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Neuadd y Sir
Y Rhadyr
Brynbuga
NP15 1GA

County Hall
Rhadyr
Usk
NP15 1GA

Tuesday, 24 November 2015

Dear Councillor

CABINET

You are requested to attend a **Cabinet** meeting to be held at **Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA** on **Wednesday, 2nd December, 2015**, at **2.00 pm**.

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Consideration of reports from Select Committees (none)
4. To consider the following reports (Copies attached):

- i. **Effectiveness of Council Services - Quarter 2 update** 1 - 8
Division/Wards Affected: ALL

Purpose:

To provide Cabinet with the latest quarterly update on how Council is Performing against a set of measures that are important when forming an opinion on the current effectiveness of Council services.

Author: Sian Schofield - Data Analyst
Richard Jones - Policy and Performance Officer
Matthew Gatehouse - Policy and Performance Manager

Contact Details: sianschofield@monmouthshire.gov.uk

- ii. **Recovery Plan for the current year revenue budget 2015/16** 9 - 32
Division/Wards Affected: ALL

Purpose:

To provide members with the recovery plans for all service areas to ensure the expenditure is brought back in line with the budget.

To identify alternative proposals where approved savings cannot be achieved

Author: Joy Robson - Head of Finance

Contact Details: joyrobson@monmouthshire.gov.uk

- iii. **Adjustments to the Capital budget during 2015/16** 33 - 48
Division/Wards Affected: Not applicable

Purpose:

To consider adjustments to the capital budget in 2015/16 to be recommended to Council.

Author: Roger Hoggins

Contact Details: rogerhoggins@monmouthshire.gov.uk

- iv. **Capital budget proposals 2016/17 to 2019/20** 49 - 74
Division/Wards Affected: ALL

Purpose:

To outline the proposed capital budget for 2016/17 and the indicative capital budgets for the three years 2017/18 to 2019/20.

Author: Joy Robson – Head of Finance

Contact Details: joyrobson@monmouthshire.gov.uk

- v. **Council Tax base 2016/17 and associated matters** 75 - 78
Division/Wards Affected: County Wide

Purpose:

To agree the Council Tax base figure for submission to Welsh Government, together with the collection rate to be applied for 2016/17 and to make other necessary related statutory decisions.

Author: Ruth Donovan - Assistant Head of Finance: Revenues, Systems & Exchequer
Sue Deacy - Revenues Manager

Contact Details: ruthdonovan@monmouthshire.gov.uk

- vi. **Update on draft budget proposals for 2016/17** 79 - 88
Division/Wards Affected: ALL

Purpose:

To provide the outline proposals to meet the remaining gap in the 2016/17 budget.

Author: Joy Robson – Head of Finance

Contact Details: joyrobson@monmouthshire.gov.uk

- vii. **Wellbeing of Future Generations Act - Wales Audit Commentary on our preparedness, and timeline for implementation** 89 - 116

Division/Wards Affected: ALL

Purpose:

To share the results of the Wales Audit Office report "Monmouthshire County Council: The Wellbeing of Future Generations Act: a commentary on preparedness" which was carried out alongside the Corporate Assessment.

To outline the key steps that Monmouthshire County Council needs to put in place to implement the Act.

Author: Hazel Clatworthy, Sustainability Policy Officer

Contact Details: hazelclatworthy@monmouthshire.gov.uk

- viii. **Welsh language standards** 117 -
Division/Wards Affected: ALL 136

Purpose:

To provide Cabinet with a broad overview of the new Welsh Language Standards which underpin the Welsh Language (Wales) Measure 2011.

To ensure that Cabinet has an understanding of the changes required to ensure that the authority is able to comply with the standards.

Author: Matthew Gatehouse, Policy and Performance Manager
Alan Burkitt, Equalities and Welsh Language Officer
David Barnes, Data Analyst

Contact Details: matthewgatehouse@monmouthshire.gov.uk

- ix. **Sale of Old County Hall site, Croesyceiliog - Revised bids** 137 -
Division/Wards Affected: Not applicable 146

Purpose:

To receive a report about revised bids for the sale of the county hall site, Croesyceiliog and to resolve whether to accept the recommendations proposed by TCBC officers.

Author: Roger Hoggins

Contact Details: rogerhoggins@monmouthshire.gov.uk

- x. **Fields in Trust - Centenary Fields Initiative** 147 -
Division/Wards Affected: Abergavenny and Chepstow 154

Purpose:

To consider designating two areas of land in the county as Centenary Fields as part of an initiative developed by Fields in Trust, which is the operational name of the National Playing Fields Association.

Author: Mike Moran

Contact Details: mikemoran@monmouthshire.gov.uk

xi. **Section 106 Funding - Magor GRIP Report**

155 -
158

Division/Wards Affected: Magor and Undy

Purpose:

To consider an underwriting request from Section 106 balances.

Author: Mike Moran

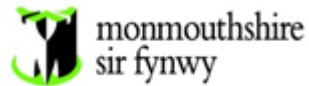
Contact Details: mikemoran@monmouthshire.gov.uk

Yours sincerely,

Paul Matthews
Chief Executive

CABINET PORTFOLIOS

County Councillor	Area of Responsibility	Partnership and External Working	Ward
P.A. Fox (Leader)	<p>Organisational Development Whole Council Performance, Whole Council Strategy Development, Corporate Services, Democracy.</p> <p>Environment, Public Services & Housing Development Control, Building Control, Housing Service, Trading Standards, Public Protection, Environment & Countryside.</p>	<p>WLGA Council WLGA Coordinating Board Local Service Board</p> <p>SEWTA SEWSPG</p>	Portskewett
R.J.W. Greenland (Deputy Leader)	<p>Innovation, Enterprise & Leisure Innovation Agenda, Economic Development, Tourism, Social Enterprise, Leisure, Libraries & Culture, Information Technology, Information Systems.</p>	<p>WLGA Council Capital Region Tourism</p>	Devauden
P.A.D. Hobson (Deputy Leader)	<p>Community Development Community Planning/Total Place, Equalities, Area Working, Citizen Engagement, Public Relations, Sustainability, Parks & Open Spaces, Community Safety.</p>	<p>Community Safety Partnership Equalities and Diversity Group</p>	Larkfield
E.J. Hackett Pain	<p>Schools and Learning School Improvement, Pre-School Learning, Additional Learning Needs, Children's Disabilities, Families First, Youth Service, Adult Education.</p>	<p>Joint Education Group (EAS) WJEC</p>	Wyesham
G. Burrows	<p>Social Care, Safeguarding & Health Adult Social Services including Integrated services, Learning disabilities, Mental Health. Children's Services including Safeguarding, Looked after Children, Youth Offending. Health and Wellbeing.</p>	<p>Gwent Frailty Board Older Persons Strategy Partnership Group</p>	Mitchel Troy
P. Murphy	<p>Resources Accountancy, Internal Audit, Estates & Property Services, Procurement, Human Resources & Training, Health & Safety.</p>	<p>Prosiect Gwrydd Wales Purchasing Consortium</p>	Caerwent
S.B. Jones	<p>County Operations Highways, Transport, Traffic & Network Management, Waste & Recycling, Engineering, Landscapes, Flood Risk.</p>	<p>SEWTA Prosiect Gwrydd</p>	Goytre Fawr



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.

Cymunedau Cynaliadwy a Chryf

Canlyniadau y gweithiwn i'w cyflawni

Neb yn cael ei adael ar ôl

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

Pobl yn hyderus, galluog ac yn cymryd rhan

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

Ein sir yn ffynnu

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

Ein blaenoriaethau

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

Ein gwerthoedd

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

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SUBJECT: EFFECTIVENESS OF COUNCIL SERVICES – QUARTER 2 UPDATE

MEETING: Cabinet

DATE: 2nd December 2015

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

- 1.1 To provide Cabinet with the latest quarterly update on how Council is performing against a set of measures that are important when forming an opinion on the current effectiveness of Council services.

2. RECOMMENDATIONS:

- 2.1 That Cabinet use this report to help their continuous monitoring and evaluation of the effectiveness of services and the extent to which they are contributing to the council's priorities of the education of children, support for vulnerable people, enterprise and job creation and maintaining locally accessible services.
- 2.2 That Cabinet use this report as an opportunity to identify any action that may need to be taken to drive improvement, ensuring that services are as effective and efficient as possible in the context of current resources.

3. KEY ISSUES:

- 3.1 In 2014/15 the authority delivered improvements against 84% of national PIs compared to 70% in the previous year. This was the second best rate of improvement in Wales and our third consecutive year of improvement. National data shows that 44% of our measures are in the top quartile which puts us third in Wales on this basis. We also reduced the number of indicators ranked in the bottom quartile.

- 3.2 Appendix 1 highlights where performance is being maintained or improved in 2015/16 and a number of areas where performance is starting to decline. The latest projection based on information available indicates a decrease in the percentage of indicators improving or at maximum. Of those projected to decline, these include:
- The average point score for pupils aged 15 has declined based on provisional data, however this figure may improve based on updates to GCSE results.
 - The number of Delayed Transfers of Care has doubled from 13 during the whole of 2014/15 to 26 in the first six months of this year. These delays came primarily in August and September and the issue is currently being examined by staff across health and social care. Early indications are at least part of the increase is caused by changes to the validation process at Aneurin Bevan University Health Board.
 - Other key performance measures for adult social care are not presently being published while data is migrated to the new database which has been developed. Following significant improvement in key children's social services measures in 2014/15 there has been a decline in some key measures, such as the timeliness of reviews of children in need, as the service has been operating under strong pressures.
 - Monmouthshire residents continue to recycle and compost their waste helping the Council achieve a recycling rate of 64.7% (Q2 – provisional data) which is broadly in line with the rate achieved in the previous year. This rate will decrease in the autumn and winter months, at present performance is projected to be in line with or slightly below the 63% achieved last year. The Welsh Government target for the year is 58%.
 - The average processing time for Disabled Facilities Grants for the first 6 months of 2015/16 has increased slightly to 223 days.
 - Based on quarter two data the 2015/16 average sickness day per FTE employees is projected to be 10.05 which is above the 9.5 days targeted.
 - Half year visitor numbers to leisure centres indicate a decrease for the whole year to 7112 per 1000 population. Although visits are expected to increase in the next 6 months due to seasonal club bookings.
- 3.3 Members are reminded that this is a mid-year position and will continue to be scrutinised by select committees throughout the year in line with their work programmes.
- 3.4 Based on this information there remain areas where focussed activity in the next five months can improve performance. There are some areas where performance is marginally declining, although given improvements in performance in recent years some indicators are now at or near the maximum they can be.

- 3.5 Our targets reflect the priorities set in the partnership administrations continuance agreement. It is expected that performance will be maintained or be part of a managed decline in some areas. Following the publication of the Wales data for 2014/15 some targets may need to be revised to ensure they are sufficiently stretching when compared to the latest performance by other Councils while also reflecting resource pressures and budget savings. The target for the indicator the percentage of statutory visits to looked after children that took place in accordance with regulations has been raised from 88.2% to 90% following the publication of all Wales data.
- 3.6 A substantial range of on-demand performance information is available at all times to members and officers via the Council's intranet site - [The Hub](#). Reports cards covering all areas of council business, including trend data and comparisons with similar organisations continue to be updated regularly and can be accessed as and when needed to evaluate the effectiveness and impact of services, support Chief Officer one-to-ones with their Executive Member and inform policy development and evaluation. A screenshot of the cabinet level dashboard is shown below. The Cabinet dashboard is also published on the council's website at www.monmouthshire.gov.uk/improvement

Monmouthshire Summary - Cabinet						Latest Data: Q2/Sep 15/16			
Indicator Name	Source	Reported	2014-15	Current	DoT	Target	RAG	Yearly Trend	
Education									
% KS4 Pupils Achieving Level 2 inc Eng/Welsh & Maths	EDU/017	Ac Year	65.60	66.80		70.50	R		
KS4 L2T Inc. E/W & M Attainment Gap (FSM:Non FSM)	Local	Ac Year	46.00	31.20		40.50	G		
% Attendance: Primary Schools	EDU/016a	Ac Year	95.81	95.80		95.80	G		
% Attendance: Secondary Schools	EDU/016b	Ac Year	94.60	94.80		94.50	G		
% FP Pupils Achieving Expected Level	Local	Ac Year	91.20	91.80		94.20	A		
Foundation Phase Indicator Attainment Gap (FSM:Non FSM)	Local	Ac Year	9.20	10.00		0.30	R		
% KS2 Pupils Achieving Expected Level	EDU/003	Ac Year	89.50	92.50		92.20	G		
KS2 CSI Attainment Gap (FSM:Non FSM)	Local	Ac Year	22.20	11.90		5.30	R		
% KS3 Pupils Achieving Expected Level	EDU/004	Ac Year	84.20	90.80		88.30	G		
KS3 CSI Attainment Gap (FSM:Non FSM)	Local	Ac Year	20.60	31.30		18.00	A		
Vulnerable People									
Cost Avoidance Against Forecast Expenditure Associated with Ageing Population	Local	Yearly	211,978	N/A		380,000	G		
% Adults who are Satisfied with Their Service (Regular Users)	Local	Monthly	93.40	94.10		90.00	G		
% Initial Assessments Where Child is Seen Alone	SCC/011b	Monthly	57.40	43.20		60.00	R		
% Statutory Visits to LAC Completed in Time	SCC/025	Monthly	84.50	80.60		90.00	R		
% Placements of LAC Beginning with Care Plan in Place	SCC/001a	Monthly	100.00	93.30		100.00	R		
% Children & Young People with a Current Pathway Plan	SCC/041a	Monthly	98.00	100.00		98.00	G		
% CIN Reviews Completed on Time	SCC/016	Monthly	85.20	59.50		86.00	R		
Enterprise & Job Creation									
# New Jobs Created Where Assistance Given by Mon Enterprise	Local	Quarterly	313.00	87.50		180.00	R		
% Unemployment Among the Economically Active	Local	Quarterly	4.90	4.70		4.90	G		
Average Wage Level in the County	Local	Yearly	466.00	N/A		475.00	G		
% 18-24 Year Olds Claiming JSA	Local	Quarterly	3.92	2.63		N/A	G		
% Apps for Development Determined During Year Approved	Local	Quarterly	94.60	97.00		94.00	G		
Core Services									
% Municipal Waste Prepared for Reuse/Recycled	WMT/009	Quarterly	63.21	64.70		63.00	G		
% Reported Flytipping Incidents Cleared in 5 Working Days	STS/006	Quarterly	97.71	100.00		97.50	G		
% Roads in Poor Condition	THS/012	Yearly	9.70	N/A		11.00	G		
Council Effectiveness									
# Days/Shifts Lost Due to Sickness Absence - MCC	CHR/002	Quarterly	9.80	10.05		9.50	R		
Revenue Outturn Expenditure Against Budget (£000's)	Local	Quarterly	327.00	2,146.00		701.00	R		
% Budget Savings in MTFP Delivered	Local	Quarterly	91.00	83.00		100.00	R		
% New Benefit Claims Decided Within 14 Days	Local	Quarterly	97.80	98.00		100.00	A		
% People Agree They Can Influence Decisions Affecting Local Area	Local	Yearly	21.00	N/A		N/A	G		

4. REASONS

- 4.1 To provide Cabinet with timely information to ensure that the authority is well-run and able to maximise its contribution to achieving the vision of building sustainable and resilient communities.

5. RESOURCE IMPLICATIONS:

None

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

None - This report does not propose a change of policy or service delivery.

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

There are no specific implications. However members will be aware of the importance of key performance indicators that measure the timeliness and efficacy of key processes for looked after children.

8. CONSULTEES:

Senior Leadership Team

Cabinet

9. BACKGROUND PAPERS:

None

10. REPORT AUTHORS

Sian Schofield, Data Analyst

Richard Jones, Policy and Performance Officer

Matthew Gatehouse, Policy and Performance Manager

11. CONTACT DETAILS

Tel: 01633 644483

E-mail: sianschofield@monmouthshire.gov.uk

National Performance Measures – Quarter 2 Update dashboard

Appendix 1

Monmouthshire Summary - National Performance Indicators						Latest Data: Sep/Q2 2015/16				
Indicator Name	Source	Reported	Position in Wales	2014-15	Latest	DoT	Target	RAG	Quartile	Yearly Trend
Enterprise										
# Days/Shifts Lost Due to Sickness Absence - MCC	CHR/002	Quarterly	11	9.80	10.05		9.50	R	Upper Middle	
% Change in Avg DEC Score Within LA Public Buildings > 1,000 square metres	CAM/037	Quarterly	0	4.40	N/A		N/A	A	N/A	
# Visits to Libraries During Year, Per 1,000	LCL/001b	Bi-Annual	2	7,434	7,213		7,450	A	Top	
Avg # Calendar Days Taken to Deliver Disabled Facilities Grant	PSR/002	Quarterly	10	213.00	223.00		180	R	Upper Middle	
% Private Sector Homes Vacant >6 Months Occupied Due To LA	PSR/004	Yearly	8	10.27	N/A		11.00	A	Upper Middle	
% All Additional Housing Units Provided That Were Affordable	PLA/006b	Quarterly	3	53.00	N/A		N/A	G	Top	
# Visits to Leisure Centres Per 1,000 Doing Physical Activity	LCS/002	Quarterly	15	7,893	7,112		7,600	R	Lower Middle	
Children & Young People										
% Pupils Leaving Edu/Train/Work Based Learning Without Recognised Qualification	EDU/002i	Ac Year	10	0.10	N/A		0.00	A	Upper Middle	
% Pupils Who Have Been Looked After Leaving Edu/Train/Work Based Learning Without Recognized Qualification	EDU/002ii	Ac Year	1	0.00	0.00		0.00	G	Top	
% KS2 Pupils Achieving Expected Level	EDU/003	Ac Year	3	89.50	92.50		92.20	G	Top	
% KS3 Pupils Achieving Expected Level	EDU/004	Ac Year	6	84.20	90.80		88.30	G	Top	
% Pupils Achieving Teacher Assessment in KS3 W1L	EDU/006ii	Ac Year	19	0.00	N/A		0.00	G	Bottom	
Avg Wider Points Score for Pupils Aged 15	EDU/011	Ac Year	14	526.00	500.00		N/A	A	Lower Middle	
% SEN Final Statements Issued in 26 Weeks (Inc. Exceptions)	EDU/015a	Quarterly	14	64.50	66.70		N/A	A	Lower Middle	
% SEN Final Statements Issued in 26 Weeks (Exc. Exceptions)	EDU/015b	Quarterly	1	100.00	100.00		100.00	G	Top	
% Attendance: Primary Schools	EDU/016a	Ac Year	1	95.81	95.80		95.80	G	Top	
% Attendance: Secondary Schools	EDU/016b	Ac Year	1	94.60	94.80		94.50	G	Top	
% KS4 Pupils Achieving Level 2 inc Eng/Welsh & Maths	EDU/017	Ac Year	1	65.60	66.80		70.50	R	Top	
Democracy & Regulatory										
% Food Establishments 'Broadly Compliant' with Standards	PPN/009	Yearly	12	93.90	N/A		93.00	A	Lower Middle	

Adults										
# Delayed Transfers of Care	SCA/001	Monthly	6	1.38	2.70		2.15		Top	
% Adult Protection Referrals Completed Where Risk Managed	SCA/019	Yearly	1	100.00	N/A		100.00		Top	
# People Aged 65+ Supported to Live at Home	SCA/002a	Monthly	7	52.77	N/A		52.77		Upper Middle	
# People Aged 65+ Supported in Residential/Nursing Care	SCA/002b	Monthly	1	11.08	N/A		11.08		Top	
% Care Plan Reviews Completed on Time	SCA/007	Monthly	7	84.10	N/A		86.40		Upper Middle	
% Carers Offered Assessment or Review	SCA/018a	Quarterly	6	99.70	N/A		100.00		Top	
Children's										
% LAC who Experienced 1 or More Changes of School While LAC	SCC/002	Quarterly	21	21.40	10.30		10.00		Bottom	
% LAC on 31 March Who've Had 3+ Placement in Year	SCC/004	Quarterly	2	1.90	1.70		6.00		Top	
% Initial Assessments Where Child is Seen Alone	SCC/011b	Monthly	3	57.40	43.20		60.00		Top	
% Statutory Visits to LAC Completed in Time	SCC/025	Monthly	17	84.50	80.60		90.00		Bottom	
% Formerly LAC Still in Contact at age 19	SCC/033d	Monthly	19	88.90	100.00		100.00		Bottom	
% Formerly LAC in Suitable, Non-Emergency Accom at Age 19	SCC/033e	Quarterly	19	87.50	33.30		100.00		Bottom	
% Formerly LAC Engaged in Education, Training/Employment at Age 19	SCC/033f	Quarterly	22	25.00	33.30		75.00		Bottom	
% Children & Young People with a Current Pathway Plan	SCC/041a	Monthly	13	98.00	100.00		98.00		Lower Middle	
% Reviews of LAC, CIN and on CPR	SCC/045	Quarterly	11	93.90	84.70		95.00		Upper Middle	
Avg External Qual Point Score for 16 Year Old LAC	SCC/037	Quarterly	9	308.00	232.00		147.00		Upper Middle	
Operations										
% Highways/Relevant Land Inspected of High/Acceptable Standard	STS/005b	Quarterly	2	99.43	98.32		99.00		Top	
% Reported Flytipping Incidents Cleared in 5 Working Days	STS/006	Quarterly	7	97.71	100.00		97.50		Upper Middle	
% Adults 60+ Who Hold a Concessionary Bus Pass	THS/007	Quarterly	18	79.20	N/A		80.00		Bottom	
% Roads in Poor Condition	THS/012	Yearly	15	9.70	N/A		11.00		Lower Middle	
% Municipal Waste Collected and Sent to Landfill	WMT/004	Quarterly	8	18.06	12.40		17.50		Upper Middle	
% Municipal Waste Prepared for Reuse/Recycled	WMT/009	Quarterly	3	63.21	64.70		63.00		Top	

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SUBJECT:	Recovery Plan for the current year revenue budget 2015/16
MEETING:	Cabinet
DATE:	2nd December 2015
DIVISION/WARDS AFFECTED:	

1. PURPOSE:

- 1.1 To provide members with the recovery plans for all service areas to ensure the expenditure is brought back in line with the budget.
- 1.2 To identify alternative proposals where approved savings cannot be achieved

2. RECOMMENDATIONS:

That Members approve the recovery plans and alternative savings proposals outlined in this report.

3. KEY ISSUES:

- 3.1 At Cabinet on the 4th November 2015, Members received a report on the month 6 forecast position, showing an overall net overspend of £1 million, and a net cost of services overspend of £2.1 million. Cabinet agreed that recovery plans would be submitted to the following meeting to bring the budget back in line.
- 3.2 Each service area has reviewed their position and has provided the following proposals to mitigate the forecast overspend position:
- 3.3 **Children and Young People overspend forecast - £197,000**

This overspend will be reduced by the following:

- £60,000 saving on youth, this is a combination of increased Grant income and savings on staffing vacancies.
- £73,000 increase for one term on recoupment charges.
- £20,000 potential saving on collaborative arrangements.
- £44,000 Staff vacancies and savings on training and non-essential spend.

These proposals look to minimise the reduction in budgets to front line services and to ensure that out of county pupils attending our schools are not subsidised by Monmouthshire County Council.

3.4 Operations overspend forecast - £339,000

This overspend will be reduced by the following:

- Revenue maintenance budgets for highways and property curtailed to statutory requirements and emergency response only.(£20k)
- Relinquish and 'off hire' all vehicles and plant over and above basic demand (sale of 'stood up' fleet and plant). (£20k)
- Freeze all posts (other than essential 'front line') and accelerate reduction/redundancy in staff establishment. (£30k)
- No precautionary presalting winter maintenance runs (i.e. wholly directed by road temperature projections). (£20k)
- Review of external income in street scene (increased orders in recent weeks for soft landscaping/play equipment installation) (£70k)
- One off rebate from Project Gwyrdd (£10k)
- Reduction in street lighting maintenance budget (£30k)
- Review of projected turnover on SWTRA to reflect recent activity (£75k)
- Withdrawal of subsidy/free road closures (£10k)
- Review of likely out turn on pre app highway advice and traffic management income (£20k)
- Relaunch of highway advertising asap (£20k)
- PTU manager providing interim management function to NCC (£15k)

This schedule will provide £340,000 in savings or net income to address the overspend.

The schedule assumes member approval in relation to policy change, in particular the withdrawal of free road closures which are currently provided to town councils.

The other immediate effects are the reduction in pre salting from what officers might consider prudent based upon experience to being directed predominantly by weather forecasts (although some discretion must remain with the duty officer(s) to maintain road safety).

Other than safety work, repairs to property and highway infrastructure (including street lighting) will be delayed or postponed.

Obviously the weather plays a part in influencing spend through the remaining part of the financial year. At this stage officers are assuming the authority will maintain a similar level of emergency response to that offered in previous years (snow, freezing, flood)but as events develop officers will refer to members (and the cabinet member in particular) to ascertain levels of response especially when events become prolonged.

Savings not able to be achieved will be replaced by the following alternatives:

Original saving	Value of saving not achievable	Alternative proposal	Value of saving £
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Home to school transport	£29,000	Reduction in fuel budget to reflect reduced diesel prices	£30,000
Transfer of functions to other providers	£90,000	Reduction in grounds and highways - materials, fuel and manpower budget (45-45 respectively)	90,000
Waste services	£86,000	Reduced fuel and labour budget to reflect reduced diesel prices and staff not joining the LGPS	£86,000
Total	£205,000		

3.5 Enterprise overspend forecast - £601,000

In 15/16 Enterprise has to manage a reduction of £1.392m bringing the net annual budget down to £9.89m. This target represents a significant proportion of the overall budget for Enterprise and given the continued emphasis on income generation and optimisation, which, carries inevitable risk of uncertainty - the position is an increasingly challenging one. Many of the options and opportunities to raise revenues in the same service formats have been exhausted. With fewer staff and assets that require upgrade and investment – it is difficult to see how we can sustain additional income generation without fundamentally adapting the ways and means by which services and functions such a leisure, culture and outdoor learning are delivered.

It should also be noted that the £601,000 deficit position at Month 6 contains £372k of redundancy costs arising from Leisure, the implementation of Community Hubs and the re-structure of Community Learning in response to the reduction of the franchise agreement.

The overspend will be reduced by the following:

- Seeking reserve funding approval for £372k redundancy costs which cannot be met from within existing budgets;
- Alternatives totalling £258k outlined below for original savings that had been identified as not achievable.

If all the alternatives are delivered this would mean that the Directorate would come in under budget. However there is still some inherent risk in these areas so the following actions will also be undertaken:

- Freeze current vacancies apart from in exceptional circumstances; and
- Cessation of all non-essential spend

The savings not able to be achieved will be replaced by the following alternatives:

Original saving	Value of saving not achievable	Alternative proposal	Value of saving £
Leisure services	£35,000	Lighting solution soon to be installed at Caldicot 3G pitch, in order for partial income target to be reached. Aim to increase income against swimming and fitness.	£35,000
Sustainable energy	£33,000	Aim to increase income target on rental portfolio and reduce expenditure on repairs and maintenance.	£33,000
Museums, Shirehall and Castles and tourism	£45,000	Winter Closure of Chepstow TIC and application of the museums acquisition reserve for purchases made in year, if possible	£30,000
ICT	£110,000	None. Continue to do work required to support sale/licencing and commercialisation of FLO.	No change £110,000
Market income	£70,000	Cease all repair and maintenance work to asset portfolio	£50,000
Total	£293,000		£258,000

3.6 Social Care and Health overspend forecast - £1.1 million

Current Position

The SCH budget for 2015/16 is projecting, at month 6, a year end outturn overspend of £986K (adjusted for £115K reserve funding).

The adult services budget is demonstrating an underspend of £195K. This is partly offsetting the overspend in Children's Services. Given the scale of savings required in

adult services in 2016/17 it is important that this underspend is maintained into the new financial year.

Children's Services has a project overspend of £1.18m after reserve funding. This is predominantly made up of over commitments in the following areas: -

- External placement budget supporting 64 children overspending by £823K
- Use of agency staff has a net cost after vacancy savings of £326K

Analysis of current overspend

In putting together the 2015/16 budget no agency usage was factored in and the extra funding agreed for 2015/16 (£500k in the budget proposals and a subsequent £400k in year) has not been sufficient for the increase in LAC numbers. Assumptions were made that there would be a full establishment in place and any extra demand in LAC would be offset by leavers. Other areas of Wales have started to see a net reduction in LAC numbers so the latter assumption was not unreasonable, however, this contradicted a piece of work undertaken in Monmouthshire in the summer of 2014 highlighted LAC numbers could increase, based on historic trends, to 122 in 2016/17.

The additional resource approved by Council in the budget and supplemented in year was on the basis that benefits from the investment would be realised against it from a starting position of 100 LAC. As at month 6 there are 121 LAC. The capacity from the approved business cases is only now, half a year after approval, coming into place following recruitment processes. The assumptions in the business cases approved by Council were that benefits in terms of savings and/or cost avoidance would initially start 2016/17 with full benefits not realised until 2019/20. There is a need to remodel the assumptions and timing within the business cases based on the increase in LAC and the timescales for appointees coming into post.

In a nutshell there are an additional 21 children in the looked after system which is, by far, the greatest contributor to the overspend.

The second key contributor to the overspend is the continued use of agency staff covering vacancies and significant levels of absenteeism within Children's Services. The Head of Children's Services has risk assessed whether agency workers can be safely stepped down in advance of recruitment but advises caseload complexities means that is not advisable at this juncture. There has been a very difficult period of sickness related absence within the children's service over the summer of 2015. This has been compounded by 2 disciplinary investigations which have not been concluded in a timely manner. A coherent recruitment plan is needed to attract the right calibre of candidates at pace.

The summary of this analysis is that an in year recovery plan in children's services will not bring the budget back into balance in year.

A number of immediate actions will be taken to develop a culture and discipline of financial control including:

- 1) Gatekeeping the engagement of any additional agency workforce at Head of Service/ Chief Officer level
- 2) Risk assessment on a weekly basis of the opportunity to step down any current agency workers
- 3) Detailed analysis of the plans of every current child in a LAC.
- 4) Robust controls of all expenditure including transport and legal costs
- 5) Continuing to maximise underspend in adult services to offset the overall directorate position.

The impact of these actions whilst important will be marginal in year. The absolute priority is a medium term service which is based on informed analysis and projections of need and evidence of what works. It is critical that the children's service is put on a sustainable footing.

The medium term plan is outlined in Appendix 1

3.7 Corporate finance considerations – capital receipts policy

Council has previously agreed to use all its capital receipts to fund 21st century schools. At the time this policy was agreed, the bank of receipts was not sufficient to fund the 21st schools programme and it was anticipated that expenditure on the schools programme would run either before or at the same time as when the receipts are banked. However, some delays in the schools programme and the attainment of a significant receipt from Caldicot has meant that there is a larger pot of receipts available this year than anticipated in advance of the spend on 21st century schools. In addition to this, Council had previously agreed to set aside capital receipts to repay debt, as part of the funding mechanism for building a replacement cattle market. This has been included in the capital MTFP to be done in 2016/17.

In the light of the balance of receipts now available, it is necessary to review the capital funding strategy and therefore ensure impact on the revenue budget is minimised. The relationship between the use of capital receipts and the revenue budget is twofold, depending on the strategy of usage adopted:

1. Use capital receipts to fund expenditure instead of borrowing – reducing the borrowing costs in the revenue budget
2. Use capital receipts to set aside to repay debt – reduces the amount required to charge to the revenue to repay borrowing (Minimum Revenue Provision – MRP).

The current position is that the balance of receipts at the beginning of the year was £17 million with an expected need to use £2.9 million to fund capital expenditure in the year. This funding profile has now been revisited and the following is proposed for 2015/16:

1. Maximise the use of capital receipts for funding capital schemes in the whole programme not just 21st century schools – so using £5.3 million of receipts and reducing the need for funding by prudential borrowing - this will provide a revenue budget benefit in 2016/17 and will be included in the proposals to meet the remaining gap for 2016/17. This changes the profile of when receipts are used as opposed to prudential borrowing, switching this so that prudential borrowing is taken after receipts have been used.
2. Bring forward the previous projection to set aside receipts to repay debt on the replacement cattle market – so setting aside £6.25 million - this will provide a benefit of

£263,000 to the current years revenue budget and help to mitigate the forecast overspend position identified at month 6.

3.8 Summary

The recovery plans outlined above totalling £1.6 million will enable the Council to meet its overall budget target and significantly brings down the net cost of service overspend. All services will be required to continue to ensure only essential spending is undertaken and vacancies are held through the last few months of the financial year.

4. REASONS:

To ensure that action is taken to manage expenditure within the Council's approved budget.

5. RESOURCE IMPLICATIONS:

The proposals in the report will ensure that the overspend situation will be managed so that the expenditure is brought back in line with the budget.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

Appendix 2 – CYP future generations evaluation

Appendix 3 – Operations future generations evaluation

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

NONE

8. CONSULTEES:

SLT

Cabinet

Head of Legal services

9. BACKGROUND PAPERS: Nil

10. AUTHOR:

Joy Robson

Head of Finance

11. CONTACT DETAILS:

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Appendix 1 – Children’s Social Services Medium term service and financial recovery plan

Experience of successful recovery plans from elsewhere is that a clear and simple plan is needed to unite everyone around what needs to be done and to get everyone pulling in the same direction. It is important to create the right conditions for recovery. This relies upon strong, resilient leadership from Members, senior leaders and service management. Potential obstacles to recovery need to be overcome collegially and quickly, like prompt production of clear financial and performance data and management of the HR issues.

There are a number of key priority areas that will form the basis of the recovery plan: -

1. Workforce plan

- Recruitment & Selection – we need to increase the speed of advertising for vacant posts, interviewing of successfully applicants and the ensuring safe recruitment process are concluded in a timely way
- Maximise attendance through effective management of sickness and other absences
- Effective use of HR capacity and embedding people management skills with clarity of role between HR and service managers
- Review existing staffing structure – what should the balance between newly qualified and experienced social workers in a children’s services department be if we cannot attract a full cohort of experienced staff? How do we support newly qualified workforce and is there a role for consultant social workers in the Monmouthshire structure? Mentoring of newly qualified staff in first year in practice can be linked to a safe stepping down of the agency workforce.
- Skills and capabilities assessment at an individual and team level linked to an appropriate training programme to create the culture and practice for change
- Build on and progress to next stage in the cultural change/ OD programme
- Explore the use of a case load supply and demand toolkit for social worker case load management

2. Comprehensive Commissioning Framework

For families that are showing signs of distress getting appropriate support at the earliest opportunity is critical. It can prevent them reaching a point where it is necessary for children’s social services to intervene (pre children in need), less still for them to break down to the stage where their children are taken into care (edge of care services). Initial analysis shows that investment in early invention and prevention is commissioned from a number of different funding sources without a single commissioning plan which focusses funding (regardless of source) on the interventions where there is evidence that the maximum impact is delivered. A commissioning review and resulting coherent targeted set of services is urgently required.

3. Expand the Changing Practice Changing Lives Programme from Adults into Children’s Services

The evidence from elsewhere, but most powerfully from the adult service experience in Monmouthshire, is that a relentless focus to improving practice is the key to success. There is a very well established transformation programme in adult services which has delivered both improved outcomes and quality of life for people and significant savings. Recognising the differences in children’s services, but also the many similarities, the transformation programme

will be expanded. A common understanding of 'what good practice looks like' and alignment of all systems (from supervision to QA to management meetings) to reinforce the primacy of this is needed. Some limited external support from a recognised expert in children's services will be sought to diagnose the baseline position and develop the detail of transformation within children's services.

4. Performance and Accountability

Effective recording and reporting of our management information is essential in helping us to know whether or not we are making a positive difference to the lives of the children, young people and families. There are short term issues with the implementation of the Plant system but in the medium term measures which matter need to be available at every level. Priorities are:

- Robust approach to tracking and evaluating the realisation of the benefits from the approved business cases
- Structured approach to audit and quality assurance of practice
- PLANT and reports required outside of national PI's to aid operational direction of travel
- Realising benefits of new 'PLANT' IT system
- Performance monitoring system established
- Roll out business support review from Adult
- Right sizing of care packages

3 YEAR FINANCIAL PROJECTIONS

Below is a 3 year budget projection plan for Children's Services. This is at this point based on a predicted increase in LAC numbers over the next three years to 133, a net increase of 12: -

Children Services Projection (2015/16 - 2018-19)		
	£m	Notes
Yr 1 - 2015/16		
Forecasted Overspend (M6)	1.18	121 LAC
Yr 2 - 2016/17		
Forecasted Overspend b/f from 2015/16	1.18	
Projected Cost of Existing 121 LAC to Reflect Best /Worst Cases	0.00	
Projected Cost of 1 Additional LAC	0.02	
Net cost saving of 60% reduction in use of Agency staff	(0.20)	
Forecasted Over/(Under)Spend excluding Business Cases	1.00	122 LAC
<i>Cost Avoidance / Cost Saving re Business Cases re 2016/17</i>	(0.02)	
Forecasted Over/(Under)Spend including Business Cases	0.98	
Yr 3 - 2017/18		
Forecasted Over/(Under)Spend excluding Business Cases b/fwd from 2016/17	1.00	
Projected Cost of 5 additional LAC	0.32	
Forecasted Over/(Under)Spend excluding Business Cases	1.32	127 LAC
<i>Cost Avoidance / Cost Saving re Business Cases 2016/17</i>	(0.02)	
<i>Cost Avoidance / Cost Saving re Business Cases 2017/18</i>	(0.18)	
Forecasted Over/(Under)Spend including Business Cases	1.12	
Yr 4 - 2018/19		
Forecasted Over/(Under)Spend excluding Business Cases b/fwd from 2017/18	1.32	
Projected Cost of 6 additional LAC	0.34	
Forecasted Over/(Under)Spend excluding Business Cases	1.66	133 LAC
<i>Cost Avoidance / Cost Saving re Business Cases 2016/17</i>	(0.02)	
<i>Cost Avoidance / Cost Saving re Business Cases 2017/18</i>	(0.18)	
<i>Cost Avoidance / Cost Saving re Business Cases 2018/19</i>	(0.44)	
Forecasted Over/(Under)Spend including Business Cases	1.01	

To summarise the three year projection, the predicted increase in LAC numbers, offset by anticipated savings from downscaling agency staff usage by 60% and realisation of the business case benefits, still leaves an overspend of circa £1m compared with the 2015/16 budget.

It is proposed a 3 year financial model realigns the base line budget for 2016/17 by £1m. Downscaling agency usage by 60% in 2016/17, combined with business case benefits starting to kick in, will allow a sustainably balanced budget position until 2018/19 for a maximum of 133 LAC numbers. Between 2017/18 and 2018/19 the business case benefits can offset the predicted increase in LAC numbers. This is the realistic scenario.

The associated risk with this plan is that LAC numbers rise above the predicted 133. The optimal case scenario is that a targeted set of early intervention and prevention services combined with a stable workforce and practice transformation can in time reduce LAC numbers.

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Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer Nikki Wellington</p> <p>Phone no: 01633 644549 E-mail: nicolawellington@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To outline the effects of the proposed recovery plan for CYP</p>
<p>Name of Service</p>	<p>Date Future Generations Evaluation form completed</p> <p>11-11-15</p>


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





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Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Some vacancies will be held open longer.</p>	<p>Consideration to staff welfare and workload through one to one's and CICO.</p>
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>		
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>		

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A Wales of cohesive communities Communities are attractive, viable, safe and well connected		
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing		
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	The increase in grant income for youth will allow projects to be progressed for our young people, providing them with greater opportunities.	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	<i>This includes the protected characteristics of age, disability, gender reassignment, race, religion or beliefs, gender, sexual orientation, marriage or civil partnership</i>	

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 Balancing short term need with long term and planning for the future	<i>We are required to look beyond the usual short term timescales for financial planning and political cycles and instead plan with the longer term in mind (i.e. 20+ years)</i>	

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>		
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>Other local authorities will be affected by the increase in charges to recoupment.</p>	<p>All parties have been notified of these increases and any proposed increases for the next financial year.</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>		
 <p>Integration</p> <p>Positively impacting on people, economy and environment and trying to benefit all three</p>	<p><i>There is space to describe impacts on people, economy and environment under the Wellbeing Goals above, so instead focus here on how you will better integrate them and balance any competing impacts</i></p>	

3. Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age			
Disability		The increase in recoupment income for our special school, may result in placements being withdrawn by other authorities.	Early notification of increases and notification of proposed increases for next year to allow authorities to plan.
Gender reassignment			
Marriage or civil partnership			
Race			
Religion or Belief			
Sex			
Sexual Orientation			
Welsh Language	<i>Under the Welsh Language measure of 2011, we need to be considering Welsh Language in signage, documentation, posters, language skills etc.</i>		

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding		The increase in charges for recoupment may have an impact on out of county pupils in our school. This may make the placements less affordable and therefore impacting on vulnerable individuals.	Early notification of increases and notification of proposed increases for next year to allow authorities to plan.
Corporate Parenting		The increase in charges for recoupment may have an impact on out of county pupils in our school. This may make the placements less affordable and therefore impacting on vulnerable individuals and any looked after children that are placed there.	Early notification of increases and notification of proposed increases for next year to allow authorities to plan.

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

Base line data indicates that recoupment charges were less than other authorities and that Monmouthshire was subsidising out of county pupils.

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

The proposals have been made to minimise the impact on our young people and to reduce the impact on front line staff. The increase in recoupment income with reduce the subsidy provided to out of county pupils by Monmouthshire County Council and the increase in grant income for youth will allow staff to be retained and a greater offer to our young people through our youth provision.

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

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

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Monitoring: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	When year end accounts are produced.
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<p>Name of the Officer Roger Hoggins</p> <p>Phone no: 01633 644133 E-mail: rogerhoggins@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal: range of actions taken to address a projected overspend in 15/16 – some actions impact upon services</p>
<p>Name of Service : Operations department (within Chief exec's)</p>	<p>Date Future Generations Evaluation form completed; 23/11/2015</p>





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

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>		Freeze on recruitment
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	Nil effect	
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>	Nil effect	

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A Wales of cohesive communities Communities are attractive, viable, safe and well connected		Overall reduction in highway and street lighting budgets will delay response to routine demands but emergency works will continue to be undertaken.
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Nil effect	
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Nil effect	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	<i>This includes the protected characteristics of age, disability, gender reassignment, race, religion or beliefs, gender, sexual orientation, marriage or civil partnership</i>	

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Balancing short term need with long term and planning for the future</p>	<p><i>This is a short term plan to address projected overspends within year. Longer term planning is through the MTFP.</i></p>	

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>		
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p><i>This is a short term response – longer term proposals (budget, MTFP) include consultation with various groups and the community generally</i></p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>		
 <p>Integration</p> <p>Positively impacting on people, economy and environment and trying to benefit all three</p>	<p><i>The withdrawal of free/subsidized road closures will impact upon town/community councils and other groups seeking to organised events to the benefit of the community.</i></p>	

3. Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age		There will be a delay in the response to routine repairs (particularly highways and street lighting) but urgent works to protect safety will remain a priority	Works to protect the safety of highway users will continue to be prioritised
Disability		See above	See above
Gender reassignment			
Marriage or civil partnership			
Race			
Religion or Belief			
Sex			
Sexual Orientation			
Welsh Language	<i>Under the Welsh Language measure of 2011, we need to be considering Welsh Language in signage, documentation, posters, language skills etc.</i>		

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	No impact		
Corporate Parenting	No impact		

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

Knowledge of 'in year' financial performance amongst officers plus assessment of cost reduction options with least impact upon stakeholders. Immediate response required so based upon operational and financial officers expertise and experience.

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

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

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

Page 2

Monitoring: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	Continually during remaining 2015/16 financial year
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REPORT

SUBJECT: Adjustments to the Capital budget during 2015/16

MEETING: Cabinet

DATE: 2nd December 2015

DIVISION/WARDS AFFECTED: Not applicable

1. PURPOSE

To consider adjustments to the capital budget in 2015/16 to be recommended to Council.

2. RECOMMENDATIONS

2.1 That Cabinet resolve the extent of funding/works for improvements to the public realm in Abergavenny Town Centre and recommend to Council the creation of a capital budget of up to £1,050,000 in 2015/16, the budget to be taken from the £3,433,000 capital released when the decision was taken not to build a new library in Abergavenny (Council, 26th February 2015). The funding of which is proposed to be capital receipts.

2.2 That the creation of a capital budget of £275,000 in 2015/16 for the development of a car park off Rockfield Road be recommended to Council. The budget to be created by prudential borrowing funded from car park income over a period of 10 or 20 years – to be agreed with finance colleagues.

2.3 That the creation of a capital budget of £45,000 in 2015/16 for the development of a car park at Rogiet Playing field (adjacent to Severn Tunnel Junction) be recommended to Council. The budget to be created by prudential borrowing funded from car park income over a period of 10 or 20 years – to be agreed with finance colleagues

2.4 That the creation of a capital budget of £1,100,000 for various works at Usk HQ be recommended to Council. The budget to be created by prudential borrowing (£500,000) funded from the reduction in office costs elsewhere as and when staff transfer to J and E blocks and by top slice of the property planned maintenance budget (600,000).

3. KEY ISSUES

- 3.1 In February 2015 the Council decided not to proceed with the building of a new library in Abergavenny. However the Council anticipated that recommendations would be forthcoming from cabinet for capital budgets for improvements to the public realm in Abergavenny Town Centre and the creation of a community hub within Abergavenny Town.

- 3.2 Since that time work has progressed on both projects. However in order to complete the design and undertake the works to improve the public realm prior to the Eisteddfod in July 2016 the contract needs to be let by the end of December. Meetings have been held with Team Abergavenny to discuss the design and extent of the works. The project has also been tendered and a preferred contractor selected although the letting of the contract awaits capital budget approval.
- 3.3 The scheme includes for new surfaces to the highway and public open spaces along with new street furniture, infrastructure for services (electricity points, public wifi). The extent of the scheme is shown in appendix 1 and for this scheme a budget of £1,050,000 is required. Whilst this scheme is being developed in conjunction with Team Abergavenny members will be familiar with the capital budget pressures that exist. There are options to adjust the scheme should members be minded to reduce the budget commitment. The capital budget may be reduced by limiting the extent of the scheme, simplifying the surface finishes and cheaper street furniture. However to reduce below £700,000 would render the scheme unviable. Members may recall that a budget had been allocated in the 14/15 highways capital budget to undertake refurbishment works to the pedestrianized area in Abergavenny but this budget was reprioritized to reinstatement of roads following the various landslips encountered during the previous winter period. The budget of £450,000 in 2014/15 was for largely 'like for like' works whereas the proposed design extends the scheme to improve the final scheme and improve its long term appearance. It also enhances the centre of the town in preparation for the Eisteddfod in July 2016.
- 3.4 Where the Community Hub may be situated in Abergavenny Town is still being developed and any recommendations to create a capital budget will be the subject of a separate report.
- 3.5 As part of the review of car parking provided by Monmouthshire County Council it was highlighted that additional car parking is required in Monmouth Town.
- 3.6 When the review first came to the select committee the creation of a car park off Wyebridge st and the creation of a car park off Rockfield Road were highlighted. However when the capital budget was approved for 2015/16 only the Wyebridge scheme was scheduled and approved. In order to allow the creation of the Rockfield Road car park to proceed a capital budget of £270,000 must be approved by Council.
- 3.7 The cost of the new car park will be funded from prudential borrowing, as proposed in the wider review of car parking reported to Cabinet in September 2014.
- 3.8 The review approved by cabinet included the creation of a new car park order that incorporates various changes to the car parking regime and which includes a statutory consultation process and period. The new car park order will be published for consultation in January. If agreed the new car park regime will generate additional income to invest in improvements to the

car parks (better signage, new machines, better layout) plus income to fund borrowing to create additional parking space.

- 3.9 The design and planning application for the Rockfield Road car park has been completed and the new car park order will be reported to cabinet in the new year after the consultation process. The capital budget approval for the Rockfield car park is sought on the basis of the new car park order being approved and sufficient income being generated to fund the prudential borrowing (to fund £270,000 requires a revenue contribution of £31k per annum over 10 years or £20k per annum over 20 years).
- 3.10 The adequacy of car parking at Severn Tunnel Junction has been highlighted as a problem for several years. A solution already examined (but not funded) would be a new road access to a new park and ride car park but such a development will cost several millions. In the meantime informal car parking has been created close to the station for commuters to use (Rogiet playing field and hard standing in the nature reserve). However at some time in 2016 Network Rail will replace the bridge that accesses the nature reserve so this car park area will be lost for up to twelve months.
- 3.11 To compensate for the loss of parking and address the nuisance of commuter on street parking in residential areas short term options to create additional parking have been investigated. Officers have been in discussion with Rogiet CC and have developed a plan to increase the car parking area available at Rogiet Playing field. To achieve this works will be required and it is proposed that this be funded by a charge being introduced for parking on the playing field car park.
- 3.12 The proposed car park creates 70 spaces which, at a charge of £2 per day (paid by season ticket or pay by phone) with 50% occupancy (6 days per week), generates approximately £22,000 per annum. This will solely fund the development cost initially but following repayment of capital (estimated at £45,000) the income (after administrative costs) will be split 50/50 with Rogiet CC (Rogiet CC owns the playing field).
- 3.13 Opportunities to reduce overhead costs by reducing office costs has been acted upon through the agile working policy. More recently the feasibility of moving staff from Magor and other satellite offices to Usk HQ has been examined. Decisions about what staff may work where are yet to be finalized but vacating Innovation House in Magor and transferring staff to Usk HQ has featured heavily in discussions so far.
- 3.14 Refurbishment and fit out work is required to allow staff to occupy buildings in Usk (blocks J and E) and to create additional parking to accommodate staff. At present staff are developing options for member consideration but currently no capital budget exists to fund works in 2015/16.
- 3.15 The budget required will depend upon the extent and design of works finally approved. However a design for works to J and E blocks plus the creation of additional parking has been prepared which indicates a cost of £1,100,000.

- 3.16 The budget will be funded by prudential borrowing (£500,000) plus allocating £200,000 from the remaining Property maintenance capital budget in 2015/16 and top slicing £400,000 from the same budget in 16/17.

4. REASONS

- 4.1 The four projects described above represent amendments to the Council's approved capital budget. To approve additional capital expenditure and hence a change to the capital budget, requires a decision of council. This report seeks a recommendation from cabinet to Council to approve a revised capital budget in 2015/16.

5. RESOURCE IMPLICATIONS:

- 5.1 The capital budget for the Abergavenny Public realm project (£1,050,000) is taken from the budget released when the decision was taken in February 2015 to no longer build a new library in Abergavenny (£3,433,000). The expenditure will be split over 2015/16 and 2016/17 at this time officers estimate that the split of funding between these years is £450,000 and £600,000 respectively.
- 5.2 The funding assessments for both the Wyebridge street car park and Rockfield Road car park were included within the report to Cabinet in September 2014 (see link below to the relevant appendix)

<http://democracy.monmouthshire.gov.uk/Data/Cabinet/20140903/Agenda/Full%20Cabinet%20Agenda.pdf>

However the costs need to be revised from £250,000 (as reported in September 2014) to £275,000 for the Rockfield Road development (based upon the detailed design and estimates). The higher capital budget remains affordable by extending the prudential borrowing period (say from 10 years to 15 years) or by absorbing the increased revenue spend from the assumed increased surplus of £37,788 (as reported in September 2014).

Members are reminded that the expenditure and income profile reported in September 2014 assumed the adoption of a revised car park order. The new order, including the outcome of the consultation, will be reported to members in February 2016 but in the event of there being significant change to the proposals in the draft order then this may impact upon the ability to pay for the new car parks (and other improvements). If this is the case it is recommended that the Head of Operations and Head of Finance review the funding assumptions as described in the link above and prioritise works accordingly, this to be done in consultation with the Cabinet members for Resources and Community Development on the assumption that it remains cost neutral and prudential borrowing remains affordable.

The expenditure will be incurred in 2015/16 assuming progress with the new car park order.

5.3 The Rogiet Playing field car park can be developed for £45,000. It will generate income estimated at £22,000 per annum. Whilst custom will be affected when the bridge is replaced the cost of parking at Rogiet playing field coupled with the growing number of passengers travelling by rail from Severn Tunnel Junction suggests that custom levels will remain sufficient to fund the investment and thereafter offer revenue sufficient to justify the car park being created.

The £45,000 budget will be funded by prudential borrowing although the period of borrowing (and hence revenue implication) will be ascertained by accountancy staff.

It is anticipated that all works will be completed in 2015/16 assuming no delay in relation to authority to proceed and the adoption of the new car park order.

5.4 The cost of refurbishment of offices at Usk HQ and the creation of extra parking is dependant upon the final approved design.

5.5 Funding is through prudential borrowing (£500,000 with a revenue implication of £34,000 over 20 years, generated by the rationalisation of office accommodation). The remaining £600,000 will be taken from the property maintenance capital budget £200,000 in 2015/16 and £400,000 in 2016/17.

The expenditure will be split over 2015/16 and 2016/17 at this time officers estimate that the split of funding between these years is £700,000 and £400,000 respectively.

6. FUTURE GENERATIONS and EQUALITY ASSESSMENT

See appendix 2

SAFEGUARDING ASSESSMENT:

There are no safeguarding implications associated with the recommendations within this report.

7. CONSULTEES:

SLT

Cabinet members

Head of Community delivery

Head of Property services and FM

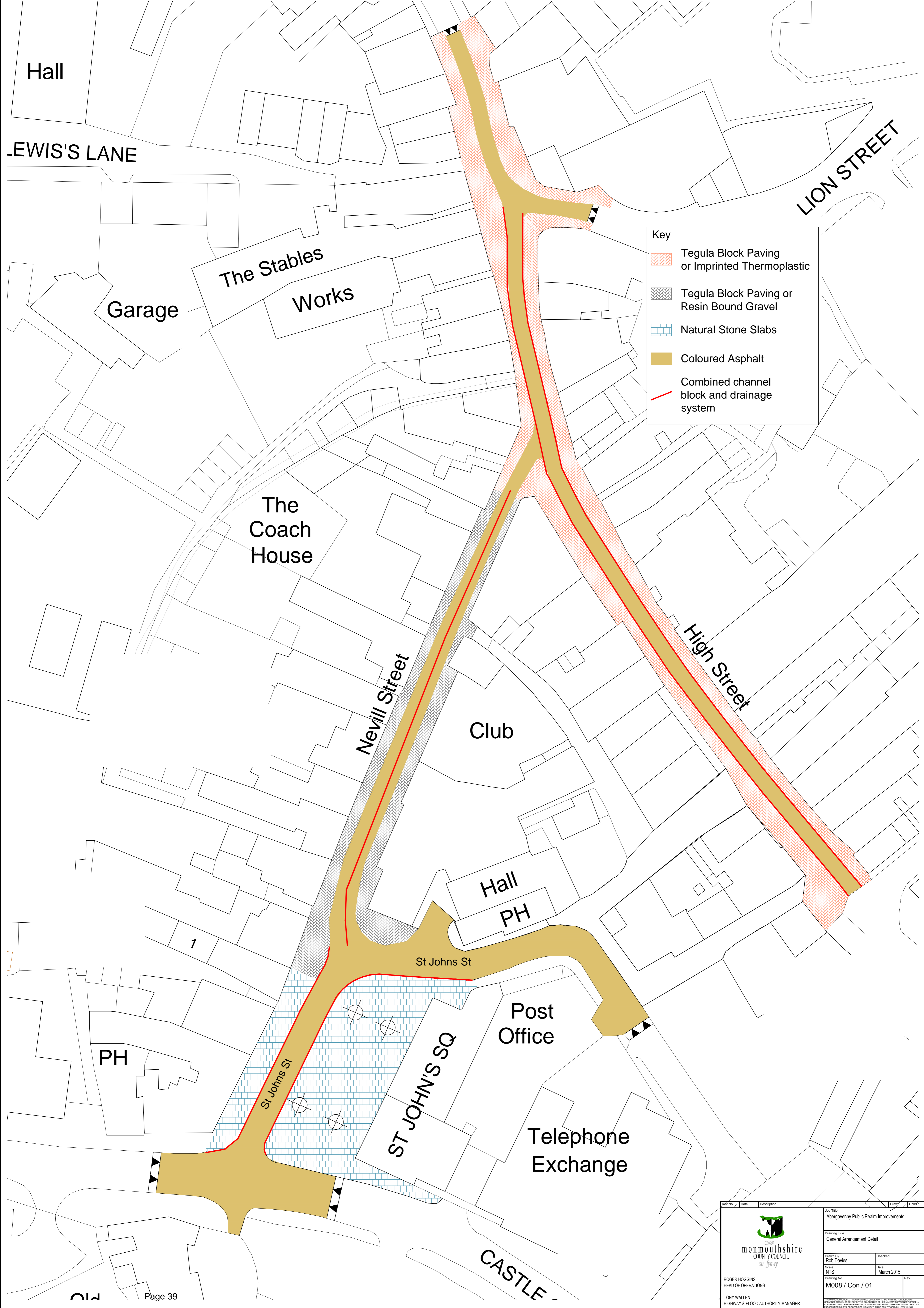
8. BACKGROUND PAPERS:

9. AUTHORS


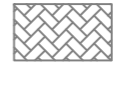
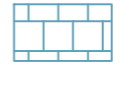


Roger Hoggins, Head of Operations


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Key

-  Tegula Block Paving or Imprinted Thermoplastic
-  Tegula Block Paving or Resin Bound Gravel
-  Natural Stone Slabs
-  Coloured Asphalt
-  Combined channel block and drainage system

Rev No.	Date	Description	Drawn	Check
				
monmouthshire COUNTY COUNCIL <i>str jenny</i>				
Job Title Abergavenny Public Realm Improvements				
Drawing Title General Arrangement Detail				
Drawn By Rob Davies		Checked		
Scale NTS		Date March 2015		
Drawing No. M008 / Con / 01		Rev		
ROGER HOGGINS HEAD OF OPERATIONS				
TONY WALLEN HIGHWAY & FLOOD AUTHORITY MANAGER				

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Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer completing the evaluation Roger Hoggins</p> <p>Phone no: 01633 644133/ 07767 246138 E-mail: rogerhoggins@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal:</p> <p>Adjustment to the capital budget in 2015/16 to allow capital projects to proceed that are otherwise unfunded</p>
<p>Name of Service:</p> <p>Operations (to include property, car parking, highway infrastructure</p>	<p>Date Future Generations Evaluation form completed:</p> <p>17th November 2015</p>






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

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Imrpovemnets to Abergavenny public realm improve accessibility and attractiveness of retail centre. Additional car parking allows for more visitors/shoppers</p>	
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>neutral</p>	

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	neutral	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	neutral	
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Improving the attractiveness of Abergavenny Town centre and access (car parking) in Monmouth town helps to make the towns a more attractive retail/commercial offer	
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Not a direct impact upon the Welsh Language but of note is that the Abergavenny scheme will be completed prior to the Eisteddfod being held there in July.	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The improvements to the Abergavenny town centre will include improvements to disabled access.	

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Long-term Balancing short term need with long term and planning for the future</p>	<p>The schemes all invest capital to improve public spaces, better access (car parks) and rationalize office accommodation. As such they are investments for ten years plus</p>	
 <p>Collaboration Working together with other partners to deliver objectives</p>	<p>The work in Abergavenny and the additional car parks are being proposed following consultation with local councils, stakeholders, chambers of commerce and in Abergavenny the Town Team.</p>	<p>The car park demand has been highlighted by a major review. The need to refurbish Abergavenny town centre was highlighted by condition survey.</p>
 <p>Involvement Involving those with an interest and seeking their views</p>	<p>Stakeholders consultation has highlighted the need for the car parks and helped to design the Abergavenny town centre improvements.</p>	
 <p>Prevention Putting resources into preventing problems occurring or getting worse</p>		
 <p>Integration Positively impacting on people, economy and environment and trying to benefit all three</p>	<p>The town center refurbishment and additional car parking enhance the towns of Abergavenny and Monmouth. In Rogiet it makes rail travel a more attractive option.</p>	

3. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	none		
Disability	Improved access to Abergavenny town centre		
Gender reassignment	none		
Marriage or civil partnership	none		
Race	none		
Religion or Belief	none		
Sex	none		
Sexual Orientation	none		
Welsh Language	Not a direct consequence but the Abergavenny improvement scheme will be completed before the Eisteddfod so improving the attractiveness of the town to visitors.		

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	<i>Safeguarding in this context applies to both children (not yet reached 18th birthday) and vulnerable adults (over 18 who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation.)</i>	<i>Safeguarding is about ensuring that everything is in place to promote the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.</i>	
Corporate Parenting	<i>This relates to those children who are 'looked after' by the local authority either through a voluntary arrangement with their parents or through a court order. The council has a corporate duty to consider looked after children especially and promote their welfare (in a way, as though those children were their own).</i>		

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

This will include your baseline position, measures and studies that have informed your thinking and the recommendation you are making. It should allow you to identify whether any changes resulting from the implementation of the recommendation have had a positive or negative effect. Data sources include for example:

- Quantitative data - data that provides numerical information, e.g. population figures, number of users/non-users*
- Qualitative data – data that furnishes evidence of people's perception/views of the service/policy, e.g. analysis of complaints, outcomes of focus groups, surveys*
- Local population data including the census figures*
- Comparisons with similar policies in other authorities*
- Academic publications, research reports, consultants' reports, and reports on any consultation with e.g. trade unions or the voluntary and community sectors.*

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

As described in the body of the report. The schemes have been developed subsequent to contributions from stakeholders.

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

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

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Monitoring: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:

Reported to Council on the 17th December. Thereafter the schemes will be monitored and managed in line with usual processes to undertake civil engineering and property development schemes.

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SUBJECT: CAPITAL BUDGET PROPOSALS 2016/17 TO 2019/20

MEETING: Cabinet

DATE: 2nd December 2015

DIVISION/WARDS AFFECTED: Countywide

1. PURPOSE:

- 1.1 To outline the proposed capital budget for 2016/17 and the indicative capital budgets for the three years 2017/18 to 2019/20.

2. RECOMMENDATIONS:

- 2.1 That Cabinet issues its draft capital budget proposals for 2016/17 to 2019/20 for consultation purposes as set out and referred to in Appendix 2.
- 2.2 That Cabinet affirms the capital strategy, which seeks to work towards a financially sustainable core capital programme without recourse to further prudential borrowing or use of capital receipts so that these resources can be directed towards the Council's priority of 21st Century Schools Programme, whilst recognizing the risks associated with this approach.
- 2.3 That Cabinet approves the revised budget allocations on 21st century schools as outlined in paragraph 3.3
- 2.4 That Cabinet reviews the priorities in the Capital programme in the light of the issues raised in 3.6 and other demands for capital resources
- 2.5 That Cabinet reaffirms the principle that new schemes can only be added to the programme if the business case demonstrates that they are self financing or the scheme is deemed a higher priority than current schemes in the programme and therefore displaces it.
- 2.6 That Cabinet agrees to maximize the use of capital receipts when received to fund the capital programme (therefore reducing the need to borrow) and/or set aside to repay debt as outlined in paragraph 3.9.

- 2.7 That Cabinet agrees to the sale of the assets in accordance with the Asset Management Plan and identified in the exempt background paper in order to support the capital programme, and that once agreed, no further options are considered for these assets.

3. KEY ISSUES:

Capital budget strategy

- 3.1 The capital MTFP strategy put in place in the face of an ever reducing resource base from Welsh Government has been reviewed. The strategy going forward has the following key components:

- The core MTFP capital programme needs to be financially sustainable without drawing on further funding.
- Match funding has been identified for the Council's priority of 21st century schools (currently estimated at £40 million).
- Budgets for Disabled Facilities Grants and Access for all schemes will be maintained in line with the Council's priority of protecting services to vulnerable adults and children.
- No inflation increases will be applied to any of the capital programme with property maintenance budget and Infrastructure maintenance budget set at the same level as last year
- The County farms maintenance and reinvestment programme is based on the revised asset management plan for County farms, supported by the latest condition survey data
- Budget for Area Management of £20k in the programme could be further reduced or cut in the face of other pressures
- £1m unsupported prudential borrowing per annum has been contained in the programme for a number of years and this will continue in the current 4 year programme
- The capital MTFP currently projects no increase in supported borrowing for 2016/17 onwards (provisional settlement due in Dec 2015)
- Use of the capital investment reserve to ease the transition to a balanced budget
- Budget to enhance or prepare assets for sale will be maintained and funded through the capital receipt regeneration reserve in order to maximize this funding stream for the 21st century schools programme priority

Capital MTFP issues

- 3.2 The four year capital programme is reviewed annually and updated to take account of any new information that is relevant.
- 3.3 The major component of the capital MTFP for the next few years is the 21st century schools programme, and since the Council approved the budgets for this programme on 16th July 2014, considerable work has been undertaken to enable the various projects to move forward with WG funding. A subsequent report on the Pool at Monmouth, approved a budget of up to £5.168 million at Council on 25th June 2015, with £4 million funded within the 21st century schools budget, leaving an additional £1.168 to be funded by MCC. The allocation of budgets within the original £81.5 million programme (including £2 million for feasibility) plus the £1.168 million additional for the pool are now as follows:

Scheme	Council Approved	Revised budgets
Monmouth Comprehensive school	£36,900,000	£41,102,475
Additional leisure funded aspect of Monmouth Pool	£1,168,000	£1,168,000
Caldicot Comprehensive school	£31,500,000	£35,093,130
Welsh Medium Secondary schools	£5,000,000	£1,000,000
Raglan Voluntary controlled Primary	£4,700,000	£4,551,000
Primary schools	£3,400,000	£0
Virement from Dewstow School	£246,605	£0
Total	£82,914,605	£82,914,605

The revisions to the budgets as shown above need formal approval and as such recommendation 2.3 has been included in this report.

- 3.4 The strategy that has previously been set, that links with the AMP, delivers 21st century schools and enables the programme to be balanced, already has significant risk associated with it. Cabinet have previously accepted this risk. The issues identified below, however add another layer to the level of risk and pressure on the capital MTFP and therefore need to be carefully considered.
- 3.5 The current policy is that new schemes can only be added to the programme if the business case demonstrates that they are self financing or the scheme is deemed a higher priority than current schemes in the programme and therefore displaces it.
- 3.6 The following issues have been identified:
- Potential projected overspend on 21st century schools programme due to inflation of costs in the construction industry – the exact amount will not be known until tenders are received but indications are that the overspend could be in the region of circa £3.5 million. The authority is in discussion with Welsh government about additional funding and is seeking every possible option for reducing the level and impact of any possible overspend. Further reports will be necessary should the overspend be confirmed.
 - Capital investment required to deliver revenue savings – this is principally in the area of office accommodation and looking at alternative delivery models for leisure and culture, and possibly Additional Learning needs. The level of investment is currently being assessed however, in accordance with the principle already set above, if the schemes are not going to displace anything already in the programme then the cost of any additional borrowing will need to be netted off the saving to be made
 - Abergavenny cattle market receipt – there is limited time left for Morrisons to build out the site, the deadline is May 2016. Morrisons have confirmed they are committed to the site and discussions are on going.
 - Allocation of funding previously identified for Abergavenny library – there is a report elsewhere on the agenda that allocates some of this funding. Given the pressures on the capital budget consideration of the priority of committing to these schemes in advance of the Abergavenny receipt being received need to be considered.
 - Additional pressures from withdrawing from buildings in Usk and having to reinstate them – possible £200k, this would need to be funded by displacing current projects in the programme.
 - The IT reserve is depleted so funding for new IT investment is limited. Any additional IT schemes will need to either be able to pay for themselves or displace other schemes in the programme.
 - City Deal – 10 Authorities in the Cardiff City region are looking at a potential £1.2 billion City Deal, this is still at the very early stages of development, but any agreement would impact on the capital MTFP and would need to be considered when more detail is known.
 - Circuit of Wales – the Authority has been approached to look at possibly engaging in this scheme in Blaenau Gwent, this is still at the very early stages of development but may impact on the capital MTFP, if the Authority decides to commit to this project.
 - Long list of back log pressures – infrastructure, property, DDA work, Public rights of way, and DFGs outlined in Appendix 1. None of these pressures are included in the current capital MTFP, but this carries with it a considerable risk.

- 3.7 The capital strategy identified above establishes that the core programme will not increase so that available funding can be prioritised for the 21st Century Schools Programme.
- 3.8 In light of the current pressures on the Authority's medium-term revenue budget, and the principles on which any prudential borrowing must be taken of affordability, prudence and sustainability, the use of prudential borrowing for the 21st Century Schools Programme has been carefully assessed.
- 3.9 Given the altered profile of expenditure on 21st century schools and the balance of receipts available in 2015/16, the use of receipts to fund the programme has been maximized in 2015/16 to reduce the impact of the cost of borrowing on the revenue budget. In addition the decision to set aside receipts to repay debt that was originally profiled in 2016/17 has been brought forward to the current year. The Recovery Plan elsewhere on this agenda identifies the beneficial impact on the revenue budget. The table below illustrates the balance on the useable capital receipts reserve over the period 2015/16 to 2019/20 taking into account capital receipts forecasts provided by Estates and revised balances drawn to finance the existing programme. The Council still needs to continue to make a concerted effort to maximize its capital receipts generation over the next few years. Further opportunities to set aside capital receipts to repay debt have been modelled for 2016/17 and 2017/18, however this is dependent on significant asset sales taking place and the profile of expenditure in the relevant years. Further detail is provided in Appendix 4.

<u>GENERAL RECEIPTS</u>	2015/16	2016/17	2017/18	2018/19	2019/20
	£000	£000	£000	£000	£000
Balance as at 31st March	6,306	18,151	6,452	3,985	3,481

- 3.10 The above table illustrates that the capital receipts balance is set to reduce over the MTFP. This is dependent on the capital receipts forecasts provided materializing which in itself is a significant risk, then being used to fund the capital programme. Experience suggests that there is often significant slippage in gaining receipts which may be due to factors outside the control of the Authority. The risk assessment on the receipts projected is contained in Appendix 5. It is crucial that once assets are identified and approved for sale that this decision is acted upon. Exploration of any alternative use of surplus assets needs to be undertaken before Council approves them for sale in order to assist in the capital planning process.
- 3.11 Opportunities to generate further receipts and funding streams in line with the AMP are continuously being sought, these are outlined below:
- Review of accommodation/buildings in use by the council, with a view to further rationalization – some further rationalisation of office accommodation has been done, but there may be further potential leading to other buildings being released for sale and this is also key in identifying revenue savings

- Identification of services that can be combined as part of the whole Place agenda and establishment of community Hubs, and therefore release buildings for sale
- Review the existing County Farms strategy
- Authority's role in low cost home ownership scheme – a business case has not yet been prepared but further work is ongoing to identify the options available to maximize the receipt to be gained from this scheme.
- Community Infrastructure Levy – this will be relevant for future years of the capital MTFP and can include funding for more general 'place-making' schemes that support the growth proposed in the LDP e.g. sustainable transport improvements, upgrade/provision of Broadband connectivity, town centre improvements, education, strategic sports/adult recreation facilities and green infrastructure.

4. REASONS:

4.1 To provide an opportunity for consultation on the capital budget proposals.

RESOURCE IMPLICATIONS:

6.1 Resource implications are noted throughout the report both in terms of how the core programme is financially sustainable, the key issues that require further quantification and also the risks associated with not addressing the pressures outlined in Appendix 1.

EQUALITY AND SUSTAINABILITY IMPLICATIONS:

- 6.1 Capital budgets which impact on individuals with protected characteristics, most notably renovation grants and access for all budgets are being maintained at their current levels.
- 6.2 The equality impact of the mechanism to allocate maintenance budgets to individual schemes should be in place and being used to aid allocation of funding
- 6.3 The actual impacts from this report's recommendations will be reviewed on an ongoing basis by the Capital Working Group.

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

None

8. CONSULTEES:

Senior Leadership Team
All Cabinet Members

Head of Legal Services
Head of Finance

9. APPENDICES:

Appendix 1 – Capital MTFP pressures
Appendix 2 – Capital budget summary programme 2016 to 2020
Appendix 3 – Schools programme
Appendix 4 – Forecast capital receipts 2015/16 to 2019/20
Appendix 5 – Capital receipts risk factors
Exempt Appendix 6 – Forecast receipts
Appendix 7 – Future Generations Evaluation

10. BACKGROUND PAPERS:

List of planned capital receipts: Exempt by virtue of s100 (D) of the Local Government Act 1972

11. AUTHOR:

Joy Robson – Head of Finance

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Appendix 1 - Capital Pressures

Description of Pressure	Forecast Cost	Responsible Officer / Champion
Current Rights of Way issues (Whitebrook byway) - Engineering assessments have been completed on landslip / collapse of byway at Whitebrook, estimated cost of repairs in the region of £70-£80k.	75,000	Matthew Lewis
Current Rights of Way issues (Wye and Usk Valley Walks) - Engineering assessments have been completed on river erosion / landslips on the Wye and Usk Valley Walks. [Monmouth] (Wye Valley Walk) £23,925, [Clytha] (Usk Valley Walk) £46,725, [Coed Y Prior] (Usk Valley Walk) £9,900, site investigations/design £5,500.	86,000	Matthew Lewis
The major review of the waste Mgt and recycling service is ongoing and will report in late Winter 2014 to Members with a proposal to delay revisions to the service until further analysis has been done. Proposals are likely to include consideration of receptacles rather than bags (anticipated cost of between £0.3-1.3m) To accommodate the change at kerbside, developments will be needed at our transfer stations at an indicative cost of £800k depending on the scale of works required. Options may be limited if WG insist on certain scheme components. The quoted capital costs exclude new vehicle costs which are modelled as being leased currently.	2,100,000	R Jowitt/C Touhig
Monmouth Community Amenity site upgrade - indicative costs are £1.5-2m if built and run by the Council. The transfer station and CA capital costs could be avoided if the Council decided it was best value to procure a build, finance, operate contract for its sites in future. The work to evaluate these options will follow on after kerbside collection.	2,000,000	R Jowitt/C Touhig
Property Maintenance requirements for both schools & non-schools as valued by condition surveys carried out some years ago. The existing £2m annual budget mainly targets urgent maintenance e.g. health & safety, maintaining buildings wind & watertight, etc., and is insufficient to address the maintenance backlog. A lack of funding means maintenance costs will rise; that our ability to sell buildings at maximum market rates will be affected ; Our ability to deliver effective services will be affected and a Loss of revenue and poor public image.	26,000,000	R M O'Dwyer
Disabled adaptation works to public buildings required under disability discrimination legislation.	7,600,000	R M O'Dwyer
Maintenance and H&S works to historic buildings. Little progress has been made to date as the only budget available is the already overstretched capital maintenance programme. Without remedial works, Health and Safety risks become higher, long term maintenance costs become higher and potential revenue is lost from e.g. tourism, bookings, exhibitions, use of the locations for large events i.e. Food festival. CADW and landlords could force authority to carry out emergency repairs.	4,000,000	R M O'Dwyer
School Traffic Management Improvements at Castle Park and Durand Primary Schools - based on works carried out on similar buildings.	300,000	R M O'Dwyer
Refurbishment of all Public Toilets - Capital investment required to facilitate remaining transfers to Town and Community Councils	60,000	R M O'Dwyer
Modification works to school kitchens to comply with Environmental Health Standards. Without additional funding school kitchens may have to be closed and additional costs for transporting meals in incurred, possibly causing disruption to the education process.	210,000	R M O'Dwyer

Countryside Rights of Way work needed to bring network up to statutorily required and safe standard. This should be taken as a provisional figure as surveys and assessments of bridges and structures are on-going and the rights of way prioritisation system which includes risk assessment will more accurately define and rank the backlog. Bridge management report on 787 bridges completed in October 2013 identifies 254 known bridge issues of which 77 need repair, 31 replacement & 80 are missing. 68 have 'other' issues including 51 bridges which require full inspection to further ascertain requirements/costs. 13 bridges are 10m+ and require replacement or repair. It is not possible to cost all of these currently but a ball park figure of £288k has been identified for the first tranche of issues. Additional ROW allocation (30K) helping, but scale of overall pressure means these figures are still relevant	2,200,000	I Saunders
Transportation/safety strategy –Air Quality Management, 20 m.p.h legislation and DDA (car parks)	1,200,000	R Cope
Disabled Facilities Grants (DFGs) - The DFG's budget has remained unchanged for the last ten years. Each year the fully committed/spent date falls earlier in the financial year. This year we expect the budget to be fully committed by end October.	500,000	I Bakewell
Shirenewton sewerage treatment plant - Estimate increased from £50k to £75k. Last service /inspection report received in Sept 2014 stated 'very poor general condition and system in desperate need of replacement'.	75,000	Rob O'Dwyer
Bringing County highways to the level of a safe road network. This backlog calculation figure has been provided by Welsh Government. The Authorities Capital Programme is not addressing the backlog significantly as the annual level of funding available is not of sufficient magnitude to address this. The annual programme is set in relation to the approved budget and this programme is shared with all members. Routes are selected on the basis of their significance within the overall highway network and their condition. Programmes are reviewed annually around December and then distributed to members.	80,000,000	R Hoggins
Investing in infrastructure projects needed to arrest road closures due to whole or partial bank slips. Without additional expenditure there is the potential for deterioration, increased scheme costs, disruption to communities and the travelling public and road closures.	5,000,000	R Hoggins
Backlog on highways structures including old culverts, bridges and retaining walls. With existing budget this backlog will take 23 years to cover and there will be increased likelihood of loss of network availability.	12,700,000	R Hoggins
Reprovision or repair of Chain Bridge - Cost prediction is indicative at present. Detailed estimates will be available Jan 2015. The bridge is currently under special management measures and inspection. Repair/ reprovision will remove / minimise the need for these measures. Without remedial work, the structure will continue to deteriorate. The current 40T maximum limit will have to be further reduced restricting access to the Lancayo area especially for heavy vehicles.	2,000,000	R Hoggins
Caldicot Castle remedial works - longer term pressures given the condition of the curtain walls / towers etc. The £2-3m estimate is a ball part figure ranging from just the backlog of maintenance to also including improvements to bring the visitor facilities up to modern standards. An RDP grant is paying for a condition survey / outline conservation plan. The current condition of buildings constrains current operations and will impact on future management options including the assessment of viability of potential Cultural Services Trust. Heritage Lottery Funding is possible (but very competitive) Substantial match funding would still be required.	3,000,000	I Saunders
Total Pressures	149,106,000	
Capital investment for revenue savings		

<p>Leisure and cultural services - Currently the service is exploring future delivery options including trust status. Part of the work will involve conditions surveys which may lead to capital works being required to expedite handover of assets. Included:- e.g. museums, Shire hall, Abergavenny castle, Old station Tintern, Caldicot castle; Have requested £30k from cabinet for work to review assets (15/10/14);</p>	<p>1,000,000</p>	
<p>ALN Strategy - Mandate 35 of the MTFP 14/15 outlines a review of current ALN service that includes Mounton House. Options could require Capital Spend but this is unknown at the present time</p>	<p>?</p>	
<p>Office accommodation - move from Magor to Usk</p>	<p>Separate report to seek funding</p>	<p>Rob O'Dwyer</p>

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Appendix 2 - Capital Budget Summary 2016 to 2020

	Budget Utilised 2015/16	Indicative Budget 2016/17
Asset Management Schemes	3,154,768	1,929,278
School Development Schemes	15,410,834	36,285,429
Infrastructure & Transport Schemes	3,374,087	2,240,740
Regeneration Schemes	700,031	0
Sustainability Schemes	80,538	0
County Farms Schemes	352,350	300,773
Inclusion Schemes	1,354,149	850,000
ICT Schemes	216,670	0
Vehicles Leasing	1,500,000	1,500,000
Other Schemes	112,794	20,000
TOTAL EXPENDITURE	26,256,221	43,126,220
Supported Borrowing	(2,420,000)	(2,420,000)
Unsupported (Prudential) Borrowing	19,963	(19,596,108)
Grants & Contributions	(12,066,300)	(13,195,419)
Reserve & Revenue Contributions	(898,159)	(489,541)
Capital Receipts	(9,391,724)	(5,925,152)
Vehicle Lease Financing	(1,500,000)	(1,500,000)
TOTAL FUNDING	(26,256,220)	(43,126,220)
(SURPLUS) / DEFICIT	1	0

Appendix 3 - Schools capital programme	Financial Year 2015/16	Financial Year 2016/17	Financial Year 2017/18	Financial Year 2018/19	Total
(includes Raglan)	Budget Utilised	Total Budget	Indicative Budget	Indicative Budget	
	£	£	£	£	£
Expenditure:					
Monmouth Comprehensive School - 1600 Place	6,121,782	12,982,911	18,537,319	2,370,060	40,012,072
Monmouth Comprehensive School - Leisure		0	1,168,000		1,168,000
Caldicot Comprehensive School - 1500 Place	6,592,015	22,494,226	4,470,380	431,308	33,987,929
Welsh Medium Secondary Schools	500,000	500,000			1,000,000
Raglan	1,808,932	112,500			4,551,000
Feasibility - Monmouth	55,097	95,140			1,090,403
Feasibility - Caldicot	64,459	50,652			1,105,201
Total Expenditure	15,142,285	36,235,429	24,175,699	2,801,368	82,914,605
Financing:					
External Grant Funding	(9,859,041)	(11,733,419)	(6,605,759)	0	(29,744,719)
Monmouth Comprehensive School - 1600 Place	0	(1,000,000)	(17,341,000)	(2,370,060)	(20,711,060)
Caldicot Comprehensive School - 1500 Place	0	(4,697,000)		(1,591,940)	(6,288,940)
Welsh Medium Secondary Schools	0	(2,500,000)			(2,500,000)
Raglan	(1,161,681)	(56,250)			(2,300,999)
Feasibility - Monmouth	(83,578)	(56,000)			(139,578)
Feasibility - Caldicot	(56,375)	(50,652)			(107,027)
Proposed virement to maximise receipt usage	(4,001,573)	2,454,000	(320,940)		(1,868,513)
Capital Receipts	(5,303,207)	(5,905,902)	(17,661,940)	(3,962,000)	(33,916,117)
Unsupported Borrowing	19,963	(18,596,108)	92,000	1,160,632	(19,253,769)
Total Financing	(15,142,285)	(36,235,429)	(24,175,699)	(2,801,368)	(82,914,605)
(Surplus) / Deficit	0	0	0	0	0

Appendix 4 - Forecast Useable Capital Receipts

Amounts in excess of £10,000 are categorised as capital receipts. The balance of receipts is required to be credited to the Useable Capital Receipts Reserve, and

The forecast movement on the reserve based on forecast capital receipts and the budgeted application of capital receipts to support the financing of the Authority's capital

<u>GENERAL RECEIPTS</u>	2015/16	2016/17	2017/18	2018/19	2019/20
	£000	£000	£000	£000	£000
Balance as at 1st April	17,440	6,306	18,151	6,452	3,985
Less: capital receipts used for financing	(3,899)	(420)	(509)	(509)	(509)
Less: capital receipts used for financing Monmouth, Caldicot and Welsh medium 21c school provision	(5,303)	(5,906)	(17,662)	(3,962)	0
Capital receipts received to date	1,166	0	0	0	0
	9,403	(20)	(20)	1,981	3,477
Capital receipts forecast	3,150	25,441	8,200	2,000	0
Deferred capital receipts	4	4	4	4	4
Less: capital receipts set aside:	(6,250)	(7,274)	(1,732)	0	0
Balance as at 31st March	6,306	18,151	6,452	3,985	3,481
<u>LOW COST HOME OWNERSHIP RECEIPTS</u>	2015/16	2016/17	2017/18	2018/19	2019/20
	£000	£000	£000	£000	£000
Balance as at 1st April	189	(0)	(0)	(0)	(0)
Less: capital receipts used for financing	(189)	0	0	0	0
	(0)	(0)	(0)	(0)	(0)
Capital receipts forecast	-	-	-	-	-
Balance as at 31st March	(0)	(0)	(0)	(0)	(0)

Appendix 5 - Capital Receipts Summary and Risk Factors

The analysis below provides a summary of the receipts and the respective risk factors:

Risk Factor	2015/16 £	2016/17 £	2017/18 £	2018/19 £	
Education Receipts					
Low / completed	596,000	0	0	0	48%
Medium	100,000	550,000	0	0	52%
High	0	0	0	0	0%
	<u>696,000</u>	<u>550,000</u>	<u>0</u>	<u>0</u>	
County Farm Receipts					
Low / completed	530,000	0	0	0	73%
Medium	0	200,000	0	0	27%
High	0	0	0	0	0%
	<u>530,000</u>	<u>200,000</u>	<u>0</u>	<u>0</u>	
General Receipts					
Low / completed	590,000	16,200,000	0	0	99.6%
Medium	0	60,000	0	0	0.4%
High	0	0	0	0	0.0%
	<u>590,000</u>	<u>16,260,000</u>	<u>0</u>	<u>0</u>	
Strategic Accommodation Review					
Low / completed	0	0	0	0	0.0%
Medium	2,500,000	2,331,000	0	0	100.0%
High	0	0	0	0	0%
	<u>2,500,000</u>	<u>2,331,000</u>	<u>0</u>	<u>0</u>	
Dependent on Outcome of LDP					
Low / completed	0	500,000	7,500,000	1,300,000	57%
Medium	0	5,600,000	700,000	700,000	43%
High	0	0	0	0	0%
	<u>0</u>	<u>6,100,000</u>	<u>8,200,000</u>	<u>2,000,000</u>	
TOTALS					
Low / completed	1,716,000	16,700,000	7,500,000	1,300,000	68%
Medium	2,600,000	8,741,000	700,000	700,000	32%
High	0	0	0	0	0%
Total	<u>4,316,000</u>	<u>25,441,000</u>	<u>8,200,000</u>	<u>2,000,000</u>	

Risk Factor key:

High - External factors affecting the potential sale that are out of Authority control

Medium - Possible risk elements attached but within Authority ability to control

Low - No major complications are foreseen for the transaction

**SCHEDULE 12A LOCAL GOVERNMENT ACT 1972
EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

REPORT: Capital Budget Proposals 2016/17 to
2019/20
AUTHOR: Joy Robson
**MEETING AND DATE
OF MEETING:** Cabinet – 2nd December 2015

I have considered grounds for exemption of information contained in the report referred to above and make the following recommendation to the Proper Officer:-

Exemptions applying to the report:

Information relating to specific assets values of tenanted properties.

Factors in favour of disclosure:

Provides information on assets the Authority is proposing to sell.

Prejudice which would result if the information were disclosed:

Prejudice negotiations with tenants of County Farms.

My view on the public interest test is as follows:

Outweighed by need to exempt.

Recommended decision on exemption from disclosure:


To apply exemption.

Date: 16th November 2015

Signed: 

Post: Head of Finance

I accept/do not accept the recommendation made above.



Proper Officer

Date: _____

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer completing the evaluation Joy Robson</p> <p>Phone no:01633 644270 E-mail:joyrobson@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>Present capital budget proposals for consultation</p>
<p>Name of Service</p> <p>Whole authority</p>	<p>Date Future Generations Evaluation form completed</p> <p>19/11/15</p>


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





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Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Local resources will be engaged to deliver the projects in the programme</p>	
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>		
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>		

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Investment in 21 st century schools provides a key community facility to help promote this goal	
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing		
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation		
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The budgets for DDA work and DFGs have been maintained at existing levels.	

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Balancing short term need with long term and planning for the future</p>	Building 21 st century schools will benefit children and communities for future generations	

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>		
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The aim of the report is to present proposals for consultation with key stakeholders</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>		
 <p>Integration</p> <p>Positively impacting on people, economy and environment and trying to benefit all three</p>	<p>Investment in 21st century schools will positively impact on the teaching environment</p>	

3. Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age			
Disability	DDA abd DFG budgets have been maintained		
Gender reassignment			
Marriage or civil partnership			
Race			
Religion or Belief			
Sex			
Sexual Orientation			
Welsh Language	<i>Under the Welsh Language measure of 2011, we need to be considering Welsh Language in signage, documentation, posters, language skills etc.</i>		

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	Safeguarding is taken into account in the design of the new schools and Pool		
Corporate Parenting			

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

Previously determined policy in respect of the priority of investing in 21st century schools. There have been no major changes to the proposals presented here.

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

Capital budgets which impact on individuals, such as DFGs and DDA works are being maintained at existing levels
 The investment in 21st century schools is expected to have a benefit for children and communities for future generations

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

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

8. Monitoring: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	Annually when the capital MTFP is reviewed
--	--



REPORT

Subject: COUNCIL TAX BASE 2016/17 AND ASSOCIATED MATTERS

Directorate: Chief Executives - Finance

Meeting: Cabinet

Date: 2nd December 2015

Divisions/Wards Affected: County Wide

1. PURPOSE:

To agree the Council Tax base figure for submission to Welsh Government, together with the collection rate to be applied for 2016/17 and to make other necessary related statutory decisions.

2. RECOMMENDATIONS:

- 2.1 That in accord with the Local Authorities (Calculation of Tax Base) (Wales) Regulations 1995, the amount calculated by the Council as its Tax Base for 2016/17 shall be notified as **£45,102.03** and the Collection Rate set at **98.5%**.
- 2.2 That no Special Resolution declaring Drainage Rates as Special Expenses be made.
- 2.3 That any expenses incurred by the Council in performing in part of its area a function performed elsewhere in its area by a Community Council shall not be treated as a special expense for the purpose of Section 35 of the Local Govt. Finance Act 1992.
- 2.4 That Council Tax setting continues to be a function of full Council.

3. KEY ISSUES:

3.1 Council Tax Base

For each financial year the Council shall set its Council Tax, taking account of its own total net budget requirement and amounts receivable for redistributed Non Domestic Rates, Revenue Support Grant and any other additional grants. It will also take account of any precepts it receives from other authorities and the value of the Council Tax Base. In simple terms, the net spending not met by grant is divided by the Tax Base to give the amount of Council Tax for a dwelling in Band D. The budget requirement, grant calculations and precepts will be addressed in the Council Tax Setting report.

It was agreed by Council in January 2005 that the, largely technical, matter of the Council Tax Base Resolution and tax setting should be dealt with by Executive decision. Legally, the tax setting decision could also be decided by the Executive, but has always been referred to full Council given its wide interest and importance. It is therefore recommended that this continue to be put for decision by full Council.

The ratified council tax base information must be passed to Welsh Government (WG) by 4th January 2016 with reference to dwellings in the Valuation List as at 31st October 2015 and taking into account anticipated changes likely to occur during 2016/17. Provisional information has been provided to WG, if any changes to policy are considered which affect the tax base, revised information will need to be submitted. Significant differences may require WG to make adjustments to the RSG entitlements via an amending report. The prescribed period during which Councils would notify precepting authorities of the council tax base figure is normally 1st November to 31st December.

3.2 Collection Rate

It should be recognised that council tax is being perceived as an increasing burden on taxpayers with more arrangements outside the statutory scheme being sought, thereby increasing the time over which the debt is paid.

Between 2004/5 and 2007/8 the anticipated in-year collection rate was static at 96%; this was increased to 96.5% for 2008/9 and 2009/10 and to 97% for 2010/11. From 2011/12, despite ongoing economic difficulties, the collection rate was increased to 98%, reflecting results achieved in subsequent years from sustained recovery action. For 2016/17 it is considered reasonable to increase the collection rate further to 98.5%.

The Council Tax Reduction Scheme (CTRS) was introduced by the Welsh Government on 1st April 2013, replacing what was the Council Tax Benefit Scheme. On inception the Welsh Government fully funded the scheme, pending a full review. This review was concluded in the summer of 2014, with the Welsh Government announcing its intention to continue to fund the scheme for another 2 years - 2015/16 and 2016/17. Funding will therefore remain at current levels but Local Government will have to fund additional costs arising from any Council Tax increases. From a household perspective they will not be required to make any contributions.

3.3 Special Items and Expenses (Section 34)

Certain items of expenditure, and precepts made upon the Council by Community Councils are applicable only to certain parts of the area and special rules exist to deal with these items. These rules apply to all of the Town and Community Council precepts in respect of each of their respective areas. They also apply to Drainage Rates which are charged only in certain parts of the East and South of the County area. The Council has always considered that the general body of taxpayers should be treated equally in this respect and such expenditure should be defrayed over the whole area rather than charged as an additional item on those who happen to be in a particular catchment area. If this view continues to prevail then no special resolution declaring these to be special expenses will be necessary.

Finally, expenses incurred by an authority in performing in part of its area a function performed elsewhere by a Community Council (concurrent functions) must be treated as a special expense unless a negative resolution is in force.

The effect of the above result is a recommendation leading to drainage rates and concurrent functions being charged equally across the County.

4. REASONS:

- 4.1 To agree the council tax base figure and the collection rate for the forthcoming financial year as required by legislation.

- 4.2 To determine whether a special resolution should be made declaring Drainage Rates a special expense.
- 4.3 To determine whether or not any expenses incurred in part only of the area should be treated as special expenditure in accordance with the relevant legislation.
- 4.4 To confirm that the important matter of tax setting should continue to be a function of full council rather than be devolved for executive decision.

5. RESOURCE IMPLICATIONS:

Overall the Council Tax base calculated for 2016/17 has risen by 1.2% compared to 2015/16. This increase takes into account both the anticipated changes in dwellings and the adjustment in the collection rate. Collectively the estimated income derived from these changes (£621k) has been included in the developing budget proposals which are being considered by Cabinet.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

There are no implications for sustainable development.

The Council Tax base itself is mainly calculated from information about the numbers of properties within the County, adjusted to an equivalent band D figure for things such as discounts, exemptions and reliefs, and is therefore based on fact and provided for information.

Our Sustainability Community Officer has confirmed that under these circumstances there is no requirement to complete a Future Generations Evaluation.

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS:

None

8. CONSULTEES:

Strategic Leadership Team
All Cabinet Members
Head of Legal

9. BACKGROUND PAPERS:

None

10. AUTHORS:

Ruth Donovan – Assistant Head of Finance: Revenues, Systems and Exchequer
Sue Deacy – Revenues Manager

11. CONTACT DETAILS:

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SUBJECT: Update on draft budget proposals for 2016/17

MEETING: Cabinet

DATE: 2nd December 2015

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

To provide the outline proposals to meet the remaining gap in the 2016/17 budget.

2. RECOMMENDATIONS:

2.1 That Cabinet approves the revisions to the draft budget savings proposals for 2016/17.

2.2 That Cabinet approves that the additional draft budget saving areas identified for 2016/17 are worked on further, including consultation with key stakeholders.

3. KEY ISSUES:

Background

3.1 The report to Cabinet in October identified the gap in the current set of budget proposals for 2016/17 as £1.7m. A recent 'test for soundness' applied to the mandate proposals suggests that circa £639k of the £3.3m of ideas may now not be feasible in 2016/17 principally due to doubt cast over the deliverability of proposed uplifts in fees and charges. See Appendix 1 for the adjustments made to the original budget mandates. In addition a pressure of £45k has been identified in response to the fact that the Welsh language commissioner is issuing notices to local councils, the Welsh government and national parks on the standards they will need to meet. This is an indicative figure at the moment and subject to negotiation with the Commissioner's office.

3.2 Members are reminded that we have yet to receive any notification relating to our settlement (pending the Comprehensive Spending Review to be announced by central government on 25th Nov 2015) and the assumptions in the above scenario may need to be adjusted. Even small changes in the percentage reduction in funding imposed by WG could have a significant effect (0.5% is equivalent to £500k). There is also considerable uncertainty around specific grants and in particular the Waste Management Grant. Whilst a grant reduction of 10% has been factored in, at this stage it is not clear if this reduction could be considerably greater than this.

- 3.3 The waste management pressure that has been taken into account in the original budget proposal will also need to be revised as the dry recycling pressure has been reviewed and additional costs of £220,000 need to be included.
- 3.4 In addition the month 6 forecast position for the current year is demonstrating the considerable financial strain that the organisation is under. Particularly acute is the overspend position in Children's Social services and whilst a pressure has been included in the 2016/17 budget, this is now insufficient, so an additional pressure of £1 million needs to be included in the budget.

The revised position is now a gap of £3.6 million, as follows:

	2016/17
Summary Draft MTFP	£000s
Gap	6,319
MTFP savings agreed	844
Savings with mandates	3,332
Council Tax base	400
New Gap	1,743
Adjustments to mandates	639
Pressure - Welsh language	45
Pressure - Children's Social services	1,000
Pressure - Waste recycling	220
Revised gap	3,647

- 3.4 Further work is also required to ensure that resources required to deliver the mandates has been accurately identified, this is in terms of capital investment and revenue resources. The expectation is that revenue consequences of this (such as prudential borrowing or the repayment of use of Invest to Save reserve) will need to be deducted from the saving proposed, further widening the gap.
- 3.5 Despite with the above uncertainty, the budget process needs to continue in order to ensure that when the above information is confirmed, a budget for 2016/17 can be constructed. Senior managers have worked hard to look at the options for closing the remaining gap whilst still adhering to the four priorities of the Council. Acknowledging that delivery of the savings needs to be in 2016/17, most of the additional ideas listed below are extensions to the mandates already considered.

3.6 Amendments to mandates to consider

Amended B5 - Community Asset Transfer

This proposal extends the mandate around community asset transfer to looking at other options to work with other external organisations to optimise our assets through a Joint Venture profit-share arrangement by exploring opportunities to establish visitor attractions.

There are important procurement issues to work through and it is suggested that in order to take the discussion forward and introduce an element of competitive tension, an advert seeking Expressions of Interest for JVs or other types of partnership arrangements, is posted on Sell2Wales.

Given the level of interest shown, evidence of other public-private models operating profitably across the UK and the strength, diversity and flexibility of our asset-base, it is estimated that **£100k of new income** could be generated in 16/17, with the possibility of greater revenue development beyond this. In addition, it is not judged that this might negatively impact the ambitions of other community groups hungry to progress conversations about community development trusts, since we are not talking disposal or outright sale, but instead some kind of exceptional lease arrangement with the profits achieved being potential leverage for a community trust to attract external investment.

Amended B20 – Phase 3 of Additional Learning Needs review

Ahead of any wider re-purposing of Mounton House School there is a need to assess the charging levels for pupils coming to Mounton House School from outside the county and to review the delegated schools budget to align more closely with the numbers of Monmouthshire children currently at the school. Taken together, these two actions could contribute **£300,000 saving** to our budget challenge next year.

Amended B11 Review of Senior Staffing structures

A comprehensive review of whole-Council engagement, communications, marketing and Whole Place functions to achieve an efficiency/ income of **£90k**

Amended B4 ICT Development

There are potentially a number of technology solutions that could help with efficiency and effectiveness by automating processes. Therefore this proposal is to set a **£50k savings** target for this in 2016/17 to mobilise effort and create impetus.

Amended B23 Discretionary fees and charges

Reconsider a 5% increase in charges rather than the original 10% increase proposed. This would put **£153k income** back into the proposals

3.7 Review of Minimum Revenue Provision (MRP) Policy

Each year the council is required to set aside an amount of revenue budget as provision to repay debt. This provision is called the Minimum Revenue Provision (MRP), and each year the Council agrees, as part of its Treasury Strategy, a policy on how this amount will be calculated. Authorities must set aside an amount they consider prudent to repay borrowing and they must have regard to the statutory guidance on this issued by Welsh Government. The guidance sets out various options for the calculation of MRP and given the financial pressures facing local government many Councils are reviewing these

options again in order to reset their policies and deliver some financial benefit to their revenue budgets.

Audit Committee will shortly be scrutinising a proposed revision to this Authority's Policy for 2016/17, which principally involves changing the method used to calculate the MRP on unsupported borrowing from an equal instalment method to an Annuity method. Subject to Audit committee consideration and consultation with the Wales Audit Office, a change in policy could result in a one off cash flow benefit to the 2016/17 budget of £2.136 million. Further information is provided in the report to Audit Committee on 3rd December 2015.

3.8 Council Tax Base

The Council Tax base report elsewhere on this agenda, provides the estimate of Council Tax base next year. Whilst earlier estimates were included in the budget proposals report to Cabinet in October, the most recent calculations indicate that the Council Tax Base figure now calculated will raise an **additional £200k** in income towards the budget gap.

It is considered that all these proposals need to be considered and worked on further, in order to ensure there are sufficient proposals to set a budget for 2016/17.

3.9 Summary

The above package of measures, if all prove feasible, would deliver a further £3.02 million of savings to the budget. This leaves a gap of circa £600k to be managed. Further work is being carried out on the pressures to see if any can be reduced to close the gap further. In the absence of this consideration will be given to top slicing an efficiency saving from all budgets across the authority. Consultation and scrutiny of the above proposals will need to be carried out over the next few weeks and a Special Joint Select committee is being arranged for 16th December 2015, to which all members will be invited, in order to scrutinise the proposals and receive feedback from the public engagement that took place in November.

4. REASONS:

- 4.1 Further work has been undertaken to meet the remaining budget gap, and given the uncertainty regarding the assumptions on the settlement in the MTFP model, various options have been identified for further work.

5. RESOURCE IMPLICATIONS:

As identified in the report and appendices

6. WELL BEING OF FUTURE GENERATIONS IMPLICATIONS:

The future generation and equality impacts of each individual saving proposal will need to be reassessed in the light of the new extensions to the original proposals and further consultation with key stakeholders will need to be undertaken.

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

There are no safeguarding and corporate parenting implications

8. CONSULTEES:

SLT
Cabinet
Head of Legal services
Head of Personnel

9. BACKGROUND PAPERS:

Appendix 1: Schedule of original budget mandates with adjustments


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Appendix 1 - Mandate 16/17 – Resource scoping and financial position – Nov 2015

Mandate Details										Finance	
Mandate Number	Mandate	Mandate Lead	Original Savings 16/17	Revised Savings 16/17	Additional Resources 16/17 £	Anticipated Capital Investment requirement 15/16 £	Anticipated Capital Investment requirement 16/17 £	Finance			
B1	Not for Profit Service Delivery Model	Ian Saunders	£354,000	£354,000	£60,000	£0	£1,000,000				
B2	Rationalise business support teams	Tracey Harry	£50,000	£50,000	£0	£0	£0	Review of business support teams ongoing.			
B3	Training Services Consolidation	Peter Davies	£50,000	£50,000	£0	£0	£0	Cost benefit analysis to be undertaken as part of the project, and a detailed option appraisal to identify market need and profitability prior to any investment. Any associated investment costs to be included as part of overall net savings identified.			
B4	SRS ICT Business Development Options	Peter Davies	£100,000	£100,000	£0	£0	£0	The board in agreement with the proposed business model, in order to deliver the mandate any additional staffing resources will be funded from current SRS R&D budget.			
B5	Community Asset Transfer	Deb Hill Howells/ Ben Winstanley	£60,000	£60,000	£0	£0	£0	Capital costs could arise as a result of re-location of staff currently being identified.			

B6	CIL	Mark Hand	£50,000	£00,000					This mandate has moved into 17/18 mandates as not achievable in 16/17.
B7	Legal Services	Rob Tranter	£25,000	£25,000	£0	£0	£0		Further negotiations with Melin Homes on service needs and details of SLA.
B8	Promoting Responsible Business Waste	Rachel Jowitt	£80,000	£80,000	£0	£0	£0		
B9	Planning Services - Income Generation	Mark Hand	£40,000	£40,000	£0	£0	£0		This is in line with Welsh Government policy.
B10	Extension shared lodgings housing scheme	Ian Bakewell	£50,000	£50,000	£0	£0	£0		This is an increase on current service model.
B11	Leadership Team Structure Review	Paul Matthews	£225,000	£225,000	£0	£0	£0		
B12	Second Phase Review of subsidies to 3rd sector.	Will McLean	£75,000	£75,000	£0	£0	£0		Currently working with 3rd sectors affected groups to understand any potential impact.
B13	Highways Infrastructure Income Generation	Roger Hoggins	£150,000	£150,000	£0	£0	£0		There is a potential risk regarding planning approval for advertisements, this could impact on the income if permission is delayed.
B14	Grounds - funding review	Rachel Jowitt	£75,000	£75,000	£0	£0	£0		
B15	Highways maintenance - review	Roger Hoggins	£200,000	£200,000	£0	£0	£0		
B16	Flexible employment options	Peter Davies	£50,000	£50,000	£0	£0	£0		This mandate is being considered with B2. Managers will need to be supported with its delivery to ensure no operational impact.
B17	Business rates Evaluation - Appeals	Ruth Donovan	£140,000	£140,000	£0	£0	£0		

B18	Strategic Property Review	Deb Hill Howells/ Ben Winstanley	£160,000	£160,000	£0	£1,100,000	£0		Future running costs of J Block currently being identified. Required refurbishment being costed.
B19	Property Services and Facilities Management review	Rob O'Dwyer	£100,000	£100,000	£0	£0	£0		
B20	Phase 3 of Additional Learning needs review	Sharon Randall Smith	£200,000	£140,000	£54,000	£0	£0		Savings for 2016 will be in line with statutory consultation timescales.
B21	Town and Community Councils	Kellie Beirne/ Roger Hoggins	£500,000	£400,000	£150,000	£0	£0		Continue to consult with town and community councils.
B22	Collaboration and realigning structures in operations	Roger Hoggins	£100,000	£100,000	£0	£0	£0		Financial savings due to Newport/MCC shared PTU
B23	Discretionary Fees and Income	Joy Robson	£498,599	£69,303	£0	£0	£0		Reduced savings due to consultation with teams and budget holders.
			£3,332,599	£2,693,303	£264,000	£1,100,000	£1,000,000		

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SUBJECT: WELLBEING OF FUTURE GENERATIONS ACT – WALES AUDIT COMMENTARY ON OUR PREPAREDNESS, AND TIMELINE FOR IMPLEMENTATION

MEETING: CABINET

DATE: 2nd DECEMBER 2015

DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

- 1.1 To share the results of the Wales Audit Office report “Monmouthshire County Council: The Wellbeing of Future Generations Act: a commentary on preparedness” which was carried out alongside the Corporate Assessment.
- 1.2 To outline the key steps that Monmouthshire County Council needs to put in place to implement the Act.

2. RECOMMENDATIONS:

- 2.1 That Members note the content of the WAO report.
- 2.2 That Members note and agree to the steps outlined in the timeline to get us ready for the Act.

3. KEY ISSUES:

- 3.1 The Wellbeing of Future Generations Act achieved Royal Assent in April 2015 and comes into force in **April 2016**.
- 3.2 The Act requires public bodies to **improve social, economic, environmental and cultural wellbeing**, by taking action in accordance with the **sustainable development principle** aimed at achieving the Wellbeing Goals.
- 3.3 Wales Audit Office, at our request, carried out a “light touch” assessment of our readiness for the Act alongside the Corporate Assessment in March. The following paragraph is their summary from the report: *“The Council has a clearly stated ambition to implement the Well-being of Future Generations (Wales) Act. The Council also has some building blocks in place, which should provide a foundation on which to build a more embedded and systematic approach to sustainable development. However, at this early stage, there is a lack of consistency in message, understanding and approach, and key business processes are not being utilised to embed sustainable development. This is contributing to a disconnection between the Council’s ambition and practice.”*
- 3.4 This has generated some helpful actions and next steps, as has our work with the WLGA as “early adopters” of the Act, which we are now in the process of implementing as outlined in the attached timeline in order to prepare us for the introduction of the Act.

- 3.5 There are several key milestones for both MCC as a public body and for the Public Service Board that we need to note and act upon. These are outlined in more detail in the attached timeline.

1st April 2016 – Act becomes law. The Local Service Board (LSB) must become a Public Service Board (PSB). In order to be ready for the implementation of the Act, between now and April 2016, the following steps need to take place:

- Draft Terms of Reference for the PSB
- Review membership of the LSB in readiness for the PSB
- PSB members to undertake detailed training on the requirements of the Act and PSB
- Monmouthshire County Council to establish a new Scrutiny panel to scrutinise the PSB

31st March 2017 – Wellbeing Objectives and Wellbeing Statement must be published by MCC, demonstrating how we contribute to the 7 wellbeing goals (a Wales which is: Prosperous, Resilient, Healthier, More Equal, Globally Responsible, has Cohesive Communities and a Vibrant Culture and thriving Welsh Language) and are implementing the 5 sustainable development principles (long term, integrated, collaboration, involvement and prevention).

31st March 2017 – Wellbeing Assessment must be published by the PSB. This must assess the state of social, cultural, economic and environmental wellbeing of people, communities and areas, set out future trends and include data analysis and reporting on national indicators. This is far more wide reaching than the previous Needs Assessment requirements.

May 2018 – Wellbeing Plan must be published, following at least 12 weeks of consultation, which sets out contribution to the 7 Wellbeing goals and demonstrates the 5 sustainable development principles.

4. REASONS

- 4.1 The legislation comes into force in April 2016. We will be subject to review by the Future Generations Commissioner for Wales and for examination by the Auditor General for Wales. In addition, MCC will have responsibility for scrutinising the decisions and actions of the PSB.
- 4.2 In order to meet the requirements of the legislation, both in terms of compliance, but also embracing the “spirit” of the legislation, we need to learn from the WAO report and our early adopters work and implement the measures outlined in the timeline.

5. RESOURCE IMPLICATIONS

- 5.1 The work outlined in this report will be carried out within existing staff resources. At this time there are no additional financial requirements.

6. FUTURE GENERATIONS IMPLICATIONS

- 6.1 There is no need to complete a Future Generations Evaluation, because the report is for information and sets out steps needed to meet a legislative requirement. However, one

would hope that implementing the Future Generations Act would contribute towards the wellbeing of Future Generations!

7. CONSULTATION

8. BACKGROUND PAPERS:

The full Wellbeing of Future Generations Act documentation can be seen here: <http://www.senedd.assembly.wales/documents/s37945/Well-being%20of%20Future%20Generations%20Wales%20Bill,%20as%20passed.pdf> and the Essentials summary guide to the Act is here: <http://gov.wales/docs/dsjlg/publications/150623-guide-to-the-fg-act-en.pdf>

The current consultation on the guidance on the Act closed on 16th November 2015. <http://gov.wales/consultations/people-and-communities/shared-future-shared-purpose/?lang=en>

“Monmouthshire County Council: The Wellbeing of Future Generations Act: a commentary on preparedness”, Wales Audit Office, May 2015

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**TIMELINE FOR WELLBEING OF FUTURE GENERATIONS ACT
IMPLEMENTATION IN MONMOUTHSHIRE**

DATE	WHO	WHAT	NOTES
15 Oct 2015	MCC/LSB	Report to LSB on next steps for transition to PSB	
19 October 2015		National Wellbeing Indicators published	
1 Nov 2015	MCC	Future Generations Evaluation used for all reports for decision	<ul style="list-style-type: none"> ▪ Training for officers underway (around 60 trained so far)
16 Nov 2015	MCC/LSB	Deadline for consultation on the Statutory Guidance on the WFG Act – Shared Purpose: Shared Future http://gov.wales/consultations/people-and-communities/shared-future-shared-purpose/?lang=en	<ul style="list-style-type: none"> ▪ Consultation response submitted
2/3 December 2015		Take WAO report to Cabinet and Audit Committee	
11 Jan 2016		Deadline for consultation on national indicators – How do you measure a nation’s progress? http://gov.wales/consultations/people-and-communities/future-generations-act-how-do-you-measure-a-nations-progress/?lang=en	<ul style="list-style-type: none"> ▪ Consultation response will be submitted
Now to 31 March 2016	MCC	Implement learning from Early Adopters work and WAO assessment	<ul style="list-style-type: none"> ▪ Training for report writers (see above) and others (sessions held with Policy and Performance, Scrutiny, Procurement, Finance and Audit, Partnerships and Countryside so far)

DATE	WHO	WHAT	NOTES
			<ul style="list-style-type: none"> ▪ Member training – general and for Scrutiny ▪ Scope and establish new cross cutting Scrutiny panel to scrutinise the PSB ▪ Incorporate WFG into the service planning process ▪ Incorporate WFG into: Constitution, Member terms of reference, committee terms of reference, governance reports, enabling strategies, financial regs, budget statements, procurement strategy, buyers guide etc.
	LSB	Put systems in place ready for transition from LSB to PSB	<ul style="list-style-type: none"> ▪ Amend LSB terms of reference ▪ Review LSB membership ▪ Training and awareness raising for LSB
1 April 2016		WFG Act becomes law	
	PSB	LSB becomes PSB	
31 March 2017	MCC	Latest date for Wellbeing Objectives to be agreed and published.	<ul style="list-style-type: none"> ▪ This has to be reviewed annually ▪ To avoid duplication Wellbeing Objectives and Statement should be contained in Corporate Plan or equivalent
	MCC	Latest date for Wellbeing Statement to be published	<ul style="list-style-type: none"> ▪ Must demonstrate how we contribute to the Wellbeing Goals and SD principles
	PSB	Latest date for Wellbeing Assessment to be published	<ul style="list-style-type: none"> ▪ Must be published 12 months prior to the Wellbeing Plan. ▪ Must include: assessment of state of social, economic, cultural and environmental wellbeing of: People, Communities and Areas; future and long term trends; data analysis; reporting on national indicators
Feb 2018	PSB	Latest date for consultation on Wellbeing Plan	<ul style="list-style-type: none"> ▪ Consultation must last at least 12 weeks

DATE	WHO	WHAT	NOTES
May 2018	PSB	Latest date for Wellbeing Plan to be published	<ul style="list-style-type: none"> <li data-bbox="1303 209 2074 316">▪ Must be published no later than 12 months after local elections, and 12 months after each subsequent local election.

Monmouthshire County Council

The Well-being of Future Generations Act: a commentary on preparedness

Issued: May 2015

Document reference: 305A2015

Purpose of this document

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Detailed report

Introduction

1. Monmouthshire County Council requested that the Auditor General undertake a review of the Council's preparedness for the proposed Well-being of Future Generations Act (the Act), as part of the support being provided under the WLGA's Early Adopters' Programme. The WAO is engaging with the Early Adopters' programme to support improvement and inform the WAO's response to the Act.
2. In response to the request from the Council, the Auditor General took the opportunity presented by the planned Corporate Assessment to undertake a light touch review of the Council's preparedness for the requirements of the Act. The review took place alongside, but separate from, the Corporate Assessment. This approach had the advantage of:
 - maintaining the integrity of the Corporate Assessment methodology and approach;
 - minimising the impact on the Council by using the Corporate Assessment arrangements to undertake the review activities; and
 - enabling the review of preparedness to be informed by the Corporate Assessment.
3. The output is a short commentary, which will be followed by a shared learning round table event with participants from the Council, the WLGA and WAO. This will provide an opportunity to identify key learning points and agree how the learning should be shared more widely with the public service in Wales.

The Well-being of Future Generations Act

4. The Well-being of Future Generations Act will require the Council to carry out sustainable development. The Act sets out in law what sustainable development means in Wales. It also places a well-being duty on public bodies. This requires each public body to carry out sustainable development by:
 - setting and publishing well-being objectives designed to maximise its contribution to achieving each of the seven national well-being goals; and
 - taking all reasonable steps to meet those objectives.
5. Public bodies are required to apply the sustainable development principle to the setting of objectives, and the steps taken to achieve them. This will require applying the five principles of: long term, integration, prevention, collaboration and engagement. The national well-being goals are: a prosperous Wales, a resilient Wales, a healthier Wales, a more equal Wales, a Wales of cohesive communities, a Wales of vibrant culture and thriving Welsh language, and a globally responsible Wales¹. Each public body will be required to apply all of the principles to maximising its contribution to all seven of the national goals. This will have a major impact on governance and strategic decision making. It will be a significant challenge to business as usual.

¹ See appendix 1 for a full description of the goals.

-
6. The Act also requires the Auditor General to carry out examinations of public bodies for the purposes of assessing the extent to which a body has acted in accordance with the sustainable development principle when: setting well-being objectives; and taking steps to meet those objectives.
 7. It is proposed that the exercise should be light touch and focus on the degree to which the Council is equipped to deal with the implications of the Act. The review will not therefore seek to replicate the examinations of the sustainable development principle which the Act proposes that the Auditor General should undertake.
 8. The Act states that, “sustainable development” means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the wellbeing goals’.
 9. Forum for the Future² sets out a spectrum of leadership. It describes some of the characteristics of an organisation that is applying a systemic approach to leadership for sustainable development.
‘Sustainability thinking is hardwired into the culture of the organisation, and the values implicit in sustainable development are reflected in everything from staff mindsets to resource planning. Sustainability principles are at the heart of the business model for delivering public services. Tensions still exist – between short and long-term priorities, and between the scale of the challenge and the resources to tackle it. But systems thinking ensures the organisation avoids perverse or contradictory action in different service areas, and looks upstream to tackle problems more efficiently at source.’
 10. Sustainable development requires decision making to be informed by:
 - an understanding of the long term implications of decisions;
 - by a recognition of environmental limits; and
 - an integrated approach to economic, social, environmental and cultural well-being.
 11. These are the defining features which distinguish sustainable development from business as usual.

Summary of Findings

The Council has a clearly stated ambition to implement the Well-being of Future Generations (Wales) Act. The Council also has some building blocks in place, which should provide a foundation on which to build a more embedded and systematic approach to sustainable development. However, at this early stage, there is a lack of consistency in message, understanding and approach, and key business processes are not being utilised to embed sustainable development. This is contributing to a disconnection between the Council’s ambition and practice.

² Stepping up: a framework for public sector leadership on sustainability, Forum for the Future, 2010

“Governance, strategy, and sustainability are becoming more and more inseparable because the long-term survival of organizations is no longer only affected by economic factors, but also by social and environmental ones”

Professor Mervyn King, former South African Supreme Court Judge, Chair International Integrated Reporting Council.

Building Blocks

Ambition

12. The Council's Improvement Plan for 2014-17, 'Shaping our future', is commendably clear in stating the Council's ambition to implement the Welsh Government's Well-being of Future Generations Act and 'place sustainable development as our central organising principle'. This is supported by the Plan's section on values which refers to sustainable development as being 'central to how we operate as a council'. The section also explains that sustainable development 'means giving equal consideration to social, economic, environmental and ecological issues and thinking about...impact on the earth in the long term'. Reference is also made to the Council's Strategic Equality Plan and its commitment to the Welsh language.
13. The 2014-17 Improvement Plan places the Council's priorities in the context of sustainable resilient communities, which is stated as being the cornerstone of the County's Single Integrated Plan (2013-17). The vision set out in the Council's Improvement Plan 'Shaping our Future' explains that 'the sustainability of a community depends on creating and maintaining its economic and environmental health, promoting social equity and increasing citizen engagement'.
14. Monmouthshire's Single Integrated Plan (2013-17) also has a vision and three strategic themes that contain key elements of sustainable development, in terms of the economy, people and the environment.
15. The Conservative and Liberal Democrat Partnership Administration Continuance Agreement confirms the Council's commitment to sustainable development (set out in the Improvement Plan, 2014 – 2017). The agreement commits the Council to being an early adopter of 'the Future Generations Act that places sustainability at the heart of Public Services in Wales'. The agreement states that the Act's focus on long term thinking, integration, collaboration, involvement and prevention sits well with the Council's approach to community involvement. The agreement restates the commitment to the single integrated plan and adds an additional priority of, 'maintaining locally accessible services' to the Council's three core priorities.

Understanding

16. Some individuals within the political and managerial leadership have a clear understanding of the challenges facing the Council, and the central role of sustainable development in helping the Council and its citizens respond. There are also pockets of expertise within the Council's staff, which have been able to focus the Council's activities to make progress in some key areas. These individuals also have a good understanding of the Well-being of Future Generations Act, and of the opportunities and challenges it presents.
17. The Portfolio Holder for Sustainability notes that much of the Council's response to sustainable development has been focused on the resilience agenda as a way of addressing the strategic risks and challenges the Council faces, for instance, an ageing population and climate change.
18. The Council's stakeholders, who we spoke to, were clear that the knowledge and understanding of key individuals at both officer and member level has been, and continues to be an important building block. The recent relocation of the Council's sustainability function into a corporate policy role was seen by stakeholders as a positive development.

Enabling

19. A Council priority is to protect services in the face of reducing financial support, by focusing on enabling rather than providing. The Council's political and managerial leadership also views this as a way of building upon the high level of social capital available to the Council in the communities of Monmouthshire. A key aspect of this approach has involved engaging with communities and residents to work collaboratively on these agendas. The engagement takes place with communities, service users and county-wide. The Portfolio Holder for sustainability is actively participating in this engagement which is also seen as important for securing improvement. As such it is an important feature of the Council's preparedness for the Well-being of Future Generations Act.
20. The Monmouthshire Green Web is a community run website which provides a useful explanation of sustainable development. It makes reference to Fair Trade Town Groups but, due to the nature of the website, does not provide information on the way in which the Council addresses sustainable development and makes no mention of the Council as a major purchaser of goods and services. The website does take the opportunity to showcase the Council's collaborative and enabling approach by describing a number of community projects, including 'Eco Open Doors' and 'Climate Champions'.
21. The 'Your County, Your Way initiative and the social network 'Monmouthshire Made Open' are examples of the Council's commitment to building social capital and engagement. These building blocks clearly have the potential to contribute to the Council's preparedness for the Act.

-
22. Stakeholders considered the Local Development Plan was an example of a key policy document in which the Council's sustainable development policies were embedded. They also noted that the local transport plan promotes active travel. The stakeholder group also considered the Council's response to the Wye Valley Area of Outstanding Natural Beauty compared favourably to the other authorities, with territory covered by the designation.

Sustainable Development Projects

23. The Council pointed to projects and parts of its service delivery which it considers have demonstrated aspects of sustainable development. Councillors, officers and stakeholders identified a number of areas where they considered significant progress had been made including: renewable energy, community engagement, developing social capital, waste and recycling services and the pollinator policy. An external focus group, which we met, noted that in recent times the Council's Sustainability Officer has been located in corporate estate function and therefore has been focused on a number of well document projects. Reference was also made to 'Incredible edibles' and 'Whole Place Plans'.
24. Both officers and managers identified a number of areas which they considered contributed to the Council's preparedness for the Act. These included:
- the one-stop-shop approach and teams working together within the Council and with outside agencies;
 - joined-up thinking and awareness of impact on other services;
 - 21st century schools;
 - community engagement;
 - alternative fuels and electric vehicles;
 - BREEAM rated buildings;
 - inspection of food premises and exercise referral; and
 - the 'Intrapreneurship Initiative' raising awareness of the concept of the triple bottom line.

The Council could usefully explore these areas further with staff to gain a fuller understanding of how it can improve its preparedness for the Act.

Procurement

25. The Council's approach to procurement received an independent Procurement Fitness Health Check in 2014. The health check undertaken by KPMG, noted that:
- the Council is a relatively small authority and that the strategic procurement team has limited capacity;
 - the strategic procurement team have completed a spend analysis;
 - the Council participates in a purchasing consortia but has limited influence; and
 - there is also a 'buyer's guide' which is intended to support staff from across the Council who are involved in procurement activities.

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26. This is a helpful building block with recommendations which have informed the Council's Draft Procurement Strategy (2015-19). The Draft Procurement Strategy also references the Wales Procurement Policy Statement 'Maximising the Impact of Welsh Public Procurement Policy'. The Council's 'vision for procurement' highlights the strategic role of procurement in contributing to the implementation of the Single Integrated Plan, and the delivery of the Council's 'community and improvement priorities'.
 27. The vision defines value for money in terms of cost and quality and emphasises the contribution of procurement to shaping services 'to meet the needs of residents, customers and communities'. The reference to securing wider social, economic and environmental benefits is also a key feature of the vision.
 28. The Council cites its participation in a shared apprentice scheme, social and community benefit clauses and a proactive approach to small medium enterprises as examples of a sustainable approach to procurement. A nationwide analysis³ of spending with small businesses, by local government was published in 2014. It reported that Monmouthshire County Council was top of its index local authorities, spending 26.5 per cent of its total direct spend on small or medium enterprises.
 29. The Council is engaged with a range of Welsh Government procurement initiatives and their corporate procurement advisers utilise recognised frameworks. In support of the Council's approach to delegated procurement, the function is in the process of establishing a procurement Hub. This will involve training between eight to 10 non- procurement professionals to act as procurement disciples located in the big spending directorates.

Well Being of Future Generations Act: Early Adopters Programme

30. The Council's decision to volunteer to join the WLGA Early Adopter programme is seen by senior councillors and senior management as an important commitment. It is also an important building block. It is an indication that the Council understands the need for further development and a willingness to collaborate and engage in shared learning.
31. Along with other Council's participating in the Early Adopter's programme, the Council completed an online diagnostic assessment. This was designed to help local authorities assess their current position and identify priority areas to address in the context of responding to the Act. The diagnostic identified 'Service co-design with community and partners' as a clear area of strength. Relative to other local authorities, the Council's approach to physical development also scores well in the self-assessment. The diagnostic also identifies business processes as a priority area for action.

³ <http://spendsmall.org/assets/Procurement%20Report%20WEB.pdf>

Areas for further development

- 32.** Many of the areas for further development identified in this light touch review of Monmouthshire County Council and set out in the following paragraphs, could be expected to feature in similar exercises in other local authorities. The Early Adopters Programme provides an opportunity for local authorities to work collaboratively to move further, faster in addressing key areas which are likely to have most impact.

Communications

- 33.** The Council has not established a clear and consistent understanding that sustainable development is the means by which competing priorities can be managed, rather than one of those competing priorities. Sustainable development forms part of the staff induction, however discussions with Councillors, staff and document reviews show a wide range in the levels of understanding in terms of sustainable development. There is also a similar range of awareness of the Well-being of Future Generations Act although, given that it was still a Bill subject to change at the time, this would be the situation in many public bodies. We also note that the political and managerial leadership have been briefed and that a seminar for members had been scheduled to take place shortly after the Act received Royal Assent.
- 34.** In terms of high level statements, the Council can show that its Improvement Plan (2014-2017) mirrors many of the themes of the Act. However, Council documents reveal differences of focus and emphasis, in relation to sustainable development, depending on the area of activity or function. This is common to the public sector's approach to sustainable development. It is often characterised by focusing on an aspect of sustainable development which fits best with the organisation's or service area's priorities and approach. Within an organisation it can also be interpreted in different ways. For instance, the term sustainable will be used in a financial context when what is meant is financially viable; it will be used in a service context when what is meant is long term viability; and in an environmental context when what is meant is environmental stewardship.
- 35.** Following an Audit Commission Improvement Study review in 2004, the Council adopted a Sustainable Development Policy in 2006. This policy has had a limited impact on challenging business as usual. The service improvement planning documents and key corporate documents reviewed, such as the draft procurement strategy and the draft people strategy, make no reference to the sustainable development policy. However, we acknowledge that the Council's improvement planning challenge process is being amended to include the sustainable development principles.
- 36.** The presentation of sustainable development on the Council's web page does not help in this regard. The 'Sustainable Development' section on the website is not easily accessible. The term has to be searched for and is located in 'businesses, advice and legislation', which does not convey the idea of 'the central organising principle'. The website refers to the policy but provides no link. The references to recycling and the Green Dragon environmental management system serve to reinforce the perception

that sustainable development is about environmental initiatives and green housekeeping. These issues, combined with its inaccessibility, make the web page a missed opportunity to contribute to the Council's preparedness for the Act. The page was last updated in 2013 and does not mention the 'Well-being of Future Generations Act.

37. This lack of clarity can contribute to the Council, its services and functions taking the view that if it is undertaking activity in terms of the economy, society and the environment, then that equates to sustainable development. Others will view sustainable development in terms of green housekeeping measures or environmental initiatives.
38. A clear and consistent understanding, which is communicated effectively, is the keystone for embedding sustainable development. This is a core activity for connecting the ambition to the delivery. However, communications emerged from focus groups, organised by WAO, as a key area for improvement. Combined with concerns about whether senior management were living the Council's values (which include openness) as identified in the Council's staff event, this means that a core function is not well-placed to support the Council's preparations for the Act.
39. The Council's extensive engagement with partners and its communities is noted as an important building block and clearly references the National Principles of Public Engagement. The principles are overarching and aimed at public service organisations across all sectors in Wales. They aim to offer a consistent approach and the opportunity to apply the 10 principles, to underpin the quality and effectiveness of public engagement⁴. There is also a toolkit which sets out a four stage participatory process to evaluate engagement activities in relation to the National Principles for Public Engagement.

Business Processes

40. Many aspects of translating the Council's ambition of sustainable development into practice will rely on working with and influencing others. This adds to the difficulty in making decisions to improve long-term outcomes for future populations, which is an inherently uncertain area of practice. This is a key reason for ensuring that those levers which are controlled by the Council are being used effectively to support its ambition to embed sustainable development. Doing so will also create momentum, improve the skills and confidence of members and staff, and provide visible leadership for the wider community. This in turn will facilitate the process of working with and influencing others to consider money, people and planet when making decisions, and to take account of the long term. Ensuring that all the Council's business processes are re-engineered, to support and deliver sustainable development is a key pre-requisite for successful embedding.

⁴ <http://www.participationcymru.org.uk/national-principles/who-has-endorsed-them>

Priority setting and service planning

41. Although all decisions taken by members are supported by a sustainability impact assessment, it is uncertain whether the Council Priorities, as currently expressed and communicated through the service improvement planning process, will effectively support sustainable development. Embedding the sustainable development principle more clearly in the way priorities are considered and agreed, and the steps that will be taken to achieve them, would help the service improvement planning service to more effectively support sustainable development. It is also unclear whether the Council's priorities will maximise the Council's contribution to the seven national well-being goals. The national goal of 'a prosperous Wales' is defined in the Act as:
An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.
42. The Council has secured a significant increase in renewable energy and associated reductions in CO2 emissions. The 2014 Chief Officer's report for Enterprise shows that the amount of energy generated from renewable sources increased from 169,924 KWH in 2011/12 to 509,649 KWH in 2013/14. The 2014-15 Service Improvement Plan sets out a vision 'to develop and promote an enterprise culture which builds resilience and creates excellent outcomes for our communities'. The mission is stated as being: 'Build the enterprise capacity and reinvent our future'. At a high level this dynamic and responsive approach has potential to support the Council's preparedness for the Act. However, there is no mention of the Act nor of the Council's Sustainable Development Policy. Neither is there any reference to 'low carbon', 'environmental limits' or 'climate change'. Similar issues can be identified in terms of the other goals and service improvement plans.
43. The Portfolio Holder for Sustainability emphasised the importance of balancing the three aspects of sustainable development, economy, environment and social. However, it is not clear how the Council will know how much progress it is making in achieving this balance. For instance, service improvement plans and performance reports generally do not reflect this balance, either individually or collectively.
44. The Council's Conservative and Liberal Democrat Partnership Administration Continuance Agreement confirms the Council's commitment to sustainable development. But the Agreement does not take the opportunity to balance its references to the challenge of living within financial constraints, by highlighting a similar imperative to live within environmental limits. However, to put this in context, the output from a WAO stakeholder group noted that councils are not generally aware of environmental limits and that 'Monmouthshire is probably further along than others'.
45. The Council has produced an 'Integrated Equality Impact Assessment Screening Form and Sustainable Development Checklist'. It cites this as an example of how it is seeking to embed sustainable development. The framework was last updated in 2014

and this is the version found on the Hub for staff to use. The format uses the outcome headings: People, Planet and Profit.

People Strategy

46. The Council's People Strategy has elements which have the potential to be helpful in support of the Council's response to the Act. References to the 'opportunities for all to work across boundaries and organisations for periods of time; 'citizen demand', and applying systems thinking are all examples. The green (critical) path also sets out a number of helpful actions and processes which could support the Council's commitment to sustainable development in the 2014-17 Improvement Plan. However, these are currently missed opportunities, due to the lack of reference to either sustainable development or the Act. Nor is there any analysis of the implications of embedding sustainable development for training and development or recruitment. The sections, 'Publish and Communicate revised statement on: values, behaviours, expectations, context;' and 'Clarify what is expected of employees...' provide opportunities to clarify and explain what making sustainable development central to the way the Council operates means. However, this opportunity is not taken.
47. In 2004 the Audit Commission noted that 'the link between the performance management framework and sustainable development has yet to be made'. Embedding sustainable development in an organisation's performance management framework has been widely recognised as a key to translating rhetoric in to reality, for over a decade. The Council is in the process of introducing a new employee appraisal system, which has not embedded sustainable development. This is a missed opportunity. The Council does not have a Workforce Plan and so has not undertaken an analysis of the implication for the workforce of the skills and competences that will be required to respond effectively to the Act.

Procurement

48. Procurement is a key area for embedding sustainable development and is, therefore, a good litmus test of whether sustainable development is central to the way the Council operates. Many aspects of sustainable development will be beyond the direct control of a council and will require it to focus on influencing and persuading. Procurement is a lever which is within the control of the Council (within the limits of EU directives). It can also be used to influence partners and shape the market.
49. In 2006 the Chair of the UK Procurement Task Force set out, clearly and unequivocally, the core role of procurement in supporting sustainable development policy ambitions:
- 'Bringing together the business and the policy arms of government is what sustainable procurement is about. It is about how the government's immense buying power can be used to make rapid progress toward its own goals on sustainable development. It is something the best of the private sector is already doing – whether as a result of enlightened leadership or shareholder pressure. It is something the private sector*

expects of the public sector. It is also, increasingly, something the public themselves expect. And it is something that really matters.

Sustainable procurement – in short using procurement to support wider social, economic and environmental objectives, in ways that offer real long-term benefits, is how the public sector should be spending taxpayers' money. Anything less means that today's taxpayer and the future citizen are both being short-changed⁵.

50. The 'Suppliers' Guide' states that Monmouthshire County Council 'spends in excess of £80 million annually on buying goods, works and services...' This highlights the potential for this spend to be directed towards implementing the Council's ambitions regarding sustainable development. It is not helpful, therefore, that the Suppliers' guide refers to benefits for communities, the local economy and the environment as 'additional' and 'where possible'. The guide also refers to 'value for money' without providing any clarification of what this means in practice. Nor does the guide signpost readers to any further guidance and tools, which could help them tackle the very real practical challenges of seeking to implement responsible procurement.
51. At the time of this review, the Council's did not have a current procurement strategy and therefore a means of connecting ambition to delivery is not being fully utilised. At the time of the review, the first procurement strategy (2008 – 2013) had not yet been replaced by the second procurement strategy (2015-2019), which is still in draft. Both procurement strategies refer to sustainability and the role of procurement in securing wider social, economic and environmental benefits. However, they do not explain what sustainable or responsible procurement means in practice. For instance, they do not explore the potential for both synergy and conflict between 'maximising value for money efficiency savings' and 'collaborative opportunities' and sustainable procurement.
52. Providing an agreed, Council wide understanding of what sustainable or responsible procurement means in practice, is particularly important where 'the management of budgets, control of spending and purchasing is devolved to individual budget holders'. This lack of clarity is illustrated by the Council citing that their high proportion of Small Medium Enterprise spend as an example of how procurement is actively supporting sustainable development. This does not reflect a balanced and integrated consideration of economic, social, environmental and cultural factors.
53. In this respect the Council has not made the most effective use of available expertise and resources, both internal and external. In 2004 the Audit Commission found that: *'The Council has developed a new draft procurement strategy, which includes some general guidance on sustainability. However, the Environmental Co-ordinating Officer, whose task it is to ensure sustainable development is incorporated across the Council's services, was not involved in the group working on the Strategy'*.
54. A decade later the current Sustainability Officer has not been involved in the development of the 2015-19 draft procurement strategy.

⁵ Sir Neville Simms, Procuring the Future: sustainable procurement national action plan, DEFRA 2006

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- 55.** Having current, fit-for-purpose business processes in place is an important prerequisite for effectively embedding sustainable development. It is not helpful, therefore, that the Procurement Fitness Check found the Council's level of procurement maturity is relatively low compared with the average for Welsh councils. In addition, the importance of this function, for delivering the Council's ambition, is not reflected in the message conveyed by the Procurement Strategy still being in draft, 18 months after the expiry of the previous strategy. However, this does mean that there is an opportunity to revise the draft strategy and ensure that it puts in place a framework, supported by guidance and tools, which ensures that all the Council's procurement is sustainable procurement.

Improvement Planning and Reporting

- 56.** Despite the prominence given in the Council's Improvement Plan to the Future Generations Bill, and other corporate initiatives to strengthen the Council's desire to embed sustainability issues, its improvement planning and reporting is not yet effectively supporting its ambition to make sustainable development central to the way the Council operates.
- 57.** The Portfolio Holder for Sustainability also referred to the commitment in the 2014-17 Improvement Plan and to the 'Integrated Equality Impact Assessment Screening Form and Sustainable Development Checklist', as examples of how the Council is seeking to embed sustainable development.
- 58.** Some service improvement plans reflect elements of sustainable development, such as the 2014-2015 Estates and Sustainability Service Improvement Plan, which sets out a plan for increasing the production of renewable energy. However, this plan provides no route map for embedding sustainable development in all that the Council does, and the way that it does it. Nor does it refer to the Well-being of Future Generations Act and the need to prepare for its commencement. The same is the case for other service improvement plans which do not set out how the ambition, set out in the Council's Improvement Plan 2014-17, will be translated in to action in its services and functions.
- 59.** Reporting that is honest, balanced and focused on what matters most is a key factor in making progress towards sustainable development. In its 2014-17 Improvement Plan under 'Improvement Objective 3, the Council notes how it will contribute to the delivery of the County's Single Integrated Plan. One of four contributions to enable business and enterprise to prosper in Monmouthshire is: 'retain more of the spend of visitors, citizens and businesses within Monmouthshire.' Reference was made to a report published in 2014 which placed Monmouthshire at the top of an index, with 25.6 per cent of direct spend being awarded to small businesses. However, the Western Mail has recently reported that Monmouthshire was unable to provide information on how many goods or services they buy locally, or buy in Wales. Without routine access to this information members and officers will not be able to track progress, and take timely remedial action if necessary.

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60. The Suppliers' Guide refers to the Council's commitment to 'Responsible Procurement'. However, no information is routinely reported which would enable officers and members to assess how well the Council is performing, against that commitment.
61. Of the Council's Chief Officers' reports which we reviewed, none referenced the Council's sustainable development policy nor the commitment made in the 2014-17 Improvement Plan. Neither did the sections which were looking forward note the need to prepare for the Act.
62. In 2004 the Audit Commission published a Sustainable Development Improvement Study of the Monmouthshire County Council. Its findings included:
- "a lack of a clear structure for sustainable development in council policy formation;
 - the link between the performance management framework and sustainable development has yet to be made; and
 - the officer, whose task it is to ensure sustainable development is incorporated across the Council's services, was not involved in the group working on the procurement strategy".

We acknowledge that the Council has made progress since 2004 in a number of ways including: the development of the assessment tool, reference to Sustainable Development in all council and cabinet reports and the creation of a policy and performance team including a sustainability policy officer.

63. That these issues are reflected in this commentary does not reflect well on the progress made during the last decade. This suggests that the Council is not well prepared for the Act in terms of core business processes.

The Next Steps

"You all have heard of 'the tone at the top.' I talk about 'the tone at the top, the tune in the middle, and the beat of the feet at the bottom.' The board and top management have to make sure that the whole company has bought into the new strategy and is facing in the same direction".

Professor Mervyn King, former South African Supreme Court Judge, Chair International Integrated Reporting Council.

64. **Establish a clear and consistent understanding.** Provide a clear explanation of sustainable development in the context of the Act. Securing a clear and consistent understanding, across the Council, is a key foundation which needs to be put in place. Without this any further work is likely to be ineffective and of limited value. The Council's membership of the Early Adopter's programme should assist it in accessing the materials and organisations, which are readily available and offer a wide range of tools and techniques. This should ensure that Council members and staff at all levels have a clear and consistent understanding of:
- sustainable development and the Well-being of Future Generations Act;

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- the benefits and challenges the Act will bring for the citizens of Monmouthshire; and
 - the implications for the Council and its partners.
- 65. Develop and enhance leadership for sustainable development.** Work with the WLGA Early Adopters' Programme to develop and broaden the capacity and understanding of sustainable development amongst the Council leadership. 'Stepping up: a framework for public sector leadership on sustainability' by Forum for the Future provides a useful resource to start this process. This work should be linked to the work of embedding sustainable development in people management and should inform workforce planning and development.
- 66. Better equip the Council to respond to the Well-being of Future Generations Act by targeting key business processes.** The results of the Early Adopters' Diagnostic Self-Assessment undertaken in 2014, although limited in reach and by the variable degrees of understanding across the Council, identified business processes as an area for improvement. This commentary confirms business processes as one of a number of areas where the Council's response needs to be more coherent and consistent. It also provides further insight on some of the issue which need addressing. This provides a basis for better equipping the Council to respond to the Act, by targeting work on key functions such as: communications; business planning, procurement and people management services. The results of the Early Adopters Diagnostic, The Procurement Fitness Health Check and this commentary identify procurement and people management as two priority areas.
- 67. Ensure that business planning is fit for the future.** Undertake a gap analysis of the current approach to corporate planning and the requirements of the Act. Put in place actions to ensure that the Council's corporate and service planning is equipped to embed sustainable development and respond to the requirements of the Act.
- 68. Establish mechanisms to provide regular feedback on preparedness and the progress the Council is making on embedding sustainable development.** Ensure reporting streams enable members and officers to understand whether:
- the Council is acting in accordance with the sustainable development principle when setting objectives and taking steps to meet those objectives; and
 - whether the Council is maximising its contribution to the seven national well-being goals.
- 69. Use the Diagnostic Tool for on-going assessment of the Council's response to the Act and to track progress in embedding sustainable development.** The Early Adopter's Programme notes that in addition to providing an initial assessment of the Council's current position the diagnostic provides a tool for on-going assessment and to track performance. The Council should use this as an opportunity to extend both the reach of the self-assessment and its depth. This will also be a useful way of developing a more rigorous and self-aware approach to self-assessment, which is likely to feature in proposals for reforming local government.

70. Explore the potential of Integrated Reporting to enable all personnel to:

- articulate how the Council creates value; and
- understand the Council's impact, both positive and negative, on the financial, human, cultural and natural resources upon which it is dependent.

Appendix 1

The Well-being Goals

Goal	Description of the goal
A prosperous Wales.	An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.
A resilient Wales.	A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).
A healthier Wales.	A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.
A more equal Wales.	A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).
A Wales of cohesive communities.	Attractive, viable, safe and well-connected communities.
A Wales of vibrant culture and thriving Welsh language.	A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.
A globally responsible Wales.	A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

Appendix 2

Resources

Leadership for sustainable development

Forum for the Future also sets out steps for adopting a systemic approach to sustainable development:

- Make the case
- Build networks
- Link policy and delivery
- Share the learning
- Create a learning culture
- Run demonstration projects
- Skill up for public engagement
- Hardwire sustainability into your financial processes
- Innovate

<https://www.forumforthefuture.org/project/stepping-framework-public-sector-leadership/overview>

People management and sustainable development

<http://www.scdc.org.uk/media/resources/what-we-do/building-comm-cap/CASS/CASS%20People.pdf>

<http://www.cisl.cam.ac.uk/publications/human-resources-and-sustainable-development>

Accounting for Sustainability have a range of resources to support sustainable development decision making tool and strengthened by training.

Although many organizations now have sustainability policies, relatively few have robust systems and procedures to embed these consistently and effectively into the “DNA” of their businesses.

A4S has identified the 10 main elements required to embed sustainability successfully in an organization. These are:

- board and senior management commitment;
- understanding and analysing the key sustainability drivers for the organization;
- integrating the key sustainability drivers into the organization’s strategy;
- ensuring that sustainability is the responsibility of everyone in the organization and not just of a specific department;
- breaking-down sustainability targets and objectives for the organization as a whole into targets and objectives which are meaningful for individual subsidiaries, divisions and departments;
- processes that enable sustainability issues to be taken into account clearly and consistently in day-to-day decision-making;

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- extensive and effective sustainability training;
 - including sustainability targets and objectives in performance appraisal;
 - champions to promote sustainability and celebrate success; and
 - monitoring and reporting sustainability performance in an integrated way.

<http://www.accountingforsustainability.org/embedding-sustainability/10-main-elements-to-embed-sustainability>

<http://www.accountingforsustainability.org/wp-content/uploads/2011/10/Decision-Making-Tutorial.pdf>

Procurement

Buying a Better World & the Sustainable Procurement Toolkit

<https://www.forumforthefuture.org/project/buying-better-world-sustainable-procurement-toolkit/overview>

[https://www.cips.org/Documents/Products/Sustainable Procurement Review %20new 10go.pdf](https://www.cips.org/Documents/Products/Sustainable_Procurement_Review_%20new_10go.pdf)

Public Engagement

National Principles for Public Engagement:

http://www.participationcymru.org.uk/media/288784/national_principles_for_public_engagement_aug1_.pdf

National Principles for Public Engagement – evaluation toolkit:

<http://www.participationcymru.org.uk/national-principles/evaluation-toolkit>

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SUBJECT:	WELSH LANGUAGE STANDARDS
MEETING:	CABINET
DATE:	2ND DECEMBER 2015
DIVISION/WARDS AFFECTED:	ALL

1. PURPOSE:

- 1.1 To provide Cabinet with a broad overview of the new Welsh Language Standards which underpin the Welsh Language (Wales) Measure 2011.
- 1.2 To ensure that Cabinet has an understanding of the changes required to ensure that the authority is able to comply with the standards.

2. RECOMMENDATIONS:

- 2.1 That officers are tasked with further developing options and producing a set of recommendations to ensure that the authority is able to meet the requirements of the standards in the most cost-effective way. Some potential options are identified in appendix A, members are not being asked to make a decision on these at the present time.
- 2.2 That the financial cost of implementing the standards is incorporated as a pressure in the Medium Term Financial Plan.

3. KEY ISSUES:

- 3.1 In January 2014 the Welsh Government announced proposals for the first set of Welsh language standards that would be applicable to councils, national parks and the Welsh Government itself. Following a period of consultation the final standards were issued to authorities on 30 September in the form of a compliance notice.
- 3.2 There are 176 Welsh Language Standards. These have differing timescales for compliance with the first date being 30 March 2016. Most of the standards referred to in this report have a compliance date of 30 March 2016 with the remainder being 30 September.

Following a consultation period the authority asked The Commissioner to vary the requirements on Monmouthshire's in respect of a number of areas which were felt to be disproportionate given the make-up of Monmouthshire's population. These resulted in a more proportionate approach being applied:

- We are not required to translation reports for council meetings such as Cabinet and Select
- We do not need simultaneous translation of public meetings unless there is a specific request in advance

- 3.3 The option to apply to the Commissioner to determine whether other standards are unreasonable or disproportionate in Monmouthshire's case still remains open to the authority. There are some standards where we may choose to appeal the timescale for imposition without challenging the reasonableness of the substantive issue. There may also be further actions which the authority can explore which will manage down the cost of implementation without treating the Welsh language less favourably, for example by producing more concise English language documents we will reduce the subsequent cost of translation. Translation of the written word makes up just under £37,600 of the cost pressure based on a per-word arrangement. Options to employ a translator directly or seek an alternative contact arrangement will be explored.
- 3.4 Some of the standards, such as requests for simultaneous translation where required, are demand-led and therefore difficult to predict. The proportion of Welsh speakers in Monmouthshire rose to 9.9% at the last census. However many of these will be using Welsh as a second language and it is uncertain how many will chose to interact with the authority Welsh when opportunities to use the language are increased.
- 3.5 In approaching this matter the authority recognises that the Welsh language is central to the goals introduced as part of the Well-being of Future Generations Act to ensure we are still able to maximise our contribution to a Wales of a vibrant culture and thriving Welsh language. The implementation of actions to meet the standards also provide a timely opportunity to ensure our Welsh language offer is suitable for purpose ahead of the Eisteddfod in 2016.

4. REASONS

- 4.1 To ensure that people who wish to receive a service through the medium of Welsh are treated no less favourably than those who wish to use English while minimising the financial pressures on the council's budgets.
- 4.2 To ensure that the Council is able to comply with section 44 of the Welsh Language (Wales) Measure 2011.

5. RESOURCE IMPLICATIONS

- 5.1 It is estimated that implementing the standards could cost an additional £45,000 per annum. We have sought to minimise the pressure although this figure is hard to state with absolute certainty as some of the costs will be demand-led. A mandate has been completed to ensure this informs the budget process. The authority faces an increased risk of fines for non-compliance of up to

£5,000 for each breach upheld by The Commissioner. This risk will be higher in the early stages of implementation as we seek to embed new ways of working.

6. EQUALITIES AND SUSTAINABILITY IMPLICATIONS

- 6.1 There are significant positive implications for the Welsh language. The additional costs of implementing the measure would require expenditure to be switched from other areas. At this stage of the analysis there is no specific impact anticipated on any of the protected characteristics.

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

It will be important to ensure that the language preference of families involved in safeguarding processes are reflected and acted upon in accordance with the standards.

8. CONSULTATION

Senior Leadership Team
Cabinet
Equalities and Welsh Language Officer

8. BACKGROUND PAPERS:

Compliance Notice, Section 44 Welsh Language (Wales) Measure 2011

9. AUTHORS

Matthew Gatehouse, Policy and Performance Manager
Alan Burkitt, Equalities and Welsh Language Officer
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10. CONTACT DETAILS:

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WELSH LANGUAGE STANDARDS: KEY ISSUES

There are 176 standards. This table has grouped them into themes for ease of reference. A full list of the standards is available at [insert link]. The numbers are no sequential e.g. there is no number 85, as some of the original standards were removed following consultation. This list is not exhaustive. We are already compliant with many of the standards while others can be implemented with minimal change to systems and costs that can be borne within existing budgets.

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Standards Relating to:	Summary of new expectations created by the standard	Risks / Challenges for MCC	Actions Required / Options to consider to ensure we meet the standards	Estimated Cost
Written correspondence (Standards 1-7)	<p>All correspondence should state that people can respond to us in Welsh and that corresponding in Welsh will not lead to a delay.</p> <p>We must keep a record of peoples language preference and use that language in all future correspondence (30 Sept)</p>	<p>Providing a timely response where the initial correspondence and reply both need to be translated externally.</p> <p>Maintaining an accurate record of language preferences across multiple ICT systems that hold client records.</p>	<p>Identifying options to enable fast-tracking of certain translation requests.</p> <p>Explore the most cost effective arrangement to procure increased volume of translation including direct employment of a translator</p> <p>Develop an approach to capture language preferences and ensure a (manual) interface with existing records</p>	£0 (covered against other standards)
Telephony, hubs and reception (Standards 8 – 22 and 64-68)	We are expected to offer: a Welsh language telephone service in our contact centre by 30 March; Welsh language reception in Usk by 30	<p>A low number of staff who are Welsh speakers (c.25)</p> <p>Staff turnover in these functions is low so it will take a while to get Welsh</p>	<p>Initial Options:</p> <p>a) Buy-into a virtual call centre to provide a first line response in Welsh (£tbc)</p>	<p>£21,700</p> <p><i>(if costliest option is selected)</i></p>

Standards Relating to:	Summary of new expectations created by the standard	Risks / Challenges for MCC	Actions Required / Options to consider to ensure we meet the standards	Estimated Cost
	<p>March and other receptions by 30 September.</p> <p>We must keep a record of language preference for phone calls (30 Sept)</p>	<p>speakers in post. We risk incurring fines for non-compliance in the medium-term if we are unable to find a satisfactory solution.</p>	<p>b) Recruit an additional staff member who is fluent in Welsh (£21.7K)</p> <p>c) Ensure next 2 – 3 vacancies in contact centre and hubs are advertised as Welsh language essential (£0)</p> <p>d) Create a telephone ‘loop’ with calls being redirected to the first available Welsh speaker regardless of physical location or team</p> <p><i>Members are not being asked to make a decision on these options at this stage</i></p>	
<p>Welsh in meetings (Standards 24 – 34)</p>	<p>We must advertise that people are able to use Welsh at meetings. If 10% of attendees choose to use Welsh then we must provide simultaneous translation.</p> <p>If a meeting involves only one member of the public/business/partner</p>	<p>People will need to give advance notice, however simultaneous translation is likely to be in short-supply after the standards come into effect.</p>	<p>Identify the most cost-effective arrangement for simultaneous translation and put a call-off contract in place if required</p> <p>Ensure that all officers are aware of this requirement and incorporate it into their letters and public notices</p>	<p>£1,500</p> <p>(5 instances per annum at £300)</p>

Standards Relating to:	Summary of new expectations created by the standard	Risks / Challenges for MCC	Actions Required / Options to consider to ensure we meet the standards	Estimated Cost
	<p>and they wish to use Welsh then we must provide translation.</p> <p>Invitations to any public meetings must be bilingual and specify that people can use Welsh</p>			
Public events (Standards 35-38, 87)	<p>Public events such as festivals should use bilingual publicity material, signage and PA announcements, this applies if we provide over 50% of the funding. Welsh should be used first (after 30 Sept). Any publicity or advertising material should also be available in Welsh e.g. promotional films</p>	<p>The relatively low numbers of Welsh speakers in the area may make it difficult to attract bilingual announcers – especially where volunteers are used</p>	<p>Ensure that events teams are fully aware of the requirements of the Act.</p>	<p>£300 (estimate)</p>
Papers for council business (Standard 41)	<p>Agendas and minutes of any council meetings available to the public should be bilingual</p>	<p>The original standard suggests reports presented to meetings should also be bi-lingual. However MCC has requested and received an</p>	<p>Ensure that minutes are an accurate and concise record of the meeting to minimise translation costs</p>	<p>£25,000</p>

Standards Relating to:	Summary of new expectations created by the standard	Risks / Challenges for MCC	Actions Required / Options to consider to ensure we meet the standards	Estimated Cost
		<p>exemption to this.</p> <p>Potential delays in despatch of agendas.</p>		
Licensing (Standard 42)	Any licenses or certificates must be bilingual		Ensure that all licenses are bilingual when new ones are issued	£1,000
Documents (Standards 43 – 50B)	<p>Any brochures or leaflets providing public information should be published in Welsh including rules; all forms should be bilingual; press releases should be issued in Welsh at the same time as the English.</p> <p>Policies, Strategies and annual reports will need to be available in Welsh by 30 September</p>	<p>We are likely to experience delays translating forms received in Welsh where staff are not Welsh speakers.</p> <p>Our current translation service is not instantaneous resulting in potential delays to the issue of Welsh versions after the English</p> <p>There is low demand for some strategy documents amongst the public</p>	<p>Where we produce separate versions of a document the English version should state that it is also available in Welsh.</p> <p>Our suite of strategies including the Improvement Plan and enabling strategies such as the People Strategy and Asset Management Plan will need to be translated</p>	<p>£6,300 (press releases)</p> <p>£1,000 (strategic documents)</p>
Websites and Social Media (Standards 52 – 59)	All webpages must be available in Welsh (by 30 March). All corporate tweets and Facebook posts from MCC accounts	<p>Delays in translating posts may reduce the timeliness of our response.</p> <p>Any delays in posts while</p>	<p>Identifying options to enable fast-tracking of certain translation requests.</p> <p>Ensure that all staff managing</p>	£400

Standards Relating to:	Summary of new expectations created by the standard	Risks / Challenges for MCC	Actions Required / Options to consider to ensure we meet the standards	Estimated Cost
	must be issued in Welsh (by 30 Sept)	awaiting translation could reduce their usefulness e.g. snow closures, traffic announcements	social media accounts are fully aware of the need to run these bilingually	
Signage (Standard 61 – 63)	There is an expectation that when new signs, including road signs, are replaced, the Welsh should precede the English	Risk that a phased approach could cause confusion for motorists as there will be an inconsistency of language placement in the medium term		£0
Official Notices (Standards 69-70)	All official notices should be bilingual with Welsh treated no less favourably than the English	Bilingual press notices will increase the number of column inches of advertising we buy	Identify alternative options for publishing public notices to minimise cost increases	£0
Grants and tenders (Standards 71 – 80, 94)	Grant documents must be bilingual, we must provide simultaneous translation where requested, if a grant applicant wishes needs to be interviewed. We should advertise that any tenders can also be submitted in Welsh.			£300 (assumes one instance per year)
Education Courses	Courses open to the	MCC has an exemption to	Ensure that the public are made	£0

Standards Relating to:	Summary of new expectations created by the standard	Risks / Challenges for MCC	Actions Required / Options to consider to ensure we meet the standards	Estimated Cost
(Standard 84-86)	public must also be made available in Welsh.	this standard providing we can evidence there is no need for a particular course to be offered in Welsh	aware that they can express a preference for a course to be delivered in Welsh. We must collate evidence of the need for the course to be provided in Welsh. It would only be provided if there were sufficient demand	
Policy-Making (Standards 88 – 97)	Policy-making must take into account the effect on the Welsh language to maximise positive effects and minimise adverse effects.	There is potential for legal challenge of decision if we are unable to demonstrate the application of the standards to policy making	Ensure that the Future Generations Assessment (Sustainability and Equality Impact) effectively identifies any implications on the Welsh language	£0
HR Issues (Standards 98 – 119)	We must produce a policy on internal use of Welsh; offer communication relating to employment in Welsh including forms and e-forms.	HR systems are produced by a national supplier and are not available in Welsh should the demand materialise	Translate key documents	£900
Welsh in the workplace (Standard 120 – 135, 140-144)	We must provide opportunities for basic Welsh training for employees during office hours and meet the cost	Although offering clear long-terms advantages this has the potential to reduce the operational capacity in the short-term if take-up is	Develop a page on The Hub to promote the Welsh language and assist staff to use it. Ensure fire-alarm announcements are bilingual	£1,300 (estimate based on ten attendees)

Standards Relating to:	Summary of new expectations created by the standard	Risks / Challenges for MCC	Actions Required / Options to consider to ensure we meet the standards	Estimated Cost
	<p>of courses for those who already have basic Welsh to develop their skills. Any workplace signs must be bilingual or a Welsh version must also be displayed e.g. banner-stands, event posters.</p> <p>Home page of our Intranet (The Hub) must be available in Welsh. (by 30 Sept)</p> <p>Provide Welsh language versions of software where available such as Welsh language spell checkers in word-processing packages (by 30 Sept)</p>	high.	with Welsh first	
Recruitment and Selection (Standards 136-140)	Recruitment and all job descriptions must be made available in Welsh; if forms are submitted in Welsh they should not be treated less favourably; people may request	Simultaneous translation is likely to be in short-supply after the standards come into effect.	Ensure that all forms and processes are updated in accordance with the standards	<p>£3,000 (translation)</p> <p>£300 (assumes one instance of simultaneous translation in interview)</p>

Standards Relating to:	Summary of new expectations created by the standard	Risks / Challenges for MCC	Actions Required / Options to consider to ensure we meet the standards	Estimated Cost
	simultaneous translation if they wish to be interviewed through the medium of Welsh			
Overseeing the Language Scheme: Record-keeping, reporting and complaints (Standards 145 – 176)	<p>There is a requirement to keep a range of records to demonstrate compliance with the standards and to publish (in Welsh) an annual report demonstrating compliance.</p> <p>Publish a five year strategy to show how we plan to promote the Welsh Language</p>	There will be no direct costs, however these standards will create an administrative pressure	<p>Ensure that systems are set up to keep records in accordance with the standards.</p> <p>Option:</p> <p>a) Recruit a part-time Welsh Language scheme administrator (0.4 FTE) to maintain records and ensuring compliance.</p> <p>b) absorb additional responsibilities into existing posts within the Policy and Performance Team</p> <p><i>Members are not being asked to make a decision on these options at this stage</i></p>	£0 (assumes lowest cost option)
Cost of meeting measure (costs covering multiple years have been apportioned evenly)				£63,000
Current Translation budget				£13,000
Anticipated reductions from successful appeal to the Commissioner and other actions to manage down costs				£5,000
Net additional cost				£45,000

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<p>Name of the Officer completing the evaluation Alan Burkitt</p> <p>Phone no: 01633 644010 E-mail:</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To report on the scope of the Welsh Language Standards to Cabinet and to pick up financial or potential staffing implications</p>
<p>Name of Service</p> <p>Welsh Language and Equality</p>	<p>Date Future Generations Evaluation form completed</p> <p>16th November 2015</p>

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

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>More Welsh speakers will be able to access the job market due in part to having Welsh Language skills</p>	
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>N/A</p>	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	N/A	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	N/A	
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	N/A	
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	The Welsh Language Standards as applied to the Council will have a positive impact as they will afford a greater opportunity for Welsh speaking members of staff to use the Welsh Language in their day to day lives when dealing with the Council and other named bodies under the Welsh Language (Wales) Measure 2011.	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	N/A	

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? Describe how.	If not, what has been done to better meet this principle?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>We are putting measures in place under the Standards to set up a system that will cater for demand in the long term.</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>We will be working closely with partner authorities and organisations to deliver the standards in Monmouthshire whether through knowledge exchange or joint provision</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The Standards were imposed by Welsh Government. The only involvement was a consultation period with organisations coming under the Welsh Language Measure.</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The Standards are designed to provide a seamless bilingual service of equal quality to the Welsh and English speaking residents of Monmouthshire.</p>	
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>		

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	<i>Consider the impact on our community in relation to this e.g. how do we engage with older and younger people about our services, access issues etc. Also consider what issues there are for employment and training.</i>		
Disability	<i>What issues are there are around each of the disability needs groups e.g. access to buildings/services, how we provide services and the way we do this, producing information in alternative formats, employment issues.</i>		
Gender reassignment	<i>Consider the provision of inclusive services for Transgender people and groups. Also consider what issues there are for employment and training.</i>		
Marriage or civil partnership	<i>Same-sex couples who register as civil partners have the same rights as married couples in employment and must be provided with the same benefits available to married couples, such as survivor pensions, flexible working, maternity/paternity pay and healthcare insurance</i>		

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Pregnancy or maternity	<i>In employment a woman is protected from discrimination during the period of her pregnancy and during any period of compulsory or additional maternity leave. In the provision of services, good and facilities, recreational or training facilities, a woman is protected from discrimination during the period of her pregnancy and the period of 26 weeks beginning with the day on which she gives birth</i>		
Race	<i>Think about what the proposal will do to promote race equality with the aim of: eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between persons of different racial groups. Also think about the potential to affect racial groups differently. Issues to look at include providing translation/ interpreting services, cultural issues and customs, access to services, issues relating to Asylum Seeker, Refugee, Gypsy & Traveller, migrant communities and recording of racist incidents etc.</i>		
Religion or Belief	<i>What the likely impact is e.g. dietary issues, religious holidays or days associated with religious observance, cultural issues and customs. Also consider what issues there are for employment and training.</i>		

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Sex	<i>Consider what issues there are for men and women e.g. equal pay, responsibilities for dependents, issues for carers, access to training, employment issues. Will this impact disproportionately on one group more than another</i>		
Sexual Orientation	<i>Consider the provision of inclusive services for e.g. older and younger people from the Lesbian, Gay and Bi-sexual communities. Also consider what issues there are for employment and training.</i>		
Welsh Language	The Welsh Language Standards will provide a seamless service for Welsh speakers in Monmouthshire when they are eventually fully up and running	The cost implications of some of the standards are prohibitive when considering the financial climate that exists	A working group will look carefully at the Standards as applied to Monmouthshire to see if processes can be streamlined/altered to reduce projected expenditure

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

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

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

The Welsh Language Standards have been imposed on Local Authorities and other public bodies therefore no data has been used to inform our decisions. We have used Welsh Language data for Monmouthshire to appeal certain of the standards timescales etc on the basis of reasonableness and proportionality. This was successful in the initial consultation period and the Council are at present considering whether to appeal further on some of the standards as applied to Monmouthshire.

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

Positive: The Welsh Language Standards will provide a seamless service for Welsh speakers in Monmouthshire when they are eventually fully up and running

Negative: The cost implications of some of the standards are prohibitive when considering the financial climate that exists

Future action: A working group will look carefully at the Standards as applied to Monmouthshire to see if processes can be streamlined/alterd to reduce projected expenditure

7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress
Arranging a Welsh Language Task and Finish Group to consider key standards and look to reduce costs within our statutory legal framework.	November 2015	Alan Burkitt/Matt Gatehouse	

Break the standards down into sections and have Individual sessions with divisions etc on the standards to be complied with by them.	Dec/Jan/Feb	Alan Burkitt/David Barnes	
Possibly appealing to the Welsh Language Commissioner on certain of the Standards based on reasonableness or proportionality	December 2015	Alan Burkitt/Matt Gatehouse	

8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	Xxxx February 2016
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VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Cabinet	2 nd December 2015	



REPORT

SUBJECT: Sale of Old County Hall site, Croesyceiliog – Revised bids

MEETING: Cabinet

DATE: 2nd December 2015

DIVISION/WARDS AFFECTED: Not applicable

1. PURPOSE

To receive a report about revised bids for the sale of the county hall site, Croesyceiliog and to resolve whether to accept the recommendations proposed by TCBC officers.

2. RECOMMENDATIONS

- 2.1 That Cabinet acknowledge the tender and negotiation process undertaken by Torfaen CBC officers to progress the sale of the county hall site and that Cabinet accepts on a “Subject to Contract” basis the offer for the purchase of its half share of the freehold interest in the former County Hall site to the preferred bidder offering the following sums depending on the eventual affordable housing scenario, with full payment being made on completion of sale.

Affordable Housing Percentage	Amount Offered for Entire Site	MCC Share (50%)
20%	£5,148,000	£2,574,000
30%	£4,662,000	£2,331,000

- 2.2 That Cabinet authorises the Torfaen CBC Legal and Asset Management Services to negotiate detailed contract terms for the disposal of the former County Hall site and manage the conveyancing process on behalf of both landowners.
- 2.3 That Cabinet grants specific delegated authority to the Head of Operations and Head of Finance in consultation with the Cabinet member for Resources to determine any issues pertaining to the disposal of MCC’s half share of the former County Hall site that may require further executive approval.

3. KEY ISSUES

- 3.1 On the 4th February 2015 cabinet approved the disposal of the county hall site Croesyceiliog. However the preferred bidder approved by Cabinet at

that time subsequently lowered its offer so significantly that it could not readily be deemed best value without seeking comparative offers.

- 3.2 Torfaen CBC officers commenced a new tender process (details are provided in the TCBC report approved by TCBC cabinet on the 3rd November – copy attached – appendix 1).
- 3.3 The preferred bid submitted in February 2015 is provided below:

Affordable Housing Percentage	Amount Offered for Entire Site	MCC Share (50%)
20%	£4,577,000	£2,288,500
30%	£3,410,000	£1,705,000

The preferred bid following the more recent process and for which approval is now sought is:

Affordable Housing Percentage	Amount Offered for Entire Site	MCC Share (50%)
20%	£5,148,000	£2,574,000
30%	£4,662,000	£2,331,000

The purchase price will be paid in full on completion. However, the offer is conditional on grant of an implementable planning permission as well the outcome of site investigations by the preferred bidder. Both conditions are considered to be low risk.

Under Section 123 of the Local Government Act 1972 local authorities have a duty to dispose of land for the best consideration that can reasonably be obtained at the time. The above offer is considered to readily comply with the statutory duty because it was the highest offer received under a competitive bidding process.

4. REASONS

- 4.1 Whilst the report in February 2015 delegated some decision making to senior officers in consultation with cabinet members, the change in the original bid was such that further cabinet approval is considered necessary.
- 4.2 Torfaen CBC has considered the report attached (appendix 1) on the 3rd November 2015. All recommendations (section 12) were approved. For the sale to proceed requires MCC cabinet approval of the recommendations above (which mirror the TCBC recommendations).

5. RESOURCE IMPLICATIONS:

- 5.1 Generation of a capital receipt of either £2,331,000 or £2,574,000 depending upon the affordable housing allocation on the site.
- 5.2 MCC is liable to pay 50% of the costs incurred by TCBC in the management of the sale of the site. This figure is yet to be calculated by TCBC but the cost will be netted from the capital receipt.

6. FUTURE GENERATIONS and EQUALITY ASSESSMENT

This report seeks approval for terms and conditions of sale of an asset. It has no impact upon any service nor makes any recommendations upon how the capital receipt might be used. As such a FG&E is not considered necessary.

SAFEGUARDING ASSESSMENT:

There are no safeguarding implications associated with the recommendations within this report.

7. CONSULTEES:

**SLT
Cabinet members
Estates Manager**

- 8. **BACKGROUND PAPERS: Cabinet report on the 4th February 2015 titled 'Sale of old county hall site, Croesyceiliog'**

9. AUTHORS

Roger Hoggins, Head of Operations
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DISPOSAL OF THE FORMER COUNTY HALL SITE, CWMBRAN

Report Submitted by: Lynda Willis, Chief Legal Officer and Monitoring Officer
Report Written by: Victor Mbvundula, Asset and Disposal Manager

1. Area Affected

The property is situated in Llanyrafon North Ward.

2. Purpose of Report

To update Cabinet about developments regarding disposal of the Council's freehold interest of the former Country Hall site and to recommend for Cabinet approval acceptance of an offer from a different bidder in place of the one previously accepted.

3. Key messages

- The preferred bidder approved by Cabinet on 10 February 2015 subsequently lowered its offer so significantly that it could not readily be deemed best value without seeking comparative offers.
- A new bidding process based on updated information about the site was undertaken, limited to the six parties who had submitted offers when the site was originally marketed. This included the previously approved preferred bidder.
- The offer being recommended for acceptance on this occasion is from a different bidder.
- This offer is subject to refinement when the exact affordable housing requirements (whether 20% or 30%) are confirmed and foundation designs for each plot are verified in due course.
- The material change in the information cited in the original Cabinet report in February 2015 now requires Cabinet to consider making a further decision based on the contents of this report.

4. Background

- 4.1 The former County Hall site is jointly owned by Torfaen County Borough Council and Monmouthshire County Council. On 10 February 2014 Cabinet agreed to accept on a "Subject to Contract" basis the offer for the purchase of its half share of the freehold interest in the former County Hall site to the bidder that had offered the following sums, with full payment being made on completion of sale.

Affordable Housing Percentage	Amount Offered for Entire Site	TCBC Share (50%)
20%	£4,577,000	£2,288,500
30%	£3,410,000	£1,705,000

- 4.2 Further, Cabinet also:
- a) Authorised the TCBC Legal and Asset Management Services to negotiate detailed contract terms for the disposal of the former County Hall site and manage the conveyancing process on behalf of both landowners.
 - b) Granted specific delegated authority to the Executive Member for Resources to determine any issues pertaining to the disposal of TCBC's half share of the former County Hall site that will require further executive approval.

5.0 Issues and Findings

- 5.1 After the above offer was accepted, the preferred bidder undertook site investigations which resulted in what the company deemed to be unforeseen abnormal costs. The preferred bidder buyer also undertook pre-application planning discussions which resulted in a net reduction of plot numbers from 178 to 167. The company then sought to adjust its offer downwards by nearly £1,000,000.
- 5.2 Part of the net price change was based on two significant parameters that had changed, namely the woodland buffer and the mechanism for draining away surface water. Both are explained in detail in paragraph 5.3 below. Suffice it to say that the changes made it difficult to make a direct comparison between the preferred bidder's revised offer and the other original offers because the working assumptions were no longer consistent. Therefore, as there was a material change in the information on which the original decision was based, fresh offers were requested from all bidders based on the re-defined parameters. This was limited to only the parties who had submitted offers originally, including the original preferred bidder, notwithstanding its submission of a "final" revised offer.
- 5.3 Altogether the following parameters were redefined in the revised bidding process:
- a) *Woodland buffer*: The buffer between the proposed development and existing woodland was reduced in light of new information. The original larger buffer had been based on the classification of the woodland as being Ancient Woodland but this was latterly proven not to be correct. The significance of this was that the buffer reduction effectively increased the developable area.
 - b) *Attenuation*: It had been confirmed that there was a definite requirement for surface water attenuation to enable controlled discharge into the sewerage system or nearby watercourse as the case might be. All but one of the bidders, including the preferred bidder, had assumed no surface water attenuation. This is a significant development cost, and accounted for about half of the price reduction sought by the preferred bidder. So it was necessary to test this aspect by having everyone re-submit bids based on their own cost estimates for this item.
 - c) *Foundations assumptions*: Uniform assumptions regarding the split across the site for different foundation types were introduced to ensure consistency of costing. (The bidders originally made different assumptions on this aspect.)
 - d) *Security for deferred payments*: That offers involving phased payments would only be considered if they offered as security offered for the deferred payment a legal charge as well as a parent company guarantee, bank bond or equivalent cash security.

- 5.4 Four out of the original six bidders submitted revised offers. The other two opted out because in the intervening period they had since started pursuing other opportunities elsewhere in Torfaen.
- 5.5 All the revised offers were higher than previously submitted in December 2014 except for the one from the original preferred bidder. But even the original preferred bidder offered more than its “final” offer that had preceded the decision to seek revised offers. However, it was the lowest offer out of all four.
- 5.6 Following appropriate scrutiny, the offer being recommended for acceptance is from a different bidder, and is set out in the table below, by affordable housing percentage scenario. Torfaen County Borough Council is entitled to 50% of the amount in each case.

Affordable Housing Percentage	Amount Offered for Entire Site	TCBC Share (50%)
20%	£5,148,000	£2,574,000
30%	£4,662,000	£2,331,000

- 5.7 The purchase price will be paid in full on completion. However, the offer is conditional on grant of an implementable planning permission as well the outcome of site investigations by the preferred bidder. Both conditions are considered to be low risk.
- 5.8 Under Section 123 of the Local Government Act 1972 local authorities have a duty to dispose of land for the best consideration that can reasonably be obtained at the time. The above offer is considered to readily comply with the statutory duty because it was the highest offer received under a competitive bidding process.

6. Consultation

- 6.1 The Project Board comprising of senior officers from Monmouthshire County Council and Torfaen County Borough Council that is overseeing the decommissioning of County Hall was consulted regarding the decision to seek revised bids from all six original bidders. TCBC’s Head of Procurement was consulted for advice regarding the principle and process of seeking revised bids.

7. Policy Impact Assessment

- 7.1 See Policy Impact Assessment Matrix in Appendix 1.

8. Risks

- 8.1 *Planning:* The offer is subject to planning permission being granted for the developer’s proposed scheme. However, this is considered low risk since the site already allocated for residential development in the Local Development Plan. The developer submitted an indicative layout with its bid which is broadly deemed appropriate for the site. However, there will be no certainty of success in this respect until the due planning process has run its course.
- 8.2 *Change in circumstances:* There is a general risk with any disposal that the prospective buyer can withdraw from the transaction for a variety of reasons such

as changes in financial, economic or legal circumstances.

9. Action to be taken following decision

- 9.1 If the recommendation of this report is approved the following steps will be taken:
- All the bidders will be formally notified of the outcome regarding their respective offers.
 - Detailed contract negotiations with the new preferred bidder will be undertaken.
 - Solicitors will be instructed to undertake the conveyancing of the freehold interest; completion will depend on conditions to which the offer is subject being met.

10. Measure of success

- 10.1 Because the site is surplus to the Council's requirements its disposal will contribute to the Council's corporate priority of *"Using resources wisely, to include maintaining the highway infrastructure and reducing energy consumption and waste"*.

11. Conclusion/summary

- 11.1 Following a downward revision of the original preferred bid for the former County Hall site a fresh bidding process was undertaken but limited to only the six parties that had originally made offers. Some aspects of the tender guidance were amended. Four out of the six original bidders submitted revised offers based on the amended parameters; the other two declined the opportunity. The original preferred bidder's revised offer turned out to be the lowest so an offer from a different bidder is being put forward in this report for acceptance.

12. Recommendation(s)

- 12.1 That following receipt of revised bids, Cabinet accepts on a "Subject to Contract" basis the offer for the purchase of its half share of the freehold interest in the former County Hall site to the preferred bidder offering the following sums depending on the eventual affordable housing scenario, with full payment being made on completion of sale.

Affordable Housing Percentage	Amount Offered for Entire Site	TCBC Share (50%)
20%	£5,148,000	£2,574,000
30%	£4,662,000	£2,331,000

- 12.2 That Cabinet authorises the TCBC Legal and Asset Management Services to negotiate detailed contract terms for the disposal of the former County Hall site and manage the conveyancing process on behalf of both landowners.
- 12.3 That Cabinet grants specific delegated authority to the Deputy Leader, as executive portfolio holder for Resources and Governance, to determine any issues pertaining to the disposal of TCBC's half share of the former County Hall site that may require further executive approval.

Appendices	1. Appendix 1 – Policy Impact Assessment Matrix
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Background Papers	<p>Note: Members of the public are entitled, under the Local Government Act 1972, to inspect background papers to reports. The following is a list of the background papers used in the production of this report.</p> <p>Cabinet Reports dated: 12 July 2011; 25 March 2014; 10 February 2015</p>
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<p>For a copy of the background papers or for further information about this report, please telephone: Victor Mbvundula, Asset and Disposal Manager Telephone 01495 742899; Email victor.mbvundula@torfaen.gov.uk</p>

Appendix 1 Policy Impact Assessment Screening Matrix

Project/Activity	Disposal of the former County Hall site		
Project Manager:	Victor Mbvundula	Appraiser:	Victor Mbvundula
		Date:	20 October 2015

Theme	Criteria	Type of impact	Significance of impact	Notes
		Positive + Negative – None NA	High H Low L	
Resource Implications	Legislation	N/A		Disposal of the site will generate a significant capital receipt for the Council.
	Finance	+	H	
	Communication	N/A		
	Employees	N/A		
	Partnership/Collaboration	N/A		
Health	Physical Health	N/A		
	Mental Health	N/A		
	Healthy Lifestyles	N/A		
Education	Educational Attainment	N/A		
	Basic Skills	N/A		
	Continuous Learning	N/A		
Housing	Good Quality Housing	+	H	Disposal of the site will enable residential development, subject to planning permission.
	Homelessness	+	H	
	Affordable Housing	+	H	
Economy	Poverty	N/A		
	Employment	N/A		
	Business	N/A		
	Community Enterprise	N/A		
Equality	Age	N/A		
	Disability	N/A		
	Gender	N/A		
	Marriage & Civil Partnership	N/A		
	Pregnancy & Maternity	N/A		
	Race	N/A		
	Religion & Belief	N/A		
	Sexual Orientation	N/A		
	Welsh Language	N/A		
	Group not achieving equality of service	N/A		
Human Rights	N/A			
Safer Communities	Crime	N/A		
	Anti Social Behaviour	N/A		
	Safety of area or people	N/A		
Transport	Public	N/A		
	Private	N/A		
	Walking / Cycling	N/A		
Built Environment	Local Distinction & Heritage	N/A		
	Waste & Recycling	N/A		
	Energy / Water Efficiency	N/A		
Pollution	Air / Water / Ground	N/A		
Natural Environment	Climate Change	N/A		
	Animal / Plant Species	N/A		
	Habitat / Landscape	N/A		

SUBJECT:	FIELDS IN TRUST – CENTENARY FIELDS INITIATIVE
MEETING:	CABINET
DATE:	2nd DECEMBER 2015
DIVISION/WARDS AFFECTED:	ABERGAVENNY AND CHEPSTOW

1. PURPOSE

- 1.1 To consider designating two areas of land in the county as Centenary Fields as part of an initiative developed by Fields in Trust, which is the operational name of the National Playing Fields Association.

2. RECOMMENDATION

- 2.1 That the Bailey Park in Abergavenny and the Hardwick Village Open Space in Chepstow be designated as Centenary Fields under the Fields in Trust Initiative.

3. KEY ISSUES

- 3.1 Earlier this year Fields in Trust launched a new initiative called Centenary Fields, to protect and preserve the UK's war memorial fields, parks and green spaces that include war memorials and other valued green open space with significance to World War 1.
- 3.2 Designated sites will be protected in perpetuity through a legal deed of dedication between the Council and Fields in Trust.
- 3.3 There are currently twenty sites in the county designated with Fields in Trust. A list of these sites is attached to this report at **APPENDIX B**.
- 3.4 Earlier this year all members of the County Council and each Town and Community Council were asked if they wished to nominate a specific site or sites in their area under the Centenary Fields Initiative. A number of suggested sites were put forward as part of that exercise but it has been difficult to establish a link between some of these sites and their significance to WW1 – the notable exceptions are Bailey Park in Abergavenny and the Hardwick Village (also known as Garden City) Open Space in Chepstow, where there are very clear links.
- 3.5 Attached to this report at **APPENDIX A** is a brief summary of the links between these two sites and their significance to World War 1.

4. REASONS

- 4.1 To enable the County Council to play a part in this national initiative and to work in partnership with Fields in Trust and local Town & Community Councils in helping to protect recreational open spaces in a number of communities in Monmouthshire for use by future generations.

5. RESOURCE IMPLICATIONS

- 5.1 No revenue or capital expenditure will be incurred as a result of this proposal but there will be some staff time involved in the nomination and designation process for the two sites in question.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS

- 6.1 The completed Equality Impact Assessment Form and the Sustainable Development Checklist are attached to this report at **APPENDICES C – E** (inclusive).

The significant equality impacts identified in the assessment are summarised below:

Improvements/improved access to public open space
Advanced equality of opportunity for people with a protected characteristic
Improved access to leisure and recreation facilities

- 6.2 The actual impacts from this report's recommendations will be reviewed every three years.

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

- 7.1 There are no safeguarding or corporate parenting implications arising from this report.

8. CONSULTEES

Cabinet Members	Local County Council Members
Strategic Leadership Team	Abergavenny Town Council
Head of Legal Services	Chepstow Town Council
Head of Tourism, Leisure and Culture	Monitoring Officer
Assistant Head of Finance/Deputy S151 Officer	
Members of the Bryn y Cwm and Lower Wye Area Committees	

Comments received as a result of consultation have been incorporated in the report.

9.0 BACKGROUND PAPERS

None

10.0 AUTHOR

Mike Moran, Community Infrastructure Coordinator

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Bailey Park, Abergavenny

The Park was used as a meeting point for the Royal Mons Regiment in readiness for going off to the Front in World War 1. A Mark IV tank was placed on a tank planter within the park after the war but was later removed.

The Abergavenny Civic Society has placed an interpretation board next to the tank planter to give the history of the tank and the Friends of Bailey Park are seeking HLF funding to commission a replica of the tank through General Dynamics and to install it on the tank planter. General Dynamics is fully on board and is currently scoping the work with one of its manufacturers.

Hardwick Village Open Space, Chepstow

The Hardwick Village open space was laid out by the Admiralty 'National Shipbuilding Company' as part of the new Hardwick Village built for workers of the Government's new shipyard at Chepstow in 1917 to provide ships for the First World War effort.

The housing development and slipways for the ships were built by 6,000 Royal Engineers and some civilian work was undertaken by German prisoners of war.

Hardwick Village of 204 concrete block houses was built in what was then called the 'Cherry Orchard' area of Chepstow, immediately south east of the Town Centre and beyond the Port Wall surrounding the old port of Chepstow.

Workers for the Government's new shipyard at Chepstow came from the shipyards of Scotland, Tyne and Wearside, the Midlands, Eastern counties of England, and the villages of South Wales and Monmouthshire.

The bowling green and tennis courts on land laid out by the Admiralty's National Shipbuilding Company were officially opened in 1921.

The Hardwick Village area of 1917 is also known as 'Garden City', partly because of the housing layouts with this central open space area. The name lives on partly in recognition of the planned open space provided for the area by the Admiralty Shipyard in 1917. Today this open space is still the centre of Hardwick Village and provides open access for all residents.

Source: 'Tales of villages built at Chepstow between 1917 and 1920 for shipyard workers' by Harry Llewelyn Warren (1987)

APPENDIX B

FIELDS IN TRUST PROTECTED FIELDS IN MONMOUTHSHIRE				
Site	Field Town	Type	Reg No	Managing Organisation
Bryn y Cwm Area				
Belgrave Park	Abergavenny	QE11 Field	1621	Monmouthshire CC
Lower Meadow Playing Field	Abergavenny	QE11 Field	1628	Monmouthshire CC
Union Road Play Area	Abergavenny	Covenanted		Monmouthshire CC
Govilon Playing Field	Govilon	King George V Field		Llanfoist Fawr CC
Llanellen Playing Field	Llanellen	Owain Glyndwr Field		Monmouthshire CC
Central Monmouthshire Area				
Rockfield Road Housing Estate	Monmouth	Covenanted		Monmouthshire CC
Town Field	Monmouth	QE11 Field	1630	Monmouth Town Council
Cross Ash Playing Field	Cross Ash	QE11 Field	1625	Monmouthshire CC
Prince Charles Road Play Area	Raglan	QE11 Field	1631	Monmouthshire CC
Former Cattle Market Site	Usk	Owain Glyndwr Field		Monmouthshire CC
Lower Wye Area				
Bulwark Park	Chepstow	QE11 Field	1623	Monmouthshire CC
The Danes Open Space	Chepstow	QE11 Field	1632	Monmouthshire CC
Caerwent Playing Field	Caerwent	QE11 Field	1624	Caerwent Community Cl
St Arvans Playing Field	St Arvans	King George V Field		St Arvans Community Cl
Shirenewton Recreation Ground	Shirenewton	QE11 Field	1387	Shirenewton Community Cl
Sevenside Area				
King George Playing Field	Caldicot	King George V Field		Caldicot Town Council
Birbeck Park	Caldicot	QE11 Field	1622	Monmouthshire CC
Denny View	Caldicot	QE11 Field	1626	Monmouthshire CC
Hall Park Open Space	Caldicot	QE11 Field	1577	Monmouthshire CC
Millfield Park Open Space	Magor	QE11 Field	1629	Monmouthshire CC

EQUALITY IMPACT ASSESSMENT FORM

What impact are you assessing	Service area
The designation of open spaces as Centenary Fields	Tourism, Leisure and Culture
Policy author / service lead	Name of assessor and date
Ian Saunders	Mike Moran 21/09//2015

1 What are you proposing to do?

The proposal is to designate Bailey Park in Abergavenny and the Hardwick Village Open Space in Chepstow as Centenary Fields under the Fields in Trust Centenary Fields Initiative

2 Are your proposals going to affect any people or groups of people with protected characteristics in a **negative** way? If **YES** please tick appropriate boxes below. **NO**

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

3 Please give details of the negative impact

N/A

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

N/A

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

2011 Census data plus Governing Body registration details in respect of football and rugby

Signed: *Mike Moran*

Designation: Community Infrastructure Coordinator

Dated: 21/09/2015

The "Equality Initial Challenge"

Name: Mike Moran		Please give a brief description of what you are aiming to do.	
Service area: Tourism, Leisure and Culture		Designate two sites in the county as Centenary Fields in order to protect the land in perpetuity as green open spaces for current and future generations to enjoy.	
Date completed: 21/09/2015			
Protected characteristic	Potential Negative impact Please give details	Potential Neutral impact Please give details	Potential Positive Impact Please give details
Age			✓
Disability			✓
Marriage + Civil Partnership		✓	
Pregnancy and maternity		✓	
Race		✓	
Religion or Belief		✓	
Sex (was Gender)			✓
Sexual Orientation		✓	
Transgender		✓	
Welsh Language	✓		

Please give details about any potential positive Impacts .	How will these positive impacts be achieved
➤ <i>Both sites will benefit children and young people. Bailey Park in particular provides positive benefits for older people in the 50+ age range</i>	➤ Continue to work with user groups to ensure that the needs of both children & young people and older people are taken into account when activities or further improvements are planned
➤ <i>Both sites have been designed to be accessible by disabled people and people with support needs</i>	➤ Continue to work with/encourage user groups to pay particular attention to the needs of disabled people & those with support needs
➤ <i>The two sites recommended for designated status are equally accessible to both male and female gender.</i>	➤ Ensure that all user groups encourage female participation and ask for female participation in activities to be encouraged and recorded in any end of scheme and/or periodic monitoring reports for the next three years until the EQIA is reviewed in 2018 (para 6.2 refers)

Please give details about any potential negative Impacts .	How do you propose to MITIGATE these negative impacts
➤ <i>There is currently no provision at either site to promote the Welsh Language</i>	➤ Ensure that in future any signage designed for or erected at either site is bilingual

Signed: *Mike Moran*

Designation: Community Infrastructure Coordinator

Dated: 21/09/2015

The “Sustainability Challenge”

Name of the Officer completing “the Sustainability Challenge” Mike Moran		Please give a brief description of the aims proposed policy or service reconfiguration To protect existing open space & recreation facilities for future generations and to encourage improved access/use of those assets	
Name of the Division or service area Tourism, Leisure and Culture		Date “Challenge” form completed 21/09/2015	
Aspect of sustainability affected	Negative impact Please give details	Neutral impact Please give details	Positive Impact Please give details
PEOPLE			
Ensure that more people have access to healthy food		✓	
Improve housing quality & provision		✓	
Reduce ill health and improve healthcare provision			✓ Participation in sport and healthy exercise improves health and reduces dependence on healthcare provision
Promote independence		✓	
Encourage community participation/action & voluntary work			✓ Each of the sites recommended for designation involve high levels of community participation and are run by volunteers
Targets socially excluded		✓	
Help reduce crime and fear of crime		✓	
Improve access to education and training			✓ Both sites recommended for designation involve some training and the attainment of some additional skills
Have a positive impact on people and places in other countries		✓	
PLANET			
Reduce, reuse and recycle waste and water		✓	
Reduce carbon dioxide emissions			✓ Access to local facilities reduces reliance on car journeys, thus reducing carbon emissions
Prevent or reduce pollution of the air, land and water		✓	
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)			✓ Both sites recommended for designation will protect wildlife habitats

Protect or enhance visual appearance of environment			✓ Both sites recommended for designation enhance the visual appearance of the environment
PROFIT			
Protect local shops and services		✓	
Link local production with local consumption		✓	
Improve environmental awareness of local businesses		✓	
Increase employment for local people		✓	
Preserve and enhance local identity and culture			✓ Both sites are promoted by local people and "fit" with the local identity and culture of the area
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc		✓	
Increase and improve access to leisure, recreation or cultural facilities			✓ Both sites recommended for designation increase and/or improve access to leisure and recreation facilities

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

The next steps

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

The two sites recommended in this report for designation as Centenary Fields will, if approved:

- continue to provide access to a range of improved open space & recreation facilities in perpetuity, primarily for the benefit of local people;
- provide opportunities for investment that are sustainable in the longer term & that reduce reliance on car journeys for effective access;
- continue to provide good access to green open spaces and participation by people that have one or more protected characteristic(s);
- help to promote local identity and culture through the involvement of a large number of local people acting in a voluntary capacity.

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

N/A

Signed: *Mike Moran*

Designation: Community Infrastructure Coordinator

Dated: 21/09/2015

SUBJECT:	SECTION 106 FUNDING – MAGOR GRIP REPORT
MEETING:	CABINET
DATE:	2nd DECEMBER 2015
DIVISION/WARDS AFFECTED:	MAGOR AND UNDY

1. PURPOSE

1.1 To consider an underwriting request from Section 106 balances.

2. RECOMMENDATIONS that:

- 2.1 the Council gives an underwriting guarantee up to a maximum of £30,000 towards the cost of a feasibility study, in line with GRIP requirements, relating to the possibility of establishing a walkway railway station in Magor;
- 2.2 any costs incurred as a result of this underwriting guarantee be taken from the Section 106 balances held in the 2015/16 Capital Budget on Project Code 90723 (Magor & Undy Community Hall).

3. KEY ISSUES

- 3.1 As part of the wider City Regions Transport Plan for South Wales, the possibility of establishing a walkway railway station at Magor has been identified. This project now features as a key priority in the Council's Local Transport Plan (approved by Council on 26th February this year) and the Welsh Government's National Transport Finance Plan.
- 3.2 Investments in rail infrastructure can be funded and delivered in a number of ways, some by Network Rail and others either in whole or in part by third parties. For schemes involving third parties, Network Rail still has an important part to play in its capacity as infrastructure manager of the national rail network. Governance arrangements for new projects are set out in the Governance for Railway Investment Projects (GRIP), which describes how projects intended to enhance or renew parts of the network will be managed. The GRIP process has been designed to ensure best practice and has been developed in partnership with the UK Government and some of the national major professional bodies.
- 3.3 GRIP divides each project down into eight distinct stages, as follows:
 1. Output definition
 2. Feasibility
 3. Option selection
 4. Single option development
 5. Detailed design
 6. Construction test and commission
 7. Scheme hand back
 8. Project close out
- 3.4 In order to progress the Magor walkway station project MAGOR, a local action group (Magor Action Group on Rail) is looking to commission a specialist firm of consultants to undertake a GRIP study and produce a report to cover the first two stages of this process.

These are Output Definition (define the output for the project) and Feasibility (define the scope of the investment and identify constraints and confirm that the outputs can be delivered economically and aligned with the network strategy).

- 3.5 MAGOR has secured a grant of £5,000 from the Magor with Undy Community Council and it has self funding of £1,000 available. The Group has applied to the First Great Western Customer and Communities Infrastructure Programme, Railfutures and the Welsh Government for financial assistance towards cost of the study. However, these applications are likely to take some time to consider, so it has requested the County Council to provide an underwriting guarantee for the remainder of the cost, pending the outcome of these external grant requests. This will enable the feasibility study to be commissioned early in 2016
- 3.6 MAGOR has been one of a number of groups involved in a collaborative approach designed to bring forward the development of the Three Fields Site in Magor, which was acquired by the County Council in the late 1990s/early 2000s. One of the possible locations for the new station is adjacent to the Three Fields Site, where there is already a centrally placed car park alongside the B4245, but it is not possible to forward plan the use of this site as a location for the station until a proper feasibility report is in place.
- 3.7 There is currently an unspent S106 balance of £32,346 held in the Capital Budget under Project Code 90723 (Magor & Undy Community Hall) and it is proposed that the County Council offers an underwriting guarantee of up to £30,000 from this balance towards the cost of the GRIP Study and Report.
- 3.8 This funding has been in the Council's capital budget since 2010 but little progress has been made with the Community Hall project to date because the overall layout and scheme design has not been progressed as quickly as had been hoped originally.
- 3.9 The current position with the Three Fields Site is that discussions are continuing with the Community Council regarding site layout and design, business planning and funding. There is some Section 106 funding received from the Kingfisher Rise development that could possibly be used towards the development of the Three Fields Site once the detailed layout & design and future management arrangements have been agreed, so the use of up to £30,000 from the existing budget balance (Capital Budget Project Code 90723) towards the GRIP Study and Report should not have a detrimental effect on the future funding of the Three Fields Site.

4. REASONS

- 4.1 To enable the GRIP Feasibility Study and Report to be commissioned - this will be a critically important factor in determining the feasibility of a walkway railway station being established in Magor in the foreseeable future.

5. RESOURCE IMPLICATIONS

- 5.1 It is proposed to utilise existing Section 106 funding to underwrite, up to a maximum of £30,000, the commissioning of a GRIP Study and Report by specialist consultants. If this is agreed by Cabinet, it will enable the local group to proceed and commission the study in January 2016.
- 5.2 The local group (MAGOR) has applied to the Great Western Community Fund, Railfutures and also to the Welsh Government for financial assistance towards cost of the GRIP Study. Should any of those applications be successful then the underwriting guarantee

proposed in this report would either not be paid or would be repaid in whole or in part, depending upon the amount of external grant aid secured.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS

6.1 There are no significant equality impacts arising from this report – the equality impacts and sustainable development implications of the proposal to establish a walkway station at Magor will be identified in the GRIP Study and in the further stages of the GRIP process.

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

7.1 There are no safeguarding or corporate parenting implications arising from this report.

8. CONSULTEES

Cabinet Members	Local County Council Members
Strategic Leadership Team	Head of Legal Services
Monitoring Officer	Head of Tourism, Leisure & Culture
Assistant Head of Finance/Deputy S151 Officer	Transport Planning & Policy Officer

The report has been amended to take into account the comments received as a result of the consultation process.

9. BACKGROUND PAPERS

Nil

10. AUTHOR

Mike Moran, Community Infrastructure Coordinator

11. CONTACT DETAILS:

Tel: 07901 854682
E-mail: mikemoran@monmouthshire.gov.uk

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