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County Hall
Rhadyr
Usk
NP15 1GA

Wednesday, 5 July 2017

Notice of meeting

Economy and Development Select Committee

Thursday 13th July, 2017 at 10.00 am

The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA

AGENDA

THERE WILL BE A PRE MEETING FOR MEMBERS OF THE COMMITTEE 30 MINUTES PRIOR TO THE START OF THE MEETING

Item No	Item	Pages
1.	Apologies for Absence.	
2.	Declarations of Interest.	
3.	Public Open Forum.	
4.	To confirm the minutes of the previous meeting.	1 - 10
5.	ICT in Schools Project Update.	11 - 16
6.	Performance report 2016/17.	17 - 36
7.	Work Programme Report.	37 - 42
8.	List of actions arising from the previous meeting.	43 - 44
9.	Economy and Development Select Committee Forward Work Programme.	45 - 46
10.	Council and Cabinet Business Forward Plan.	47 - 60
11.	Date of next meeting.	
	Thursday 7 th September 2017 at 10.00am.	

**Paul Matthews
Chief Executive**

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

P. Pavia
J. Becker
D. Blakebrough
A. Davies
D. Dovey
M. Feakins
R. Roden
B. Strong
A. Watts

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Aims and Values of Monmouthshire County Council

Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

People Are Confident, Capable and Involved

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

Our County Thrives

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation
- Maintaining locally accessible services

Our Values

- **Openness:** we aspire to be open and honest to develop trusting relationships.
- **Fairness:** we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- **Flexibility:** we aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- **Teamwork:** we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

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Public Document Pack Agenda Item 4

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at The Council Chamber, County Hall, Rhadyr, Usk NP15 1GA on Tuesday, 13th June, 2017 at 10.00 am

PRESENT: County Councillor P. Pavia (Chair)
County Councillor D. Blakebrough (Vice Chair)

County Councillors: J. Becker, A. Davies, D. Dovey, R. Roden and B. Strong

County Councillor V. Smith attended the meeting by invitation of the Chair.

OFFICERS IN ATTENDANCE:

Cath Fallon	Head of Economy and Enterprise
Ian Saunders	Head of Tourism, Leisure and Culture
Hannah Jones	Youth and Community Officer
Liz Williams	Senior Management Accountant
Philip Thomas	Development Services Manager
Hazel Ilett	Scrutiny Manager
Richard Williams	Democratic Services Officer

APOLOGIES:

County Councillor M. Feakins

1. To note the appointment of the Select Chair

We noted the appointment of County Councillor P. Pavia as Chair of the Economy and Development Select Committee.

2. Appointment of Vice-Chair

We appointed County Councillor D. Blakebrough as Vice-Chair of the Economy and Development Select Committee.

3. Declarations of Interest

County Councillor A. Davies declared a personal, non-prejudicial interest pursuant to the Members' Code of Conduct in respect of agenda item 9 – Revenue and Capital Monitoring 2016/17 Outturn Statement, as he is a governor at Castle Park Primary School, Caldicot.

County Councillor D. Dovey declared a personal, non-prejudicial interest pursuant to the Members' Code of Conduct in respect of agenda item 9 – Revenue and Capital Monitoring 2016/17 Outturn Statement, as he is a governor at Chepstow School.

County Councillor P. Pavia declared a personal, non-prejudicial interest pursuant to the Members' Code of Conduct in respect of agenda item 9 – Revenue and Capital Monitoring 2016/17 Outturn Statement, as he is a governor at St. Mary's R.C. Primary School, Caldicot.

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County Councillor B. Strong declared a personal, non-prejudicial interest pursuant to the Members' Code of Conduct in respect of agenda item 9 – Revenue and Capital Monitoring 2016/17 Outturn Statement, as he is a school governor.

4. Public Open Forum

There were no issues raised.

5. Confirmation of minutes

The minutes of the Economy and Development Select Committee meeting dated 6th April 2017 were confirmed and signed by the Chair.

6. Presentation for the Overview of Enterprise

The Select Committee received a presentation in which an overview of activities of the Enterprise Directorate were provided.

Member Scrutiny:

- High skilled manufacturing jobs – It has been recognised that the Directorate needs to do more to encourage high skilled manufacturing firms to set up in Monmouthshire. In the south east of the county, with the reduction in to Severn Bridge tolls, more enquiries are being received asking for more industrial accommodation in this part of the County. The Authority is currently aligning its investment strategy with the work being undertaken regarding the City Deal with a view to obtaining maximum impact from this.
- There are in the region of 4300 micro businesses located within the County which tend to employ fewer than 10 employees per business. Under current European structural funds criteria these businesses are unable to receive grants but with Brexit, European Structural Funds will dissipate and will hopefully be replaced with something more favourable to Monmouthshire.
- Broadband connectivity in Monmouthshire is an issue that requires addressing, which will also help small businesses.
- The Agri Urban action plan will be produced in September / October 2017 with a view to looking at ways of drawing in additional funds to key areas.
- 20% of the population use leisure facilities. There is a huge opportunity within Monmouthshire to incorporate and join together services with a view to keeping fit. Working with key partners is critical to provide appropriate leisure provision and encourage all citizens to take part in a diverse range of activities in a fun and relevant way to maintain and improve fitness.
- Businesses have used Hilston Park for corporate training events. The Authority needs to maximise its assets to further develop this type of opportunity.

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- In response to a question raised regarding new business development in South East Wales, it was noted that a specific study is being looked at regarding South East Monmouthshire, particularly in terms of specialist growth sector areas. Bespoke services are offered for companies that are looking to relocate to Monmouthshire and one to one support is what these companies often require. The Authority's inward investment strategy and the Cardiff Capital Region proposal will aid in the development of the County. The Authority has a specific website to promote the development of Monmouthshire www.monmouthshire.biz. In terms of skills, officers are working to influence opportunities. The development of youth enterprise and youth entrepreneurship is being taken seriously. However, all of this is being undertaken within capacity and budget to take forward the business development of the County. The Authority could have a bigger impact on business development with more resources in place.
- Regional and national frameworks exist where a number of meetings and catch up events are held throughout the year comprising of representatives from Welsh Government and partners. Therefore, there is a very good structure in place to remain updated. Internally, the Directorate has its Departmental Management Team meetings, as well as having its service plans. The Public Service Boards and the partnerships are generating good outcomes and results and are focussing on key areas. Regional networks have been established in respect of the City Deal and business support networks. The Rural Development Programme Team networks nationally with other teams across Wales. Cross border working on projects also occurs. With regard to micro businesses, a bespoke one to one service is provided.
- In response to a question raised regarding the Directorate's priorities, the following points were noted:
 - Broadband infrastructure and how this is being addressed.
 - Raising the County's Inward investment Profile.
 - Maximise funding streams.
 - Apprenticeships and training.
 - The strategic direction of Community Engagement and the Whole Place Plan.
- The volunteering rate in Monmouthshire is at 63% which is the highest in Wales.
- There is work to be done on how one measures a healthy community.
- In response to a question raised regarding opportunities missed due to budgetary constraints, it was noted that the Directorate would have liked to have been in a better position to promote Monmouthshire with the reduction in tolls for the Severn Bridges. However, now is the time to take this matter forward.
- In terms of the Great Western City's powerhouse, discussions have been ongoing for some time at a political and operational level. There are good opportunities for Monmouthshire to work across the border.

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- Science Technology Engineering and Maths (STEM) – The Directorate is aware of the opportunities. It helps that we have the lead in terms of the business innovation and digital networks in terms of the Cardiff Capital Region. The Directorate is working in these networks but the pathways for students are not as clear yet as they could be.
- In response to a question raised, it was noted that walking football is played in Caldicot which has been very successful. The aim is to promote this across the County.
- In response to a question raised regarding Chepstow TIC, it was noted that the TIC has a budget for this year to ensure that it will remain open for the year. Some grant funding has become available and product development has been ongoing. It will take partnership work and a change to the current model to create a more consistent, sustainable product.
- In response to a question raised, it was noted that BT has a 95% coverage target for broadband provision across the Superfast Cymru Programme. Welsh Government has just undertaken an open market review to enable them to find out where the hard to reach properties are and the results of this analysis is awaited. These results will then inform the Superfast Cymru 2 roll out programme which is likely to be fibre to the premises rather than fibre to the cabinets. However, it will likely take longer to roll out this programme but it will be a high speed service.
- In the interim the Directorate has been looking at innovative pilot schemes. The line of sight wireless pilot has had limited success as the signal has to have direct point to point sight in order to obtain a connection. Another innovation pilot scheme uses TV white space using analogue signals to transport the broadband. Initial results are very positive, as these signals will penetrate solid objects allowing for a better connection.
- In the meantime, the Authority is lobbying Welsh Government to address the lack of broadband provision and the need for Superfast Cymru 2 roll out to commence as quickly as possible within the County.
- An Update meeting involving Cabinet Members and officers with BT and Welsh Government will be held in early July 2017. An update report on progress will be presented to a future meeting of the Select Committee.
- A map providing the distribution of broadband provision across the County has been requested from BT.
- A report regarding the STEAM figures will be presented to the Select Committee for scrutiny in September / October 2017.
- In terms of business support and business rates, as far as the City Deal is concerned a regionalised strategy is being looked at for business support

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delivery but with a localised delivery function. City Deal is just one aspect. The Authority's networks are wide, working with innovation companies, as well as many other companies. The County is also promoted via social media.

- In response to a question raised regarding skills, what Coleg Gwent and Universities were doing to meet the employment needs of the future, it was noted that there was a need to be aware of the Donaldson Review and the implementation of this on Monmouthshire's schools. Also, there is a regional learning skills partnership and there has been research undertaken with colleges and universities regarding what the future need is. The Authority needs to ascertain how this will impact on Monmouthshire at a local level.
- The Scrutiny Manager informed the Committee that an email has been sent out to all Members regarding the Tourism Destination Management Plan reminding them that there was still an opportunity to contribute to this. The draft plan will be brought to the Select Committee meeting on 19th October 2017. The July 2017 meeting will receive a report for scrutiny regarding ICT provision in schools and STEM.
- With regard to the County Council's Local Development Plan (LDP) and the slow progress in bringing forward the LDP's allocated strategic housing sites (which means the Council, does not have a five year housing land supply). The plan is to be reviewed and it was anticipated that some of this shortfall will be covered under the review. However, it is likely that the Planning Department will receive planning applications on non-allocated sites that are not in the LDP, which will have to be determined on their merits pending the review of the LDP.

Committee's Conclusion

- That a list of topics discussed at today's meeting be produced with a view to discussing how to proceed with the development of a forward work programme.
- To scrutinise a report at the July 2017 Select Committee meeting regarding ICT provision in schools and STEM.
- An Update meeting involving Cabinet Members and officers with BT and Welsh Government will be held in early July 2017. An update report on progress will be presented to a future meeting of the Select Committee.

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7. Youth Enterprise - European Structural Fund (ESF) Programmes - INSPIRE2WORK Extension

Context:

Further to Cabinet approval for the implementation of the Inspire2Work (I2W) programme in March 2016, Youth Enterprise requests in principle support for additional match funding from Authority reserves. This funding will enable the enhanced delivery of the existing I2W programme which provides post 16 support, intervention and employment opportunities utilising European Structural Fund (ESF) monies.

Key Issues:

- The current I2W programme for 16-18 year olds was approved by Cabinet in March 2016 for three years at a total project cost of £381,601 split between 55% ESF of £171,720 and Monmouthshire County Council match funding in the sum of £209,881.
- Following the delayed final approval of the programme in February 2017, one of the project's original partners, Melin Homes, has withdrawn from the project. This provides an opportunity for the Authority to extend its current programme provision beyond 16-18 year olds to 16-24 year olds.
- Members have previously been made aware that Welsh Government has implemented the Youth Engagement and Progression Framework 2013, which provides a delivery model centred on the needs of young people identifying six key areas for achieving better outcomes for young people. The principles of the framework is embedded in the I2W programme and is designed to secure added value whilst reflecting the needs and aspirations of Monmouthshire's young people and the Authority's Single Integrated Plan.

Member Scrutiny:

- 16 – 18 year olds Not in Education, Employment or Training (NEET) currently number around 60 young people. However, young people can come in and out of this as they progress.
- For JSA, those young people aged 18 – 24 claimants, there are currently 40 young people.
- Data is continually being monitored as these are some of the most hardest to reach young people. Bespoke pages of support are required, i.e., a large or small intervention might be required, depending on the individual's needs.
- Discussions are being held with the lead authority, Newport City Council regarding target setting.

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- In response to a question regarding similar schemes that have been operated, it was noted that three contracts were run two years ago with Job Centre Plus and are keen to pick up on this work again liaising with local links and the Job Centre.
- Outcomes to evidence the success of the project – 33% Education, 22% into employment and 18% into educational training. Outcomes are being met.
- All avenues in terms of apprenticeships are being investigated with good links both locally and nationally. The aim is to tap into the local business market and we are well placed to build employability links. Discussions with schools are being held in the future.
- Young people's interests and past experiences are also looked at, as well as aiming to build confidence and unlock the potential in young people.
- As the service is bespoke, the team will meet individuals in their locality. Monmouthshire is a rural authority and therefore not always easy for young people to access services.
- The programme is gender balanced and gender targets have been set. This is a three year project and discussions have already been made with a view to identifying where future funding will come from. A meeting with Welsh Government later today will be held to discuss the employability agenda.

Committee's Conclusion

We resolved to support an Individual Cabinet Member Decision to release additional match funding for the next three years to January 2020, enabling support for an additional 120 participants across an extended 18-24 age range. The funding will enable the extension of the existing team to include an Employability Officer and administrative apprenticeship opportunity. The Employability Officer duties will be extended for other programmes across additional funding streams on a timesheet basis.

8. Revenue and Capital Monitoring 2016/17 Outturn Statement

Context:

To receive information on the revenue outturn position of the Authority at the end of period 4 which represents the financial outturn position for the 2016/17 financial year.

Recommendations proposed to Cabinet:

- That Members consider a net revenue outturn underspend of £884,000, an improvement of £805,000 on quarter 3 outturn predictions.

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- Members consider a capital outturn spend of £40.03 million against a revised budget of £40.98 million, after a proposed slippage of £17.5 million, resulting in a net underspend of £951,000.
- Consider and approve the £17.5 million capital slippage recommended, paying attention to those schemes described in para 3.3.6 of the report where slippage has been requested by the service manager but is not being recommended to slip (£198,000).
- Considers the use of reserves proposed in para 3.4.1 of the report.
- Supports the apportionment of general underspend in supplementing reserve levels as described below, i.e.:

Priority Investment Fund	£570,000
Redundancy & Pension Reserve	£114,000
IT Transformation Reserve	£100,000
Capital Receipts Generation Reserve	£100,000
Total	£884,000

- 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.
- Members note the significant reduction in the overall school balance at the end of 2016/17 and support 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.

Member Scrutiny:

- Earmarked reserves remain at limited levels having reduced from £17,536,000 in 2015/16 to an outturn prediction of £12,958,000 in 2017/18.
- 2016/17 Savings progress – It was identified that there was additional pressure on an already pressurised budget. It was noted that the Enterprise Directorate had made 79% of its scheduled savings. However, not all savings were achieved in year and it was noted that the savings are carried over into the next year, creating additional pressure on budgets.
- In response to a question raised regarding local authority borrowing, it was noted that the authority would not be able to borrow more money than it was allowed to do. Current interest rates on borrowing were very low.
- Six schools have exhibited a deficit position at the start of 2016/17. Throughout the year this was anticipated to rise to 12 by the end of 2016/17. Information regarding the management position in respect of this matter in the longer term

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will be investigated by the Finance Manager and will be reported back to the Committee.

Committee's Conclusion

- To support the recommendations proposed to Cabinet.

9. List of actions arising from the previous meeting

We noted the list of actions arising from the previous meeting.

10. Economy and Development Select Committee Forward Work Programme / Council and Cabinet Business Forward Plan

The Scrutiny Manager informed the Committee that the Select Committee's forward work plan and the Council and Cabinet Business Plan required developing.

In view of the discussions undertaken at today's meeting, the Committee agreed that the Scrutiny Manager and the Democratic Services Officer should draft a list of the subjects raised with a view to scheduling a discussion on the work programme at the next Select Committee meeting in order to prioritise the topics that the Committee would like to focus on.

In terms of the next meeting, Members were asked to consider the following items:

- There has been a request for a report to be presented to the Committee regarding ICT provision in schools.
- Return on Investment report for the velothon, if the report is available.

For later in the year at the Select Committee meeting on 19th October 2017, the following items will be presented to the Committee:

- STEAM data.
- Tourism Destination Management Model.

We resolved to receive the update and noted its content.

11. Timing of future Economy and Development Select Committee meetings

We resolved that future Economy and Development Select Committee Meetings would be held at 10.00am.

The meeting ended at 12.25 pm.

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Economy and Development Select Committee held
at The Council Chamber, County Hall, Rhadyr, Usk NP15 1GA on Tuesday, 13th June,
2017 at 10.00 am**



REPORT

SUBJECT: ICT in schools Project Update

MEETING: Economy and Development Select

DATE: 13th July 2017

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

- 1.1 The purpose of this report is to provide Members with a progress update on the investment programme for ICT in schools. This programme involved the upgrade and renewal of the ICT infrastructure in schools, providing a common platform and standard in line with WG and 21st century schools aspirations.

3. THE BACKGROUND TO THE INVESTMENT PROPOSALS:

- 3.1 The 21st Century Schools programme set out a vision that the technical ICT infrastructure was able to support the curriculum and meaningful teaching and learning in Monmouthshire schools, to prepare students for further education and to live and work in a digital world. In order to achieve this vision it was critical that schools had a sustainable, resilient and robust ICT platform that meets the needs of the 21st teaching and learning environment.

- 3.2 In July 2015 Cabinet agreed a business case that proposed a single model and specification for ICT provision that will enable a consistent and standard of technology and support, with all the benefits that this brings to teaching and learning. The chosen option was for the Council to fund an investment programme of £885k to –

- Put in place a baseline of 100mg standard of connectivity for primary schools in line with WG aspirations.
- Migrate the school based server and network infrastructure to the state of the art and secure SRS data centre in Blaenavon
- Refresh equipment and Wi-Fi in schools to bring it up to a consistent baseline standard
- Install Schools Information Management System (SIMS) in the classrooms

- 3.3 The business case outlined the need for a more coherent, structured and strategic approach to ICT provision in Monmouthshire schools. It was apparent

that schools in the primary sector had spread in different directions in terms of kit, support, knowledge, aspiration, expertise and understanding. This led to different approaches to digital teaching and learning between schools.

- 3.4 There had been varying investment in ICT improvements in schools in over several years, with some schools using their delegated budgets to benefit from an improved infrastructure, together with enhanced connectivity and peripherals. However, primary schools in particular were suffering from a lack of investment in ICT. This was impacting on how technology can be used to effectively delivery teaching and learning in schools, and ultimately on the level of digital expertise and knowledge when children move up into secondary education and careers.
- 3.5 The level of ICT connectivity in schools and the need to use ICT to raise standards in education has been raised in a number of the councils plans and strategies including the Improvement Plan, The CYP Chief Officer report, the iCounty strategy, the Authority's strategic risk register and it is also an integral part of the delivery of 21st century schools capital programme. The issues were also outlined at the Digital Programme Board who requested that a Business Case be developed showing the options and costs to remedy the situation.
- 3.6 The specific issues within the business case and the proposed resolutions:
- (a) Schools were at risk of losing data and information should school-based servers fail or be infected by a virus. Migrating to the SRS offers a robust and resilient school ICT network, removing the risk of data or information being lost should school based infrastructure fail.
 - (b) The SIMS system (School Information Management System), the curriculum network and the administrative network were located on ageing servers. Migration to newer and more powerful servers will improve reliability, performance and accessibility.
 - (c) The level of connectivity in many schools did not adequately support the effective delivery of teaching and learning in the school environment. Whilst a handful of schools had 100 mb PSBA (Public Sector Broadband) lines, the majority of primary schools were connected via 10 MB PSBA lines, with a small number receiving even poorer connectivity. Upgrading these to 100 mb PSBA lines will significantly improve speed and resilience of the internet and network access to schools.
 - (d) The Wi-Fi connectivity, coverage and performance was variable and often poor. Upgrading the wireless infrastructure to achieve optimum Wi-Fi saturation throughout the school estate will give secure on-line access to more teachers and children.
 - (e) Teachers were suffering from not having SIMS in the classroom. The aspiration is to have remote access to SIMS via MCC security enabled equipment. This will improve efficiency and effectiveness tenfold and is an essential requirement in 21st century education.

- (f) ICT devices in schools were not standardised and were of variable age and quality. Some were so old that they were no longer supported and a significant number of PC's were are running on the out-dated Windows XP operating system. A refresh of core ICT hardware in schools will bring it up to a consistent standard will provide a baseline across the schools estate.
- 3.9 The single SLA model and the specification proposed for ICT infrastructure will enable a consistent and adequate standard of technology and support, with all the efficiencies that this brings.
- 3.10 The investment was predicated on all Monmouthshire schools signing up to a 3 year SLA with the SRS, ensuring that the ICT support model was adequately funded to provide the necessary high levels of technician support. After extensive consultation all but 3 schools agreed to the SLA, and Cabinet were reassured that this level of sign-up was sufficient to ensure the viability of the support model and that performance standards could be maintained.
- 3.11 Implementation was programmed in two phases. The first phase was to upgrade the existing ICT infrastructure (Wi-Fi, networks, equipment, servers and internet connections) ensuring all schools had an equal baseline ICT provision. The second phase consisted of the migration of schools up to the SRS data center. The target completion date for the programme was for November 2017.
- 3.12 A total investment of £885,775 was agreed to allow the upgrade and installation of infrastructure, equipment and connectivity in schools and at the SRS. This was funded from a mix of reserves and prudential borrowing.

4 PROGRAMME UPDATE

- 4.1 The investment programme is predicted to finish on time, within budget and to the required standard and specification. It is expected that all work will be fully complete over the summer period, with a post project review in September 2017 to address any residual issues. Schools are already reporting an overall increase in performance of the infrastructure upgrade and the level of technician support within the SLA.
- 4.2 Overall the programme implementation has been very smooth, though the planned priority order has been adjusted due to –
- Several schools requiring emergency migration to the SRS following unexpected server failures or virus attacks. This has reinforced the benefit of using the SRS with their very secure data centre arrangements.
 - Delays whilst OpenReach undertake installations in some schools due to their remote locations and distance from the main telephone exchanges necessitating extensive cabling.
 - Some installations have required permission from the highways authorities for roadworks and traffic control to be installed.
 - Some work could not be undertaken as planned due to access restrictions to school premises during school events or over holiday periods.

4.3 The following specific work schedule will see completion of the project prior to a post project review:

PSBA - All schools have now had the PSBA 100mb lines installed. Two schools, Mounon House and Shirenewton, have complex switchover issues and a decision was made to migrate them to the SRS at the same time as switching from the 10mb to the 100mb lines. Both sites will be completed in July.

SIMS – SIMS in the classroom is dependent upon installation and connection of the 100mb lines, as network performance would be compromised with the lower 10mb broadband speeds. The schools still awaiting either connection or training in SIMS functionality are:

- Our Lady's RC Primary – The SIMS trainer is waiting for the school to make contact to complete the training
- Llanvihangel Crucorney – Waiting to schedule SIMS training now that the 100mb line has been installed
- Llantilio Pertholey Primary
- Cantref Primary
- Goytre Fawr Primary

WIFI - There are 2 slightly more complex sites awaiting completion of WIFI installation

- Ysgol y Fenni – waiting for a new date for completion of WIFI
- Overmonnow Primary – WI-FI installation is complete, but the school has requested installation of Wi-Fi in the nursery building. This is outside of the scope for upgrade programme so the school are funding it separately and the SRS are arranging the work to be undertaken with the contractor.

SRS migration – There are 2 remaining schools to be migrated to the SRS, with *provisional* dates as follows:

- Shirenewton Primary – migration 10th July
- Mounon House – migration 24th July

General - There is a small amount of remedial work to be done at schools previously migrated to the SRS and this will take place over the summer break:

- Thornwell
- Deri View
- The Dell
- Dewstow
- Raglan

5 POST COMPLETION REVIEW

5.1 The final stage of the project is a post-completion review and evaluation with all schools. It is intended to set up a quarterly liaison meeting with the SRS, the LA and representatives from each school cluster where ongoing performance will be undertaken.

6 BACKGROUND PAPERS:

Cabinet reports 15th July 2015 & 6th January 2016

Council report 30th July 2015
Economy and Development Select 11th July 2016
The Business case for ICT in schools

AUTHOR: Sian Hayward – Head of Digital

CONTACT DETAILS:

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SUBJECT: Performance report 2016/17

MEETING: Economy and Development Select Committee

DATE: Thursday 13th July 2017

DIVISIONS/WARDS AFFECTED: All

1. PURPOSE

- 1.1 To ensure that members understand the Council's performance framework (appendix 1).
- 1.2 To present the 2016/17 performance information under the remit of Economy and Development Select Committee, this includes:
 - Reporting back on how well we did against the objectives which the previous Council set for 2016/17 (appendix 2):
 - Information on how we performed against a range of nationally set measures used by all councils in Wales (appendix 3).

2. RECOMMENDATIONS

- 2.1 Members familiarise themselves with the council's performance framework to ensure that they understand the parts of the system that must work together to deliver improvement.
- 2.2 Members are invited to scrutinise how well the authority performed against the objectives it set for the previous financial year and scrutinise delivery measured using a range of nationally set measures that fall within the remit of the committee.

3. KEY ISSUES

- 3.1 The council currently has an established performance framework, this is the way in which we translate our vision - *building sustainable and resilient communities* - into action and ensure that everyone is pulling in the same direction to deliver real and tangible outcomes. This is shown at appendix 1. Further information on the council's performance framework is available on [the hub](#).
- 3.2 Over the coming years the shape of public services in Wales is likely to change significantly influenced by two very significant pieces of Welsh legislation, The Well-being of Future Generations Act and The Social Services and Well-being Act as well as financial pressures, demographic changes, changes in customer needs and expectations and regulatory and policy changes. Services need to continue to think more about the long-term, work better with people and communities, look to prevent problems before they arise and take a more joined-up approach.
- 3.3 The council has recently completed two substantial assessments of need as a result of this legislation and these are available on www.monmouthshire.gov.uk/our-monmouthshire. This information has provided a much deeper evidence base of well-being in the county and, as required by the Future Generations Act, this has been used to produce the council's well-being objectives and statement 2017 available on www.monmouthshire.gov.uk/improvement.

- 3.4 The shift in focus in the well-being objectives means that activities will need to be focused on longer term challenges at a community level rather than some of the internal process issues and outputs that could sometimes be found in its predecessor, The Improvement Plan. When dealing with more complex societal challenges it will take longer for measurable change to come about and longer still to be able to evidence those changes in a meaningful way. In the short-term there will continue to be milestones that can be used to track our improvement journey. This will be supported by a range of performance reports select committee can request as part of their work programme and the structure of performance reports received by committee will be revised to reflect this emphasis.
- 3.5 Appendix 2 sets out performance achieved in 2016/17 against the actions and performance measures approved by Council in May 2016 as part of its Improvement Plan. As well as being presented to select committees the objectives will be included alongside a further evaluation of performance in 2016/17 that will be reported to Council and published by October. The Welsh Government have recently consulted on plans to repeal the Local Government (Wales) Measure 2009 which means this is likely to be the final plan and report in this format.
- 3.6 Appendix 3 sets out further key performance indicators from the national set that are under the committee's remit. Benchmarking data compared to other Council's in Wales will be published in September 2017 and will be made available to members as part of the report mentioned in paragraph 3.5.
- 3.7 Activity that contributes to the delivery of some objectives cross cuts select committee remits and these have also been reported to the other relevant committee(s). Therefore it is suggested members particularly focus their scrutiny on the activity relevant to the committee with consideration of its contribution to the objective as a whole. In some cases there may be duplication of indicators already included in other sections of the report. Where indicators relate to the performance of services that are under the remit of more than one committee these will also be reported to the other relevant committee(s).

4. REASONS:

- 4.1 To ensure that members have an understanding of performance in 2016/17 and the council's performance framework.

5 RESOURCE IMPLICATIONS

- 5.1 None

6 EQUALITY, SUSTAINABLE DEVELOPMENT AND CORPORATE PARENTING IMPLICATIONS

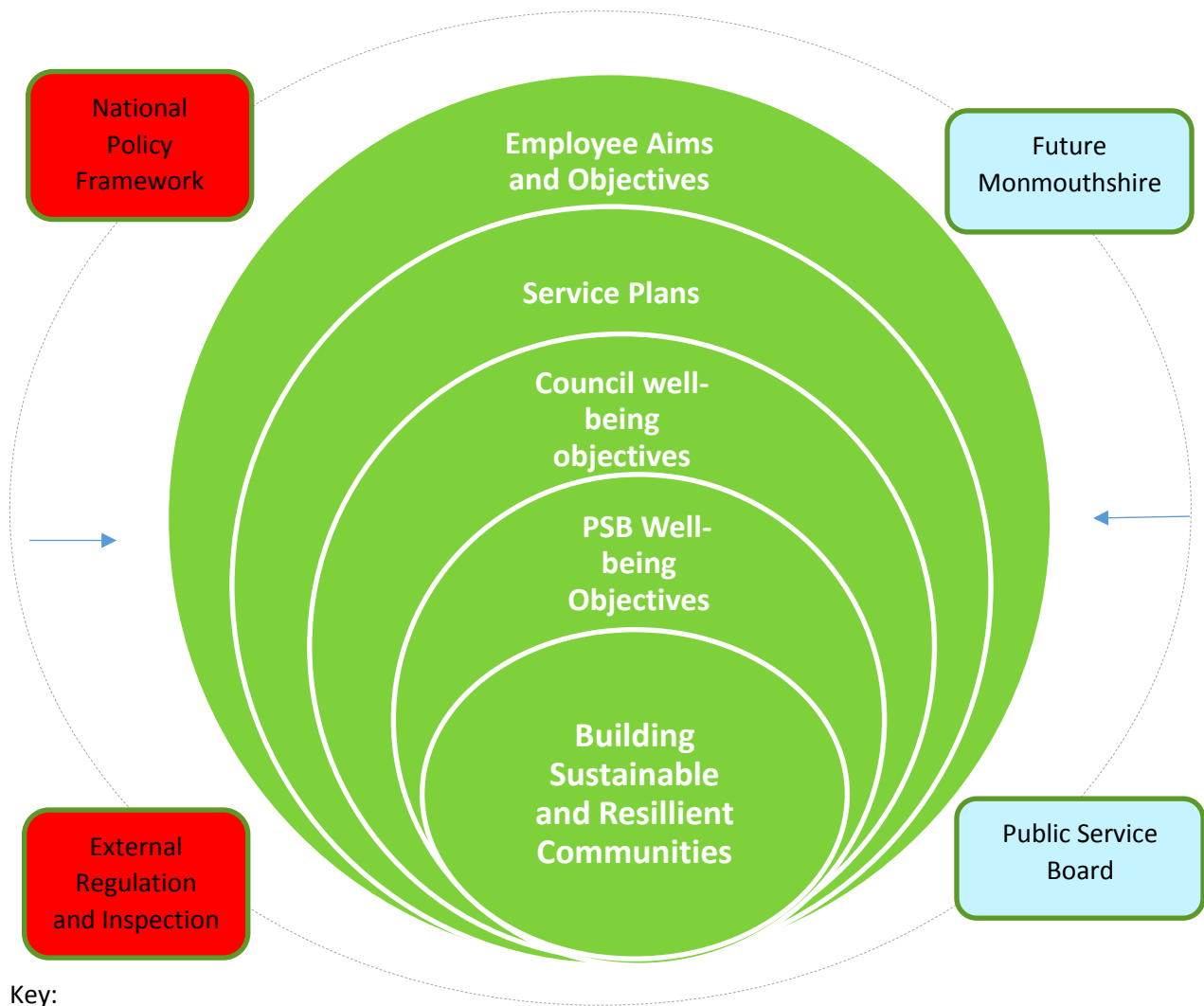
- 6.1 There are no specific implications identified as a result of this report

7. AUTHORS:

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Our Performance Framework

In Monmouthshire it's even more than the place, it's the people. Not just those on the council's payroll but all of the people who work with us in delivering services and achieving value for money. Our Performance Framework makes sure that everyone is pulling in the same direction to deliver real and tangible outcomes.



Key:

- Performance Framework
- Improvement Activity
- External Influences

Building Sustainable and Resilient Communities



We want to enable the building of sustainable and resilient communities that support the well-being of current and future generations.

This purpose is at the heart of everything we do to improve the economic, social, environmental and cultural well-being of Monmouthshire. We will consider sustainable development in how we plan and deliver our well-being objectives and contribute to the achievement of the seven national well-being goals for Wales.

PSB Well-being Objectives



The Well-being of Future Generations Act also puts a well-being duty on specified public bodies to act jointly via Public Service Boards (PSB) to improve the economic, social, environmental and cultural well-being of their area by contributing to the achievement of the well-being goals.

We are a partner in the PSB. The PSB has produced a Well-being Assessment for Monmouthshire and in 2018 will publish a well-being plan, including objectives for the county, which we will contribute to.

Council well-being objectives



The Well-being of Future Generations Act requires the council to set and publish well-being objectives and a statement, take all reasonable steps to meet those objectives and make arrangements to publish an annual report of progress.

The well-being objectives bring together the latest evidence from the well-being assessment, policy and legislation to set out how we will deliver a public service that meets the needs of the present without compromising the ability of future generations to meet their own needs.

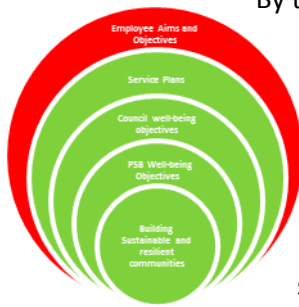
Service Plans



Each of our teams has a service plan that aligns to the objectives we are striving to achieve. This describes what they are doing to deliver the outcomes of the council, contains measures that can be used to assess progress and whether people are better off because of our work and identifies and manages risks facing the service.

All our Service Plans are available on the council's Intranet, the hub.

Employee aims and objectives



By their very nature, service and business plans contain standard measures and targets relating to employee performance. The responsibility for delivery of the plans and improvements rests with all employees. Our employee aims and objectives show the contributions that individual colleagues make to these objectives and delivering the organisations vision in accordance with our values.

We must involve and empower all employees to be the best they can be so that they can think differently and develop solutions to problems; and sustain 21st century public services.

Appendix 2

MCC Improvement Objective 3: We want to enable our county to thrive					
Why have we chosen this?					
This objective aligns closely with the single integrated plan for Monmouthshire. To create better employment prospects we need to develop and promote an enterprising culture, which builds business resilience and creates excellent outcomes for our communities. For our county to thrive we need to continue to work with our residents, invest in communities and base our delivery on 'what matters' to people in their communities					
Overview					
<p>In January 2017 Monmouthshire County Council approved the next steps of the of the Cardiff Capital Region (CCR) City Deal. Subsequently the leaders of the ten local authorities within the CCR signed the City Deal document following universal support from all ten councils for the programme.</p> <p>A draft CIL charging schedule has been developed, the implementation of CIL has been deferred pending the outcome of legislative changes at the UK Government level. The latest annual monitoring report of the LDP (2015/16) recommends an early review of the LDP, and concludes that while good progress has been made in implementing many of the plan's policies and overall the strategy remains sound, a number of key housing provision policy targets are not being met.</p> <p>Public realm improvement works in Abergavenny town centre have been completed as has the Caldicot town centre linkage scheme.</p> <p>In total 140,297 people attended the Monmouthshire & District Eisteddfod. In 2016 there was an increase in the total economic impact of tourism in the county to £190.05 million. Monmouthshire business and enterprise have continued to support businesses. Assistance from Monmouthshire Business Enterprise and partners has helped safeguard 77 jobs in 2016/17.</p>					
What will we do?	Timescale/ milestone	How we will measure success	What have we done?	What difference has it made?	Progress
Maximise the potential for Monmouthshire to contribute to and benefit from the creation of the Cardiff Capital Region (CCR) City Deal.	March 2017	Milestone: Council decision on signing up to the city deal	<p>In January 2017 Monmouthshire County Council approved the next steps of the Cardiff Capital Region (CCR) City Deal.</p> <p>Subsequently the leaders of the ten local authorities within the CCR signed the City Deal document following universal</p>	The £1.2bn City Deal for the CCR represents a significant opportunity for the region as a whole and Monmouthshire. It will mean the CCR is able to make strategic investments in programmes that will have a material and measurable impact on the city-region economy, as	On target

What will we do?	Timescale/ milestone	How we will measure success	What have we done?	What difference has it made?	Progress
			<p>support from all ten councils for the programme.</p> <p>The Cardiff Capital Region City Deal Project Board have agreed that individual Leaders would take responsibility for a “theme” of the proposed deal. Monmouthshire, in conjunction with the Leader of Torfaen Council are leading on the Investing in Innovation and the Digital Network.</p> <p>Monmouthshire County Council is currently leading on the establishment of a £400million world leading Compound Semiconductor Cluster.</p>	<p>well as enable the implementation of devolved powers which will allow the region to exert greater influence over its economic future.</p>	
<p>Implement Community Infrastructure Levy (CIL) and continued implementation of the Local Development Plan (LDP) framework</p>	<p>CIL adoption - Winter 2016 (Subject to examination).</p>	<p>Milestone: Community Infrastructure Levy examination, adoption and implementation commenced.</p>	<p>A draft CIL charging schedule has been developed and was consulted on between 24th March and 5th May 2016. Following the consultation the next stage is to prepare the CIL charging schedule for submission for independent examination. However, a national CIL Review has suggested fundamental changes to the CIL process. The implementation of CIL has therefore been deferred pending the outcome of legislative</p>	<p>The money generated from CIL can be used to fund a wide range of infrastructure that is needed to support growth in the area, including things such as community facilities, education and transport improvements.</p> <p>The completion of the Annual Monitoring complied with the statutory requirement and provided monitoring data to feed into the evidence based LDP review.</p>	<p>Annual Monitoring report and SPG delivered on target.</p> <p>CIL adoption behind target</p>

What will we do?	Timescale/ milestone	How we will measure success	What have we done?	What difference has it made?	Progress
			<p>changes at the UK Government level.</p> <p>A primary shopping frontages Supplementary Planning Guidance (SPG) has been completed and adopted. SPG provides clear and consistent detailed procedural framework for the delivery of LDP policy requirements for all plan users</p> <p>The 2015/16 Annual Monitoring Report of the LDP has been completed and reported to Planning Committee and to Cabinet to meet WG deadline and a decision was made to commence an LDP review.</p> <p>The 2015-16 Annual Monitoring Report concluded that while good progress has been made in implementing many of the Plan's policies and overall the strategy remains sound, a number of key housing provision policy targets are not being met:</p>	<p>The latest annual monitoring report (2015/16) recommends an early review of the LDP as a result of the need to address the shortfall in the housing land supply and facilitate the identification and allocation of additional housing land. As there are no concerns with other Plan policies at this stage it is not considered necessary to review other aspects of the Plan at this time.</p>	

What will we do?	Timescale/ milestone	How we will measure success	What have we done?	What difference has it made?	Progress
			<p>In 2015/16:</p> <ul style="list-style-type: none"> - Monmouthshire had 4.1 years housing land supply, below the 5 year supply required. - 234 new dwelling completions (general market and affordable) were recorded, below the identified LDP target of 488 completions per annum. 63 affordable dwelling completions were recorded, below the 96 per annum target. 		
<p>Deliver environmental improvements in Caldicot and Abergavenny town centre.</p>	<p>Abergavenny – September 2016 (Loan Funding) Caldicot - Ongoing</p>	<p>Measure: Amount of loan scheme funding allocated in Abergavenny Town Centreⁱ Measure: Vacancy Rate Abergavenny town Centre Measure: Vacancy Rate Caldicot town centre</p>	<p>A recyclable loan scheme of £1.25 million, funded under the Welsh Government's 'Vibrant and Viable Places' initiative, was established to help bring back to life underutilised and redundant sites and buildings in Abergavenny town centre. Applications for the £1.25m loan scheme were open until September 2016. One project was allocated £91k loan funding under the scheme. This loan effectively becomes the loan 'pot' into which the monthly repayments are made that in turn allow future projects applying for over £5k of loan funding to be met, providing the 'pot' has sufficient repaid funding available.</p>	<p>The loan scheme supports projects that increase the availability of accommodation, service and leisure provision in the town. The take up of loan funding was low with the scheme not appealing to businesses in Abergavenny.</p> <p>The improvement works have improved the street environment in Abergavenny benefiting residents, traders and visitors</p> <p>The linkage scheme will provide physical improvements to the town centre environment and potential to improve the</p>	<p>Ongoing progress being made</p>

What will we do?	Timescale/ milestone	How we will measure success	What have we done?	What difference has it made?	Progress
			<p>£1million worth of public realm improvement works in Abergavenny town centre were completed in time for the National Eisteddfod.</p> <p>In May 2016 cabinet approved section 106 funding for three projects being undertaken by Caldicot Town team; Caldicot Visioning Project, improvements to Caldicot market and town Centre Wifi Project.</p> <p>Cabinet approved additional costs for the Caldicot town centre linkage scheme, which was completed in June 2017</p>	<p>pedestrian footfall into the town centre.</p> <p>In the most recent survey (2016) of vacant ground floor properties in the Central Shopping areas: Abergavenny town centre had 24 vacant units, constituting 8.7% of outlets, an increase from 16 units (5.8%) in 2015. The vacancy rates in primary frontages has decreased, the notable increase in vacancy levels has been seen in secondary frontages.</p> <p>The 2016 survey showed Caldicot town centre had 7 vacant units, Constituting 10.1% of outlets an increase from 5 units (7.6%) in 2015. Both primary and secondary vacancy rates had slight increase.</p>	
Maximise the potential from hosting the National Eisteddfod in Monmouthshire	August 2016	Measure: Total income generated from tourism in Monmouthshire per year	<p>The national eisteddfod took place in Abergavenny from 29th July to 6th August 2016 celebrating music, language and culture. The event was supported by a range of services across the council.</p> <p>On the Maes a Love Monmouthshire/Caru Sir Fynwy</p>	<p>In total 140,297 people attended the Monmouthshire & District Eisteddfod, which compares favourably with recent Eisteddfods.</p> <p>A series of community networks have been established and the community raised £200,000 towards the cost of hosting the</p>	On target

What will we do?	Timescale/ milestone	How we will measure success	What have we done?	What difference has it made?	Progress
			<p>pavilion was set up displaying the best of the county's arts, crafts, culinary skills and sports. Including a sports Give It a Go Zone, the Vale of Usk Country Kitchen showcasing the best of the region's food and cookery, and a main staging area where a range of activities took place</p> <p>The evaluation report of the 2016 Monmouthshire and District Eisteddfod praised how the council and the areas communities worked to ensure that the celebration of Welsh language and culture was a huge success.</p>	<p>eisteddfod. Volunteer ambassadors from the eisteddfod are now being encouraged to be involved within the Monmouthshire volunteering programme.</p> <p>The STEAM report on Monmouthshire's Tourism Performance across the County in 2016 shows an increase in total economic impact of tourism to £190.05 million. There has been an increase in day visitors but a slight decrease in staying visitors. The staying visitor drop is a slight fall back from a very good 2015 and the numbers are still up on 2014 levels.</p>	
Continued delivery and development, working with partners, of the Monmouthshire Business and Enterprise business support package including; support, signposting, training and events.	On going	Measure: The number of new business start-ups supported.	Monmouthshire business and enterprise have continued to advise and support pre start and existing businesses and potential inward investors and have engaged with chambers of commerce on issues of concern to local businesses; which during last six months have been focussed on business rates revaluations. In 2016/17 97 businesses were assisted by Monmouthshire Business and	<p>Assistance from Monmouthshire Business Enterprise and partners helped safeguard 77 jobs in 2016/17.</p> <p>The business awards promoted new and existing business success and Monmouthshire as the place to set up business.</p>	On target

What will we do?	Timescale/ milestone	How we will measure success	What have we done?	What difference has it made?	Progress	
			Enterprise and/or referred on to partners. The fourth Monmouthshire Business Awards took place in October 2016.			
How will we know the difference it has made			2014-15	2015-16	2016-17 Target	2016-17 Actual
Total income generated from tourism per year ⁱⁱ			£173.15 million	£186.65 million	+1%-2%	£190.05 million (+ 0.5%)
Amount of loan funding allocated under the Abergavenny Town Centre Loan Scheme			N/A	£0	£1.25 Million	£91,000
Number of new business start-ups where assistance was provided by Monmouthshire Business and Enterprise and Partners			122	58	75	Not available ⁱⁱⁱ
Overall Vacancy rates in Abergavenny town centre ^{iv}			5.1% (14 Units)	5.8% (16 Units)	5.8%	8.7% (24 units)
Overall Vacancy rates in Caldicot town centre ^v			9.2% (6 units)	7.6% (5 units)	7.6%	10.1% (7 units)

MCC Improvement Objective 4: Maintaining locally accessible services					
Why have we chosen this?					
<p>Maintaining local access to services is crucially important to us, we will work hard to be effective in delivery of our services. The political administration's Continuance Agreement 2015-17 makes it clear that while there are tough choices to be made in the next couple of years the council will seek to ensure all valued services survive whether they are best placed to be provided by the council or other organisations.</p>					
Overview					
<p>An Outline Business Case (OBC) for Leisure, Tourism, Culture and Youth Services has been completed and options agreed to advance the OBC and produce the final Full Business Case.</p> <p>A trial involving approximately 6500 households on the separate collection of glass in a recycling box was completed, the trial results have been analysed and the future configuration of the recycling service agreed.</p> <p>Applications continue to be invited for projects in line with the 5 themes of the Rural Development Plan (RDP). In total 19 projects have been approved by the Local Action Group. As the projects are mainly still in the infancy of their funding period outputs reported through the RDP LEADER Performance Framework are low so far.</p> <p>Community Hubs, combining One stop shops and library services have been established in Caldicot, Chepstow, Monmouth and Usk, with work continuing to establish a community hub in Abergavenny, which is behind the original timescale.</p>					
What will we do?	Timescale/ milestone	How we will measure success	What have we done?	What difference has it made?	Progress
<p>Ensure that tourism, leisure, culture services and the Youth Service can continue to prosper by being delivered in a different way.</p>	<p>October 2016</p> <p>Draft Business Plan requiring Political approval</p>	<p>Milestone: Option appraisal completed</p> <p>Milestone: Business plans considered via council process</p>	<p>An independent option appraisal for the Leisure, Tourism, Culture and Youth Services has been completed and presented to a joint select Committee on 19th September.</p> <p>The option appraisal including scrutiny's conclusions was presented to cabinet in October 2016 who approved the next stage</p>	<p>The purpose of the proposed new Delivery Option is to ensure much valued local services are maintained to contribute to the wellbeing of their local community.</p> <p>It aims to enable services to be kept open but with more community focus and coordination.</p>	<p>On target</p>

What will we do?	Timescale/ milestone	How we will measure success	What have we done?	What difference has it made?	Progress
			<p>of the project to develop a full Business Case and to continue the staff, community and service user consultation process.</p> <p>An Outline Business Case (OBC) was presented to Council in March 2017 and options agreed to advance the OBC and produce the final Full Business Case for consideration as soon as politically possible. The OBC explains the background to the proposal and sets out the Strategic, Financial, Economic, Commercial and Management case in support of the proposal, with the key focus on the financial viability of the proposal.</p>		
Undertake a 6 month pilot on separating glass at kerbside.	March 2017	<p>Milestone: Pilot review completed and results of the review reported</p> <p>Measure: Recycling rate</p> <p>Measure: Landfill rate</p> <p>Measure: Waste to energy rate</p>	<p>The separate collection of glass in a recycling box trial commenced in September 2016. Approximately 6500 households were included in the trial including parts of Abergavenny, Gilwern and Govilon, Llanellen, Goytre, Little Mill and Llangybi.</p> <p>The trial allowed the service to assess whether there were financial, environmental and also</p>	<p>Separating glass will improve the quality of our recycling. The glass can then be reprocessed locally and this will reduce the overall cost of our recycling service.</p> <p>The provisional 2016/17 performance data for waste is: The recycling rate is 68.63%, which is above the Council's targeted level of 66% and close to the Welsh recycling target for 2025 of 70%. The landfill rate</p>	On target

What will we do?	Timescale/ milestone	How we will measure success	What have we done?	What difference has it made?	Progress
			<p>community benefits from changing the way recycle was collected.</p> <p>On completion of the trial the results have been analysed and reported to Strong Communities select in January 2017 and Council in March 2017, who agreed the future configuration of the recycling service for the next 7 years, including that glass is collected fortnightly in a separate container.</p>	<p>continued to decrease to 0.85% and waste used for heat and power has increased to 30.15%.</p> <p>This is largely due to the continued cooperation of residents. Along with a few other factors including energy recovery of all of Monmouthshire's residual household waste at an energy-from-waste plant.</p>	
<p>Continue to identify projects as part of the Vale of Usk Rural Development Plan (RDP) LEADER programme for the 2014-2020 funding period.^{vi}</p>	<p>On-going</p>	<p>Milestone: Local Action Group agree the projects that will be funded. Measure: Number of LEADER projects supported^{vii} Milestone: Outcomes achieved.</p>	<p>Applications continue to be invited for projects in line with the 5 themes of the RDP.</p> <p>Various communication channels continue to be used to promote applications including Facebook and Twitter accounts.</p> <p>In total 19 projects have been approved by the Local Action Group totalling £432,000 of RDP funds committed. The actual spend remains low as projects start to be delivered. This will increase rapidly as the programme develops. Further projects are currently being worked on to bring them to full application stage valued at circa £100,000.</p>	<p>As the projects are mainly still in the infancy of their funding period outputs reported through the RDP LEADER Performance Framework are low so far.</p> <p>Examples of some approved projects include: Energy days; Monmouthshire Community Climate Champions have pulled together a series of Energy Days to mark EU Sustainable Energy Week Digital Open Badges; to develop a digital evaluation tool which will deliver training, measure competencies and offer a platform for enhanced development of digital skills. A Country Kitchen at</p>	<p>On target</p>

What will we do?	Timescale/ milestone	How we will measure success	What have we done?	What difference has it made?	Progress
				the Eisteddfod, a broadband pilot in central Monmouthshire plus other smaller projects that can be viewed here	
Establish a community hub in Abergavenny which brings together library and one-stop-shop services	March 2017	<p>Milestone: Completed consultation, achieved funding and statutory consents (planning & listed building). Commenced on site work.</p>	<p>Community Hubs, combining One stop shops and library services have been established in Caldicot, Chepstow, Monmouth and Usk.</p> <p>The Abergavenny hub has been delayed due to the need to provide an alternative delivery venue. An outline business case has been developed which explores two possibilities identified by stakeholders, the Town Hall and the former Richards building on Frogmore Street. Initial plans and costs have been developed. These demonstrate that either building could accommodate the new hub facility.</p> <p>In September 2016 Council agreed that the preferred location for the development of the community hub is within the Town Hall, Abergavenny and agreed funding for the cost of finalising the detailed designs and business case. In the process of appointing a preferred design team to enable</p>	Abergavenny is currently running stand-alone dual provisions, the development of the hub will allow Abergavenny to have consistent provision with the other towns in Monmouthshire and enable the achievement of their apportioned element of the revenue savings.	Behind original timescale

What will we do?	Timescale/ milestone	How we will measure success	What have we done?	What difference has it made?	Progress	
			the completion of a final business case for members consideration by the end of 2017.			
How will we know the difference it has made			2014-15	2015-16	2016-17 Target	2016-17 Actual
Number of RDP LEADER programme projects supported ^{viii}			Not applicable	3	30	16
Percentage of municipal waste collected that is sent to landfill			18.1%	13.1%	6%	0.85% (provisional)
Percentage of municipal waste that is prepared for reuse or recycled			63.2%	61.7%	66%	68.63% (provisional)
The percentage of local authority municipal waste used to recover heat and power			16.9%	25.4%	28%	30.15% (provisional)

Appendix 3

Index	
Improved or At maximum	Improvement >2.5% or at Maximum
Marginal Improvement	Improvement 0.1% - 2.4%
Unchanged	Unchanged - 0%
Marginal Decline	Marginal Decline - 0.1% - -2.4%
Declined	Declined - >-2.5%
N/A - Not applicable	Trend Not applicable

Ref	National Performance Indicator framework	2013/14	2014/15	2015/16	2016/17	Target 16/17	Target met? 16/17	Trend 15/16 - 16/17	Comment
PPN/09	The percentage of food establishments which are 'broadly compliant' with food hygiene standards	91.2	93.9	93.8	95.12	93	✓	Marginal Improvement	There has been an increase in the percentage of food establishments which are 'broadly compliant' with food hygiene standards, with performance being above target
LCL/01b	The number of visits to public libraries during the year, per 1,000 population	7270	7434	7478	7262	7500	✗	Declined	Library visitor numbers have been increasing in recent years and have been amongst the highest in Wales. The formation of community hubs in October 2015 has contributed to this increase. In 2016/17 there has been a small increase in physical visits to hubs/libraries, the decrease in the year has been in digital visits.
LCS/02b	The number of visits to local authority sport and leisure centres during the year per 1,000 population where the visitor will be participating in physical activity	8099	7893	8205	7425	7800	✗	Declined	In recent years visitor numbers to leisure centres have been increasing. The main impact on the decrease in visitor numbers in the year has been the new school re-build in Monmouth impacting upon visitor numbers to the leisure centre, the target for the year was set lower to accommodate this.
CAM/037	The percentage change in the average Display Energy Certificate (DEC) score within local authority public buildings over 1,000 square metres	N/A	N/A	4.1	3.3	3	✓	Declined	Data reported as 2016/17 relates to the previous financial year (2015/16). This remains above target for a 3% reduction in the average Display Energy Certificate (DEC) score

Ref	National Performance Indicator framework	2013/14	2014/15	2015/16	2016/17	Target 16/17	Target met? 16/17	Trend 15/16 - 16/17	Comment
PSR/004	The percentage of private sector homes that had been vacant for more than 6 months that were returned to occupation during the year through direct action by the local authority	4.66	10.27	14.18	3.88	11	✘	Declined	Over 500 properties have been contacted with advice. New guidance for the indicator has been applied in 2016/17 decreasing the number of properties that can be included in the indicator as returned to use through the Council's direct action. 2016/17 performance will provide an accurate baseline for future performance.
PLA/006b	The percentage of all additional housing units provided during the year that were affordable.	31	53	25	27	N/A	N/A	Improved	The data reported by Welsh Government for this indicator is from the previous financial year (2016/17 is 2015/16 data). This is produced annually by Welsh Government using Council (Housing Service) and external data which records affordable acquisitions, when units are handed over and when registered as completions by Building Control or private inspectors, and therefore a target is not set. The Council's own planning policy data for the council planning area in 2015/16, reported in the LDP annual monitoring report, is 63 affordable housing completions out of a total of 234 housing completions for the period. The latest annual monitoring report of the LDP (2015/16) recommends an early review of the LDP as a result of the need to address the shortfall in the housing land supply and facilitate the identification and allocation of additional housing land.

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- ⁱ Monmouthshire County Council established a loan scheme to help bring back to life underutilised and redundant sites and buildings in Abergavenny town centre. This is funded under the Welsh Government's 'Vibrant and Viable Places' initiative, the scheme provided interest-free loans to owners to refurbish, convert or develop redundant, vacant and underutilised sites and premises in the town centre.
 - ⁱⁱ Based on annual calendar year data produced by STEAM. Due to the range of factors that affect this indicator it is not possible to produce a more specific target.
 - ⁱⁱⁱ New business start-up data for the year 2016/17 is not available, discussion has taken place regarding the provision of partner data under a new Welsh Government contract which will now be provided quarterly from the start of 2017/18.
 - ^{iv} Monmouthshire Local Development Plan, Retail Background paper
 - ^v Monmouthshire Local Development Plan, Retail Background paper
 - ^{vi} Monmouthshire Council is the Administrative Body for the programme, the Vale of Usk allocation has an approximate 80:20 split between Monmouthshire and Newport.
 - ^{vii} Approved projects and supporting LAG minutes are shown on the projects section of the www.valeofusk.org website.
 - ^{viii} The target provides an indication of forecast projects, this may vary depending on projects that apply for funding and full information is available on www.valeofusk.org.

SUBJECT:	WORK PROGRAMME REPORT
MEETING:	ECONOMY AND DEVELOPMENT SELECT COMMITTEE
DATE:	13th July 2017
DIVISION/WARDS	
AFFECTED:	All

1. PURPOSE:

- 1.1 This report recommends a 'planned approach' to Scrutiny Forward Work Programming in order to maximise the effectiveness and added value of scrutiny activity, ensuring focus upon topics of the highest priority for the Council and those which reflect the public interest.

2. RECOMMENDATIONS:

That the Committee adopts the process suggested in this report to develop their Select Committee work programme, taking into account:

- The responsibility to scrutinise performance and key risks in order to provide effective challenge to the Council's Executive;
- The duty to scrutinise wider public services provided to Monmouthshire residents as a result of powers afforded to them through the Local Government Measure;
- Capacity/resources when prioritising topics for scrutiny and agreeing their inclusion into the work programme.

3. KEY ISSUES:

- 3.1 Select Committees are required to agree a work programme at the start of each municipal year that outlines their work commitments for the year ahead (Local Government (Wales) Measure 2010). The Select Committee work programme should as far as possible be agreed at the beginning of each municipal year, however, it can be updated during the year to accommodate urgent items at the Committee's dispensation.

IDENTIFYING KEY TOPICS

- 3.2 Topics for the work programme can derive from a wide range of sources including:
- Risk Register – key risks have been allocated to Select Committees which are responsible for considering the risks and where appropriate, challenging the performance of the Executive and the actions being taken to mitigate risks.

- Performance monitoring reports / budget monitoring reports – the Select Committees undertake regular monitoring of the Council's performance and progress in implementing previously agreed actions.
- The Cabinet's Forward Plan (attached to this agenda) – topics on the Cabinet Forward Plan can be considered by Select Committees in advance to enable the Committee to inform the Cabinet's decision by making evidence-based recommendations.
- Suggestions/requests made by: Council Members, senior management, Scrutiny Officer, partners and stakeholders – a topic may be identified for scrutiny because of changes to legislation/government guidance, or a policy is recognised as being in need of updating or reviewing locally and it would be beneficial for the committee to review the policy.
- Corporate/strategic plans ~ such as the Council's Improvement Plan.
- Highlighted Issues ~ in audit and inspection reports.
- Public Consultation ~ Outcomes of public consultation on the work programme.

3.3 In addition to standing items such as budget monitoring, performance monitoring and risk management which are considered on a regular basis, Cabinet Members and Officers may suggest topics which they feel warrant scrutiny, however, it remains the Committee's prerogative to set and agree their work programme. In doing so, the Committee should identify and agree the highest priority topics, which will add the most value.

3.4 Topics requiring long and detailed examination can be looked at in detail over the course of several meetings and should be included in the Committee's work programme with timescales. Select Committees are advised to consider whether a "short scrutiny" via several focussed meetings would be more appropriate than a Task and Finish Group, given the dynamic environment / fast pace of change within which modern councils operate. Short scrutinies allow the work programme to be flexible and to accommodate urgent items. Due to the level of resources and the time taken to deliver outcomes via Task & Finish Groups, Select Committees are advised to establish no more than one Task and Finish Group per Committee at any one time.

4.0 PRIORITISING TOPICS FOR SCRUTINY

4.1 Some key principles for Members to consider when setting the work programme are:

- Topics should add value and support corporate priorities.
- The timing of scrutiny activity should achieve maximum impact.
- Where appropriate, partners, stakeholders and the public should be involved.
- Allowing some flexibility in the work programme will enable urgent topics to be included if they arise.
- The aim should always be to seek improvement in service provision.
- The work programme should be achievable within available resources.

Checklist for prioritising Topics for Scrutiny

Public Interest	Evidence
<ul style="list-style-type: none"> ❖ Is this a “high profile” topic? ❖ Is there evidence of significant public interest? ❖ Is this an area where a lot of complaints are received and/or bad press? ❖ Would this review provide opportunities for the local community to have a say? ❖ Is substantial survey / research work required? 	
Impact	Evidence
<ul style="list-style-type: none"> ❖ Will this review have a significant impact on the “well-being” of people in Monmouthshire? ❖ Does a local community/interest group have much to gain/lose? ❖ Is there work required to develop the routes to influencing change? (consider external influences) ❖ Would it make a big difference to the way services are delivered? ❖ Would it make a big difference to the way resources are used? 	
Performance	Evidence
<ul style="list-style-type: none"> ❖ Is the Council / are other organisations under- performing in this area? ❖ Is performance poor compared to others and do we understand why this is the case? ❖ Are we are performing well, but spending too much of our resources in this area? ❖ Are there few local or national performance measures/targets by which to measure our performance? 	
Influence	Evidence
<ul style="list-style-type: none"> ❖ Has this service been recently reviewed or inspected? ❖ Will this issue be part of an improvement review or external inspection in the next two years? ❖ If the service is to be reviewed or inspected soon, can Select Committees make a positive contribution by focussing on specific aspects and making recommendations? ❖ Are there any current or future major changes forecasted which reduce or pre-empt the value of the investigation? ❖ Are changes to this service planned and can Scrutiny positively influence change? 	

4.2 The above checklist is designed to assist the Committee in selecting appropriate topics for scrutiny by encouraging Members to consider the anticipated outcomes and impact of any scrutiny activity. Any topics chosen for an in-depth review via a

Task and Finish Group should be scoped by the Scrutiny Officer to assess their feasibility, the likely objectives, and potential lines of inquiry and Terms of Reference prior to commencement.

5.0 TOPICS SCRUTINISED DURING THE PREVIOUS YEAR (May 2016/17)

5.1 Along with routine performance and budget monitoring reports, scrutiny of the risk assessment, annual budget scrutiny and a scrutiny-led Business Breakfast, the following key topics were scrutinised during the previous year:

- ✓ Monmouthshire Business and Enterprise Programme
- ✓ Circuit of Wales Proposal
- ✓ Regional Economic Planning and Cardiff Capital Region City Deal
- ✓ Alternative Service Delivery Model ~ scrutinised jointly
- ✓ Broadband and Superfast Cymru programme
- ✓ Events:
 - Strategy and Programme
 - Eisteddfod formal debrief
 - Velethon outcomes and return on investment
- ✓ Tourism:
 - Progress Report
 - Supplementary Planning Guidance on Tourism
 - Local Development Plan ~ Tourism Policy
 - Tourism Destination Management Plan
 - Tourist Information Centres ~ resourcing and funding
- ✓ Planning:
 - Annual Planning Report ~ Planning Committee invited
 - Annual Monitoring Report ~ Planning Committee invited
- ✓ Housing: scrutinised jointly
 - Supplementary Planning Guidance on Affordable Housing
 - Monmouthshire Letting Service
 - Homeless Prevention - Rent Guarantee Scheme
- ✓ The performance of CMC2
- ✓ Business Rates Revaluation
- ✓ Performance of the YPrentis Scheme
- ✓ 2017/18 Youth Enterprise Delivery Plan
- ✓ Transition of the Museums Service
- ✓ Future Monmouthshire Programme
- ✓ Digital Learning in Schools (computer coding, maths and engineering) ~ scrutinised jointly with Children and Young People's Select Committee

6 FUTURE SELECT COMMITTEE WORK PROGRAMME

6.1 The July Select Committee cycle will primarily focus on familiarising new Members with the scope and remit of their Select Committees and assisting them in setting a forward work programme.

6.2 Work programme discussion meetings have taken place between the new Chair of the Select Committee and the former chair and chief officers provided and overview of the Enterprise Directorate for the June Select Committee meeting, highlighting the following topics for consideration for future scrutiny:

- ✓ Broadband, Infrastructure and connectivity (September TBC)
- ✓ Employability Grant (September TBC)
- ✓ Rural Development Programme Update (October TBC)
- ✓ Agri Urban Update (October TBC)
- ✓ Impact of the Severn Bridge Toll Reduction ~ South East Monmouthshire Future Economies Analysis (November TBC)
- ✓ Rights of Way Improvement Plan ~ suggested joint scrutiny with Strong Communities
- ✓ Affordable Housing
- ✓ Cardiff Capital Region City Deal
- ✓ Local Development Plan
- ✓ Tourism and the Destination Management Plan
- ✓ Events Strategy and return on investment
- ✓ Cycling and Walking Product
- ✓ Outdoor Education Review
- ✓ Alternative Service Delivery Model
- ✓ Health and well-being goals (leisure provision, agreements with schools)

6.3 Members will be likely to have their own suggestions for topics for scrutiny and will be asked to identify these, being clear of the scrutiny role and the intended outcomes of suggested scrutiny activity.

7. RESOURCE IMPLICATIONS:

None identified.

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

8.1 There are no direct implications arising from this report, however, Select Committees are reminded that they have a responsibility to consider any of the above implications through their chosen scrutiny activity.

9. CONSULTEES:

None.

10. BACKGROUND PAPERS:

Recommendations/Outcomes from the Economy and Development Select Committee May 2016/17
Cabinet Forward Plan

11. AUTHOR:

Hazel Ilett - Scrutiny Manager

12. CONTACT DETAILS:

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Economy and Development Select Committee

Action List

13th June 2017

Minute Item:	Subject	Officer	Outcome
6.	Presentation for the Overview of Enterprise	<p>Hazel Ilett & Richard Williams</p> <p>Hazel Ilett</p>	<p>A list of topics discussed at the meeting be produced with a view to discussing how to proceed with the development of a forward work programme.</p> <p>An Update meeting involving Cabinet Members and officers with BT and Welsh Government will be held in early July 2017. An update report on progress will be presented to a future meeting of the Select Committee.</p>

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Monmouthshire's Scrutiny Forward Work Programme 2017

Economy Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
13 th July 2017	ICT in Schools programme	To present the progress of the programme to date and to discuss the wider aspects of digitisation in education.	Sian Hayward	Performance Monitoring
	Performance Report 2016/17	To review the performance of the directorate, using the information to agree future areas for scrutiny.	Richard Jones	Performance Monitoring
	Work Programme Discussion	To discuss areas for the future forward work programme, in line with the suggested approach.	Hazel Ilett	Work Programming
7 th September 2017	Budget Monitoring - Period 2	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Mark Howcroft	Budget Monitoring
19 th October 2017				
30 th November 2017	Budget Scrutiny for Children's Services	Scrutiny of the Budget proposals relating to the committee's remit for 2018-2019	Mark Howcroft	Budget Scrutiny
25 th January 2018	Budget Monitoring - period 7	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Mark Howcroft	Budget Monitoring
15 th March 2018				
26 th April 2018	Budget Monitoring - Period 12	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Mark Howcroft	Budget Monitoring

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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
MARCH 2017 - CABINET			
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 th 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
8th MARCH 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Private sector housing enforcement			Huw Owen
PSPO 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
9TH MARCH 2017 - COUNCIL			
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
20TH MARCH 2017 - COUNCIL			
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
29th MARCH 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Contracts Manager – Adult and Children’s Commissioning			Ceri York
Proposed 40 Mph Speed Limit Portal Road And Link Road Monmouth			Paul Keeble
Food 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
5th APRIL 2017 - CABINET			

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
12th APRIL 2017 – INDIVIDUAL CABINET MEMBER DECISION			
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
26th APRIL 2017 – INDIVIDUAL CABINET MEMBER DECISION			
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
16TH MAY 2016 – ANNUAL MEETING			
18TH MAY 2017 – DEFERRED BUSINESS COUNCIL			
24TH MAY 2017 – INDIVIDUAL CABINET MEMBER DECISION			
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
7TH JUNE 2017 – CABINET			

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 th 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
14TH JUNE 2017 – INDIVIDUAL CABINET MEMBER DECISION			
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 Court and Police Station			Nicholas Keyse

Subject	Purpose	Consultees	Author
28th JUNE 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Social Housing Grant			Shirley Wiggam
Proposed Reduction in the size of the Brecon Beacons National Park Authority	To respond to Welsh Government Consultation on the Proposed Reduction in the size of the Brecon Beacons National Park Authority	CLLR BRYAN JONES	Matthew Lewis
29TH JUNE 2017 - COUNCIL			
CCTAudit Committee Zero Hour Contracts Report			Philip White
Audit Committee Annual Report			Philip White
5TH JULY 2017 – CABINET			
Update and approval of matters arising from the Safeguarding arrangements action plan – kerbcraft scheme			Roger Hoggins / Paul Keeble / Graham Kinsella
Youth Enterprise – European Structural Fund (Esf) Programmes - Inspire2work Extension.			Cath Fallon
Annual Report of the Director of Social Services			Claire Marchant
12TH JULY 2017- INDIVIDUAL CABINET MEMBER DECISION			
26TH JULY 2017 – INDIVIUDAL CABINET MEMBER DECISION			
10C Severnbridge Industrial Estate, Caldicot.		Cllr Murphy	Deb Hill Howells
Raglan Village Hall Progress Update		Cllr Murphy	Deb Hill Howells
Disposal of agricultural land in Goytre on the open market'		Cllr Murphy	Gareth King

Subject	Purpose	Consultees	Author
Youth Enterprise – European Structural Fund (Esf) Programmes – Inspire Programmes – Finance Officer Re-Evaluation			Cath Fallon
Rural Development Programme – New Post (Internal Secondment) Pollinator Project Coordinator			Cath Fallon
27TH JULY 2017 - COUNCIL			
Annual Report of the Director of Social Services			Claire Marchant
Safeguarding Policy			Cath Sheen
Monmouth Pool			Ian Saunders
5TH AUGUST 2017 – INDIVIDUAL CABINET MEMBER DECISION			
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23RD AUGUST 2017 – INDIVIDUAL CABINET MEMBER DECISION			
S106 funding: Pen y Fal bridge repairs	To draw down appropriate S106 funding to fund the repairs to the footbridge at the Pen y Fal development in Abergavenny.		Rachel Jowitt
6TH SEPTEMBER 2017 – CABINET			
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 th 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 th July 2017.		
Contaminated Land			Huw Owen

Subject	Purpose	Consultees	Author
Inspection Strategy			
Community Engagement Review Update/Whole Place and Partnerships Team restructure.			Cath Fallon
People Strategy			
iCounty strategy 2	Update to the iCounty strategy to incorporate digital maturity and culture		Sian Hayward
Information Strategy	Update the information strategy to link the 3 strands of Information Governance, Data Insight and Digital Data		Sian Hayward
to declare surplus the former sextons lodge at Chepstow Cemetery, Chepstow	To declare the property surplus following the retirement of the previous sexton at the Chepstow Cemetery to enable the Council to begin the disposals process		Gareth King
Budget Monitoring report – period 2	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2016/17 financial year.		Joy Robson/Mark Howcroft
Proposed sale of land at Crick Road to Melin Homes			Deb Hill Howells
Volunteering Policy			Owen Wilce
13TH SEPTEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
21ST SEPTEMBER 2017 - COUNCIL			
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	To provide external audits reports on the		Joy Robson

Subject	Purpose	Consultees	Author
Accounts -	Statement of Accounts 2016/17		
27th SEPTEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
4TH OCTOBER 2017 - CABINET			
MTFP and Budget Proposals for 2018/19	To provide Cabinet with Revenue Budget proposals for 2018/19 for consultation purposes		Joy Robson
Cash Receipting System Tender	To seek approval and funding for Authority's replacement cash receipting system		Ruth Donovan
11TH OCTOBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
25TH OCTOBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
1ST NOVEMBER 2017 – CABINET			
Capital Budget Proposals	To outline the proposed capital budget for 2018/19 and indicative capital budgets for the 3 years 2019/20 to 2021/22		Joy Robson
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 st September 2017.		Dave Jarrett
8TH NOVEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
9TH NOVEMBER 2017 – COUNCIL			

Subject	Purpose	Consultees	Author
22ND NOVEMBER 2017– INDIVIDUAL CABINET MEMBER DECISION			
6TH DECEMBER 2017 – CABINET			
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 th November 2017		Dave Jarrett
13TH DECEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Local Government (Wales) Act 1994 The Local Authorities (Receipts)(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
14TH DECEMBER 2017 - COUNCIL			
3RD JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION			
10TH JANUARY 2018 – CABINET			
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 th December 2017		Dave Jarrett
Final Draft Budget Proposals or recommendation to Council			Joy Robson
Budget Monitoring Report – Period 7	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for		Joy Robson/Mark Howcroft

Subject	Purpose	Consultees	Author
	2016/17 financial year.		
17TH JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION			
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
18TH JANUARY 2018 - COUNCIL			
Council Tax Reduction Scheme 2018/19			Ruth Donovan
31ST JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION			
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10TH FEBRUARY 2018 – CABINET			
E 59			
14TH FEBRUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION			
22ND FEBRUARY 2018 – COUNCIL			
28TH FEBRUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION			
1ST MARCH 2018 - COUNCIL			
Council Tax Resolution 2018/19			Ruth Donovan
7TH MARCH 2018 - CABINET			
2018/19 Education and Welsh Church Trust Funds Investment and Fund	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		Dave Jarrett

Subject	Purpose	Consultees	Author
Strategies	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.		
14TH MARCH 2018 – INDIVIDUAL CABINET MEMBER DECISION			
28TH MARCH 2018 – INDIVIDUAL CABINET MEMBER DECISION			
11TH APRIL 2018 - CABINET			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 6 held on the 22 nd February 2018		Dave Jarrett
T			
18TH APRIL 2018 – INDIVIDUAL CABINET MEMBER DECISION			
D			
19TH APRIL 2018 - COUNCIL			
9TH MAY 2018 – INDIVIDUAL CABINET MEMBER DECISION			