the Council's work programmes.

The **South East Wales Safeguarding Children Board (SEWSCB)** has the statutory responsibility to provide the strategic lead in the region in relation to the safeguarding of children and promotion of their welfare, as enshrined in the Children Act 2004 and The Social Services and Well-being Act 2014 and accompanying guidance, 'Working Together to Safeguard People Volume 1'. The SEWSCB's purpose is to lead, co-ordinate and ensure the effectiveness of multi-agency safeguarding children practice in the region. Monmouthshire Council is accountable to the SEWSCB as a key statutory partner and as such must contribute fully to the work streams of the Board, and ensure good alignment with the Council's work programmes.

The **Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) Regional Board B** was established as a statutory requirement within the VAWDASV Act 2015 in order to strategically lead the implementation of the Act in the region. Monmouthshire Council is a key statutory partner on the Board and contributes fully to its work streams and ensures good alignment between the Board and the Council's work programmes.

## (b) Chief Officer Social Care and Health (SCH)

The Chief Officer SCH fulfils the role of Statutory Director of Social Services and has legal accountability for ensuring the Council has appropriate safeguarding measures in place to protect children, young people and adults at risk. The Chief Officer is responsible for reporting the effectiveness of these arrangements on a corporate level to the Chief Executive, Senior Leadership Team and Cabinet and Council.

The Chief Officer SCH is the point of contact for all other Chief Officers to report serious safeguarding concerns which may occur in their service area. The Chief Officer is responsible for ensuring appropriate action is taken including reporting to the Chief Executive and Lead Cabinet Member as necessary.

## (c) The Chief Executive

The Chief Executive has overall responsibility for ensuring arrangements for safeguarding of children and adults at risk are effective across the Council. The Chief Executive is responsible for developing effective governance arrangements and ensuring there is a safeguarding policy in place.



## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

Through one to one meetings with the Chief Officer for Social Care and Health (SCH), the Chief Executive is kept informed of relevant safeguarding issues.

### (d) The Leader

The Leader of the Council is overall responsible for providing political leadership to ensure the Council fulfils its duties and responsibilities for safeguarding.

### (e) Lead Cabinet Member for Safeguarding

The Lead Cabinet Member for Safeguarding will have regular one to one meetings, monthly as a minimum, with the Chief Officer SCH and be kept informed and updated on relevant safeguarding matters.

The Lead Member will be briefed on any sensitive cases that may be considered for Child or Adult Practice Reviews or may otherwise become a matter of public interest.

### (f) Executive Members

All Cabinet members have a responsibility to challenge their Chief Officer on the effective safeguarding performance within their area.

### (g) Chief Officers

Chief Officers are responsible for reporting any serious safeguarding concerns that may arise in their service area to the Chief Officer SCH. Chief Officers will brief their respective Cabinet Members on any safeguarding issues and on the general effectiveness of safeguarding arrangements.

Chief Officers are responsible for ensuring the workforce within their Directorates are appropriately trained to identify and respond to safeguarding concerns.

Chief Officers are responsible for ensuring that they have safeguarding operational procedures in place and Safeguarding Audit Framework for Evaluation (SAFE) Audits are undertaken for the relevant service areas within their Directorate.

Chief Officers will ensure that Directorate Safeguarding Leads (DSLs) are nominated for any service areas where there is direct contact with the public and the DSL has a direct link to them to ensure that a robust reporting mechanism is in place for reporting noncompliance or any safeguarding concerns.

### (h) Head of Children's Services and Head of Adult Services

The Heads of Service ensure the Chief Officer SCH is informed of any safeguarding issues in their one to one meetings and ensure that any serious concerns are raised immediately.

The Heads of Service represent the Council on the South East Wales Safeguarding Children's Board (SEWSCB) and the Gwent Wide Adult Safeguarding Board (GwASB) and are responsible for ensuring appropriate representation on any respective Sub Groups. The Heads of Service will brief the Chief Officer SCH, the Senior Leadership Team, Select Committees, Cabinet and Council on any issues arising from Child or Adult Practice Reviews and the resultant action plans.

The Head of Children's Service has operational and strategic management responsibility for the Safeguarding and Quality Assurance Unit which works across the Council to

# **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

provide assurance and support to safeguarding and operationally leads Child Protection and Protection of Vulnerable Adult processes.

## **7 ROLES AND RESPONSIBILITIES**

### **(a) Councillors**

All Councillors must familiarise themselves with this Policy and seek advice from the Chief Officer SCH if they are unclear about their responsibility for safeguarding. The Corporate Safeguarding Policy will be communicated as part of the mandatory induction programme for all new Councillors.

All Councillors will be expected to undertake safeguarding training Level 1 as a minimum.

### **(b) Select Committee**

The role of the Select Committee is to review and scrutinise decisions and make reports or recommendations in connection with the discharge of any of the Council's functions whether by the Cabinet or another part of the Council. The role is to provide constructive challenge to the Council about its safeguarding activity in an impartial and independent manner.

### **(c) All Staff**

Every service area of the Council has a role to play and must take full ownership of their safeguarding responsibilities. The Council expects every member of the workforce to take all reasonable steps to ensure the safety of any child or adult at risk involved in Council activity.

Managers must proactively analyse where risks to safeguarding are most likely to arise in their particular service(s) and ensure they have appropriate operational procedures and supporting systems in place to manage these well. They are accountable for understanding the training needs of their workforce and ensuring there are appropriate operational arrangements for people to access the right training.

Any person responsible for, or working with, children or adults at risk in any capacity, whether paid or unpaid, is considered to have a duty of care towards them both legally and contractually and as a responsible moral citizen. This includes a duty to behave in a manner that does not threaten, harm or put people at risk of harm from others.

All parts of the workforce have a responsibility to conduct themselves in their private lives in a manner that does not compromise their position in the workplace or call into question their suitability to work with children or adults at risk.

All members of the workforce should:

- Be alert to the possibility of harm, abuse and neglect
- Participate in relevant safeguarding training and multi-agency working to safeguard children and adults at risk
- Be familiar with local procedures and protocols for safeguarding and follow the Councils Code of Conduct and other professional codes
- Report any concerns about the safety or welfare of a child or adult at risk.

Everybody working for or on behalf of the Council has a duty to report any concerns they may have for the welfare and/or protection of children and adults at risk. The duty to

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

report is a legal requirement and failure to report appropriately will be considered a serious matter under the Council's personnel policies. (See Appendix 2 for how to make a referral and Appendix 1 for contact information and referral forms)

Each Directorate where there is direct contact with the public, will have a Directorate Safeguarding Lead (DSL) responsible for safeguarding. See Appendix 3 for roles and responsibilities. The DSL will work and liaise with the Safeguarding and Quality Assurance Unit to deal with any safeguarding concerns about a child or adult at risk including allegations against members of staff.

### **(d) Safeguarding and Quality Assurance Unit**

The Council's Safeguarding and Quality Assurance Unit provides safeguarding support to all service areas and settings in the County covered by this policy. This is alongside of the unit's operational / statutory role in respect of adult and child protection.

The Unit will support, challenge and hold to account all directorates, schools, service areas and partner agencies in respect of their safeguarding practices in the following ways:

- Facilitate directorates, service areas, schools and partner agencies to undertake a bi-annual audit of safeguarding arrangements using the SAFE framework
- Undertake regular review meetings / visits to Council departments and other settings to discuss safeguarding procedures and practices
- Provide support and challenge to directorates regarding their safeguarding arrangements
- Provide professional advice and consultation regarding safeguarding or child / adult protection issues
- Support the Whole Authority Safeguarding Group in delivering its activity programme
- Support the Whole Authority Safeguarding Group in implementing a quality assurance framework for safeguarding
- Work with People Services in relation to safe recruitment and HR Practices and the development of a training plan
- Provide safeguarding training across the Council to support services in meeting their training requirements
- Follow up any allegations against professionals in partnership with others.

### **(e) Directorate Heads of Service**

All Heads of Service are responsible, through their Departmental Management Teams (DMTs) for ensuring that the workforce is aware of the Corporate Safeguarding Policy and service operational procedures and that people receive training at a level appropriate to their role and responsibility

All Heads of Service must ensure that safe recruitment practices are adopted particularly in relation to reference checks and where relevant, checks through the Disclosure and Barring Service (DBS).

All Heads of Service must report any safeguarding concerns to their responsible Chief Officer or DSL.

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

### (f) Line Managers and Supervisors

Every line manager / supervisor is responsible for ensuring that the workforce for whom they are responsible (including agency, consultants and volunteers) receive the training they need, proportionate to their role and responsibilities.

### (g) Contractors, Sub Contractors or organisations funded by the Council

All contractors, sub-contractors or other organisations funded by the Council are responsible for arranging checks through the safe recruitment process and for ensuring that staff comply with regulatory and contractual arrangements relating to their safeguarding responsibilities. All contractors, sub-contractors and other organisations are responsible for informing relevant Managers within the Council of any safeguarding concerns they may have.

### (h) Agency Workers

The Council requires all Employment Agencies to undertake the relevant safe recruitment checks and references on any staff members offered employment / placements within the Council. However, it is the responsibility of the Directorate/ Service Manager to draw the Agency Workers attention to the Corporate Safeguarding Policy.

## **(8) Quality Assurance**

### (a) Reporting and Monitoring

The Council has comprehensive mechanisms in place for Officer and Councillors which provide a robust governance framework supported by a performance reporting system that is transparent, on line and capable of providing information for challenging scrutiny by Officers, Councillors and Regulators.

At a corporate level, the responsibility for monitoring the effectiveness of safeguarding arrangements across the Council is delegated to the Whole Authority Safeguarding Group. Terms of Reference for the Whole Authority Safeguarding Group can be found at Appendix 4

The Whole Authority Safeguarding Group will produce a report at least annually for Senior Leadership Team, Cabinet and Scrutiny. This report will provide an overview of the Council's safeguarding performance. This will provide an opportunity for councillors to scrutinise and challenge the Council's safeguarding activity

A clear line of sight on reporting of safeguarding performance is also available through Service Improvement Plans (SIPs) which are subject to scrutiny by the Leader of the Council, Cabinet Member, Chief Executive, SLT and Policy and Performance Unit. Safeguarding information pertinent to the service area must be included in all SIPs.

Observations of Cabinet, Scrutiny, Internal Audit and external regulators will steer and influence the priorities of the Whole Authority Safeguarding Group.

All reports prepared for Members will include a section and explanation to any safeguarding implications in the same way as Finance and Legal.

The Head of Adults and Head of Children's Services will ensure the activities of the regional boards will be reported to Council on a formal, regular basis

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

The SLT will have safeguarding as part of its work programme and regular agenda item at its meetings.

The Senior Management Team (SMT) Meetings will have safeguarding as a regular agenda item and will be a forum to raise awareness about safeguarding and to cascade information.

Departmental Management Team meetings (DMT) will have safeguarding as a regular item on their agenda and will escalate risks, issues and training needs to the relevant DSLs

Every Service in the Council will report on their safeguarding guidelines to the Whole Authority Safeguarding Group through their DSL.

### **(b) Safeguarding Audit Framework for Evaluation - SAFE**

The SAFE audit tool (See Appendix 5) will be used to monitor and gather information and monitor compliance of the Safeguarding Policy by all DMTs, schools and other settings working with children, young people and adults at risk. The audit will be undertaken on a bi-annual basis and information gathered will be used to improve safeguarding for children, young people and adults at risk.

The audit tool is based on legislation and is set out in sections which require service areas to critically consider their own practice, procedures, systems and culture. The SAFE includes a safeguarding action plan which enables the service area to establish a programme of activity to address any improvements indicated through the SAFE. The Safeguarding and Quality Assurance Unit will provide support and follow up review, to services in completing and delivering their SAFEs.

The SAFE is an important mechanism in the safeguarding of children, young people and adults at risk in the care of the Council, at school or in other services provided or commissioned by the Council.

### **(c) Internal Audit / External Regulators**

Internal Audit will consider reviewing safeguarding on a cyclical basis in accordance with their normal planning and risk assessment process along with all other services of the Council which could be subject to an audit review. This will be done on an annual basis.

Where there are matters of concern in service provision, allegation of fraud, theft or corruption or significant non-compliance with Council policy, discussions will take place with Internal Audit to assess whether they are the appropriate mechanism to investigate the matter further. If both parties confirm that this is appropriate Internal Audit will undertake a special investigation and report back any outcomes to the respective Head of Service / Chief Officer.

The Council will address any issues identified by respective external regulators and it is incumbent on all Chief Officers and Senior Managers to ensure that coherent and comprehensive self-evaluation and consequential action is taken where required to oversee improvements.

All internal and external audit reports are scrutinised by the relevant Select Committee and any recommendations, if accepted, from every inspection / audit report are

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

transferred into the work programme of the Whole Authority Safeguarding Group and relevant Service Plans for action and subjected to the Council's performance measures.

### **(9) SAFE WORKFORCE**

#### **(a) Recruitment, selection and management of the workforce**

The Council will implement safe recruitment and employment standards in accordance with Safeguarding Children Board and Gwent Wide Adult Safeguarding Board regional guidance and as set out in the Monmouthshire Recruitment and Selection Policy and Guidance Handbook.

To promote safe recruitment and HR practices the Council will:

- Review its recruitment and selection procedures regularly and will carry out regular auditing on safe recruitment practices for staff
- Ensure that managers responsible for recruitment receive safe recruitment training which is updated on a regular basis
- Ensure that safe recruitment procedures are made accessible to and used by all managers
- Ensure that safe recruitment standards are applied and monitored within the contractual arrangements in services that are commissioned by the Council or supported through grants.
- Monitor staff compliance with its policies for safeguarding and promoting the welfare of children, young people and adults at risk through training and auditing of HR processes

The Council's Disciplinary Procedures set out what action will be taken against any member of the workforce who does not comply with the Council's policies and procedures, including those in place to safeguard and promote the well-being of children and adults at risk.

[Corporate Disciplinary Policy](#)

[School Disciplinary Policy](#)

#### **(b) Whistleblowing**

Whistleblowing is defined as:

'The disclosure by a member of staff or professional of confidential information which relates to some danger, fraud or other illegal or unethical conduct connected with the work place, be it of the employer or his/her fellow employees' (Public Concern at Work Guidelines 1997).

The Council has an agreed [Whistleblowing Policy](#) which refers to the reporting, by any member of the workforce, of suspected misconduct, illegal acts or failure to act within the Council. The whistleblowing policy can be used for confidential reporting of any abusive, inappropriate or unprofessional behaviour against any children, young people or adults at risk, or any conduct that breaches criminal law or statute; compromise health and safety,

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breaches accepted professional code of conduct, or otherwise falls below established standards of practice in relation to children, young people or adults at risk.

The Council expects the highest standards of conduct from the workforce, and encourages the workforce and others with serious concerns about any aspect of the Council's work to come forward and voice those concerns in a safe environment. The Whistleblowing policy enables members of the workforce to raise concerns at an early stage and in the correct way.

The policy is accessible to all staff within the People Services area on the Hub. The Policy explains:

- The types of issues/disclosures that can be raised
- How the person raising a concern will be protected from victimisation and harassment
- How to raise a concern
- What the Council will do.

### (c) Allegations against Adults who work with Children, Young People or Adults at Risk

Allegations or concerns in regard to adults working with children and/ or adults at risk must be referred and investigated in a fair, timely and consistently in order to effectively protect those at risk.

Policy and guidance which clarifies Council staff member's duty to report concerns relating to other staff members, professional, and volunteers, and offers support to this process includes:

- All Wales Child Protection Procedures;
- Wales Interim Policy and Procedures for the Protection of Vulnerable Adults from Abuse;
- The Council's Whistle Blowing Policy (See Section 8)

The sharing of information must be sensitively handled and be restricted to those agencies who have a need to know in order to:

- Protect adults and children;
- Facilitate enquiries;
- Manage disciplinary and/ or complaint's aspects.

On the completion of the investigation, should an individual be dismissed or removed from working with children or vulnerable adult's (in a Regulated Activity) the Council has a Duty to refer the individual to the DBS (Safeguarding Vulnerable Group's Act 2006). Equally the Council has an obligation to refer certain information about employee's conduct and matter's relating to safeguarding to professional regulatory bodies.

Any member of the Monmouthshire County Council workforce/ employee of a contractor or sub-contractor who believes that allegations or suspicions are not being investigated properly has a responsibility to escalate their concern to a higher level within the Council or via the Council Whistleblowing Policy – See above.

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Referral forms can be found at

Adults - [www.gwasb.org.uk](http://www.gwasb.org.uk)

Children - <http://www.sewsc.org.uk/index.php?id=40>

## (d) Training

All members of the workforce, whether permanent or temporary, Councillors and volunteers who work with children and adults at risk in Monmouthshire will be given access to this policy and the name and contact details of the DSL as part of their induction when they commence work.

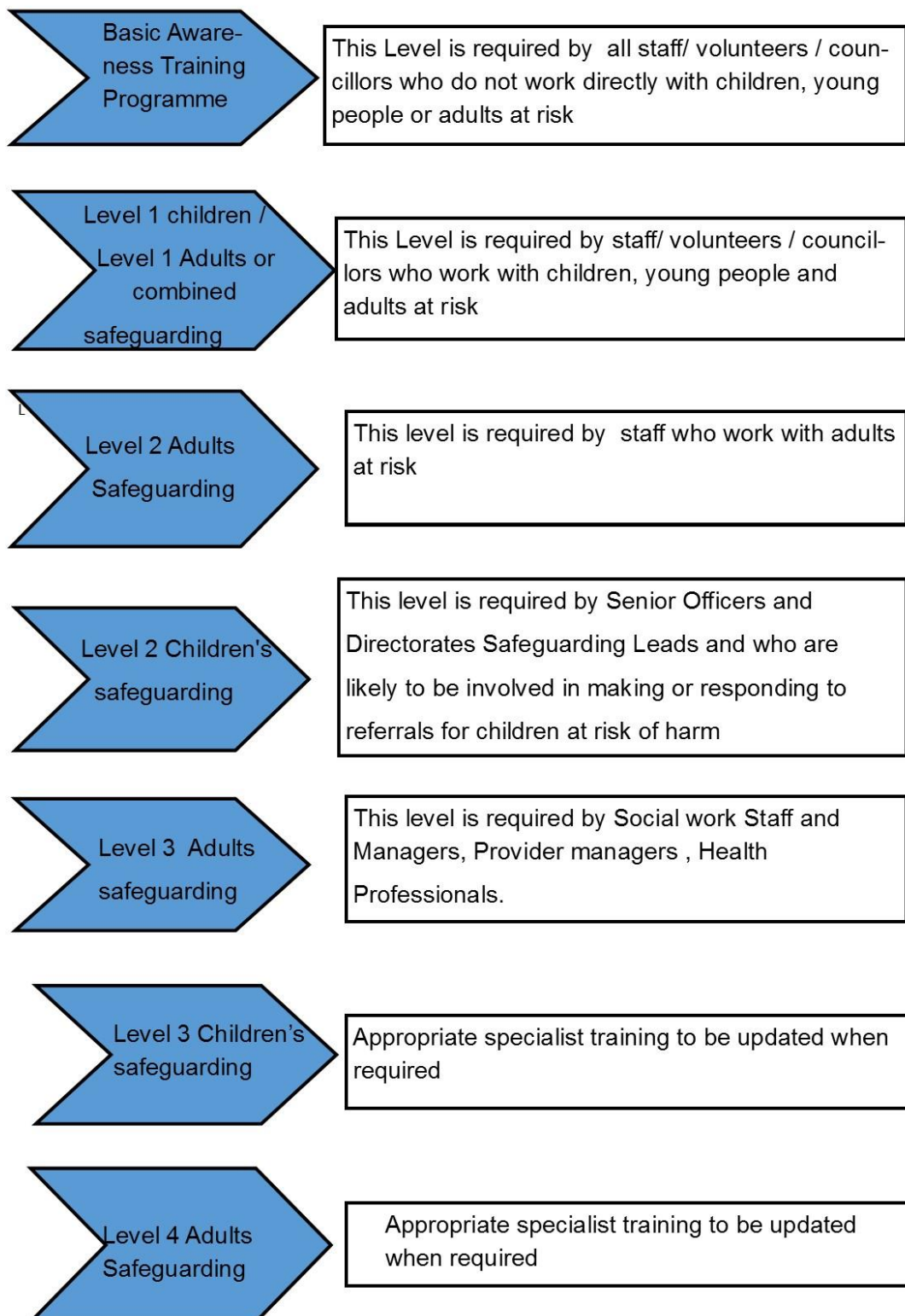
All of the workforce will be expected to undertake training relevant to the position that they hold and to renew their qualifications to the highest level.

All members of the workforce are responsible for their own Continuous Professional Development and to ensure that their safeguarding training is current and up to date. Each Directorate is required to keep a record of workforce safeguarding training using the template at Appendix 7.

The Council's Safeguarding and Quality Assurance Unit will be responsible for informing Directorates of the Training Programme. Attendance at training courses will be monitored through SAFE audits and reported back by each Directorate to the WASG.



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### (e) Volunteering

This Policy applies to all volunteers who engage with adults at risk, children and young people in their volunteering role.

Volunteers working for the Council, including within schools, will be subject to the same recruitment processes as the paid workforce and according to the nature of the activity being undertaken.

Safeguarding will be covered within the initial induction and soon after a Level 1 Safeguarding training course must be attended to raise the volunteer's awareness.

### **10. PREVENTATIVE APPROACH**

One of the Council's corporate priorities is to support Monmouthshire residents to be safe, stay well and to live independently within their community. With regard to this the Council is committed to the development and commissioning of services and the implementation of community and individual well-being approaches to help meet this aim.

Services operating within the Council will be expected to respond to the needs of children and adults at risk, understand how to establish a positive culture of safeguarding and adhere to the principles of partnership working in promoting prevention and early intervention.

#### Counter Terrorism and the Risk of Radicalisation

The PREVENT Public Sector Duty came into place in July 2015. The Counter Terrorism and Securities Act 2015 places an expectation on the Council when exercising its functions, to have due regard to the need to prevent people from being drawn into terrorism. PREVENT covers all forms of extremism including Islamist extremism, Extreme Far-Right, militant, animal rights etc. The aim of PREVENT is to safeguard those who may be vulnerable to extremist influence and provide support to those who are at risk. If anybody has PREVENT concerns, they should raise with the PREVENT Lead for the Council (See Appendix 1).

Initial referrals are made via the Multi Agency Referral Process (MARF) before a PREVENT referral is submitted. Once it is ascertained that the referral is not subject to any other police investigations, a multi-agency panel known as the Channel Panel is held and a support plan is developed for the individual.

#### Child Sexual Exploitation

Child sexual exploitation is the coercion or manipulation of children and young people into taking part in sexual activities. It is a form of sexual abuse involving an exchange of some form of payment which can include money, mobile phones and other items, drugs, alcohol, a place to stay, 'protection' or affection. The vulnerability of the young person and grooming process employed by perpetrators renders them powerless to recognise the exploitative nature of relationships and unable to give informed consent.

The Council strives to create a hostile environment to child sexual exploitation and actively works with partners to identify children at risk and prevent this form of abuse.

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## **Self-Harm / Suicide**

Self-harm is the name given to any deliberate act of self-injury or behaviour intended to cause harm to someone's own body.

The Suicide and Self Harm Prevention Strategy and associated action plan builds on 'Talk to Me' the 2009 national action plan to reduce suicide and self-harm in Wales. It sets out the strategic aims and objectives to prevent and reduce suicide and self-harm in Wales over the period 2015-2020. It identifies priority care providers to deliver action in certain priority places to the benefit of key priority people, and confirms the national and local action required.

Buddy is a support and advice website for young people living with Self Harm which has been developed by young people and professionals from the Council. Buddy provides confidential support, advice and tools and techniques to help deal with negative thoughts and feelings associated with self-harm. There is specific information for helping people within this site, as well as advice for parents and professionals

[www.buddyapp.monmouthshire.gov.uk](http://www.buddyapp.monmouthshire.gov.uk).

## **Modern Slavery / Trafficking**

Modern Day Slavery encompasses slavery, sexual exploitation, human trafficking, forced labour, and domestic servitude. Traffickers and slave masters use whatever means they have to coerce, deceive, and force the individual into a life of abuse, servitude and inhumane treatment. The Modern Slavery Act came into law in 2015 and allows the courts to pass down severe sentences on the perpetrators, and to place restrictions on people from harm. The Council has a Duty under S 52 of the Act to advise the Secretary of State of any individual who may be identified as a victim of Slavery, or Trafficking.

The Council acts in accordance with the relevant Modern Slavery and Trafficking legislation and guidance, and promotes practices to identify and safeguard victims of these crimes, and ensure transparency of supply chains.

Training and Victim Support regarding Modern Slavery can be found at BAWSO [www.bawso.org.uk](http://www.bawso.org.uk).

## **Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV)**

Domestic Abuse is recognised to impact both adults and children and can have life changing effects. The VAWDASV Act (Wales) 2015 aim's to improve arrangements for the prevention of gender based violence, abuse, and sexual violence. The Act requires the Council to train all staff in a principle based approach to targeted enquiry for these issues across the Public Service known as "Ask and Act" in order to signpost victims and potential victims to support services. The regional VAWDSV board has also prioritised a "whole school approach" to training and support in order to continue a preventative agenda to domestic abuse.

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## **11. ROBUST PROTECTION**

### **(a) Child Protection**

Child Protection is an essential part of safeguarding and promoting welfare, it refers to the activity which is undertaken to protect children who are suffering, or at risk of suffering significant harm, as a result of abuse or neglect.

The categories of abuse recognised within Child Protection are

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

The definitions of categories of abuse are outlined in Appendix 7

The primary legislation and guidance which shape's Child Protection Practice and Procedures is:

- Children Act 1989
- Children Act 2004
- All Wales Child Protection Procedures 2008
- Social Services and Wellbeing Act (Wales) 2014

Whilst Statutory Social Service's Departments are the Lead Agency in Child Protection matters, there is a wider duty on all agency's to work together to protect and safeguard children.

### **(b) Adult Protection**

Adult Safeguarding is on a statutory basis from April 2014 when SSWBA which came into force. The drafting and ratification of SSWBA compliant all-Wales policy, procedure and guidance is not yet complete. Adult Safeguarding is shaped, and informed by the "All Wales Interim Policy and Procedures for the Protection of Vulnerable Adult's" in a modified form.

The SSWBA refers to an 'adult at risk from abuse or neglect' which is defined as an adult who:

- Is experiencing or is at risk of abuse or neglect,
- Has needs for care and support (whether or not the authority is meeting any of those needs), and
- As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

This applies to all adults within the County boundary whether or not they are ordinarily resident. Adult safeguarding also needs to take into account the capacity of adults to make decisions in accordance with the Mental Capacity Act. If an adult is deemed to have capacity, then consent must be sought for the safeguarding process. The only exception to this is when an alleged abuser is a potential risk to other vulnerable people.

The Act also places a 'duty to report' on all staff to report actual or suspected abuse or neglect of both adults and children deemed to be at risk and provides for the use of Adult

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

Protection Safeguarding Orders (APSO) via a Magistrate to allow Designated Officers to enter a premises where it is suspected an adult is at risk and speak to them alone to establish if they are safe

Appendix 8 sets out a flowchart outlining Adults referral process

(c) Allegations or Concerns against adults who work with children and adults at risk Professional Strategy Meetings

All Professional Strategy Meetings for children and adults at risk will be convened and chaired by the Safeguarding and Quality Assurance Unit in accordance with regional guidance.

### **12. SAFE SERVICES**

(a) Commissioning Arrangements

Any new service provider commissioned to support children or adults at risk will be required to undergo an accreditation process. The accreditation process is designed to ensure that the service is fit for purpose and has the necessary arrangements in place to safeguard those it is supporting and deliver a quality service. As part of the accreditation process checks will be made with local hosting authorities, regulating bodies as well as financial enquires. Providers will be required to provide information confirming their safeguarding policy and procedures.

Contractor monitoring activity either, planned or unplanned, will include stratifying the Council that the provider is managing their responsibilities in regard to safeguarding and are operating in line with legislation, policy and procedures Where required confirmation will be sought of the services performance regarding safe recruitment practices, DBS checking and safeguarding referrals.

(b) Lettings and Hiring

With almost all casual lettings the Council will not be contracting the services of hirers. It is nonetheless allowing its premises to be used for activities that may involve children, young people or adults at risk.

Therefore Managers have a duty to ensure, as far as is reasonable, that these activities also comply with safeguarding responsibilities. Members of the public may reasonably assume that because an activity is taking place within a Council setting, the Council has had due regard to safeguarding in entering into the arrangement.

In allowing use of council premises, the onus must remain upon the hirer to ensure that safeguarding measures are maintained throughout. This is something that organisations are made aware of under safeguarding legislation and through their own organisational governing body, if applicable.

Managers should request to see and retain copies of relevant safeguarding documentation as proof that hirers and their staff comply with such measures on receipt of applications.

Managers must also consider reporting any concerns about an individual's suitability to work with children, young people and adults at risk to Children's/ Adults Services

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In the case of 'one off' children's events, for example, a private birthday party, safeguarding legislation exempts such uses from the processes mentioned above but nonetheless this policy requires managers to be able to properly demonstrate due regard to safeguarding risks in agreeing any hiring arrangements.

### (c) Monmouthshire Homesearch - Housing Register

The Council's Housing Register, known as Monmouthshire Homesearch, is a partnership between the Council and local housing associations. Monmouthshire Homesearch is common housing register and a joint allocations policy. The Housing Register, a legal responsibility of the Council, determines the priority and procedure for the allocation of housing accommodation in Monmouthshire. The Housing Register policy supports and contributes to the Council's Safeguarding Policy through the following

Special Management Lettings - There may be exceptional circumstances where the only way an exceptionally urgent housing need can be resolved is through the use of management discretion. There is the ability in very urgent cases for MHR Operational Sub Group to exercise discretion. In the interests of fairness to all applicants these circumstances are kept to an absolute minimum. Such cases may include the following circumstances: an applicant has an exceptional need that is not covered by the allocation scheme, for example, where Child or Public Protection issues require urgent rehousing.

Serious Offenders – Monmouthshire Homesearch will seek to minimise the risk to the community and the applicant where individuals are considered to pose a risk to themselves and/or others (even where an individual has not been convicted of an offence). Monmouthshire Homesearch (through the Council's Housing Options Team) will work with the Police and Probation Services to assess and manage risk and will apply special arrangements where cases are referred through the Multi-Agency Public Protection panel (MAPPA) or any protocol with Probation Services Officers. This may result in restrictions being placed upon the applicant in their choice of property or area, or a direct offer of suitable accommodation being made.

Information Sharing - Information may be shared about individuals and their history irrespective of whether their consent has been obtained in exceptional circumstances. This will be in accordance with the provisions of the Crime and Disorder Act 1998 (Section 115). This includes where there is a need to safe-guard children and address child protection issues or vulnerable adults.

### (d) Licensing

With effect from 1<sup>st</sup> April 2016 all new and existing Licensed Hackney Carriage, Private Hire Drivers, Proprietors and Operators must undergo Safeguarding of children young people and adults at risk training before obtaining a licence from the Council.

All staff within the Licensing Section should undertake safeguarding training to enable them to work with the taxi trade to gather information to safeguard children young people and adults at risk and be able to share relevant information with Police and Social Services.

Whilst the Council is unable to insist on safeguarding training as part of the condition of a licence with the alcohol and entertainment industry Licensing will continue to work with the Police to provide free training to those working in the industry and continue to improve information sharing.

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The Council will continue to work with traders who require licenses e.g. takeaway outlets to provide assistance on how to recognise possible safeguarding issues.

### **13. Safeguarding in Education**

#### **Roles and Responsibilities in Schools**

##### **(a) The role of the Governing Body in Maintained Schools in Monmouthshire**

Governing bodies of maintained schools, governing bodies (Corporations) of FE institutions, and proprietors of independent schools in Monmouthshire should ensure that their respective organisations: (See in Keeping learners safe - The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002 2.21)

- Have effective child protection policies and procedures in place that are:
  - In accordance with local authority guidance and locally agreed interagency procedures
  - Inclusive of services that extend beyond the school day (e.g. boarding accommodation, community activities on school premises, etc.)
  - Reviewed at least annually
  - Made available to parents or carers on request
  - Provided in a format appropriate to the understanding of children, particularly where schools cater for children with additional needs
- Operate safe recruitment procedures that take account of the need to safeguard children and young people, including arrangements to ensure that all appropriate checks are carried out on new staff and unsupervised volunteers who will work with children, including relevant DBS checks
- Ensure that the head teacher/principal and all other permanent staff and volunteers who work with children undertake appropriate training to equip them with the knowledge and skills that are necessary to carry out their responsibilities for child protection effectively, which is kept up-to date by refresher training
- Give clear guidance to temporary staff and volunteers providing cover during short-term absences and who will be working with children and young people on the organisation's arrangements for child protection and their responsibilities
- Ensure that the governing body/proprietor remedies without delay any deficiencies or weaknesses in regard to child protection arrangements that are brought to its attention
- Ensure that the designated senior person (DSP) for child protection, the designated governor and the chair of governors undertakes training in inter-agency working that is provided by, or to standards agreed by, the Safeguarding Children Board and refresher training to keep their knowledge and skills up to date, in addition to basic child protection training.

##### **(b) Additional responsibilities of community Focussed Schools, Pre and Post School Learning and Out of Hours Learning Providers in Monmouthshire.**

The governing body of a school controls the use of the school premises both during and outside school hours, except where a trust deed allows a person other than the governing body to control the use of the premises, or a transfer of control agreement has been made. Governing bodies can enter into transfer of control agreements in order to share control of the school premises with another body, or transfer control to it. The

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other body, known as the “controlling body”, will control the occupation and use of the premises during the times specified in the agreement.

Transferring control of the premises to local community groups, sports associations and service providers can enable school facilities to be used without needing ongoing management or administrative time from school staff.

Where the governing body provides services or activities directly under the supervision or management of school staff, the school’s arrangements for child protection will apply. Where services or activities are provided separately by another body, the governing body must confirm that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate.

### **(c) Responsibilities of Head teachers**

Head teachers and principals of all schools should ensure that all staff (including supply teachers and volunteers):

- Are aware of child protection policies and procedures adopted by the governing body or proprietor are fully implemented and followed by all staff
- Can access sufficient resources and time to enable them to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children
- Understand the procedures for safeguarding children, and feel able to, raise concerns about poor or unsafe practice and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed Welsh Government Procedures for Whistleblowing in Schools and Model Policy
- As part of their induction, are given a written statement about the school’s policy and procedures, and the name and contact details of the DSP for child protection when they start work in a new establishment

### **(d) Role of the Designated Person in Schools**

The designated senior person for safeguarding in Monmouthshire fulfils an essential role in developing and implementing policies that help to safeguard adults and children from all forms of abuse and create a safe environment. Refer to Keeping Learners Safe

Each setting should identify a Designated Senior Person (DSP) with lead responsibility for managing adult and child protection and safeguarding issues and cases.

The DSP should know how to recognise and identify the signs of abuse and neglect and know when it is appropriate to make a referral to the relevant investigating agencies.

The role involves providing advice and support to other staff, making referrals to and liaising and working with other agencies as necessary. The DSP role is not to investigate allegations, but they must keep the head teacher informed of all adult/child protection issues in the establishment.

The DSP must be a senior officer at the setting or part of the senior leadership team with the status and authority within the organisation to carry out the duties of the post, including committing resources to child protection matters, and where appropriate directing other staff. Dealing with individual cases may be a responsibility of other staff



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members, but it is important that a senior member of staff takes responsibility for this area of work.

In many schools and settings a single designated person will be sufficient, but a deputy should be available to act in their absence. In establishments which are organised on different sites or with separate management structures, there should be a designated person for each part or site. In large organisations, or those with a large number of adult/child protection concerns, it may be necessary to have a number of deputies to deal with the responsibilities.

The establishment must also make arrangements to cover the role of the DSP when that person is unavailable. In many cases, there will be a deputy DSP in place and larger schools may have a team of staff working together.

The DSP does not have to be an expert in the area of adult/child protection but will take responsibility for the establishment's adult/child protection practice, policy, procedures and professional development working with other agencies as necessary. The head teacher should ensure that the DSP:

- is given sufficient time and resources to carry out the role effectively, which should be explicitly defined in the post holder's job description
- has access to required levels of training and support to undertake the role, has time to attend and provide reports and advice to case conferences and other interagency meetings as required.

### **(e) Referrals**

The DSP should act as a point of contact and a source of support, advice and expertise within the setting establishment when deciding whether to make a referral by liaising with relevant agencies.

The DSP is responsible for making referrals about allegations of suspected abuse to the relevant investigating agencies. Where these relate to cases of suspected abuse or allegations of abuse against staff or volunteers, the process for referral and enquiries is set out in the relevant procedures

DSPs have a responsibility to ensure that:

- The Duty Officer (children's social care) contact details for the originating authorities of all service users are sourced and displayed in an area which is accessible to all staff;
- In the event of a safeguarding concern a referral is made both to the duty officer in the person's home authority and to the Monmouthshire duty officer.
- In the event of an allegation against a professional the Safeguarding and Quality assurance Unit is informed at the same time as the above referral/s.

### **(f) Role of Independent Settings and Residential Establishments**

Proprietors of residential and/or independent settings should ensure that:

- They comply with the requirements of their regulatory body
- They fulfil all responsibilities for safeguarding adults and children (including those at risk).

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### **(g) The Role of the Manager of Early Years Settings/ Nurseries/ Playgroups/ Before & After School Care Settings**

Managers of Early Years Settings and all partner agencies in Monmouthshire providing services for children should:

- Act as or appoint a DSP to take the lead role in safeguarding and protecting the children in their care.
- Ensure that they have an up to date Safeguarding/child protection policy and procedures which have been adopted by the proprietor/managing body and are fully implemented and followed by all staff;
- Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children; and
- All staff and volunteers understand the procedures for and are supported in raising concerns with regard to children in their care

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Record of Appendices

Appendix 1	Relevant Legislation and Council Contacts
Appendix 2	Referral Process – Children
Appendix 3	Roles and Responsibilities Directorate Safeguarding Leads
Appendix 4	Terms of Reference Whole Authority Safeguarding Group
Appendix 5	SAFE Auditing Tool
Appendix 6	Training Record Template
Appendix 7	Categories of abuse - Definition
Appendix 8	Flow chart adult referrals

# MONMOUTHSHIRE COUNTY COUNCIL CORPORATE SAFEGUARDING POLICY

## Appendix 1

### Relevant Legislation and Contact Details

- Social Services and Wellbeing Act (Wales) 2014
- Children Act 1989, 2004
- Carers Act 2004
- Human Rights Act 1998
- Equalities Act 2010
- Framework for Assessing Children and their Need (2001)
- Stronger Partnership's for Better Outcomes (2006)
- Wales Interim Policy & Procedures for the Protection of Vulnerable Adults from Abuse (2010)
- Mental Capacity Act 2005
- All Wales Child Protection Procedures (2008)
- NSF for Children, Young People and Maternity Services
- Direct Payment's Guidance
- Violence against Women, Domestic Abuse and Sexual Violence Act 2015
- Data Protection Act
- United Nations Convention on the Rights of the Child 1989
- VAWDASV Regional Service -  
[www.gwasb.org.uk/fileadmin/documents/Handout\\_7 -  
\\_Gwent VAWDASV services directory 3 amended 16.12.16 HG.pdf](http://www.gwasb.org.uk/fileadmin/documents/Handout_7_-_Gwent_VAWDASV_services_directory_3_amended_16.12.16_HG.pdf).
- PREVENT  
[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/445977/3799 Revised Prevent Duty Guidance England Wales V2-Interactive.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf).
- Keeping Learners Safe [www.childreninwales.org.uk%2Fpolicy-document%2Fkeeping-learners-safe-role-local-authorities-governing-bodies-proprietors-independent-schools-education-act-2002-](http://www.childreninwales.org.uk%2Fpolicy-document%2Fkeeping-learners-safe-role-local-authorities-governing-bodies-proprietors-independent-schools-education-act-2002-)

### Relevant Contacts

Social Services Duty – Children Services	01291 635669 during office hours 0800 328 4432 out of office hours
Social Services Duty – Adult Services	Monmouth/Usk/Raglan – 01600 773041 Abergavenny – 01873 735885 Chepstow/Caldicot – 01291 635666
PREVENT	Shereen.Williams@newport.gov.uk
South East Wales Safeguarding Board	<a href="http://www.sewsc.org.uk">www.sewsc.org.uk</a>
Gwent Wide Adult Safeguarding Board	<a href="http://www.gwasb.org.uk">www.gwasb.org.uk</a>
Buddy Support and Advice	<a href="http://www.buddyapp.monmouthshire.gov.uk">www.buddyapp.monmouthshire.gov.uk</a> .
Modern Slavery /Trafficking – Training and Victim Support	BAWSO <a href="http://www.bawso.org.uk">www.bawso.org.uk</a> .

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**Appendix 2**

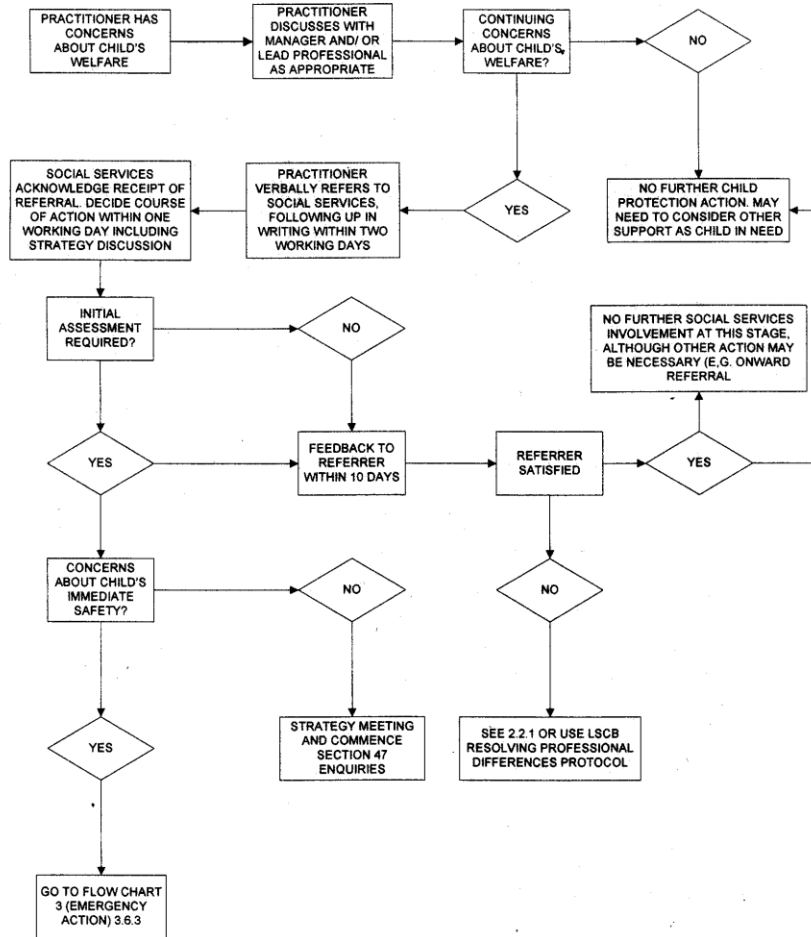
**Referral Process - Children**

DRAFT

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All Wales Child Protection Procedures 2008

## 3.2.5 Flowchart 1: referral



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## **Role Description for Directorate Safeguarding Lead**

Every Directorate within the Council is required to nominate a Directorate Safeguarding Lead (DSL) for dealing with safeguarding children and adult's issues. The DSL is responsible for:

- Acting as an overarching and key source of advice and support for other staff in their Service on all safeguarding issues
- Ensuring robust arrangements are in place for staff to access day to day practice advice and support for safeguarding from their line managers
- Support staff or take the lead in referring safeguarding concerns to Social Care and Health as appropriate
- Being familiar with the Councils Corporate Safeguarding Policy and the All Wales Procedures as they relate to Children's and Adult's safeguarding
- Ensuring the Operational Procedures for safeguarding within the directorate are compliant with legislation and statutory guidance and are issued to all staff
- Representing their Directorate on the Whole Authority Safeguarding Group
- Ensuring compliance with policies and guidance within their directorate services areas and reporting this to the Whole Authority Safeguarding Group
- Attending relevant training
- Ensuring members of the workforce within their Services attend training at levels appropriate to their roles and functions and maintain management information in relation to attendance on training
- Ensuring safeguarding responsibilities are highlighted through staff induction processes, team meetings, supervision and staff briefings

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## **Appendix 4**

### **Terms of Reference for Whole Authority Safeguarding Group**

The main responsibilities of the Group are to ensure that robust arrangements for safeguarding children and adults are in place within and across the Council

The Whole Authority Safeguarding Group will act on a strategic level to:

- Assure the Council that procedures for managing safeguarding concerns are robust;
- Ensure that all directorates within the council are aware of their contribution to keeping children, young people and adults at risk safe and free from harm or abuse;
- Support the functions and duties of the Chief Officer Social Care and Health;
- Ensure inter departmental working and corporate communication is effective;
- Resolve any potential barriers that could prevent having effective procedures in place;
- Receive and consider recommendations and learning from Child / Adult Practice / Domestic Homicide Reviews;
- Ensure appropriate training is available for the workforce and Elected Members;
- Receive and consider agreed performance information;
- Produce an Annual Report on safeguarding performance within the council for SLT, Cabinet and relevant Scrutiny Committee;
- Review the Corporate Safeguarding Policy as and when required or after 3 years as a minimum.



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## **Appendix 5**

### **MONMOUTHSHIRE SAFEGUARDING AUDIT FRAMEWORK for EVALUATION**

In accordance with Monmouthshire's Safeguarding Policy, all organisations that provide services for or work with adults at risk, children, young people and families are expected to carry out an audit of their safeguarding practices, based on a process of self-evaluation.

The following audit framework is set out in sections related to different standards and requires you to think about your own practices and procedures within your setting. It is designed to give you an understanding of safeguarding in your own service area/ establishment and how these might be developed. In addition the audits provide Monmouthshire County Council with an overview of safeguarding practices across the county.

The audit tool is based on Social Services and Wellbeing Act 2014.

#### **Please undertake the following audit and return it to the named officer below for your Directorate:**

Bernard Boniface, Adult Safeguarding Manager (Adult Services) [bernardboniface@monmouthshire.gov.uk](mailto:bernardboniface@monmouthshire.gov.uk).

Diane Corrister, Safeguarding and Quality Assurance Unit Manager (Operations) [dianecorrister@monmouthshire.gov.uk](mailto:dianecorrister@monmouthshire.gov.uk).

Heather Heaney, Designated Lead Officer for Safeguarding in Education (CYP, Schools, Early Years Settings, Flying Start) [heatherheaney@monmouthshire.gov.uk](mailto:heatherheaney@monmouthshire.gov.uk)

Cath Sheen, Corporate Safeguarding Programme Lead (Resources & Enterprise) [cathsheen@monmouthshire.gov.uk](mailto:cathsheen@monmouthshire.gov.uk)

Please think carefully about your own practices and procedures in your setting; complete the audit to the best of your knowledge and think about how you will evidence your responses. Please complete the RAG System (Red, Amber or Green – see below) and produce an action plan with any actions that are required to improve safeguarding in your area.

We review the information you give us and will provide follow up advice and support where appropriate. Our review of the information helps to inform MCC in developing safeguarding practices at a wider level.

We aim to undertake a follow up audit every 2 years. Please try to be as realistic and honest as you can be and use this document to help you to identify your current position regarding safeguarding and set targets/actions to improve.

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ORGANISATION / SERVICE AREA / SCHOOL / ESTABLISHMENT NAME.....

PERSON COMPLETING THIS AUDIT..... ROLE/POSITION.....

DATE COMPLETED..... DATE RETURNED TO LA.....

Please list below ALL the individual services / organisations / establishments that you are responsible for and reporting on in this audit. Where relevant be specific in your audit regarding which service is being commented upon. (for e.g. Leisure Centre, Day Service, Care Home, Social Work Team Primary School, Comprehensive School, Nursery, Breakfast Club, After School Club, Sports Activities, etc. )

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STANDARD	EVIDENCE	RAG RATING	FURTHER ACTIONS REQ'D
<b>STANDARD 1.</b> <b>Designated Safeguarding Leads</b> <b>Designated Safeguarding Leads fulfil an essential role in developing and implementing policies that help to protect children and adults at risk from all forms of abuse and create a safe environment. Designated Safeguarding Leads take responsibility in their setting for managing issues and concerns about adults and children at risk.</b>			
1.1 There is a Designated Safeguarding Lead (DSL) for Safeguarding and all staff know who that person is.			

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1.2 There is a Deputy Designated Safeguarding Lead (to act when the DSL is off site) and all staff know who that person is.			
1.3 The role of the Designated Safeguarding Lead is clearly defined in a job description which sets out their responsibilities in safeguarding.			
1.4 The DSL and deputy DSL are adequately trained and supported to fulfil their roles.	Provide details of safeguarding courses attended with dates:		
<b>STANDARD 2. Policies and Procedures</b>			
2.1 Your setting has adopted the Monmouthshire Safeguarding Policy (formally via governing body/trustee / management body if appropriate).	Give Date when adopted:		

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<p>2.2 The LA policy has been communicated to all staff members and is implemented in your setting/organisation.</p>			
<p>2.3 Your setting has its own written safeguarding policies and procedures which are reviewed regularly (at least every 3 years)</p>	<p>List any relevant policies with dates including date of reviews and of next review:</p>		
<p>2.4 All staff and volunteers are made aware of all safeguarding policies and procedures and how these are applied within the setting</p>			
<p>2.5 Everyone using your service are made aware of all safeguarding policies and procedures and how these are applied within the setting</p>			

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2.6 We are confident that every service we commission delivers a safeguarding standard consistent with our service.			
<b>STANDARD 3. Accountability</b>			
3.1 All staff understand to whom they are directly accountable with regards to the well-being of adults at risk and children, and the level of accountability they have.	Is this discussed at team meetings and staff appraisals? How is this recorded?		
3.2 All Job descriptions are explicit and recognise responsibilities regarding safeguarding and promoting the well-being of children and adults at risk.			
<b>STANDARD 4: LISTENING AND RESPONDING</b>			
4.1 Children and adults at risk are			

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<p>encouraged to express their wishes and feelings including any concerns they might have over harm and abuse</p>			
<p>4.2 Appropriate decisions are made in order to protect children, young people and adults at risk from harm</p>			
<p>4.3 Children, young people and adults at risk feel safe in your setting and that their well-being is promoted.</p>			
<p>4.4 We reflect on what has gone well and areas for improvement, and ensure that new learning is embedded.</p>	<p>How is this achieved?</p>		

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**STANDARD 5: Effective inter-agency working to safeguard and promote the welfare of children and adults at risk**

<p>5.1 Staff participate in multi-agency meetings and fora to consider the needs of and provide support for individual children and their families and adults at risk.</p>	<p>List the relevant meetings your setting is involved:</p>		
<p>5.2 Staff are able to recognise when children and adults at risk need additional support and are able to make the appropriate referral e.g. referrals to other single agencies, referral to TAF, referral to Adult Services or Children's Services</p>	<p>Provide numbers of referrals made to e.g. adult/children's services</p>		
<p>5.3 Any decisions made or actions taken in relation to the protection or safeguarding of</p>			

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individuals are recorded appropriately and maintained confidentially.			
5.4 Arrangements are in place to ensure that personal and confidential information is appropriately shared across settings / services.	Is information securely available across varying levels of need? How do you know this is being complied with?		
<b>STANDARD 6: Staff and Volunteer Training</b>			
6.1. All staff and volunteers receive appropriate training (at the relevant levels) to enable them to discharge their safeguarding duties.	Describe your record keeping arrangements and how this is monitored by your setting. What arrangements are in place for updates and renewals		
6.2 All staff and Volunteers are assessed in relation to	How is this achieved?		



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safeguarding training needs.			
6.3 There is a record kept of all adult/child protection and safeguarding training and this is updated as appropriate.	Provide a copy of your training record		
6.4 Arrangements are in place to evaluate the impact and effectiveness of training and the identification of adult/child protection and safeguarding training.			
<b>STANDARD 7: Safe Recruitment</b>			
7.1. All staff and volunteers have DBS checks prior to employment if they are engaged in regulated activity.	Describe how you monitor DBS arrangements:		
7.2. All staff who have contact with children, young people and	Provide information about any DBS		

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<p>adults at risk are selected in accordance with the Safe Recruitment Policy and have appropriate checks in line with current legislation and guidance:</p> <ul style="list-style-type: none"> <li>- References are always taken up prior to appointment.</li> <li>- Identity and qualifications are verified.</li> <li>- Professional registration is in place</li> <li>- Face to face interviews are carried out.</li> <li>- Previous employment history is checked.</li> <li>- Any anomalies or discrepancies are followed up.</li> </ul>	<p>risk assessments that you have undertaken since the last audit: how can you be confident that sound decisions are made?</p>		
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<p>- Necessary checks are carried out before the employee takes up the post (e.g. DBS if they are engaged in regulated activity).</p>			
<p>7.3 There is a Safe Recruitment policy in place.</p>			
<p>7.4 Those people involved in recruitment within your setting have undertaken Safe Recruitment Training</p>	<p>Provide details of any training undertaken:</p>		
<p><b>STANDARD 8: Handling Allegations Against Workers and Volunteers</b></p>			
<p>8.1 There is a named senior officer with responsibility in respect of allegations against staff and volunteers. All staff</p>			

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know who this person is.			
8.2 There is a written procedure for handling allegations against staff and volunteers in place.			
8.3 Incidents and allegations of professional abuse are recorded appropriately and maintained confidentially.	Provide numbers of professional concerns and any issues referred:		
<b>STANDARD 9: Safeguarding in the Building</b>			
9.1 Do you know and monitor public access points in the building(s) so that you know if people are entering or leaving the building?			
9.2 Are Parents / Carers / Visitors monitored whilst they are in the building			

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including signing in and out procedures if appropriate? Are badges issued to visitors?			
9.3 Do you have policies and procedures in place to maintain safeguarding when other people/vehicles not involved with your organisation use/visit the premises at the same time as your organisation?			
9.4 Are safeguarding issues reported to the relevant lead officer and the building's management, as appropriate?			
9.5 Do you risk assess for safeguarding and general safety when using premises other than your own and have a reporting system in place for issues identified?			

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<b>STANDARD 10: E-Safety</b>			
10.1 Children, young people or adult at risk who have access to the internet via any means in your setting can do so safely.	Provide details of any e-safety awareness activity that is undertaken within your setting:		
10.2 Do you have and implement a policy for the safe use of internet access by service users, staff and volunteers?	Tell us where this policy is available:		

**Designated Safeguarding Lead Summary Report**

<p><b>Describe any key challenges and successes that you have experienced over the last year. Relate this both to your individual role and to the wider setting.</b></p>
<p><b>Please identify what support might be helpful to you in your role as Designated Safeguarding Lead or to assist with the development of safeguarding within your setting.</b></p>

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**RAG RATING**



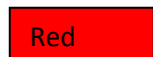
Green

Means everything is in place, up to date, and meets the required minimum standard



Amber

Means that something requires review or improvement



Red

Means something needs to be developed as a matter of urgency

**Part 2: Action Plan**

**INSERT YOUR COMPLETED / UPDATED ACTION PLAN FROM YOUR PREVIOUS AUDIT**

Ensure that any actions from your previous action plan that have not been completed are incorporated into your current plan as below.

No	Standard Identified	RAG Rating	Action Needed / Evidence of Completion	Timescale / Date of completion	Lead Officer and Contact Details

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**Appendix 6**

**Staff Training Template**

Name	Job Title	Base	Level	Provider	Name of Course	Date Completed	Expiry Date
A N Other	Sports Devel. Officer	Usk	2	SEWSCB	Safeguarding and Protecting Children	23/02/2015	23/02/2017



# **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

## **Appendix 7**

### **Definitions of Abuse**

#### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or caregiver fabricates or induces illness in a child whom they are looking after.

#### **Emotional abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, for example by witnessing domestic abuse within the home or being bullied, or, the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

#### **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

#### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or caregiver failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

In addition, neglect may occur during pregnancy as a result of maternal substance misuse.

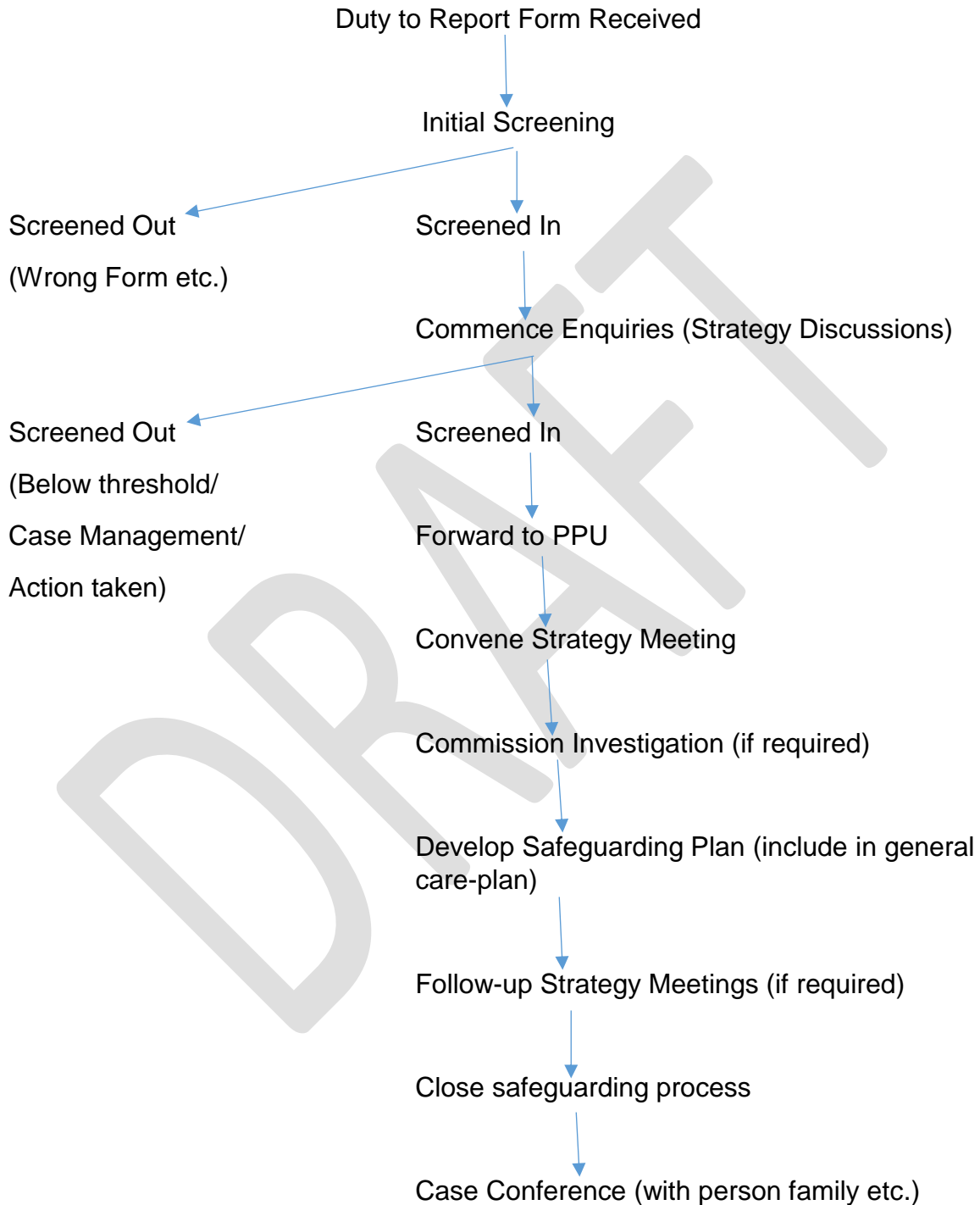
#### **Financial Abuse**

Financial or material abuse is any theft or misuse of a person's money, property or resources by a person in a position of, or expectation of, trust to a vulnerable person. Common forms of financial abuse are misuse by others of a vulnerable adult's state benefits or undue pressure to change wills. Financial/material abuse may also be perpetrated by one vulnerable adult upon another.

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

Appendix 8

**Adult Safeguarding Process**



**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

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## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> completing the evaluation</p> <p><b>Phone no:</b> <b>E-mail:</b> @monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>To implement a Corporate Safeguarding Policy</p>
<p><b>Name of Service</b></p> <p>Social Care and Health- Safeguarding</p>	<p><b>Date Future Generations Evaluation form completed</b></p> <p>19<sup>th</sup> May 2017</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*




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**Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	x	x
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	x	x

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	People in Monmouthshire will be better safeguarded through a safe workforce, including volunteer and commissioned providers. Applied practices and processes will be safe and so ultimately people should feel and be safe	A robust policy will be in place to drive safeguarding and ensure any weakness in structure, steer and practice and accountability is addressed
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	People in Monmouthshire will be better safeguarded through a safe workforce, including volunteer and commissioned providers. Applied practices and processes will be safe and so ultimately people should feel and be safe	A robust policy will be in place to drive safeguarding and ensure any weakness in structure, steer and practice and accountability is addressed
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	The policy will support people in being and feeling safe	A robust policy will be in place to drive safeguarding and ensure any weakness in structure, steer and practice and accountability is addressed
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	x	x
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	The policy does not discriminate but will support everyone across all ages, religions, race and cultures	A policy will be in place and embedded within the Authority so that those working for / with / on behalf of the Authority are aware of their responsibilities in relation to safeguarding.

**2. How has your proposal embedded and prioritised the sustainable governance principles in its development?**

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p> <p><b>Long Term</b></p>	<p>The policy clearly sets out the expectations of those working for or on behalf of the Council, including Members, to deliver the new approach to safeguarding, and in line with this, expectations of those accountable within the authority in assuring this is delivered. There are already partnerships embedded around safeguarding which should be strengthened through the implementation of this policy.</p>	<p>N/A</p>
 <p>Working together with other partners to deliver objectives</p> <p><b>Collaboration</b></p>	<p>The policy clearly sets out the expectations of those working for or on behalf of the Council, including Members, to deliver the new approach to safeguarding and in line with this, expectations of those accountable within the authority in assuring this is delivered. There are already partnerships embedded around safeguarding which should be strengthened through the implementation of this policy.</p>	<p>N/A</p>
 <p>Involving those with an interest and seeking their views</p> <p><b>Involvement</b></p>	<p>The policy clearly sets out the expectations of those working for or on behalf of the Council, including Members, to deliver the new approach to safeguarding and in line with this, expectations of those accountable within the authority in assuring this is delivered. There are already partnerships embedded around safeguarding which should be strengthened through the implementation of this policy.</p>	<p>N/A</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The Policy will be delivered through existing resources but the intention is to prevent problems in safeguarding occurring.</p>	<p>N/A</p>
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>Authority / volunteer /external provider working should be strengthened. This should impact on individuals and communities.</p>	<p>N/A</p>

3. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link:<http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?



Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The adult at risk population will become an integral part of the new safeguarding policy and so all ages will be appropriately focussed	None	N/A
Disability	Nothing additional	Nothing additional	N/A
Gender reassignment	Nothing additional	Nothing additional	N/A
Marriage or civil partnership	Nothing additional	Nothing additional	N/A
Pregnancy or maternity	Nothing additional	Nothing additional	N/A
Race	Nothing additional	Nothing additional	N/A
Religion or Belief	Nothing additional	Nothing additional	N/A
Sex	Nothing additional	Nothing additional	N/A
Sexual Orientation	Nothing additional	Nothing additional	N/A
Welsh Language	Nothing additional	Nothing additional	N/A

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	People in Monmouthshire will be better safeguarded through a safe workforce, including volunteer and commissioned providers. Applied practices and processes will be safe and so ultimately people should feel and be safe	None – the policy is to improve safeguarding	N/A
Corporate Parenting	Looked After Children in Monmouthshire will be better safeguarded through a safe workforce, including volunteer and commissioned providers. Applied practices and processes will be safe and so ultimately people should feel and be safe	None – the policy is to improve safeguarding	N/A

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

Social Services and Wellbeing (Wales) ACT 2014  
 Internal Audit Service report on safeguarding 2015  
 The Wales Audit Office on Safeguarding 2015  
 The Ellis Williams Report on safeguarding 2015  
 Current Safeguarding Policy

**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?**

None

**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
None			

**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:	May 2020
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

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Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
	Cabinet June 2017		

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## Adult Select Committee Actions

4<sup>th</sup> April 2017 (Special - Stroke Services)

Agenda Item:	Subject	Officer	Outcome
2	Stroke Services	Scrutiny Manager  Head of Social Care and Health	<ul style="list-style-type: none"> <li>• New Council to build upon the powerful testimony received at the meeting through a series of suggestions for further discussion.</li> <li>• Monmouthshire County Council is not financially supporting the Stroke. Discussions encouraged with County Councillor A. Easson, Ms. A. Shakeshaft, and Ms. A. Palazon regarding this point.</li> </ul>
3	Ambulance Services	Health and Safety Manager/Facilities Manager	<ul style="list-style-type: none"> <li>• Recommended that council buildings should be used to locate defibrillators and strongly suggest that there should be a defibrillator sited in Usk County Hall and appropriate training provided.</li> </ul>

## Adult Select Committee

11<sup>th</sup> April 2017

Agenda Item:	Subject	Officer	Outcome
9		Supporting People Lead/Scrutiny Manager	<ul style="list-style-type: none"> <li>• Recommendation to Council that the report was approved. Strategy to be scrutinised by the Select Committee when drafted.</li> </ul>
10		Scrutiny Manager	<ul style="list-style-type: none"> <li>• Willingness to maintain a dialogue between the Adult Select Committee and the CHC and development of ongoing engagement at meetings with the Select committee separate from or with the ABUHB.</li> </ul>
11	Usk Prison: Elderly persons forum	Scrutiny Manager	<ul style="list-style-type: none"> <li>• The issues raised merited inclusion in future work programmes.</li> </ul>

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## *Monmouthshire's Scrutiny Forward Work Programme 2017*

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
20 <sup>th</sup> June 2017	<b>Social Services Annual Report</b>	Scrutiny of the performance and future direction for Social Services provided by the report of the Chief Officer.	Claire Marchant	Performance Monitoring/Pre-decision Scrutiny
	<b>Safeguarding</b>	Scrutiny of the Corporate Safeguarding Policy.	Cath Sheen	Pre-decision Scrutiny
	<b>Social Housing Grant</b>	To consider the annual performance in line with grant monies allocated.	Shirley Wiggam	Performance Monitoring
	<b>Budget Monitoring</b>	To scrutinise the outturn budget monitoring position for revenue and capital budgets.	Mark Howcroft	Budget Monitoring
TBC	<b>Work Programme Discussion</b>			
	<b>Co-option onto the Select Committee</b>			

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### Possible Future Work Programme items:

- × **Turning the World Upside Down (link with CSSIW Domiciliary Care Report)** - Invite staff for this item.
- × **Stroke Services ~ Discussion between MCC, Health board and Stroke Association**
- × **Social Services and Well-being Act** ~ responsibilities in prisons (Usk Elderly Persons Forum), Information and Advice responsibilities.
- × **Ongoing Discussions with ABUHB and the CHC.**
- × **Supporting People Strategy**
- × **Housing and Welfare** ~ Discussion with Registered Social Landlords on how they are supporting tenants to manage the welfare reforms. Discussion with Monmouthshire Housing Association on current stock and new home development

## *Monmouthshire's Scrutiny Forward Work Programme 2017*

- × **Housing Support Gateway** ~ To understand how the Housing Support Gateway is impacting people in terms of preventing homelessness, prevention, preventing domestic abuse, ensuring people have opportunities for re-housing according to their affordability.
- × **Gwent Frailty Annual report.**
- × **Regulation and Inspections Act** - This act focusses on our responsibilities in terms of regulated care settings and learning disability facilities as well as our role as a commissioner of services. Need to invite the commissioning team / those with new roles around the act, particularly new statutory roles. Need an overview and position update report.
- × **Cold Weather Homeless Policy**
- × **Gypsy and Traveller Services**
- × **Homelessness Prevention Strategy ~ early 2018**
- × **Disabled adaptations further to the additional funding for 17/18**



## Council and Cabinet Business – Forward Plan

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

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

Subject	Purpose	Consultees	Author
<b>13<sup>ST</sup> MARCH 2017 - CABINET</b>			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17 meeting 5 held on the 19 <sup>th</sup> January 2017.		Dave Jarrett
Outcomes of the Recycling Review.	Cabinet to agree the Final Business Case determining the outcomes of the Recycling Review.		Rachel Jowitt
Safeguarding Progress Report			Teresa Norris
Effectiveness of Council Services: Quarter 3 Progress			Matt Gatehouse
Cemeteries - amendments to charging policy			Deb Hill Howells
The Knoll, Abergavenny Section 106 funding			Mike Moran

Subject	Purpose	Consultees	Author
ADM – Business Case			Tracey Thomas
EAS Business Case			Will Mclean
Community Governance			Will Mclean
2017/18 Education and Welsh Church Trust Funds Investment and Fund	The purpose of this report is to present to Cabinet for approval the 2017/18 Investment and Fund strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2017/18 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.		Dave Jarrett
<b>8th MARCH 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Private sector housing enforcement			Huw Owen
RSPO x 2: Fairfield Car Park and Abergavenny Skate Park			Andrew Mason
Homeless Reserve Fund			Ian Bakewell
Fostering Fees Review			Claire Marchant
Accounts Payable Strategy – Further automation of the procedure to process payment			Lisa Widenham
Appropriation of the land at Rockfield Farm, Undy	From County farms use to planning use		Gareth King
Cemeteries – amendments to charging policy			Deb Hill Howells
Direct Care Leadership Restructure			Colin Richings
Transport Policy			Clare Morgan
Disposal of land on Garden City Way for Affordable			Ben Winstanley

Subject	Purpose	Consultees	Author
Housing			
Cae Maldon Bus Routes			Christian Schmidt
Monmouthshire Museums Centralisation of Staffing Structure			Cath Fallon
<b>9<sup>TH</sup> MARCH 2017 - COUNCIL</b>			
Council Tax Resolution 2017/18 and Revenue and Capital Budgets 2017/18	To set budget and Council tax for 2017/18		Joy Robson
Treasury Management Strategy 2017/18	To accept the annual Treasury Management Strategy		Joy Robson
Asset Investment Strategy			Peter Davies
Outcome of Recycling Review	To agree the Final Business Case determining the outcomes of the Recycling Review.		Rachel Jowitt
Procurement Strategy for Household Waste Recycling Centre, Transfer Stations and Residual Haulage.	For Council to approve the procurement strategy and affordability envelope for the procurement of a new contract running from 2018-2030 (7 years plus 5 years extension possibility).		Rachel Jowitt
Approval of Car Park Capital Budget in 2017/18			Roger Hoggins
<b>20<sup>TH</sup> MARCH 2017 - COUNCIL</b>			
ADM Business Case			Tracey Thomas
Pay Policy			Tracey Harry/Sally Thomas
Well-being Assessments for the county and Objective setting for the Council	i) Well-being of Future Generations Assessment (author Matthew Gatehouse) ii) Population Needs Assessment (authors Matthew Gatehouse/Phil Diamond) iii) Council's Well-being Objectives and Plan (author Matthew Gatehouse/Richard Jones) iv) Biodiversity and Ecosystem Resilience Forward Plan (author Matthew Lewis)		Matt Gatehouse
Safeguarding Progress Report			Teresa Norris

Subject	Purpose	Consultees	Author
Position Statement report re: Social Services			Geoff Burrows
Council Diary			Nicola Perry
Chief Office CYP Appointment			Tracey Harry
WAO Kerbcraft			Clare Marchant
Community Governance			W. McLean
<b>29<sup>th</sup> MARCH 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Contracts Manager – Adult and Children’s Commissioning			Ceri York
Proposed 40 Mph Speed Limit Portal Road And Link Road Monmouth			Paul Keeble
Road Law enforcement policy - Monmouthshire alternative to prosecution policy (mapp)			David H Jones
To make Permanent the current temporary post of the Carers Services Development Manager			Kim Sparrey
Staffing Restructure: Development Management Team			Mark Hand
Staffing Restructure: Planning Policy Team			Mark Hand
Monmouthshire Lettings Service			Steve Griffiths
Permanent appointment of Temporary Admin Support post (RBC13A).			Nigel George
<b>5<sup>th</sup> APRIL 2017 - CABINET</b>			

Subject	Purpose	Consultees	Author
Introduction of a fast-track service in relation to pre-application advice; lawful development certificates and compliance letters, and amendments to pre-application fees			Mark Hand
<b>12<sup>th</sup> APRIL 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Young Carers' Strategy 2017 -20			Kim Sparrey
Supporting People Plan and Grant Spend			Chris Robinson
Additional Grant Funding for Local Authority to deliver the High St Rates Relief Scheme			Ruth Donovan
Proposed re-alignment of the Estates team to meet budget mandate savings	Cllr Murphy		Deb Hill- Howells
Living Levels Landscape Partnership:	Cllr P Hobson		Matthew Lewis
Flexible Early Retirement – Planning Services			Mark Hand
Introduction of a fast-track service in relation to pre-application advice; lawful development certificates and compliance letters, and amendments to pre-application fees			Mark Hand
<b>26<sup>th</sup> APRIL 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Welfare Rights Review	ITEM DEFERRED TO 24/5/17		Tyrone Stokes

Subject	Purpose	Consultees	Author
Proposed 20 MPH Speed Limit, A472 Usk	Cllr B Jones		Paul Keeble
Community Hubs Restructure	Cllr RJB Greenland		Deb Hill Howells
Monmouthshire Local Development Plan Draft Sustainable Tourism Accommodation Supplementary Planning Guidance	Cllr B Greenland		Martin Davies
Monmouthshire Local Development Plan Rural Conversions To A Residential Or Tourism Use (Policies H4 & T2) Supplementary Planning Guidance	Cllr B Greenland		Martin Davies
<b>15<sup>TH</sup> MAY 2016 – ANNUAL MEETING</b>			
<b>18<sup>TH</sup> MAY 2017 – DEFERRED BUSINESS COUNCIL</b>			
<b>24<sup>TH</sup> MAY 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Welfare Rights Review			Tyrone Stokes
Event Opportunities – Summer 2017			Dan Davies
A40/A466 Wyebridge, Monmouth – Proposed Junction Improvement			Paul Keeble
Proposed acquisition of land Magor			Deb Hill Howells
<b>7<sup>TH</sup> JUNE 2017 – CABINET</b>			

Subject	Purpose	Consultees	Author
To approve the Corporate Safeguarding Policy			Teresa Norris / Claire Marchant
Anti Fraud, Bribery & Corruption Policy Statement – REVISED AND UPDATED			Andrew Wathan
Welsh Language Progress Report.			Alan Burkitt
Highway Grant and Section 106 budgets			Paul Keeble
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications for the Welsh Church Fund Working Group meeting 5 of the 2016/17 financial year held on the 20 <sup>th</sup> March 2017.		Dave Jarrett
Revenue & Capital Monitoring 2016/17 Outturn Forecast Statement	To provide Members with information on the outturn position of the Authority for the 2016/17 financial year		Mark Howcroft
CYP Support Services Re-Structure	To propose a restructure within CYP support services to achieve saving from the Medium Term Financial Plan		Nikki Wellington / Sharon Randall Smith
<b>14<sup>TH</sup> JUNE 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Sale of Freehold of Land at Plot 9a Wonastow Rd, Monmouth	The sale of the Freehold has been agreed subject to approval to Mandarin Stone who currently lease the area on a long lease from MCC.		Nicola Howells
Installation of charging points for electric cars in MCC public car parks	To seek approval for the installation of charging points for electric cars in MCC car parks in the county.		Roger Hoggins
Release of restrictive covenant at Former Abergavenny Magistrates			Nicholas Keyse

Subject	Purpose	Consultees	Author
Court and Police Station			
<b>28<sup>th</sup> JUNE 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Social Housing Grant			Shirley Wiggam
<b>29<sup>th</sup> JUNE 2017 - COUNCIL</b>			
To approve the Corporate Safeguarding Policy			Teresa Norris / Claire Marchant
To approve the Whole Authority Safeguarding Group Action Plan			Teresa Norris / Claire Marchant
To approve the action plan following the WAO report on safeguarding			Roger Hoggins / Paul Keeble / Graham Kinsella
<b>5<sup>th</sup> JULY 2017 – CABINET</b>			
Contaminated Land Inspection Strategy			Huw Owen
To approve the action plan following the WAO report on safeguarding			Roger Hoggins / Paul Keeble / Graham Kinsella
Annual Report of the Director of Social Services			Claire Marchant
<b>12<sup>th</sup> JULY 2017- INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>26<sup>th</sup> JULY 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>27<sup>th</sup> JULY 2017 - COUNCIL</b>			
Annual Report of the Director of Social Services			Claire Marchant
<b>9<sup>th</sup> AUGUST 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>23<sup>rd</sup> AUGUST 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>6<sup>th</sup> SEPTEMBER 2017 – CABINET</b>			



Subject	Purpose	Consultees	Author
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 1 held on the 29 <sup>th</sup> June 2017.		Dave Jarrett
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 2 held on 27 <sup>th</sup> July 2017.		
Proposed sale of land at Crick Road to Melin Homes			Deb Hill Howells
<b>13<sup>TH</sup> SEPTEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>20<sup>ST</sup> SEPTEMBER 2017 - COUNCIL</b>			
MCC Audited Accounts 2016/17 (formal approval)	To present the audited Statement of Accounts for 2016/17 for approval by Council		Joy Robson
ISA260 report – MCC Accounts -	To provide external audits reports on the Statement of Accounts 2016/17		Joy Robson
<b>27<sup>TH</sup> SEPTEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>4<sup>TH</sup> OCTOBER 2017 - CABINET</b>			
MTFP and Budget Proposals for 2018/19	To provide Cabinet with Revenue Budget proposals for 2018/19 for consultation purposes		Joy Robson
<b>11<sup>TH</sup> OCTOBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>25<sup>TH</sup> OCTOBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>1<sup>ST</sup> NOVEMBER 2017 – CABINET</b>			
Capital Budget Proposals	To outline the proposed capital budget for		Joy Robson

Subject	Purpose	Consultees	Author
	2018/19 and indicative capital budgets for the 3 years 2019/20 to 2021/22		
Review of Fees and Charges	To review all fees and charges made for services across the Council and identify proposals for increasing them in 2018/19		Joy Robson
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 3 held on the 21 <sup>st</sup> September 2017.		Dave Jarrett
<b>8<sup>TH</sup> NOVEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>9<sup>TH</sup> NOVEMBER 2017 – COUNCIL</b>			
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<b>20<sup>ND</sup> NOVEMBER 2017– INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>6<sup>TH</sup> DECEMBER 2017 – CABINET</b>			
Council Tax base 2018/19 and associated matters	To agree the Council Tax Base figure for submission to the Welsh Government, together with the collection rate to be applied for 2018/19 and to make other necessary related statutory decisions.		Sue Deacy/Wendy Woods
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 4 held on the 9 <sup>th</sup> November 2017		Dave Jarrett
<b>13<sup>TH</sup> DECEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Local Government (Wales) Act 1994 The Local Authorities (Precepts)(Wales)Regulations 1995	To see approval of the proposals for consultation purposes regarding payments to precepting Authorities during 2018/19 financial year as required by statute		Joy Robson
<b>14<sup>TH</sup> DECEMBER 2017 - COUNCIL</b>			

Subject	Purpose	Consultees	Author
<b>3<sup>RD</sup> JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>10<sup>TH</sup> JANUARY 2018 – CABINET</b>			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 5 held on the 14 <sup>th</sup> December 2017		Dave Jarrett
Final Draft Budget Proposals or recommendation to Council			Joy Robson
<b>17<sup>TH</sup> JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Local Government (Wales) Act 1994 The Local Authorities (Precepts) (Wales) Regulations 1995	To seek members approval of the results of the consultation process regarding payment to precepting Authorities for 2018/19 as required by statute		Joy Robson
<b>31<sup>ST</sup> JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>7<sup>TH</sup> FEBRUARY 2018 – CABINET</b>			
<b>14<sup>TH</sup> FEBRUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>22<sup>ND</sup> FEBRUARY 2018 – COUNCIL</b>			
<b>28<sup>TH</sup> FEBRUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>1<sup>ST</sup> MARCH 2018 - COUNCIL</b>			

Subject	Purpose	Consultees	Author
<b>7<sup>TH</sup> MARCH 2018 - CABINET</b>			
2018/19 Education and Welsh Church Trust Funds Investment and Fund Strategies	The purpose of this report is to present to Cabinet for approval the 2018/19 Investment and Fund Strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2017/18 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.		Dave Jarrett
<b>14<sup>TH</sup> MARCH 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>28<sup>TH</sup> MARCH 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>14<sup>TH</sup> APRIL 2018 - CABINET</b>			
Welsh Church Fund Working Group 152	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 6 held on the 22 <sup>nd</sup> February 2018		Dave Jarrett
<b>18<sup>TH</sup> APRIL 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>19<sup>TH</sup> APRIL 2018 - COUNCIL</b>			
<b>9<sup>TH</sup> MAY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			