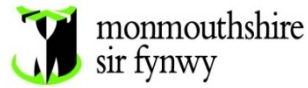


Public Document Pack



County Hall
Rhadyr
Usk
NP15 1GA

Monday, 2 July 2018

Notice of meeting

Adults Select Committee

Tuesday, 10th July, 2018 at 10.00 am,
The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA

Please note that a pre meeting will be held 30 minutes prior to the start of the meeting for members of the committee.

AGENDA

Item No	Item	Pages
1.	To note the appointment of County Councillor D. Blakebrough as Chair.	
2.	Appointment of Vice-Chair.	
3.	Apologies for absence.	
4.	Declarations of interest.	
5.	Public Open Forum.	
6.	To confirm the minutes of the previous meeting.	1 - 12
7.	Bed & Breakfast Policy.	13 - 38
8.	Review of Housing Renewals Policy.	39 - 86
9.	Preventing Homelessness Update Report.	87 - 102
10.	Performance report 2017/18 - Well-being Objectives & National Performance Measures.	103 - 116
11.	Revenue and Capital Monitoring 2017/18 Outturn Statement.	117 - 162
12.	List of actions arising from the previous meeting.	163 - 164
13.	Adults Select Committee Forward Work Programme.	165 - 168
14.	Council and Cabinet Business Forward Work Programme.	169 - 176

15. Next Meeting.

Special Meeting – 19th July 2018 at 3.00pm.

Ordinary meeting – 11th September 2018 at 10.00am.

Paul Matthews

Chief Executive

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

D. Blakebrough
L. Brown
L. Dymock
M. Groucutt
P. Pavia
J. Pratt
R. Harris
R. Edwards
S. Woodhouse

Public Information

Access to paper copies of agendas and reports

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Watch this meeting online

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Welsh Language

The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.

Aims and Values of Monmouthshire County Council

Our purpose

Building Sustainable and Resilient Communities

Objectives we are working towards

- Giving people the best possible start in life
- A thriving and connected county
- Maximise the Potential of the natural and built environment
- Lifelong well-being
- A future focused council

Our Values

Openness. We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

Fairness. We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

Flexibility. We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Teamwork. We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.

Monmouthshire Scrutiny Committee Guide

Role of the Pre-meeting

1. Why is the Committee scrutinising this? (background, key issues)
2. What is the Committee's role and what outcome do Members want to achieve?
3. Is there sufficient information to achieve this? If not, who could provide this?
 - Agree the order of questioning and which Members will lead
 - Agree questions for officers and questions for the Cabinet Member

Questions for the Meeting

Scrutinising Performance

1. How does performance compare with previous years? Is it better/worse? Why?
2. How does performance compare with other councils/other service providers? Is it better/worse? Why?
3. How does performance compare with set targets? Is it better/worse? Why?
4. How were performance targets set? Are they challenging enough/realistic?
5. How do service users/the public/partners view the performance of the service?
6. Have there been any recent audit and inspections? What were the findings?
7. How does the service contribute to the achievement of corporate objectives?
8. Is improvement/decline in performance linked to an increase/reduction in resource? What capacity is there to improve?

Scrutinising Policy

1. Who does the policy affect ~ directly and indirectly? Who will benefit most/least?
2. What is the view of service users/stakeholders? Do they believe it will achieve the desired outcome?
3. What is the view of the community as a whole - the 'taxpayer' perspective?
4. What methods were used to consult with stakeholders? Did the process enable all those with a stake to have their say?
5. What practice and options have been considered in developing/reviewing this policy? What evidence is there to inform what works?
6. Does this policy align to our corporate objectives, as defined in our corporate plan?
7. Have all relevant sustainable development, equalities and safeguarding implications been taken into consideration? For example, what are *the procedures that need to be in place to protect children*?
8. How much will this cost to implement and what funding source has been identified?
9. How will performance of the policy be measured and the impact evaluated.

Questions for the Committee to conclude...

- Do we have the necessary information to form conclusions/make recommendations to the executive, council, other partners? If not, do we need to:
- (i) Investigate the issue in more detail?
 - (ii) Obtain further information from other witnesses – Executive Member, independent expert, members of the local community, service users, regulatory bodies...
 - (iii) Agree further actions to be undertaken within a timescale/future monitoring report...

General Questions....

Empowering Communities

- How are we involving local communities and empowering them to design and deliver services to suit local need?
- Do we have regular discussions with communities about service priorities and what level of service the council can afford to provide in the future?

Service Demands

- How will policy and legislative change affect how the council operates?
- Have we considered the demographics of our council and how this will impact on service delivery and funding in the future?

Financial Planning

- Do we have robust medium and long-term financial plans in place?
- Are we linking budgets to plans and outcomes and reporting effectively on these?

Making savings and generating income

- Do we have the right structures in place to ensure that our efficiency, improvement and transformational approaches are working together to maximise savings?
- How are we maximising income? Have we compared other council's policies to maximise income and fully considered the implications on service users?
- Do we have a workforce plan that takes into account capacity, costs, and skills of the actual versus desired workforce?

Public Document Pack **Agenda Item 6**

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Adults Select Committee held
at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 19th
June, 2018 at 2.00 pm**

PRESENT: County Councillor S. Howarth (Chairman)

County Councillors: L. Brown, M. Groucutt, S. Howarth, J. Pratt and
R. Edwards

Also in attendance: County Councillors: D. Blakebrough and V.
Smith

OFFICERS IN ATTENDANCE:

Julie Boothroyd	Head of Adult Services
Chris Robinson	Lead Commissioner - Quality Assurance
Stephen Griffiths	Strategy & Policy Officer
Hazel Ilett	Scrutiny Manager
Richard Williams	Democratic Services Officer

INVITED GUESTS:

County Councillors A. Williams and J. Charlton (Powys County Council)

APOLOGIES:

County Councillors: L. Dymock, P. Pavia and S. Woodhouse

1. Appointment of County Councillor S. Howarth as Chair for today's meeting

We noted County Councillor S. Howarth as Chair for today's meeting.

2. Declarations of interest

County Councillor L. Brown declared a personal, non-prejudicial interest pursuant to the Members' Code of Conduct in respect of agenda item 10, in relation to data access to social care records.

3. Confirmation of Minutes

The minutes of the Joint Select Committee Meeting (Adults and Children and Young People) dated 20th March 2018 were confirmed and signed by the Chair.

4. Discussion on health scrutiny topics

Context:

To identify areas for future scrutiny with Aneurin Bevan University Health Board.

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Adults Select Committee held
at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 19th
June, 2018 at 2.00 pm**

Key Issues:

- Older Adults Mental Health Services.
- Care closer to home and how this sits within Monmouthshire Integrated Services.
- A file was sent to the Adults Select Committee Chair from a Monmouthshire constituent regarding the decision that had been made in respect of care provision in St. Pierre. The Chair will contact the constituent explaining that the matter had been drawn to the attention of the Select Committee and that the constituent could raise this matter further at a future Select Committee meeting, should he / she decide to do so.
- The Chair had also received an email from a constituent and also a former employee of the Authority regarding an issue relating to information. This matter had been resolved. However, some valid points had been raised which had been considered. The Chair had responded to the constituent.

Member Scrutiny:

Concern was expressed regarding the lack of data security in respect of access to records of people aged over 18 in adult care. It was noted that this matter was being addressed. However, the Select Committee had not received any information regarding this matter.

The Head of Adult Services informed the Select Committee that the Directorate had been subject to a number of enquiries regarding this matter which has allowed the Directorate to reflect and review its position in respect of this issue. Two Members of the Select Committee would work with the Head of Adult Services with a view to looking at the data security system and that the Members would report back to the Select Committee regarding this matter.

Committee's Conclusion:

We resolved that County Councillors L. Brown and J. Pratt would work with the Head of Adult Services with a view to looking at the data security system regarding access to records of people aged over 18 in adult care and that the Members would report back to the Select Committee regarding this matter.

5. Adults Select Committee Forward Work Programme

We received the Adults Select Committee Forward Work Programme. In doing so, the following points were noted:

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- A special meeting of the Adults Select Committee will be required to be held in July 2018 to discuss with Aneurin Bevan University Health Board, the following topics:
 - Older Adults Mental Health Services.
 - Care closer to home and how this sits within Monmouthshire Integrated Services.

We noted the report.

6. List of actions arising from the Joint Select Committee Meeting (Adults and Children and Young People) dated 20th March 2018

We noted the actions arising from the Joint Select Committee Meeting (Adults and Children and Young People) dated 20th March 2018.

7. Supporting People Programme Grant - Service Update

Context:

To scrutinise the outcomes being delivered by the Supporting People Programme Grant (SPPG), as requested by Committee on 8th March 2016 and to receive an update on the potential changes around the future funding of Supporting People (SP) with respect to regionalisation, the piloted Early Intervention, Prevention and Support Funding (EIPS), Welsh Government's commitment to extended childcare in the future and the new arrangements from the Supported Accommodation Review (SAR).

Key Issues:

Supporting People is a service providing housing-based support to people in Monmouthshire. The purpose of the support is to help vulnerable people to either live independently or to achieve the greatest degree of independence that their personal challenges will allow, with a significant focus on the prevention of homelessness.

In 2017, the services supported 2,550 people and contributed to the costs of around 2,000 community based alarms (as in sheltered housing). SP services are defined in terms of whether being delivered as part of a tenancy expectation or via floating support and whether the expectation for the service duration is "short", either 6 months or under 24 months or long-term, as in some learning disability or mental health cases.

Whilst the funding for Monmouthshire's SP services represents approximately only 10% of the Gwent regional provision (£2.04m of £21m), Welsh Government has identified that, overall, it delivers services to a greater proportion of the supported regional cohort. This, to a greater extent, is due to the Authority's SP services' development that is based on service user need and not either their accommodation / tenure type or age which were features of the legacy based services incorporated in 2003 and to some extent continued in the reconfigured 2012 services. The SP service also has two best

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practice elements – a Gateway brokerage service and services delivered within the Authority's place-based delivery model.

The Authority's service funding is approximately broken down into 14% accommodation based services, 10% Gateway assessment and brokerage service and 76% floating support.

The County Council's SP programme comprises 33 contracts and / or service level agreements with 12 providers. These contracts are due for renewal and / or extension on 1st April 2019, with the exception of three small contracts with a total value in the region of £70,000. Of these contracts, three are regional contracts managed by other Authorities on behalf of Monmouthshire County Council and two are regionally managed by Monmouthshire County Council on behalf of other Gwent Authorities.

SP outcomes are measured across a range of 11 outcomes, each of which can be assessed as relevant to the individual and assessed on a scale of 1-5 where 5 means the individual has achieved their potential for independence in this outcome.

People receiving support make progress that is assessed and recorded on a five step model. On average, over a year, individuals make five positive steps of progress or the equivalent of achieving one outcome to full independence. The average cost of achieving this progress is in the region of £1,500, or £300 per positive step. The £1,500 is equivalent to 1.54 hours of weekly support. Unfortunately other local authorities have not, or have not published, these value for money figures. The Authority has to rely on Welsh Government's overview that suggests that the majority of our services offer good value for money.

SP provides support across the full range of outcomes. However, incidence of support relating to mental health demonstrates the complex nature of the vulnerabilities supported (44% of service users achieve positive progress in this area). Of the support issues that are traditionally considered housing support issues, 36% of service users achieve positive progress in respect of managing their money, 34% in respect of managing their accommodation and 30% in feeling safer.

In terms of basic demographics, 12.8% of those supported are "Younger" (<25years), 36.4% are "Older" (>55 years.), 47% (between 25 and 55 years) and 3.8% not recorded. 58.2% are women, 41.3% are men and 0.5% not recorded.

SP has historically been an annually funded grant, even though authorities, and Welsh Government in the past, distribute this by contract. Over recent years there has been pressure on the SP fund but despite this, services within Monmouthshire have been maintained as value for money assessments and savings have been implemented.

During 2017, fears of further reductions in SPPG funding were alleviated when there were agreements made between political parties that assured SP that funding would be maintained at current levels for 2018/19 and 2019/20, with permission being granted to allow authorities to apply flexible funding principles across SP, Flying Start, and Families First to a maximum of 15% (in Monmouthshire's case).

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Following these assurances, the funding environment has been made less certain. For 2018/19, Welsh Government has implemented piloted funding arrangements with seven local authorities (Pathfinders) that enable the authorities to vary funding between 10 funding streams which include the current three flexible funds, plus Communities for Work Plus, Promoting Positive Engagement for Young People, Childcare & Play, Homelessness Prevention, Rent Smart Wales, St David's Day fund and Legacy Funding. This flexible fund has been called the Early, Intervention, Prevention and Support fund (EIPS).

Monmouthshire's potential fund totals nearly £4.925m should Welsh Government implement the proposals in 2019/20 with the current levels of funding.

At this time, evaluations are being undertaken to assess the impacts achieved by the Pathfinder organisations. Welsh Government has stressed that no decisions have been made as to whether this degree of flexibility will be rolled out to the other authorities and they have suggested that announcements will be made towards the end of 2018.

There are further uncertainties in that the total EIPS may itself be subjected to budgetary pressure and increased provisions have to be made to meet the requirements of the increased childcare provisions that are also being piloted at the moment (circa £20m).

A further complication has resulted from the Public Accounts Committee's review of SP following the Welsh Audit Office's review of SP. In its report, the committee challenges the robustness and inappropriate speed of the decision making processes associated with EIPS and challenges whether SP's basic purpose is supported by the flexible arrangements as piloted.

At a recent workshop reviewing the progress of the Pathfinder organisations in respect of EIPS and the other authorities with respect to the 15% flexibility provision, it was clear that the Pathfinders progress is inconsistent. From struggling to achieve accountability and governance through to making strides towards a "one-stop" approach to support services which will greatly benefit the service user. Of the other authorities, some have been able to use the flexibility to reinforce their objectives, whilst others, as in this Authority, have yet to be able to agree and implement any flexible changes, apart from an agreement being currently developed between housing and SP. In this, Housing will be using some of its flexibility funding to fund via SP a pilot scheme to improve our Supported Lodging services.

Where authorities have not made use of the flexibility provision, the common reasons appear to be that they do not yet have the appropriate accountability and governance structures in place and / or still suffer from a "silo mentality" between the funding streams.

Also, yet to be resolved is a fundamental difference between SP and the other EIPS funding streams. In 2003 when SP was introduced, Welsh Government included in Authorities' Revenue Grant an allowance for the administration and management of SP. These on-going costs are ineligible for SP funding that is distributed annually. With the other EIPS funds the administration and management costs associated with those funds

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are eligible for payment from the fund's allocation. Being able to determine potential business efficiencies is challenging until Welsh Government clarifies the situation.

Whilst Welsh Government has implemented the Pathfinder pilots, and the National Audit Committee has been raising its concerns, the Regional Partnership Board has commissioned an option appraisal into the opportunities associated with the possibility of a more regionalised approach to SP delivery. The outcome of which has yet to be reported back to the Board.

Member Scrutiny:

- In response to a question raised, it was noted that Supporting People (SP) is currently not enabled to be a part of the care package. The Flexible Super Grant has officer support, as it puts the individual at the centre of the services that a person requires. For example, the Gateway Brokerage system ensures that individuals' needs are assessed and prioritised and forwarded to an appropriate support provider. It would be beneficial to widen what the Gateway Brokerage system could refer to, to all of the community assets in that area. There is a need to identify what the individuals' needs are and to move away from operating in silos.
- The five step model was regarded as a positive feature.
- There is a need to identify where future funding for Supporting People will come from as soon as possible.
- It was identified that the report made references to Children and Young People. The report could also be presented to the Children and Young People Select Committee.
- It had been identified that Health and Housing services were working in different ways to support people to live independent lives in their own homes. The Public Service Board could look at ways of bringing these services together to discuss mutual ways of working to better support people.
- Supporting People is unable to support children directly but it can support families with children. However, recently, there has been an initiative where there is some flexibility in which 15% of flexible Housing funding is being moved into Supporting People in order for support to be provided for supported lodgings. The Housing and Communities Manager is also liaising with Children's Services regarding this matter.
- The Head of Integrated Services informed the Select Committee that joint working between Directorates does occur with much more joined up working already occurring. The individual is at the centre with the required support provided in an integrated way.

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- Supporting People supports more people than Families First and Flying Start. Supporting People is the only programme that covers all vulnerabilities.
- If the Super Grant option was adopted, there could be between £300,000 and £400,000 of funding that is either being duplicated or could be used better. It is anticipated that 10% more support could be obtained from what the Authority has if things are done differently.
- In response to a Member's question, it was noted that the Supporting People funding allocation from Welsh Government is completed via a distribution formula. The distribution formula is unfairly allocated as Monmouthshire receives less funding than the other local authorities within Greater Gwent. The distribution formula has been under review for some time but has not come to any conclusions. Welsh Government has guaranteed SP funding for Monmouthshire for 2019 at 2018 levels. For 2020, the SP element will be identified by a new allocation formula.
- Multiple Index deprivation – Monmouthshire, in relation to other local authorities is regarded as being not so deprived and also regarded as being more affluent than other authorities.
- Regionalisation – The main risk is that Monmouthshire is the smallest Authority and there is a risk that the Authority could get 'swallowed up'. There is a concern that regionalisation and the Super Grant might not work well together and therefore, nothing will change.
- Domestic abuse – SP underspend has been used as capital grant. An expression of interest has been submitted and SP has been offered the opportunity to go to the next stage with a view to providing a further domestic abuse resource in the south of the County and also one that would enable children to stay in the refuge also.
- Super Grant risks – Tend to be around inaction. Working collaboratively might be difficult to achieve which could lead to nothing changing, which would be a big loss.
- Supporting People does receive a number of audits throughout the year, which can be restrictive when providing the service.
- Concern was expressed that regionalisation and the Super Grant could erect barriers in responding quickly to people's needs, resulting in the Authority potentially being less responsive and less needs led if these options are put in place.
- It was considered that the recommendations should also include reference to integrated and flexible working to benefit from the various types of funding being received by the Directorates. Break clauses could also be considered within contracts. It was noted that flexibility is already built into the funding system.

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The recommendation could be amended to extend the contracts up to the value of the grant being awarded by Welsh Government.

- Standard Welsh Government approved contracts are for the duration of the period whilst Welsh Government is providing the grant funding.

Committee's Conclusion:

- Ensure that the Cabinet Member for Social Care, Safeguarding and Health is made aware that the Select Committee has some concerns regarding the document.
- With officers, do everything possible to ensure that Monmouthshire has the correct funding formula in place from 2020 onwards.
- The Select Committee continues to monitor this issue and that if any issues arise regarding shortfalls in funding, they be reported back to the Cabinet Member and the Select Committee for further scrutiny.

8. Private Sector Housing Loan Schemes - Change of Terms

Context:

To scrutinise the changes to the criteria and terms and conditions of the delivery of the Welsh Government's Private Sector Housing Loan schemes.

Key Issues:

Welsh Government has provided local authorities in Wales with mixed funding to improve the standard of housing and help return empty properties back in to use in the private sector. This has taken the form of two types of funding streams: grant funding of £604,749.00, with the launch of the Houses into Homes scheme and a repayable loan funding stream of £620,855.69, known as the Home Improvement Loan Scheme. Both schemes are recyclable and offer loans to applicants on an interest free basis with a fee charged to the applicant for the administration process.

The Houses into Homes funding stream grant is offered to the Council in perpetuity so long as it is being utilised and recycled as loans to applicants. The Home Improvement Loan funding scheme in contrast has to be re-paid to Welsh Government by 2030.

If the funding repayable is less than the award (from loan default) then Welsh Government will share 50% of the shortfall to a maximum amount of 2.5% of the funding awarded.

On the 25th March 2015, Individual Cabinet Member approval was acquired for the Council's participation in the Welsh Government Home Improvement Loan Scheme.

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Local authorities have found varying degrees of success in delivering both schemes. It is thought that the criteria of both schemes was too rigid and not flexible enough to respond to local factors that probably contributed to their being unsuccessful in a number of local authority areas. To address this the Welsh Government has proposed changes to the criteria and terms and conditions.

The following summarises the main changes to the schemes:

- Removal of the 50/50 funding allocation criteria between both Houses into Homes and Home Improvement Loan schemes to allow each Authority to spend the loan funding according to demand in their areas.
- There is an expectation that the loans are prioritised towards bringing back into use empty properties and providing loans to applicants considered to be more 'risky', that is, they would fail affordability assessments.
- The introduction of three distinct loan schemes
 - Owner/Occupier Loans.
 - Property Appreciation Loans - available to those applicants considered 'risky'.
 - Landlord Loan (to be marketed in Monmouthshire as Landlord / Property Developer Loans
- Administration Fees – These are allowed under the new criteria but are capped depending on the loan scheme. For the Owner Occupier and the Property Appreciation Loans any shortfall between the cap and the actual costs associated with administering the loan application can be recouped from the Grant Funding Stream. The total fee and recouped shortfall will not exceed the actual costs.
 - Owner / Occupier Loans: Monmouthshire will charge 50% of the total cost for administering the application to the client with the remaining shortfall costs up to £500 being funded out of the grant funding stream.
 - Property Appreciation Loans: The fee chargeable to the applicant will be capped at £250 the remaining shortfall costs up to £250 being funded out of the grant funding stream.
 - Landlord / Property Developer Loans: A one off fee can be charged and will be capped as no greater than the market rate of APR for loans of the same amount and term.

OPTIONS APPRAISAL:

- Option 1: Not to approve the changes would mean the Council would not be able to access these funding streams and in the absence of alternative methods of

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funding, many owner occupiers and empty property owners will not be able to improve the sub-standard condition of their properties.

- Option 2: The recommended option. Approving the changes will allow the Council to maximise the options available to improve the quality of the private sector housing and help bring back into use empty properties within the County.

Member Scrutiny:

- Loans distributed equated to, on average, £10,000 across Wales. This is an indicative figure based on anecdotal evidence. Therefore, around 60 homes across Monmouthshire could be brought back into use over the five year loan period, based on these figures.
- The £10,000 is an average borrowing figure. For empty properties, owners can borrow up to £25,000.
- With regard to flats above empty shops, loans are also being targeted towards developers encouraging them to purchase and develop them. Up to £150,000 can be borrowed in these circumstances.
- Press releases and letter drops to landowners of empty properties are undertaken twice a year advertising the loans on offer.
- Information will also be available on the County Council's website in due course.
- All loans available are interest free with an administration fee attached. There is an eligibility criteria that has to be adhered to around affordability of the applicant, i.e., around the current value of the property, how much the applicant would like to borrow and then establishing what the forecasted rise in its appreciation might be over the length of the loan.
- The identification of empty properties in Monmouthshire is now available via GIS. A targeted approach can be undertaken to identify where the more affordable properties are which could eventually be offered up for sale or for rental purposes.
- The take up of loans to develop empty homes is currently low. This could be because owners are risk averse and / or that there is a charge involved. For those people who live in homes that require home improvements in Monmouthshire, there is a similar issue regarding the lack of take up in respect of the loans available.
- The empty property loan will not increase. The applicant will pay back what they have borrowed.
- A property Appreciation Loan (PAL) will incur an element of appreciation.

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- Regional working regarding this matter has been undertaken previously with the five South East Wales Local Authorities and all five authorities tended to operate in a similar way. Working with local authorities outside of the five South East Wales local Authorities could be looked at.
- A representative from Powys County Council informed the Committee that the Authority holds business breakfast meetings in which plumbers, electricians, builders and homeowners are invited to attend, as these groups are likely to know which houses require work. Leaflets have also been left in solicitors' offices.

Committee's Conclusion:

We endorsed the implications of the introduction of new criteria; terms and conditions for the delivery of private sector loans in Monmouthshire and recommended to the Cabinet accordingly.

We also recommended that we work more collaboratively with other local authorities and agencies within Wales and look at ways of extending and having more influence on the take up of the loan schemes (Powys County Council plus other authorities).

9. Council and Cabinet Business Forward Work Programme

We received the Cabinet and Council Forward Planner. In doing so, the Committee agreed that:

- Crick Road Business Case to come back to the Select Committee for further scrutiny.
- A special meeting of Adults Select Committee to be held in July 2018 to meet with representatives of Aneurin Bevan University Health Board.
- The Select Committee to remain focussed on domiciliary care (Turning the World Upside Down).
- County Councillors L. Brown and J. Pratt would work with the Head of Integrated Services with a view to looking at the data security system regarding access to records of people aged over 18 in adult care before a report is presented back to the Select Committee.

We noted the report.

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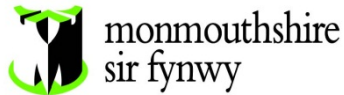
**Minutes of the meeting of Adults Select Committee held
at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 19th
June, 2018 at 2.00 pm**

10. Next meeting

The next ordinary meeting of Adults Select Committee will be held on Tuesday 10th July 2018 at 10.00am.

A special meeting of Adults Select Committee will also be held in July 2018. Date and time to be confirmed.

The meeting ended at 4.15 pm.



SUBJECT:	Bed & Breakfast Policy
MEETING:	Adult Select Committee
DATE:	10th July 2018
DIVISION/WARDS AFFECTED:	All

1.0 PURPOSE

1.1 The purpose of this report is to consider a draft policy for the use of Bed & Breakfast (B & B) for homeless purposes, which will provide a formalised framework within which to work. Establishing a policy was a recommendation of the Committee on 20th March 2018.

2. RECOMMENDATIONS

2.1 To consider the circumstances in which the Council needs to use B & B for homeless purposes and the standard of service that should be provided, including being assured in respect of applicants and other occupiers.

2.2 To consider and comment on the attached draft B & B policy. **See Appendix 1**

2.3 To recommend to Cabinet that the Council agree and adopt the proposed B & B Policy.

3. KEY ISSUES

3.1 Under the Housing (Wales) Act 2014, the Council has a duty to respond to homelessness. The focus of the Act is homeless prevention. However, where homelessness cannot be prevented the Council has other duties, including accommodation duties. In the event of homelessness, the Act requires the Council to:

- provide interim accommodation for applicants in priority need (S.68). The definition of priority need includes families with children and 16/17 year olds.
- help secure (this is not an absolute duty) accommodation and (S.73)
- a duty to secure accommodation for applicants in priority need (S.75)

3.2 Nevertheless, accessing an adequate supply of accommodation is an on-going challenge for the Council. Not only is homeless accommodation itself in short supply together with social housing, but it is a small part of the wider Monmouthshire housing market, which also has an under-supply of affordable accommodation. The rural nature of the County further compounds the situation. **See Appendix 2.**

3.3 There are a number of challenges providing homeless accommodation. This includes there being only one family hostel (which is in Monmouth), the private leasing scheme has contracted over recent years, private sector accommodation is difficult to access and MCC accommodation is typically at capacity. Also there is a need to have regard to the Homelessness (Suitability of Accommodation) (Wales) Order 2015 and the Council needs to be mindful of safeguarding and community safety issues.

3.3 On occasions, therefore, the use of B & B may be necessary. This, however, is always an absolute last resort and if no other suitable accommodation can be sourced.

- 3.4 This report proposes that the Council adopt a policy for the use of B & B. The policy will provide a framework and standards within which the Council will work. It also provides a basis against which the provision of B & B will be monitored. The policy particularly seeks to support the Council's Safeguarding Policy.
- 3.6 Although it is proposed to establish a B & B policy, the on-going focus will continue to be to avoid the use of B & B and to seek to further strengthen homeless prevention and to identify additional forms of accommodation. **Appendix 3** provides an overview of proposed current key actions, some of which are in progress.

4. OPTIONS APPRAISAL

4.1 The following options are available and are evaluated in **Appendix 4**:

- **Option 1** – Continue with the status quo and have no B & B policy in place.
- **Option 2** – Establish a B & B policy and take no further action
- **Option 3** - Establish a B & B policy whilst also seeking to continue to strengthen homeless prevention and introduce new accommodation options, particularly a supported lodgings scheme, that will help to mitigate against B & B use. Such schemes may not, however, provide provision for applicants assessed as unsuitable through risk assessment processes.

5. OPTIONS EVALUATION

5.1 Additional evaluation over and above that listed above is detailed in **Appendix 4**.

4. REASONS:

4.1 The Council has a legal duty to prevent and respond to homelessness under the Housing (Wales) Act 2014 and to comply with The Homelessness (Suitability of Accommodation) (Wales) Order 2015.

5. RESOURCE IMPLICATIONS:

5.1 There are cost implications to the Council to placing households in B & B. The gross expenditure for 2017/18 was £33,673. A level of this will be off-set by Housing Benefit payments made directly to the Council, where eligible.

5.2 The Council has a budget for short-term accommodation needs. It's not anticipated that the proposed policy will create any additional net costs.

5.3 At present applicants aren't charged for B & B provision. The draft policy maintains the non-charging arrangement due to the administrative implications.

5.4 To support the Council's Safeguarding Policy, since April, the Council is keeping a unit of shared accommodation vacant as a unit of emergency accommodation to reduce the need to use B & B. The gross cost of keeping this unit vacant is the loss of £86.19 per week through lost rental income.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

6.1 The proposal to develop new measures to identify new measures to strengthen homelessness prevention and seek to introduce new accommodation options. Should the Council need to reduce the level of private leasing or phase out the PLS, this will impact negative impacts on homeless applicants in Monmouthshire. **See Appendix 5**.

7. **SAFEGUARDING & CORPORATE PARENTING IMPLICATIONS:**
 - 7.1 The provision of accommodation for any homelessness or to prevent homelessness supports both safeguarding and corporate parenting.
 - 7.2 A risk assessment procedure is undertaken prior to any B & B placement, which both considers the safeguarding of the applicant themselves or the safeguarding of other applicants/residents.
8. **CONSULTEES:** Chief Officer Enterprise; Cabinet Member for Enterprise; Head of Planning, Housing & Place-Shaping; Assistant Head of Finance; Head of Social Care & Health; Cabinet Member for Social Care, Health & Safeguarding.
9. **BACKGROUND PAPERS:** Housing (Wales) Act 2014; Code of Guidance for Local Authorities on Allocation of Accommodation and Homelessness – Welsh Government, March 2016; The Homelessness (Suitability of Accommodation) (Wales) Order 2015.
10. **AUTHOR:** Ian Bakewell, Housing & Communities Manager
11. **CONTACT DETAILS:** E-mail: ianbakewell@monmouthshire.gov.uk Telephone: 01633 644479

Appendix 2

Housing Options Team - Accommodation Overview

The current demand for homeless demand is summarised as follows:

The Council received 719 contacts in 16/17 and 533 in 17/18 about homelessness and determined the following applications:

	15/16	16/17	17/18
○ S.66 (at risk of becoming homeless within 58 days)	248	183	258
○ S.73 (actually homeless)	95	217	228
○ S.75 (actually homeless)	37	37	33
○ Total	380	337	519

The following is the accommodation resource available to the Council for homelessness:

- MCC Family Hostel, Monmouth - 5 units of emergency family accommodation
- MCC Single persons Shared Housing, Countywide – 60 units (3 further units pending) of single persons accommodation
- MCC Low Cost Home-Ownership Property – 1 unit of family accommodation
- Solas Young Persons Accommodation, Abergavenny & Chepstow – 21 units of accommodation for 16-24 year olds
- MCC Monmouthshire Lettings Service
 - 13 units (6 further unit pending) of family accommodation
 - Private Leasing Scheme – 45 units of family accommodation recently transferred over from Melin Homes. (The number of units has fallen from 56 as report to Adults Select in March 2018.
 - 62 units of single persons accommodation in shared housing
- Other eg Cyfannol refuge, MIND supported housing, Bron Afon Housing Association – this is ad-hoc accommodation
- Monmouthshire social housing stock

Appendix 3

Overview of Key Actions to Strengthen Homeless Prevention & Develop Alternative Housing Options to Private Leasing

The following actions will help to mitigate against budget pressures and help to provide additional housing options, helping to provide alternatives to using B & B.

- 'Lodgings based' Supported housing models are being investigated. A presentation by Nightstop was provided to officers on 7th December 2017. Other models have been acquired for consideration in relation to the Supporting People programme.
- A Young Persons Accommodation Officer was appointed in January 2018, providing a dedicated service for young people. This is being funded through the Supporting People Programme.
- Acquire family 'hostel' type premises for the South of the County. The Council was offered a property by a housing association prior to Christmas, but this has fallen through. There is, however, a subsequent offer to buy a property for the Council to use as a family hostel in the south.
- Funding has been acquired from WG grant to temporarily offer 'Golden Hellos' for the Monmouthshire Lettings service. This ceases at the end of March 2019.
- Two part-time benefits staff have transferred from Social Care. This has enabled the Housing Options Function of Financial Inclusion to be strengthened.
- A small Homeless Prevention Reserve has been created to offer private landlords rent guarantees.
- The monitoring of the Housing Register is an on-going priority to ensure the Register works for the Council in respect of homelessness and prevention.
- Housing Options staff have met with Tai Calon Housing Association in Blaenau Gwent County Borough Council. Tai Calon from time to time, such as in locations close to Monmouthshire, may have vacancies that the Council may be able to utilise for homeless households. This as yet hasn't facilitated any opportunities.
- Discussions have been undertaken with a local housing association about both surplus non-viable stock that may be disposed of and alternative models, the latter of which perhaps could be funded through the Welsh Government Innovative Housing Fund. No proposals have emerged as yet
- A pilot supported lodgings proposal is currently being developed with a housing support provider.
- The 'Housing First' model is being investigated.

- Discussions are on-going with a group of Monmouth Churches who are interested in providing a night-shelter for rough sleepers during the winter. Discussions about the churches supporting the said supported lodgings are also being discussed.
- Development of a joint Regional Homeless Strategy with other Gwent Council's. It is hoped that regional solutions will emerge that may support Monmouthshire needs,
- On-going development and promotion of Monmouthshire Lettings. 13 properties acquired to date.
- The Council has withdrawn from a sub-regional Prison Prep Officer scheme that aimed to provide a dedicated and early intervention service for prison leavers. The Council has now signed up to a service provided by Cornerstone in Caerphilly
- Introduce Positive Pathways for Young People – an early intervention protocol to identify young people at risk of becoming homelessness and developing a housing pathway accordingly to minimise the risk.
- Liaise with housing associations in respect of accessing existing stock
- A Supporting People and Homeless Strategic Planning group has been established. The aim of this is to more closely align the Supporting People Programme and on-going commissioning with homeless prevention and to improve the evidence base.

Appendix 4

Evaluation Criteria – Cabinet, Individual Cabinet Member Decisions & Council

Title of Report:	Homelessness & Prevention – B & B Policy
Date decision was made:	
Report Author:	Ian Bakewell

What will happen as a result of this decision being approved by Cabinet or Council?

The Council will have a policy framework within which to provide B & B and to monitor against

12 month appraisal

What benchmarks and/or criteria will you use to determine whether the decision has been successfully implemented?

The following benchmarks will be used to assess whether the decision has had a positive or negative effect:

- Requests/demand for homeless assistance
- Level of successful homeless prevention
- No. of B & B placements
- Average stay in B & B
- No. of families placed in B & B
- No. of 16/17 year olds placed in B & B
- The cost of B & B provision
- Inspections
- DBS checks

12 month appraisal

What is the estimate cost of implementing this decision or, if the decision is designed to save money, what is the proposed saving that the decision will achieve?

This proposal is cost neutral. No direct costs will be incurred as a result of the policy.

12 month appraisal

Any other comments

Housing & Communities

B & B Accommodation Placement Policy

June 2018

Introduction

This document sets out the Council's policy for the use of B & B and how homeless households will be placed into B&B. It is to be noted that B&B is only used as interim/emergency accommodation and that all applicants placed in B&B will be moved to more suitable accommodation as a priority. All efforts are made to avoid B & B placements and should any be necessary these are considered to be an absolute last resort.

To avoid or minimise the use of B & B, it is a priority of the Council to seek to prevent homelessness wherever possible together with maximizing the available accommodation options to the Council to support homeless prevention or to discharge homeless duties under the Housing (Wales) Act 2014.

The policy applies to all households placed in interim/emergency accommodation by the Council under section 68 and section 75 of the Housing (Wales) Act 2014. This policy does not apply to offers of permanent accommodation under Part VI of the Act.

The policy is compliant with the advice set by the Supreme Court in April 2015 for the case of *Nzolameso and Westminster Council*. The judgement emphasised the Authority's duty to house the tenant as close to the Borough of residence as possible, and if this is not possible to provide an explanation.

All owners of B&B's will be DBS (Disclosure & Barring Service) regulated on a 3 year basis and certificates supplied to the Authority as per the requirements of the Whole Authority Safeguarding Policy. A record will be maintained of DBS checks.

All B&B's will have been inspected by Environmental Health regardless of 'in' or 'out' of County prior to use.

All B&B's will be inspected by a member of the Accommodation Team at least annually and rated according to the Suitability of Accommodation (Wales) Order 2015. Any concerns will be reported to Environmental Health who will re-inspect the B&B.

All applicants placed into B & B will be subject to a risk assessment to determine suitability and for safeguarding purposes. Single applicants will also be subject to a S.115 referral (Crime & Disorder Disclosure) to ensure that any placement is suitable and to support Safeguarding principles. **See Appendix 1**

Prison leavers will be risk assessed prior to placement, using information from the Probation Team.

Every effort will be made to avoid the placement of applicants 16/17 years of age. Should a placement be deemed necessary, then in accordance with the Young Person Protocol, applicants will be referred to Social Services.

Housing Benefit paperwork will be completed as soon as placement confirmed with B&B.

Locata, Boards, Tenancy Change Sheet and any other applicable procedures will be updated on a daily basis.

B&B's will be contacted on a daily basis to ensure that applicants are staying at the accommodation and to discuss any concerns.

This policy seeks to ensure that all placements are made on the basis of:

- a) a comprehensive assessment of a household's circumstances and needs,
- b) a balanced assessment of the needs of all households requiring emergency accommodation against the breakdown of the type and location of accommodation that is available at any given point

This policy seeks to provide suitable emergency B&B accommodation within Monmouthshire wherever reasonably practicable. There will be cases where there is a specific reason why the household should not be accommodated within the County itself (e.g. those at risk of violence in Monmouthshire), in such cases, placement will be in an appropriate B&B out of County.

The Council is making every effort to expand the availability of B&B accommodation in Monmouthshire or close to the County but the recent trend of increasing homeless demand, the closure of many B&B businesses and the lack of homeless and/or affordable accommodation within the County, limits what can be provided locally. It is an ongoing priority to increase the number of B&B's that are used within the County.

Mitigating Against the Use of B & B

To mitigate against the use of B & B and to seek to improve the general homeless service, it is an on-going priority for the Council to continually seek to improve homeless prevention and increase housing options. In this context, the Council will utilise the family hostel at Cinderhill Street, Monmouth for emergency family accommodation. In addition, one unit of vacant house-share accommodation will be set aside for emergency purposes.

Meeting the Homelessness (Suitability of Accommodation) (Wales) Order 2015

In line with the above order, B&B's are rated according to the facilities they offer: 'basic standard accommodation' and 'higher standard accommodation'.

Basic standard accommodation:

- (a) complies with all statutory requirements (such as, where applicable, requirements relating to fire, gas, electrical, and other safety; planning; and licences for houses in multiple occupation); and
- (b) has a manager deemed by the authority to be a fit and proper person with the ability to manage B&B accommodation.

Higher standard accommodation:

- (a) the basic standard plus
- (b) accommodation that meets the higher standard contained in Schedule 1 of the Order, which sets out minimum requirements for:
 - pace standards for sleeping accommodation
 - heating installations
 - kitchen, toilet and washing facilities
 - security
 - communal areas
 - additional management standards.

The standards vary depending on the number of people or households sharing the facilities and once the standard is identified, the authority must be mindful of the timescales an applicant should stay at the B&B:

- (a) the person occupies a basic standard B&B for a period, or a total of periods, which does not exceed 2 weeks;
- (b) the person occupies a higher standard B&B for a period, or a total of periods which does not exceed 6 weeks;
- (c) the person occupies a basic standard small B&B for a period, or a total of periods, which does not exceed 6 weeks, and the authority has, before the expiry of the two-week period referred to in sub-paragraph (a), offered suitable alternative accommodation, but the person has chosen to remain in the said B&B;
- (d) the person occupies a basic standard small B&B after exercising the choice referred to in sub-paragraph (c), and the authority has offered suitable alternative accommodation before the end of the six-week period referred to in sub-paragraph (c), but the person has chosen to remain in the said B&B;
- (e) the person occupies a higher standard small B&B, and the authority has offered suitable alternative accommodation, before the expiry of the six-week period referred to in sub-paragraph (b), but the person has chosen to remain in the said B&B.

Accommodation Placement Policy

Applicants placed under this policy will not be charged for their accommodation. All applicants will be required to complete a housing benefit form, wherever practicable to do so, prior to being advised of the B & B address.

Applicants will be entitled to receive a breakfast for each night of their stay.

This policy is intended to ensure that the Council prioritise's those who have the greatest need to be accommodated in the County or as close as possible.

The Council will also take into account:

- the distance of any offer of B&B accommodation from the county
- any possible disruption to employment, education or caring responsibilities
- accessibility of essential medical facilities and support that are essential to the wellbeing of any household member
- accessibility of local amenities, services and transport

An assessment of any impact will have been completed prior to placement

The Council will not routinely provide or fund transport to B & B accommodation. However, the Council recognises that on occasions individual applicants/households may need assistance to access B & B accommodation and where applicable, may consider such cases on their individual circumstances.

Any decision regarding an allocation of B&B accommodation will have regard to the Council's obligations under the *Social Care & Well-Being (Wales) Act 2014* including the need to both safeguard and promote the welfare of children and adults as per the Council's Safeguarding Policy 2017. In addition this policy fully complies with the requirements of:

- a) The Housing Wales Act 2014
- b) The Homelessness (Suitability of Accommodation) (Wales) Order 2015.
- c) The relevant sections of the Allocations and Homelessness Code of Guidance 2016
- d) Advice from the Courts to local authorities regarding any case law.
- e) The Council's Safeguarding Policy
- f) The Young Person Protocol

Under the Council's duty to provide suitable emergency accommodation, if an applicant would rather stay with family or friends as an alternative to B & B that is acceptable and helpful and would have no detrimental impact on any duties the Council has towards any applicants. If, however, an applicant doesn't stay in B & B accommodation offered, the Council will cease the interim duty, but will continue to work with them under s73 homeless duty.

Guidelines on the Location of Accommodation

For the purposes of making an allocation, all units of B&B accommodation acquired under the above policy will be categorised simply as:

- *Within County* – Defined as B&B Accommodation located within the geographical boundary of the local authority
- *Out of County* - Defined as B&B Accommodation located outside the boundary of the local authority, but in a location as close as possible to the local authority district.

Where there are sufficient units of B&B accommodation in Monmouthshire a suitable offer will be made within the County. However, where there are insufficient units 'within County', an offer of B&B will be made outside of the County in an area as close as possible to the boundary of the local authority as possible.

How Monmouthshire County Council will prioritise households for B&B accommodation within its County boundaries when there are insufficient units of within County accommodation available at the time of placement.

Relevant facts regarding the household's circumstances will be gathered by officers in the course of their enquiries through completing the *'Assessing Households Housing Circumstances and Needs form.'* This form will be completed for all homeless applicants who require a placement into B&B accommodation.

Where it is not reasonably practicable to provide B&B accommodation within the County for all households requiring it, a series of decisions will be made about how to allocate the vacancies. The decision will include a full consideration of each household's circumstances, including a risk assessment completed.

A homeless household will be individually assessed prior to placement to determine the suitability of the offer to be made and consideration will be given to a number of factors most notably the type and location of the accommodation that may be offered.

The following households will normally be given priority for accommodation within Monmouthshire County Council. This does not mean that they are guaranteed to receive an offer of accommodation in Monmouthshire when any duty arises. It may be that, at the time any interim accommodation duty is owed, there are no vacancies in Monmouthshire. If that is the case then an offer of suitable B&B will be made as close as possible, with priority given to transfer to a suitable offer of B&B accommodation within Monmouthshire as soon as is possible.

- 1) Households with one child (or more) in secondary school in their final year of Key Stage 4 (generally Year 11) with exams to be taken within the next six months.

Wherever practicable we will seek to place such households within district and within 60 minutes travelling distance of their school or college.

- 2) Households with one child (or more) who has a Statement of Special Educational Needs and is receiving education or educational support in Monmouthshire and where a change of schools would be extremely detrimental to their well-being.
- 3) Households with significant medical or severe learning disability where a child attends a special school in Monmouthshire.
- 4) Households with one child (or more) registered on the Child Protection Register and subject of a Child Protection Plan, or families who are currently helped by Children Services and where it is confirmed and accepted by the Housing Service that a transfer to another area would significantly impact on their welfare. This category includes families with significant social issues for which a comprehensive specialist package of support is in place in Monmouthshire, for example, families engaged in the 'troubled families' program.
- 5) Households where one person (or more) has a severe and enduring physical or mental health condition requiring intensive and specialist medical treatment from their GP or hospital and this treatment is only available in Monmouthshire.
- 6) Households where one person (or more) has a severe and enduring mental health problem where they are receiving psychiatric treatment and aftercare provided by community mental health services **and** have an established support network resulting in the Council accepting that a transfer of that care package would severely impact on their well being.
- 7) Households where one person (or more) is in receipt of a significant package and range of health care options that the Council accepts cannot be easily transferred or replicated and where this, the Council accepts, would result in a severe impact on their wellbeing.
- 8) Households where one person (or more) is required to attend a specialist hospital more than once a week and that treatment is anticipated to be continuous for more than one month and where the impact on having to travel from the location of the accommodation will have a significant adverse impact on their health they would not be able to afford the cost of the frequent travel.
- 9) Households where one person (or more) is in permanent and settled employment where they have been continuously employed for a period of six months, and for 24 hours or more per week, prior to the date of the homeless application. Women who are on maternity leave from employment would also meet the criteria. This group will be prioritised for housing as close as possible to their workplace. Where this is not possible Monmouthshire will endeavour not to place the household more than 60 minutes (time) travelling distance by public transport from their place of employment and will continue to seek suitable and affordable accommodation closer to their place of work.
- 10) Households who have a longstanding arrangement to provide care and support to another family member in Monmouthshire, who is not part of the resident household, and that person would be likely to require statutory health and social care support if that care and support ceased and there are no other relatives willing and able to provide that care and no other suitable alternative arrangements available.

Please note the following:

1. The above categories do not mean that no other special circumstances will be taken into account. Whenever an applicant is owed an interim accommodation duty a full assessment of their household's housing needs and circumstances will be carried out. Following that assessment it may be decided that an applicant should qualify for an accommodation offer in Monmouthshire for a special reason despite not meeting the criteria set.
2. The time likely to be spent in the accommodation will also be taken into account when determining the suitability of any offer of B&B accommodation.
3. Where there is no within County B&B accommodation immediately available which meets the household's identified needs, a homeless household can be placed on an emergency basis into suitable B&B accommodation in any location where there is availability on that day.
4. Where the Housing Options Team is notified of changes to the circumstances of household members after they have been placed in B&B accommodation, these circumstances will be considered and a decision will be taken as to alternative suitable B&B accommodation.
5. All households provided with B&B accommodation will be assessed at the point of placement in order to identify any support or resettlement needs arising from the location of the accommodation. Where there are dependent children in a household the Council will seek to identify with the applicant positive steps that can be taken to promote the welfare of children to ease the transition for children and minimize the impact of any new location.
6. Given the shortage of available B&B accommodation, it may be required to make a decision regarding how to prioritise the allocation of a particular room on a particular day where more than one household requires B&B and meet the 'within County' placement criteria and there are insufficient 'within County' B&B rooms available to accommodate all households that meet that criteria on that day. The following circumstances will be taken into account when prioritising between households. The circumstances listed are not in descending order of importance and do not form an exclusive set of criteria as other factors may also be relevant.
 - Level of need relating to the welfare and safeguarding of any children in the household
 - Level of educational need
 - Identified risks posed by living in particular areas
 - Permanency/flexibility of employment
 - Access to transport
 - Level of need to be close to services and amenities
 - Level of need to be close to health services
 - Level of need to be close to support networks
 - Level of need to be close to cultural or religious amenities
 - Impact on caring responsibilities

The impact of these and any other relevant circumstances will be considered both individually and cumulatively.

Severe Weather Policy

The Council has a Severe Weather Policy which will be implemented in the event of severe weather being predicted for at least three continual days. Anyone rough sleeping in Monmouthshire will be eligible for accommodation for the anticipated period of the predicted severe weather.

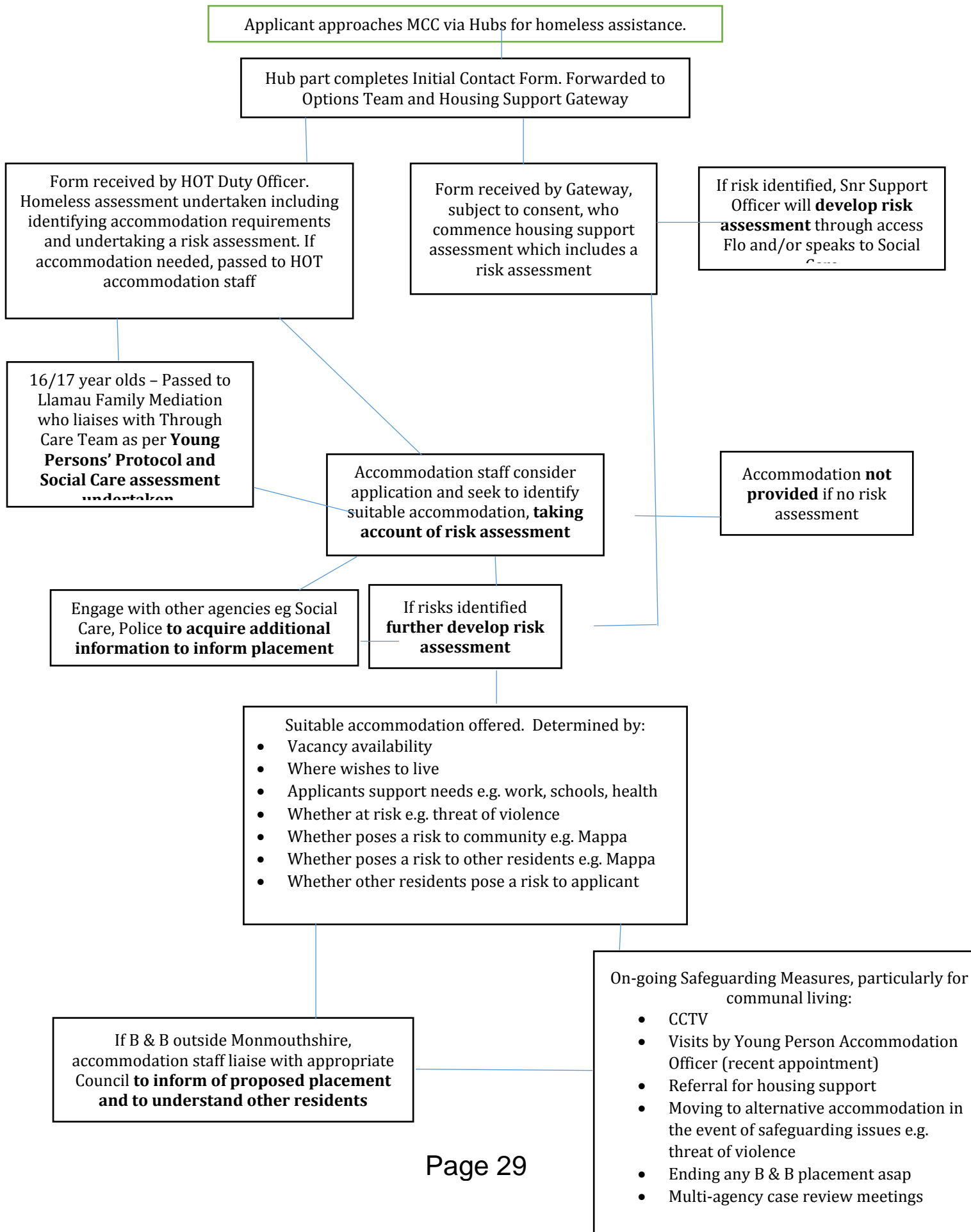
It is anticipated that B & B accommodation is most likely to be used if the Severe Weather Policy is implemented. The period of occupation will be used to positively engage anyone accommodated under the policy and to provide advice and assistance in respect of tackling their housing needs.

Monitoring the Use of B & B

The Council will monitor on an ongoing basis the use of B & B, including the placement of any 16/17 year olds and the placement of families with children

Appendix 1

Homeless Accommodation Placements: Safeguarding Reassurance Procedures





monmouthshire
sir fynwy

Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer Ian Bakewell</p> <p>Phone no: 01633 644455 E-mail: ianbakewell@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>Seeking to Strengthen Homeless Prevention and Increase Housing Options to Reduce Use of B & B</p>
<p>Name of Service</p> <p>Housing & Communities</p>	<p>Date Future Generations Evaluation</p> <p>1st March 2018</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>	<p>The proposal seeks to reduce the additional cost of the need to use of B & B</p>	<p>The Council has a number of schemes to accommodate homeless applicants or to prevent homelessness eg Monmouthshire Lettings</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 resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Helps create a more resilient homeless service and more resilient community	Ditto
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	The service supports people to access and remain in good quality accommodation or access alternative accommodation which contributes to health and well-being.	The Council already takes on accommodation, which needs to meet minimum standards eg no Category 1 hazards.
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	The proposal supports this by creating ore sustainable and affordable accommodation options	The proposal aims to reduce the need for out of County placements
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	N/A	N/A
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	N/A	N/A

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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?
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The scheme will contribute to more settled households and communities in which they are better able to fulfil their potential.	Ditto

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</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The proposal supports the Council to discharge its legal duty to prevent homelessness as per the Housing (Wales) Act 2014 and aims to reduce the use of short-term measures eg B & B</p>	<p>The shared housing scheme, the private leasing scheme and Monmouthshire Lettings already supports this together a range of other preventative measures</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>There will be a number of key partners eg RSL's, Cornerstone, Childrens Services, private landlords etc</p>	<p>Private landlords are already key partners</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>Involvement Involving those with an interest and seeking their views</p>	None undertaken	None necessary
 <p>Prevention Putting resources into preventing problems occurring or getting worse</p>	The service is a preventative service and accesses and utilises external resources to prevent homelessness.	The proposal helps to maintain an existing preventative service
 <p>Integration Positively impacting on people, economy and environment and trying to benefit all three</p>	The services positively impacts upon the local economy by providing an income for private landlords	The service is currently in place.

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	The service will continue to be available to this and all groups	There are no negative impacts in relation to this proposal	N/A
Disability	Ditto	Ditto	Ditto
Gender reassignment	Ditto	Ditto	Ditto
Marriage or civil partnership	Ditto	Ditto	Ditto
Race	Ditto	Ditto	Ditto
Religion or Belief	Ditto	Ditto	Ditto
Sex	Ditto	Ditto	Ditto
Sexual Orientation	Ditto	Ditto	Ditto
Welsh Language	Ditto	None	Bi-lingual information is being made available

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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	The service provides an option that can contribute to Corporate Parenting and Safeguarding	None	Level 1 Training
Corporate Parenting	Ditto	None	The service can potentially be used to support cases identified by Social Care

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

Homeless prevention related statistics

Housing (Wales) Act 2014

Welsh Government Code of Guidance for Local Authorities for the Allocation of Accommodation & Homelessness

The Homelessness (Suitability of Accommodation) (Wales) Order 2015

Good practice information

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 proposal will give the Council full control over property management, expenditure and rehousing future applicants.
- The proposal supports the development of Monmouthshire Lettings

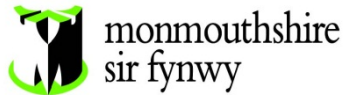
7. Actions. As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

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

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

The impacts of this proposal will be evaluated on:	<p>Will be reviewed on an on-going basis through budget monitoring arrangements quarterly performance monitoring reports and Team Meetings</p> <p>The service will be considered during periodic analysis of failed homeless prevention, undertaken to identify possible improvements and understand potential service flaws.</p>
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SUBJECT:	Review of Housing Renewals Policy
MEETING:	Adult Select Committee
DATE:	10th July 2018
DIVISION/WARDS AFFECTED:	All

1.0 PURPOSE

1.1 The purpose of this report is to consider the draft Housing Renewals Policy.

2. RECOMMENDATIONS

2.1 The Committee consider the relevance and implications of providing support to private sector households.

2.2 To comment on the attached policy (**See Appendix 1**) policy and recommend to Cabinet that the policy is adoption by the Council.

3. KEY ISSUES

3.1 There is a need to review and refresh the Council's Housing Renewal Policy due to a variety of both financial and legislative changes. In addition a number of new initiatives have been introduced by Welsh Government to support and encourage the improvement of existing private sector housing, such as loan funding. The Policy effectively formalises existing practice.

3.2 In addition to service specific changes there is a need to ensure the Policy is fully aligned with the Council's Safeguarding Policy and therefore, is fit for purpose.

3.3 The Council decided over a decade ago that it could not continue to offer discretionary repairs and improvement grants. The main funding, has been £600,000 of capital to fund disabled facilities (DFG's) and Safety at Home (SaH) grants. Over time, the purchasing power of that sum declined and demand, though variable, increased both in quantity and complexity. As adults live longer and wish to stay in their own homes for as long as possible and children with complex disabilities needed specialised facilities in their homes, the demand on the budget has increased. In 16/17 the Council recognised this growth and raised the budget to £900,000. This has helped to improve the average turnaround for DFG's to 193 days.

3.3 A further recent development is the Welsh Government has provided a three year funding stream under its ENABLE programme which has added approximately £100,000 to the resources available for disabled adaptations. The fund supports a flexible and responsive approach to delivering adaptations, particularly through partnership arrangements.

3.4 As well as the requirement to provide mandatory Disabled Facilities Grants and the discretionary (but highly valued) Safety at Home Grants, the Council has also been able to process Welsh Government funds intended to help home owners carry out home improvements and to encourage owners of empty properties to bring them back into use. The Committee considered a loans report on 19th June 2018. The interest free loans are intended to support these initiatives and essentially mean the Council

can offer financial support for private sector housing in absence of being able to provide discretionary renovation grants. The expectation from Welsh Government is that these loans are promoted by the Council. Take up to date has been limited, therefore, seeking to increase awareness is a key priority.

- 3.5 In addition to the financial support described above the HRP also covers the housing standards enforcement work of the Council's Environmental Health Service. The service also inputs directly into the Home Improvement Loans (HILs) and Houses into Homes (H2H) schemes by ensuring that all Category 1 hazards to health are rectified as part of the scheme of work. The specific policy covering enforcement measures is set out in **Appendix A** of the draft Policy.

4. OPTIONS APPRAISAL

- 4.1 The following options are available, which are fully evaluated in **Appendix 2** are:

- **Option 1** – Continue with the existing housing renewal policy and make no changes. The current policy is, however out of date and not fit for purpose.
- **Option 2** – Adopt the proposed policy in whole
- **Option 3** – Adopt the proposed policy in part

5. OPTIONS EVALUATION

- 5.1 The Council is legally obliged to provide DFGs and to enforce the requirements of the Housing Health and Safety Rating System but all other renewal processes are wholly discretionary. It could opt not to provide SaH grants but these are very low cost (£161 average) and provide the safety features which either prevent injuries such as falls or facilitate early discharge from hospital by making homes safer to use. If such funding was to stop it would simply put additional pressure onto the Social Care and Health services and budgets.
- 5.2 Funding for the HILs and H2H schemes comes from the Welsh Government and the fees attached to these products are intended to offset local authority costs of administering them so there is little to be gained through not offering them and a lot to be lost as a result of houses deteriorating further and empty homes not coming back into use.

4. REASONS:

- 4.1 The Council has a legal duty to provide DFGs and to enforce the provisions of the HHSRS. In addition it has a statutory responsibility towards people who are homeless so by keeping as many dwellings as possible in use and encouraging empty houses back into use this duty is more easily discharged.

5. RESOURCE IMPLICATIONS:

- 5.1 A funding overview is detailed in **Appendix 3**.
- 5.2 Fees are chargeable for the interest free loans. The fees, however, only effectively cover administration costs and terms and conditions prevent the Council from using the fees to generate a 'profit.'
- 5.2 The recent additional funding is obviously welcomed, but this has placed an additional pressure on the 1.6 whole time equivalent staff responsible for delivery.

- 5.3 There are costs associated with the provision of all forms of grant aid and it is possible, indeed likely, that demand for such products will increase as will the unit cost of each. Enforcement of HHSRS is a statutory duty and the Council budgets for the provision of services to do so. The costs of ensuring compliance can be recovered from the owners of the properties involved. HILs and H2H loans and grants attract fees, which should cover costs involved.
- 5.4 The Houses into Homes funding stream being grant is offered to the Council in perpetuity so long as it is being utilised and recycled as loans to applicants. The Home Improvement Loan funding scheme in contrast has to be repaid to Welsh Government by 2030. If the funding repayable is less than the award (ie from loan default) then Welsh Government will share 50% of the shortfall to a maximum amount of 2.5% of the funding awarded.
- 6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**
- 6.1 The maintenance of adequate quantities and types of dwellings, some suitably adapted for the needs of disabled occupants contributes to the well being of communities and residents. The bringing back into use of formerly empty dwellings eliminates their negative impact upon the immediate environment. There are no negative implications. **See Appendix 4.**
- 7. SAFEGUARDING & CORPORATE PARENTING IMPLICATIONS:**
- 7.1 The policy supports both safeguarding and corporate parenting through improving standards in private sector housing.
- 7.2 Procedures exist to ensure applications for DFGs are processed within the shortest possible time, and for these processes to be further expedited when requested by the referring Occupational Therapist. It is proposed that all contractors who seek grant-aided work shall also be required to be DBS checked and to receive basic safeguarding training. This is currently being implemented. A code of practice for contractors is also proposed.
- 8. CONSULTEES:** Chief Officer Enterprise; Cabinet Member for Enterprise; Housing Management Team; Head of Planning, Housing & Place-Shaping; Assistant Head of Finance. Senior Occupational Health Practitioners; Chief Officer Social Care & Health; Cabinet Member for Social Care & Safeguarding; Monmouthshire CAIR.
- 9. BACKGROUND PAPERS:** None
- 10. AUTHOR:** Ian Bakewell, Housing & Communities Manager
- 11. CONTACT DETAILS:** E-mail: ianbakewell@monmouthshire.gov.uk Telephone: 01633 644479

Appendix 2

Evaluation Criteria – Cabinet, Individual Cabinet Member Decisions & Council

Title of Report:	Review of Housing Renewals Policy (HRP)
Date decision was made:	
Report Author:	Ian Bakewell, Housing & Communities Manager

What will happen as a result of this decision being approved by Cabinet or Council?

The policy effectively formalises existing practice. The advantage of the Policy being in place is it increases transparency and accountability of the Council.

12 month appraisal

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What benchmarks and/or criteria will you use to determine whether the decision has been successfully implemented?

The following benchmarks will be used to assess whether the decision has had a positive or negative effect:

- The turnaround time for DFGs and SAHs
- Unit cost of DFGs and SAHs
- Uptake of HILs
- Uptake of H2H for vacant properties
- Case studies
- Client feedback

12 month appraisal

What is the estimate cost of implementing this decision or, if the decision is designed to save money, what is the proposed saving that the decision will achieve?

No direct budget savings will be achieved by implementing this decision. Nor will expenditure be incurred to implement the new policy itself. There are costs, which are budgeted for and funding is available

However, it is considered that expenditure will be have cost benefit advantages and it is considered that as a result of DFG and SaH investment, Social Care and Health services will avoid the cost of high level home care or even residential care for disabled occupants. Evidence will be sought from Social Care through the provision of costed case studies.

Investment in home improvements and in bringing vacant properties back into use will help to meet housing need

12 month appraisal

Any other comments

Appendix 3

MCC Housing Renewal Funding Overview

Disabled Adaptations - DFG's and SaH: £900,000

Welsh Government ENABLE Funding – £96,782

Houses into Homes Loans - £604,749*

Home Improvement Loans - £620,855*

*The Houses into Homes funding stream being grant is offered to the Council in perpetuity so long as it is being utilised and recycled as loans to applicants. The Home Improvement Loan funding scheme in contrast has to be repaid to Welsh Government by 2030. If the funding repayable is less than the award (ie from loan default) then Welsh Government will share 50% of the shortfall to a maximum amount of 2.5% of the funding awarded.



CYNGOR
monmouthshire
COUNTY COUNCIL
sir fynywy

WIP Version May 2018

Housing Renewal Policy

Contents

8 Appendices

(A) Private Sector Enforcement Policy

(B) Processing Grants:

- Eligibility
- General Conditions attached to applications
- Application Process
- Eligibility
- Safeguarding
- Code of Practice for contractors

INTRODUCTION AND BACKGROUND

This Housing Renewal Policy is necessary to ensure compliance with housing legislation and the Council's strategic priorities, **including improving the quality of private housing stock in Monmouthshire, particularly making and maintaining homes that are safe and energy efficient and contribute to well-being.**

This Policy details how the Council will deliver assistance to help private owners and tenants to repair, maintain or adapt their homes. It also provides information on the Council's approach to improving the energy efficiency of homes across all tenures.

Monmouthshire County Council acknowledges the impact that poor quality housing can have on the health of the occupants and on the quality of life of those in the area.

The Council recognises the view of the Welsh Government that it is the role of the Council to protect the health of its citizens by enforcing standards where necessary and providing assistance, particularly to the elderly, disabled and vulnerable to enable them to obtain, maintain, and remain in their homes.

However, the Council also recognises that it has many competing priorities for its limited funds and that while it is not in a position to provide direct financial assistance to all who need it the Council will seek to develop links to alternative methods of assistance and resources to which citizens can be directed.

This policy document details how Monmouthshire County Council will approach its housing renewal function as the Local Housing Authority over the next five years. In particular it explains how the Council will approach:

- Enforcement powers and duties,
- The financial resources/assistance it provides
- Other services it provides or supports
- Stakeholder and partnership working
- The need to safeguard vulnerable adults and children

This document will be the framework within which Council officers can operate the policy in place for enforcement of housing standards, administer the financial assistance available and work with our stakeholders and partners.

The Council delivers its private sector housing renewal responsibilities through its Housing and Community Service and Environmental Health Section.

This Policy provides information on the financial assistance and advice that may be available from the Council to ensure homes are safe to live in, is energy efficient, and helps maintain their health and wellbeing.

Legal Context

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 requires that local authorities develop a policy for providing households with financial assistance to improve their homes.

Strategic Context

In developing this document as a framework for action the Council has also taken into account key local strategies and policies including:

- The Monmouthshire Public Service Board Well-being Plan
- Building Sustainable and Resilient Communities
- Corporate Business Plan 2017-2022
- Medium Term Financial Plan
- Social Justice Strategy
- Future Monmouthshire
- The Council's Safeguarding Policy 2017

Monmouthshire Well-Being Plan

This Policy seeks to contribute to the Monmouthshire Well-Being Plan 2017. The vision for the plan is:

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

The Policy will also contribute to two of the Plan's four key objectives:

- Provide children and young people with the best possible start in life to help them achieve better outcomes.
- Maximise the potential in our communities to improve well-being for people throughout their life course.

Policy Aims

The Council recognises the importance of good quality, affordable and sustainable housing to make a positive impact on health and well-being and to deliver wider benefits to households and communities. The aims of the policy are to:

- To improve the quality of private sector homes and particularly to keep homes safe, warm and secure, with the primary goal of improving health and well-being.
- To provide a range of different types of assistance.
- To work in partnerships to make the best use of resources available and maximise value for money
- To target resources at older, disabled and vulnerable households
- To increase the supply and access to houses within the private rented sector.

Policy objectives are:

- To minimise the time taken to deliver disabled adaptations
- To maximise the number of empty properties brought back into use
- Identify and eliminate Category 1 Hazards under the Housing Health & Safety Rating

Housing and Health

The connection between poor housing and ill health has long been recognised and in many ways formed the basis for the creation of the first systems of local government in the 19th century. The requirement for houses to be "fit for human habitation" (Housing Act 1957) has

been superseded by the latest requirements of the Housing Health and Safety Rating System (HHSRS) and the Welsh Housing Quality Standard (WHQS) both of which establish objective assessment criteria for the provision of houses which are safe for occupants and visitors and which promote good health.

Despite substantial progress in establishing housing standards, there are still far too many houses in the private sector which fall short of them and while the worst conditions tend to exist in the private rented sector, the owner occupied sector has many deficiencies, particularly in relation to thermal insulation standards and environmental safety. Add to these deficiencies the problems which poor planning and estate design, and poor quality initial build standards bring and the resultant mix is one which will adversely affect the health and well being of all residents regardless of age. Targets achieved for social housing under the Welsh Housing Quality Standard following the transfer of the Council's housing stock to Monmouthshire Housing has seen significant improvements and minimum standards achieved in that sector, but the private sector must not be left behind, nor can it be left solely to the vagaries of the market.

A further fundamental driver of change must be the recognition, not only that poor housing causes ill health but that the reverse position of good housing promoting well being should not be overlooked as a positive contribution to the UK and Welsh Governments' targets for public health and wellbeing. At a time when the focus is inevitably upon GP and hospital waiting times the contribution, both positive and negative which housing makes to public and personal health should not be ignored. While the County Council will commit all available resources to improving public health through raising housing standards, it recognises that it will need the involvement of all partners and stakeholders in this task.

Financial Setting

In 2002 The Regulatory Reform (Housing Assistance) (England and Wales) Order came into force. This Order has had important implications for the Council because it replaced much of the existing prescriptive legislation governing the provision of housing renewal grants and replaced them with new more flexible powers to provide assistance for housing renewal, repair and adaptation.

Due to financial pressures in other service areas the Council recognises that funding private sector housing is challenging in current financial climate. However, within these constraints the Council offers a number of options including a range of grants, adaptations and loans together with practical advice to meet the needs of particularly vulnerable people who live in houses which are in need of repair or improvement..

The Council is not currently in a position to offer any of the discretionary grants which were previously available. Fr example home repair assistance grants to home owners or repair grants to landlords. It is, therefore, recognised that this may impact on housing standards in the private sector. This means little has been done towards improving the poor standards identified in the house condition survey. In light of this the Council will seek to maximise the advice to residents in respect of options for funding.

It is the Council's wish to maintain grant funding at the present levels in real terms and to work with other housing and finance providers to facilitate the provision of funding and signpost sources of potential funding which can be used by owners to address housing deficiencies.

A key priority is to increase awareness and take-up of Welsh Government funded loan provision.

Safeguarding

Safeguarding is an overriding priority for the Council, the expectations and requirement of which are set out in the Safeguarding Policy 2017. A key strand is for the Council to be assured risk is eliminated or minimised.

The need to safeguard the physical and psychological well being of vulnerable adults and children is inextricably linked with the provision of safe and suitable housing. While threats to wellbeing from others is not dependent upon the quality of the home environment; emotional stress, tension and various forms of mental illness are not helped if they co-exist with poor quality housing, lacking in suitable facilities for safe living and often made worse by overcrowding. All members of staff in Housing and Community Services receive regular training in safeguarding issues and in the systems and procedures which they must follow if they believe the well being of anyone is at risk. The Council's safeguarding procedures are embedded within the service's management structure and processes.

The Council will also require contractors who wish to bid for grant and loan funded works to subject themselves and their workforce to Disclosure and Barring Service (DBS) checks and to provide evidence that it has been done to the Council. In addition, the Council intends to offer training to contractors and their staff on the practical issues relating to safeguarding procedures. The Council has also drafted a Contractor's Code of Practice and this is included in Appendix B to this policy.

ENFORCEMENT OF HOUSING STANDARDS

Monmouthshire County Council has a statutory duty to review the condition of the housing stock and deal with any deficiencies. The Housing Act 2004 radically overhauled the way that local authorities regulate standards with the introduction of the Housing Health and Safety Rating System and compulsory licensing of certain types of house in multiple occupation.

2.1 Housing, Health and Safety Rating System (HHSRS)

The Housing Act 2004 has removed the long established "fitness standard" for living accommodation and introduced a numerical scoring system the H.H.S.R.S. for determining the suitability of a dwelling for occupation.

The system identifies 29 classes of hazards and is based on a *risk assessment* of any of these hazards that may be present in a dwelling. The *risk and severity of possible harm*, an identified hazard presents, to the *most vulnerable potential occupant* of that dwelling are then used to generate a score. The score then puts the hazard into one of two categories: Category 1 (more serious) or Category 2 (less serious).

This is a much more public health approach, based upon evidence of health consequences and much less about maintaining the quality and repair of the housing stock. The system underlines the importance of home safety and the Council will ensure it contributes more widely to evidence-based interventions that support national public health priorities and targets.

The Council has trained authorised officers in the use of the new system and produced an enforcement policy to ensure consistency of officers' decisions. The Council is also working

with other local authorities to benchmark its' approach and help ensure consistent application of the system across South Wales.

Enforcement

This authority has adopted an Enforcement Policy (see Appendix A) specifically for enforcement of the new Housing, Health and Safety Rating System (HHSRS) to compliment the existing enforcement policy of the Authority. The HHSRS enforcement policy provides a framework and guiding principles that enable authorised officers to take a balanced and proportionate approach to enforcement.

The nature and influences on the housing market are continually changing and Monmouthshire has its specific characteristics that shape local need and priorities. The Council will be proactive in the private housing sector to ensure that standards of accommodation, particularly in the rented sector are maintained and rogue landlords deterred. It will seek to work closely and proactively with landlords and owners to help them ensure that their properties meet the relevant standards, and the Landlords Forum will be a key feature of this approach

While committing itself to a co-operative approach wherever possible, the Council is equally committed to taking enforcement action where the health, safety and wellbeing of occupants, and others, are at risk and informal measures have proved ineffective.

2.2 Houses in Multiple Occupation (HMO) Licensing

The Housing Act 2004 introduced a new definition of HMO that included clarification on the previously ambiguous position on many shared houses and clearly defined them as HMOs

The Act also places a duty on the Authority to implement mandatory licensing scheme for certain categories of HMO and a power to implement additional licensing schemes for HMOs and other rented accommodation.

This Authority is committed to protecting residents from poor housing conditions, and recognises that often, these residents are the most vulnerable.

2.3 Empty properties and Empty Dwelling Management Orders (EDMO)

This Authority recognises that properties that are empty for a long period of time can have a negative affect on the neighbourhood and supports the Welsh Assembly Government's view that properties should be put back into use and occupied as a means of addressing housing need,.

At any one time approximately 3.5% of total stock is empty, although to date those properties that are empty have rarely been found to be detrimental to the neighbourhood or a nuisance.

The Council will regularly and positively engage with empty property owners in the context of addressing housing need to raise awareness about the options available for bringing properties back into use.

2.4 Landlord and Agent Registration and Licensing (Huw Owen)

Housing (Wales) Act 2014 Part 1 came into force on the 23rd November 2015 and introduced a compulsory registration and licensing scheme for private rented sector landlords and letting / management agents. Cardiff City Council is designated as the Single Licensing Authority

(SLA) for the administration and coordination of this scheme under the brand Rent Smart Wales (RSW).

Each local authority in Wales is working closely with RSW to help deliver compliance with the requirements of the Act. A Memorandum of Understanding (MoU) has been developed and agreed which captures the partnership working between RSW and each local authority, including Monmouthshire. The MoU details the activities that Monmouthshire and RSW will undertake. Actions for officers of Environmental Health, in addition to enforcement related activities, include:

- Annual report to RSW of all records that can identify landlords / agents
- Annually 2 officers must undertake 2 weeks equivalent proactive work to identify unregistered / unlicensed landlords.
- Visit every licensed agent in the council area at some point during their 5 year licence and undertake an audit of the properties they act as agent for.

Progress on registering and licensing is regularly provided by RSW. There were 4221 registered rental properties in Monmouthshire at the end of 2017.

FINANCIAL ASSISTANCE

Overview:

The Council offers several forms of financial assistance either directly or via partnerships. The main assistance offered is through:

- Disabled Facilities Grants (DFGs)
- Safety at Home Grants (SAH)
- Rapid Response Adaptations Program (RRAP) via Care and Repair Monmouthshire
- ENABLE funding from the Welsh Government
- "Affordable Warmth" programmes via the South East Wales Energy Advice Centre
- Home Improvement Loans
- Houses into Homes (Empty Property Grants)

The vast majority of funding is allocated to Disabled Facilities Grants, recognising the priority needs of the elderly and disabled and the fact that this is a mandatory grant. The principles involved in processing grants are set out in Appendix B.

Priority for all forms of assistance will be given to the elderly, disabled, those in long term ill health, vulnerable people and those on low incomes.

Disabled Facilities Grant (DFGs)

The Council has a statutory duty to provide mandatory disabled facilities grants assistance. The purpose of this mandatory grant is to enable those with long-term disabilities and health problems to continue to live in their own homes with appropriate levels of support. Grants can be offered for a variety of projects to enable independent living. The purposes for which mandatory disabled facilities grants are set out in S.23(1) of the Housing Grants, Construction and Regeneration Act 1996 and includes:

- Facilitating access by the disabled occupant to and from the dwelling.....

- Making the dwelling.....safe for the disabled occupant and other persons living with him/her.
- Facilitating access by the disabled occupant to a room used or usable as the principal family room.
- Facilitating access by the disabled occupant to, or providing for the disabled occupant, a room in which there is a bath or shower (or both), or facilitating the use by the disabled occupant of such a facility.

Eligible works will be determined subject to an assessment of need by the Council's Occupational Therapist.

These grants are subject to means testing to establish if the applicant needs to make a financial contribution towards their adaptation.

It is a priority of the Council to deliver DFG's as quickly as possible and to minimise turnaround. The target for 2018/19 is 180 days.

The operation of the DFG system is detailed in Annex 2. Changes in the way small DFGs are processed have reduced the burdens for both applicants and the Council and have expedited the processing of the majority of applications.

Current situation

In 2018/19 the Council has allocated a total of £900,000 to the Grants Team. In addition WG Enable funding of £96,782 was utilised. Of the £900,000 capital funding available, approximately £750,000 is allocated for major disabled adaptations (DFGs) and £150,000 for minor adaptations via Safety at Home Grants (SAH). The annual budget allocation between disabled facilities grants and safety at home grants will be reviewed regularly in line with demand. The ENABLE funding may be used to support shortfalls in cases where the DFG limit is exceeded together with providing additional funding for partnership arrangements, such as Care & Repair to carry out small works.

Children

Adaptations for disabled facilities are very expensive and grants for adaptations for disabled children are non-means tested. This type of grant therefore **can** absorb a large portion of the DFG budget for **a small number of** projects. The average cost of an adaptation for children has been five times the level for an adult) and is **likely** to rise still further.

There are currently children, under the age of 5, known to the Children with Disabilities Team who are likely to require extensive adaptations to their home in the relatively near future. The Council will assist in accordance with this Policy.

Older People

A rising demand from the ageing population is increasingly placing further pressure on the financial resources available for DF grants. The Council recognises the importance of facilitating hospital discharges or supporting packages of care. In this context, a revised service level agreement has been established with Care and Repair Monmouthshire which will ensure the most effective and appropriate use of the Council's Safety at Home grants and the Rapid Response Adaptation Programme funds. SAH grants and DFGs will not be directly available to RSL tenants who should contact their landlord in the first instance.

Safety at Home Grants

This **discretionary** grant was introduced during 2001/02 specifically to offer help to those in poor health or patients who have recently been discharged from hospital with mobility problems and who therefore need minor adaptations such as handrails, access ramps and intercom door entry control systems.

Considerable emphasis has been placed on a rapid response to requests from the Community Nursing Team and Occupation Therapy Service and applications are processed quickly and with minimum documentation.

The majority of work is carried out via Monmouthshire Care and Repair and they administer the budget and undertake all works. The intention is that Safety at Home funding will be managed alongside the Care & Repair Rapid Response Programme, to maximise the effective use of the two programmes. As a guide an average of £121.00 per referral was spent using this form of grant in 2007 and this has risen year on year until in 17/18 the average cost was £166.30.

In the event of funding pressures, the Council through Social Care may require Care & Repair to prioritise the funding available to ensure those in most need get the assistance they need.

ENABLE – Support for Independent Living

The Council receives annual funding from Welsh Government to deliver a programme of ENABLE adaptations. The ENABLE programme is an additional funding stream for adaptations and is designed to simplify and speed up the process of delivering an adaptation. It has the advantage of offering flexibility in respect of delivering solutions.

The Council will work in partnership with other agencies to deliver the programme.

Rapid Response Adaptations Program

Monmouthshire Care & Repair operate a Rapid Response Adaptations Programme, funded by Welsh Government.

Through referrals that facilitate hospital discharge, prevent inappropriate discharge or prevent admission to long-term care, Care and Repair Monmouthshire will assist owner-occupiers and private tenants who are over the age of 60 or are physically disabled or chronically sick.

As its name implies the scheme is intended to provide a rapid response to need and the priority therefore is speed of service delivery. The joint operation of the RRAP and SAH budgets are monitored both for cost effectiveness and speed of delivery and the performance reported on a quarterly basis.

Energy Efficiency & Tackling Fuel Poverty

There is an effective Service Level Agreement with the Energy Savings Trust which operates its Energy Advice Centre (SEWEAC) on behalf of the Council to provide advice and signposting services to the community at large. The ongoing development of a national programme for improvements in fuel efficiency, energy conservation and carbon reduction funded by industry led programmes together with publicly funded schemes such as NEST ensures that occupants who are at risk of fuel poverty can be considered for grant aid for insulation upgrades and the provision of fuel efficient heating systems.

The Council is unable to directly fund energy efficiency programmes, but will seek to identify funding opportunities such as through Welsh Government Arbed or utility companies. Where such funding can be secured the aim will be to develop projects that target poorly insulated and performing properties and low income households. This is most likely to be delivered on a geographical basis.

Repair Grants

While the Council acknowledges the role that the private rented sector plays in meeting housing need in Monmouthshire, the high demand for mandatory DFGs means it is unable to provide any budget from which it can fund discretionary grants to private sector housing. It will however, keep this situation under review and should slippage occur in other budgets which can be targeted at improvement schemes for private rented property (which will be tied to nomination rights) consideration will be given to doing so.

Home Improvement Loans

In conjunction with the Welsh Government, the Council will offer Home Improvement Loans (HILs) to home-owners who can meet the affordability rules. An Interest free loan of up to £25,000 will enable homeowners to carry out repairs and improvements to their homes.

HILs must also address any Category One hazards if identified by the Council's Environmental Health Service

An administration fee, determined by the Council, will be payable. This may be reviewed periodically.

Empty Homes Loans: Loans are available to the following category of empty property owners

Developers

Loans are available to developers that purchase empty properties to bring back them back into use. Repayment terms will depend upon the end use of the refurbished property, for example,

- If the property is being sold after refurbishment the term is 2 years
- If the property is going to be for rental at market rents the term is 5 years.
- If the property is going to be for rental at LHA rate the term is 10 years.

Empty Property Inheritors

Loans are available to people who inherit an empty property. These are known as Owner Occupier loans. Owners can borrow £1000 to £25,000 with repayment terms dependent on the end use of the property. For example,

- If the owner intends to occupy the property after refurbishment the term is up to 10 years.
- If the owner does not intends to occupy – up to 5 years.

An administration fee, determined by the Council, will be payable. This may be reviewed periodically.

OTHER SERVICES AND SUPPORT

There is a clear link with poor housing and ill health and while more people are choosing to live independently it is vital that community based support mechanisms are available to them. This policy recognises the importance of partnership working to support independence and safe living. A wide range of advice, support and assistance is provided to elderly, disabled and vulnerable people, who privately rent, or own and live in their own property.

Care and Repair

Care & Repair provide a free, comprehensive home improvement and advisory service to older and disabled people, living in both Monmouthshire and Torfaen to help them remain in their own homes in greater comfort, warmth and security. The service is for people who live in Monmouthshire and Torfaen who are homeowners or private tenants.

Care & Repair offer free, impartial advice on repairs and alterations and will help people get estimates and select a reputable contractor.

The core Care and Repair service is a bespoke, customer led service to help older homeowners to carry out repairs, improvements and adaptations to their homes. The agency provides advice and assistance with:

- welfare benefits advice,
- access to grants and benevolent funding
- approved contractor list
- help with forms and letters
- fire safety, security and energy efficiency checks

The agency also offers -

- A home safety check to all residents of the county who are aged 75 or over under the Healthy at Home scheme subject to funding through the Council's Supporting People programme. The check provides a specific falls prevention function.
- A rapid response minor adaptations scheme, carrying out jobs such as installation of handrails, grab rails, shower seats etc using both an in-house handy person and approved contractors. These jobs are funded by the Welsh Government Rapid Response Adaptation Programme grant, with the aim of either preventing hospital admission or prompt discharge from hospital – clients referred by Healthcare professionals)
- **Safety at Home minor adaptation grants through funding from the Council. Care & Repair will administer Safety at Home alongside the Rapid Response Adaptation Programme.**

.Home Safety

The importance of home safety is recognised at a national level and the prevention of falls is a key health improvement target. The Council and the Local Health Board are working in partnership with Care and Repair to fund a 'Staying Healthy at Home' Project targeting residents aged over 75. This provides a home check and one-stop home-safety service.

Right Move Bond Scheme

The Council in partnership with Pobl, aims to improve opportunities for people to secure private rented accommodation by offering landlords guarantees of an agreed amount against rent arrears, loss and damage. This improves access to accommodation and supports homeless prevention in Monmouthshire.

Registered Social Landlords

Registered Social Landlords (Housing Associations) have a key role in supporting the Council's housing strategies.

In the field of housing renewal they have access to funds under the Physical Adaptation Grant (PAG) scheme which give them direct access to WAG funds. In addition their finance raising and investment abilities mean that they can work in partnership with the Council and/or private owners via joint investment initiatives.

The Council will also look to RSLs to be innovative in the ways they invest in the existing private sector whether by outright purchase to aid renewal or by equity share arrangements with owners or would be owners who cannot afford the capital costs which property acquisition and renovation often involves.

Careline Service

The Careline service provides a telecom based range of personal and environmental monitoring services within a person's home to enable them to maintain optimum independence. Emergency contact telephone systems, automated lighting systems and fire and smoke detection are but a few of the services which can be offered through this service. The Council recognises the contribution which well designed assistive technology can make to a person's independence at home. It will include the installation and first year rental costs of a base unit, personal alarm, CO detector and smoke detectors in the schedule of eligible works for all DFG funding for adults.

PARTNERSHIP WORKING

Private Landlords

The Council acknowledges the important role the private rented sector fulfils in the provision of homes within Monmouthshire. The Council will work with private landlords to ensure quality and affordable homes are provided and to assist this sector with housing renewal. Standards of accommodation have been found to vary and by working with landlords the Council has attempted to ensure a greater consistency and compliance with relevant standards. The following schemes and initiatives will be critical in developing the private rented sector and increasing the range and quality of available housing options:

Landlord's Hub

The Council has a long established forum for private landlords, which is currently provided jointly with Torfaen County Borough Council. The strategic aims of the Landlord's Hub are:

- to develop and increase the supply of private rented accommodation
- help reduce homelessness and the use of temporary accommodation
- to promote and improve the quality, diversity and management of the private rented sector
- to link in with the all Wales accreditation scheme – Rent Smart Wales

These aims will be achieved by:

- providing training, information and advice for Landlords
- providing an opportunity for landlords to network
- holding quarterly forums and themed events
- facilitating access to discounts and preferential rates from local businesses

Neighbouring Councils

The Council will work together with neighbouring authorities, in developing its housing renewal policies. Working groups are in place for officers to liaise and share/develop best practice and ensure consistency.

Performance Monitoring

The Council will monitor the delivery of this policy through a quarterly performance management framework.

Key areas of monitoring include:

- No.'s of DFG referrals (adults and children)
- No.'s of DFG completions (adults and children)
- Average time to complete (adults and children)
- Client satisfaction in respect of the DFG programme.
- No. of safety at home grants
- No. of loans provided

Complaints

The Council is committed to dealing effectively with any complaints you have about our service. The Council aims to clarify any issues about which anyone isn't sure about. If possible, every effort will be made to put right any mistakes that may have been made. The Council will provide any service to which anyone is entitled but didn't deliver upon. If the Council is an apology will be issued and offer redress if appropriate. The Council also aims to learn from mistakes and use the information we gain to improve our services

Complaints can be made in any of the ways below:

- Ask for a form from the person with whom you are already in contact. Tell them that you want us to deal with your concern formally
- By telephoning 01633 644647 or 01633 644672

- Via a complaintys form on the website by following this link:
www.monmouthshire.gov.uk/complaintsandcompliments
- E-mail to feedback@monmouthshire.gov.uk

Complaint forms available will be available at all service outlets and public areas such as local offices and libraries.

This policy and the complaint form is available in Welsh or another language or format (perhaps Braille or large print).

POLICY IMPLEMENTATION AND REVIEW

This document is intended to set out the Council's framework for service delivery over the next five years (until and including 2022) but it will be reviewed annually with our partners and stakeholders and an annual action plan will be developed so that progress can be assessed. If, in the light of changed circumstances, it seems appropriate to review the policy framework before 2022 this will be done.

Suggestions and enquiries about policy implementation should be addressed to:

Housing & Communities Manager
Monmouthshire County Council
County Hall
The Rhadyr
Usk
Monmouthshire
NP15 1GA

APPENDIX A



CYNGOR
monmouthshire
COUNTY COUNCIL
sir fynyw

Private Sector Housing Enforcement Policy

Housing Health and Safety Rating System

July 2007

1.0 **Introduction**

The Housing Act 2004 introduced a new system for assessing housing conditions, known as the Housing Health and Safety Rating System (HHSRS), which is to be applied to the enforcement of housing standards in all types of residential accommodation. This new system replaces the fitness for human habitation standard as contained within Section 604 of the Housing Act 1985.

The new system is structured around an evidence based risk assessment procedure, which considers those hazards that may be present in a dwelling from a list of 29 classified hazards. The risks that any such hazards may present to the most vulnerable potential occupant of that dwelling are then used to generate a hazard score. That score is, on the basis of its numerical value, then classified as a Category 1 hazard or a Category 2 hazard. Category 1 hazards can further be subdivided into those banded A-C and Category 2 hazards can be subdivided into those falling within bands D-J reflecting decreasing levels of risk.

Under the Housing Act 2004 Monmouthshire County Council has a duty to take appropriate enforcement action where there is a Category 1 hazard, and a discretionary power to take appropriate enforcement action where there is a Category 2 hazard. To ensure a consistent approach to housing standards enforcement, the Council has developed this policy for enforcement of the Act. This policy complies with the principles of the Enforcement Concordat, which the Council has signed up to and its own corporate enforcement policy.

This policy will be subject to review within 12 months to accommodate changes introduced by W.A.G. and changes required by experience of the application of this new legislation.

1.2 **Corporate Objectives / Local Housing Strategy**

In developing this policy regard has been had to the Council's Strategic Aims and corporate values as set out below.

“Promoting a better quality of life for all people and communities in Monmouthshire”

Strategic Aims

- Making Monmouthshire Cleaner and Greener
- Helping People Enjoy Healthier Lives
- Creating Learning Opportunities for All
- Stimulating Strong Local Economies
- Supporting Safer and Stronger Communities
- Improving the Council's Effectiveness

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.

1.2 Enforcement Policy Aims

1. To strive to ensure good quality, healthy housing for all residents of Monmouthshire and to prioritise action to those properties which present the greatest risks to health and safety.
2. To act on any duly made request for inspection or complaint about conditions by sending a suitably authorised officer to inspect a property under the H.H.S.R.S.
3. To ensure all enforcement activities are:
 - Undertaken in accordance with the principles of good practice specified by the Enforcement Concordat.
 - Compatible with the rights specified by the Human Rights Act 1998
 - Managed in an efficient manner
 - Taken promptly and without unnecessary delay
 - proportionate to the risk to health and safety;
 - applied consistently by all authorised officers;
 - targeted; and
 - transparent in its application.

2.0 Enforcement

2.1 Authority and Decision Making

The Council has delegated powers to officers duly authorised by the Director of R.E.R. Such authorisations are given only if the officer is considered by the Environmental Health Manager to be competent. Assessment of competency will be based upon experience, qualification and training.

Training will include courses accredited by the Welsh Assembly, or Department of Communities and Local Government to carry out inspections of dwellings and H.M.O.s using the Housing Health and Safety Rating System.

Regular team meetings will be held on use of the HHSRS and enforcement decisions to ensure consistency of approach.

2.2 Enforcement Options

It is the policy of this Council to ensure that enforcement action is always taken in a fair and consistent manner proportionate to the risks to health and safety. To help achieve this the Council will make reference to guidance from the Department of Communities and Local Government (D.C.L.G.), Welsh Assembly Government (W.A.G.) and Local Authority Co-ordinators of Regulatory Services (L.A.C.O.R.S.) and such other guidance as may be considered relevant.

The enforcement options available to the Council are:

- i. To issue Hazard Awareness Notices**
- ii. To serve Improvement Notices**
- iii. To serve Prohibition Orders**
- iv. To take Emergency Remedial Action (not available for Cat 2 hazards)**
- v. To serve Emergency Prohibition Orders (not available for Cat 2 hazards)**
- vi. To make a Demolition Order (not available for Cat 2 hazards)**
- vii. To declare a Clearance Area (not available for Cat 2 hazards)**
- viii. To do nothing (not available for Cat 1 hazards)**
- ix. To deal with the matter informally**

These are individually explained in Annex 1

The above actions are mutually exclusive when dealing with the same hazard in the same premises. However, the Council can take a different course of action or the same course of action again, if the initial action has not proved satisfactory. Emergency measures are the exception to the above rule. For example, where emergency remedial action is followed by an Improvement Notice or a Prohibition Order it is considered to be a single course of action.

When taking enforcement action the Council will prepare and serve with any Notice or Order under Part 1 of the Act, or any copy of a Part 1 Notice or Order, a statement of reasons for the decision to take enforcement action. The statement will include an explanation as to why a particular course of action was taken in preference to the other forms of available action. Where the relevant enforcement action is the declaration of a clearance area, the statement of reasons must be published as soon as possible after the resolution declaring that the area be defined as a clearance area under Section 289 of the Housing Act 1985, is passed.

***Note:** For the purposes of this Enforcement Policy the ‘relevant person’ can be taken to refer to the individual or company who could be the subject of enforcement action. This would be determined by the nature of the residential premises in question.*

2.3 Most Satisfactory Course of Action

Where a Category 1 or Category 2 hazard exists on a residential premise the Council will **first decide on the most satisfactory course of action in relation to that hazard.**

When deciding the most satisfactory course of action the Council will take the following matters into account

- i. The risk to health and safety; whether there is an imminent risk.
- ii. The severity of the hazard
- iii. The views of the relevant person
- iv. The current occupant and their views.
- v. The current occupation or likelihood that the property will become occupied by a member of a ‘vulnerable group’ or a group who could be at particular risk.
- vi. The relevant person’s attitude towards the hazards identified.
- vii. The consequences of non-compliance.
- viii. The cost of compliance.(i.e. An economic appraisal)
- ix. The likely effectiveness of the enforcement options under consideration.
- x. Local priorities and strategic aims of the Council.
- xi. Danger to the members of the public.
- xii. Multiplicity of hazards affecting the overall suitability of the property for occupation.
- xiii. Results of consultations with other regulatory bodies

2.4 The Process

Normally, once the decision on the most satisfactory course of action has been made, with exception of emergency procedures, the relevant person will be given the opportunity to remove or reduce the hazard prior to the service of any Notice or Order under Part 1 of the Act.

We will write to the relevant person detailing the hazard, along with suggested steps to remove or reduce it to an acceptable level Officers will clearly

differentiate to the relevant person what is legally required and what is recommended as good practice.

In addition to this, the relevant person will be given a date by which to complete the work and warned that failure to remove or reduce the hazard to an acceptable level by this date will result in legal notices being served.

However, there may be circumstances where this informal step may be skipped and formal notices/orders are served immediately. When deciding whether or not to proceed immediately to legal notices the Council will take the following matters into account:

- History of past compliance of the relevant person.
- confidence in the relevant person
- the attitude of the relevant person

2.5 Additional Enforcement Powers

The Council has powers to carry out works in default in certain circumstances and to reclaim costs associated with delivering its enforcement powers.

3.0 Which Option In Which Property?

3.1	Tenanted Property
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Category 1 Hazard

The Council has a duty to take action.

The available options:

Hazard Awareness Notice or
Formal notices:

- Improvement notice (& suspended)
- Prohibition Order (suspended & emergency)
- Emergency remedial Action
- Demolition
- Prosecution
- Clearance

It is anticipated that a hazard awareness notice will not be served and this Council's preferred action will be to ensure that the hazard is remedied through one of the formal notices.

Category 2 Hazard

The Council has a power to take action.

The available options:

Do nothing
 Informal Letter
 Hazard Awareness Notice
 Formal notices:

- Improvement notice (& suspended)
- Prohibition Order (suspended & emergency)

It is anticipated that a Hazard Awareness Notice would usually be this Council's preferred action in this circumstance.

3.2	Owner Occupied Premises
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Category 1 Hazard

The Council has a duty to take action.

The available options:

Hazard Awareness Notice or
 Formal notices:

- Improvement notice (& suspended)
- Prohibition Order (suspended & emergency)
- Emergency remedial Action
- Demolition
- Prosecution
- Clearance

It is anticipated that a Hazard Awareness notice would usually be the preferred action in this circumstance, subject to consideration of the additional criteria set out below and in paragraph 2.3 above.

Category 2 Hazard

The Council has a power to take action.

The available options:

Do nothing
 Informal Letter
 Hazard Awareness Notice
 Formal notices:

- Improvement notice (& suspended)
- Prohibition Order (suspended & emergency)

It is anticipated that an Informal Letter would usually be the preferred action in this circumstance.

Additional Criteria to be taken into account in determining the most satisfactory course of action in respect of an Owner Occupied property.

- The presence of any vulnerable occupants/family members /visitors
- Impact on other properties
- Council policies and priorities

The Enforcement Options

Hazard Awareness Notices (Sections 28 and 29).

A Hazard Awareness Notice under section 29 (notice relating to a Cat 2 hazard) may be a reasonable response to a less serious hazard, where the Authority wishes to draw attention to the desirability of remedial action.

A Hazard Awareness Notice under section 28 (notice relating to a Cat 1 hazard, where no Management Order is in place under Part 4) may be an appropriate course of action as a means of advising the relevant person that a Category 1 hazard exists on the residential premises. This would be appropriate in circumstances where remedial action or prohibition is unreasonable or impractical.

The service of a Hazard Awareness Notice does not preclude further formal action, should an unacceptable hazard remain.

Hazard Awareness Notices will be drafted in accordance with the relevant section of the Housing Act 2004, as determined by the category of hazard.

Improvement Notices (Sections 11 and 12).

An Improvement Notice under Section 11 will be an appropriate course of action where a Category 1 hazard exists on residential premises, and, where no Management Order is in place under Part 4 of the Act. An Improvement Notice served under this section must, as a minimum, remove the Category 1 hazard; however, it may also extend beyond this. For example, this may be appropriate where a remaining Category 2 hazard would still present an unacceptable risk to health and safety or where the duty on the Authority to take action may arise again should conditions deteriorate.

An Improvement Notice under Section 12 may be an appropriate course of action where a Category 2 hazard exists on residential premises, and, where no Management Order is in place under Part 4 of the Act. A Notice served under Section 12 would require the relevant person to take suitable remedial action in respect of the hazard(s) concerned.

When the Notice becomes operative it will be registered as a local land charge on the premises to which it relates.

All Notices will be drafted in accordance with Section 13 of the Housing Act 2004 and will be accompanied by information on the appeal procedure and the time limits for such an appeal.

Suspension of Improvement Notices (Section 14).

An Improvement Notice may, for the operation of the notice, be suspended until a time or the occurrence of an event specified in the notice. Suspension of an Improvement Notice may be the preferred course of action where for example it is appropriate to wait until a person of a particular description begins, or ceases to occupy the premises.

Revocation and Variation of Improvement Notices (Section 16).

Where the Council are satisfied that an Improvement Notice has been complied with any such Notice will be revoked. The Council may also, at their discretion, revoke an Improvement Notice where it is deemed that there are special circumstances (in respect of a Cat 1 hazard), or where (in the case of a Cat 2 hazard) it is considered appropriate.

In the case of a Notice that applies to more than one hazard, the requirement of the preceding paragraph will apply to each of the hazards individually.

The Council may also vary Improvement Notices in the following circumstances:

- Where part of a Notice, which relates to more than one hazard, has been revoked the remainder of the Notice may also be varied as considered appropriate; or,
- with the agreement of the person on whom the Notice was served; or,
- in the case of a suspended Improvement Notice, so as to alter the time or event specified that triggers the end of suspension.

Review of Suspended Improvement Notices (Section 17).

Suspended Improvement Notices will be reviewed in accordance with Section 17 of the Housing Act 2004.

Prohibition Orders (Sections 21 and 22).

A Prohibition Order made under Section 21 may be an appropriate course of action where a Category 1 hazard exists on residential premises, and, where no Management Order is in place under Part 4 of the Act. An Order made under this section may prohibit use of part or all of the premises for some or all purposes, or occupation by particular numbers or descriptions of people.

Section 22 makes an equivalent provision for a Prohibition Order to be made where a Category 2 hazard exists on residential premises, and, where no Management Order is in place under Part 4 of the Act.

Prohibition orders will be drafted in accordance with Section 22 of the Housing Act 2004.

When the Notice becomes operative it will be registered as a local land charge on the premises to which it relates.

Suspension of Prohibition Orders (Section 23).

A Prohibition Order may, for the operation of the Order, be suspended until a time or the occurrence of an event specified in the Order. Suspension of a Prohibition Order is at the discretion of the Council and it may be the preferred course of action when:

- it is appropriate to wait until a person of a particular description begins, or ceases to occupy the premises: or,
- in the case of an event, where a person, has not complied with an undertaking given to the Council.

Revocation and Variation of Prohibition Orders (Section 25).

Where the Council are satisfied that a hazard, in respect of which a Prohibition Order was made, no longer exists, then any such Order will be revoked. The Council may also, at their discretion, revoke a Prohibition Order where it is deemed that there are special circumstances (in respect of a Cat 1 hazard), or where (in the case of a Cat 2 hazard) it is considered appropriate.

In the case of an Order that applies to more than one hazard, the requirement of the preceding paragraph will apply to each of the hazards individually.

The Council may also vary Prohibition Orders in the following circumstances:

- where part of an Order, which relates to more than one hazard, has been revoked the remainder of the order may also be varied as considered appropriate; or,
- with the agreement of every person on whom the Order, or copies of the Order, were required to be served; or,
- in the case of a suspended Prohibition Order, so as to alter the time or event specified that triggers the end of suspension.

Review of Suspended Prohibition Orders (Section 26).

Suspended Prohibition Orders will be reviewed in accordance with Section 26 of the Housing Act 2004.

Emergency Remedial Action (Section 40).

Emergency remedial action taken under Section 40 may be an appropriate course of action where a Category 1 hazard exists on residential premises, and, where no Management Order is in place under Part 4 of the Act. Action taken under this section is that action which the Council considers necessary to remove an imminent risk of serious harm to the occupiers of any residential premises. Emergency remedial action taken under this section may be taken in relation to one or more Category 1 hazard in the same premises.

The Council will serve an emergency remedial action notice upon the relevant person within 7 days, beginning on the day the remedial action starts.

Emergency remedial action notices will be drafted in accordance with Section 41 of the Housing Act 2004.

Emergency Prohibition Orders (Section 43).

An Emergency Prohibition Order made under Section 43 may be an appropriate course of action where a Category 1 hazard exists on residential premises, where no Management Order is in place under Part 4 of the Act and where a hazard involves an imminent risk of serious harm to the health or safety of any occupiers of residential premises. An Order made under this section may prohibit use of part or all of the premises as is necessary and, unlike a Prohibition Order, is effective immediately. An Emergency Prohibition Order made under this section may relate to one or more Category 1 hazard in the same premises.

The aforementioned provisions of Section 25 which relate to revocation and variation of a prohibition order, also apply to Emergency Prohibition Orders.

Emergency Prohibition Orders will be drafted in accordance with Section 43 of the Housing Act 2004.

Demolition Orders (Section 46).

A Demolition Order made under Section 46 may be an appropriate course of action where a Category 1 hazard exists on residential premises, where no Management Order is in place under Part 4 of the Act and the property in question is not a listed building.

Prosecution

All evidence will be gathered in accordance with the Police and Criminal Evidence Act 1984 and associated Codes Of Practice.

Before a decision to prosecute is taken the officer, together with the Environmental Health Manager and the Councils Legal Section, must be satisfied that both the 'Evidential Test' and the 'Public Interest Test', as contained within the Code for Crown Prosecutors, is in general terms satisfied.

When a prosecution is proposed the case file will be submitted to the Council's Legal Section as soon as possible for consideration.

APPENDIX B

Processing Grant Applications:

This appendix covers how officers will administer the Disabled Facilities Grant budgets, and ad hoc funding from external sources such as the Welsh Government Housing Division. It covers:

Purpose for which grants may be given
 Eligibility
 The application process
 Reasons for relocation grant
 General Conditions attached to applications
 Safeguarding
 Contractor's Code of Practice

Purpose for which grants may be given:

Grants may be given for the following purposes:-

- Facilitating access to and from the dwelling
- Making the dwelling safe for the disabled occupant and other persons residing in it.
- Facilitating access by the disabled occupant to a room used or useable as the principal family room and a room used for sleeping.
- Providing specially adapted toileting and bathing facilities.
- Facilitating access for the disabled occupant to food preparation and cooking facilities.
- Improving heating systems to meet the special needs of the disabled occupant
- Facilitating access by the disabled person to heating, lighting and electrical power controls.
- Facilitate access and movement by the disabled person to enable another person who is normally resident, to be cared for by him or her.
- Assisting in the relocation of an eligible person from their present home to another property which better meets their needs, or which can be made to do so more easily.

General Eligibility Criteria for Grant Aid

- All owners, tenants and licensees who are able to satisfy the criteria in section 19-22 of 1996 Act are eligible for disabled facilities grant
- Applicants must be owners of a property or have a secure tenancy with an unexpired period of lease of at least seven years (i.e. owner occupiers and private tenants.)

- Tenants of Housing Associations are eligible but will also be asked to approach their landlord for other assistance, which may be available from the Assembly under Scheme 1a funding.
- The Council will no longer continue to offer discretionary Disabled Facilities Grants, but those living in park homes or houseboats will be eligible to apply.
- Landlords may also apply on behalf of a disabled tenant and will need to consider the requirements and implications of the Disability Discrimination Act placed upon the landlord to make 'reasonable adjustment' in respect of the disabled person
- All applications for disabled facilities grant will be subject to a means test as set out in the Act. This may result in a financial contribution. However, in any case where an applicant is over 60 years of age and in receipt of at least one of the following benefits, no contribution will be required:-

Income Support; Pension Credit; Minimum Income Guarantee; Council Tax Benefit; Housing Benefit,

- All enquiries for DFG assistance will be subject to a detailed assessment and referral by the Council's Occupational Therapy Service.
- Applicants are eligible to a maximum grant of £36,000. (Including VAT and Fees). However in very exceptional cases additional top up grants may be considered but the Council will expect the applicants, or in the case of children, their parents, to demonstrate that they have no ability to make any (further) contribution from other sources.
- Even where all other eligibility criteria are fulfilled there may be circumstances where the works are unreasonable or impractical (Assembly Circular 20/02 and Housing Act 1996 Section 24). These circumstances would generally relate to the age, condition and sustainability of the property. This may involve the consideration of re-housing to more suitable accommodation. The availability of the Relocation Grant could facilitate this.
- Also in accordance with circular 20/02 and section 24 of the Act the Council reserves the right to determine whether works are necessary or appropriate and to vary the works and costs where it considers that the works requested are more or less extensive than is required to meet the needs of the applicant.
- The Council will allow grant aid for the appointment of a suitably qualified agent to prepare drawings, obtain approvals, prepare schedules of work and contracts, and to supervise the work on behalf of the client. The Council will also act as agent on behalf of the client if required and will charge a fixed fee for this service. All such fees attract grant aid so in reality very few applicants incur any costs.

Relocation Grants

In exceptional cases the Council will consider relocation assistance for all tenures where it is considered the most cost effective or practical option and in cases where the applicant's current home is unsuitable for improvement, repair or adaptation.

The Council will inspect the existing and new property, and authorisation from the Housing and Communities Manager will be necessary prior to an offer being made. The maximum amount of financial assistance will be £10,000 and will cover costs including estate agents fees, solicitor's fees, stamp duty and difference in purchase price. Consideration will be given to further assistance to adapt the new premises where this, together with the relocation assistance, represents a more cost-effective solution than staying in the first home. Persons eligible will be limited to those who have been means tested for mandatory disabled facility grant or major or minor works assistance, and have not previously received relocation assistance. That is, the funds that would be used are those budgeted for DFGs.

Safety at Home (SAH) and Rapid Response Adaptation Programme (RRAP)

1. All enquiries will be referred to the Council's Occupational Therapy Service and an assessment completed. Any recommended works will be referred to Care and Repair Monmouthshire which will then decide on the assistance to be offered.
2. In order to achieve a rapid response there is no application form, enquiry or waiting list and no financial contribution required. Payment of invoices is made by Care and Repair Monmouthshire (CRM) who are reimbursed by the Council if funding is taken from the SAH allocation under a service level agreement.
3. The majority of work is referred to Monmouthshire' Care and Repair for completion is undertaken by the "Handyperson" Scheme. If the work is complex or requires the installation of specialist equipment, the Housing Grants Team can arrange for the work to be done.

SAH and RRAP Eligibility

This source of funding is only available to private sector households and will be available only where a referral has been received from the Occupational Therapy service to facilitate discharge from hospital or to sustain continued supported living at the applicant's residence.

- The grant is not means tested
- The grant is available to all owners and tenants
- Applicants are eligible to a maximum grant of £1,000 or £1,500 in exceptional cases.

General Conditions

In addition to the criteria attached to each form of assistance, the following general conditions apply to all grants except SAH/RRAP grants:

Applicants will be required to sign a certificate stating that they or a member of their family intends to occupy the dwelling as their own or main residence, or if a landlord they intend to let the dwelling as a residence to someone unconnected with them for a period of 5 years. In the case of landlords of HMO's this is a 7 year period during which they will be required to offer the Council nomination rights to all vacancies.

If the property is sold within 5 years of the completion of the assisted works then the grant will be repayable in full. However, in certain circumstances the Council will consider an application to waive part or full repayment. Generally, these would relate to cases of financial hardship where the owner can no longer afford to remain at the property. An application must be accompanied by full financial details.

The grant is registered as a charge against the property on the Land Charges register.

Performance and Appeals

The number of applications for any grant aid that can be dealt with is dependent on the availability of funding. This will affect the speed with which the Council can deal with enquiries and inevitably there will be waiting lists. The performance management of the Grants Team has recently been reviewed and the requirement for robust quality assurance and customer feedback has been recognised. As a result, new performance indicators have been devised including qualitative indicators and progress will be reported quarterly, in addition to a record of monthly service activity. The Council uses a customer feedback form which it uses to assess the quality of its services. It will also ensure that all referrers and grant applicants have a named officer with whom they can make contact regarding their grant and will maintain a waiting list of enquiries for assistance.

All applicants have the right to request a review of the decision and this request must be made within 21 days from the day on which the applicant is notified of the Council's decision. The applicant or someone acting on that persons behalf may make representation in writing to the Council in connection with the review and the Housing and Community Services Manager will consider all appeals. The Council will notify the applicant of the decision in a review within eight weeks from the day on which the request for the review is made, unless a longer period is mutually agreed between the Council and the applicant in writing. Applicants have no right to request a review of a decision reached on a previous review, but can refer to the Council's Complaints Procedure.

Safeguarding:

As per the Council's Safeguarding Policy, the Council ensures that all relevant staff have DBS checks every three years to as part of its approach to safe recruitment and to ensure that **nobody is** employed who poses a risk to clients.

In addition, all contractors who seek grant funded work will have to hold DBS checks for themselves, their employees and sub-contractors. The Council realises that maintaining full and up to date DBS checks places an administrative and financial burden on contractors but believes that such a requirement is reasonable and proportionate to the risks involved in working in the homes of vulnerable people.

Contractor's employees and sub-contractors spend a lot of time in people's homes when carrying out grant funded work. In the vast majority of cases they will experience nothing which gives them cause for concern about a person's well- being; but just occasionally they may see or hear something which worries them and they may not know what to do for the best. To address this the Council intends to organise "Breakfast Briefings" in the near future (no more than two hours) at which contractors will get free training session on what to do if they are concerned about the well being of someone in a house where they are working.

Contractor's Code of Practice (CoP):

The feedback we receive from DFG clients is most encouraging. Nevertheless, there are a number of issues which crop up from time to time and the Council considers that it would be useful if it produced a code of practice which set out their and grant recipient's expectations of the way DFG funded works will be carried out.

The Council considers itself to be very fortunate to have a well established list of contractors who are prepared to bid for grant funded works. Few problems are encountered during the progress of a grant and the quality of work and customer service is very good. It is hoped that contractors will see the CoP in a positive light.

Contractor Code of Conduct

CONTACT AND IDENTIFICATION:

Contractors must make telephone contact with clients within five working days of being informed by MCC that they have successfully bid for the work.

Contractors must provide contact telephone numbers to the client which provide a means of contact during working and non- working hours

Not less than two working days before it is intended that work will commence the contractor will provide the client with the name(s) of the employees who will be carrying out the work.

All contractors and their staff shall provide proof of identity at all times when working at the client's home.

SAFETY:

The contractor must provide for the safety of themselves, their employees, their sub-contractors and the occupants and visitors to the home in which they are working. In particular, no materials shall be stored where they cause an obstruction to anyone living in, visiting or using the property.

All tools and equipment must be stored safely and securely outside of working hours. Internal and external walkways must be kept free of obstructions and trip hazards.

CONSIDERATION:

All contractors must satisfy themselves that the intended method of working will not cause unreasonable discomfort to the occupiers of the house or those living nearby.

All contractors must have regard to any vulnerability of any occupier and make appropriate adjustments to their intended method of working where necessary.

Dust sheets and floor coverings shall be used where necessary.

The use of radios and CD players is permitted subject to the agreement of the occupiers and at a level which does not cause intrusion to their reasonable enjoyment of their home.

CARE:

Clients who are awarded Disabled Facilities Grants are almost certain to have vulnerable adults and/or children living in their home, and this should be borne in mind by the contractor when organising and carrying out the work.

If a contractor, employee or sub-contractor is concerned about the welfare of any person in the house where they are working they should (in the strictest confidence) advise their Housing and Communities Manager without delay.

All reports will be investigated sensitively and without disclosing the referrer's identity.

CONTINUITY:

It is the responsibility of all contractors to inform all employees and sub-contractors of their obligations under this code of practice.

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Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

Name of the Officer Ian Bakewell Phone no: 01633 644455 E-mail: ianbakewell@monmouthshire.gov.uk	Please give a brief description of the aims of the proposal To review the Housing Renewal Policy
Name of Service Housing & Communities	Date Future Generations Evaluation 1 st May 2018

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9. **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?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	The proposal particularly supports the efficient use of (Social Care particularly) resources. It also supports	The proposal will help to increase awareness
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and	N/A	N/A

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
can adapt to change (e.g. climate change)		
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	The proposals supports the delivery of a function which supports people to remain living safely and independently which contributes to health and well-being for both applicants, family and carers	N/A
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	The proposal supports sustainable communities from a perspective of applicants being supported to remain in their communities.	Ditto
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	N/A	N/A
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	N/A	N/A

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 more equal Wales People can fulfil their potential no matter what their background or circumstances	The proposals directly supports equality through the delivery of the service.	Ditto

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 proposal supports longer-term solutions for sustainable living and mitigates against the possibility of short-term expensive care</p>	<p>Proposals have been made about better planning in respect of physically disabled</p>
 <p>Collaboration Working together with other partners to deliver objectives</p>	<p>The proposal particularly will positively benefit partnership working because it strengthens the strategic function.</p>	<p>Liaison is currently in progress with contractors about being DBS checked and safeguarding training being arranged.</p>
 <p>Involvement Involving those with an interest and seeking their views</p>	<p>Staff have been consulted upon the proposal</p>	<p>N/A</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Proposal has a neutral impact on prevention</p>	<p>N/A</p>
 <p>Integration</p> <p>Positively impacting on people, economy and environment and trying to benefit all three</p>	<p>Ditto</p>	<p>N/A</p>

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The service will positively contribute	There are no negative impacts in relation to this proposal	N/A
Disability	Ditto	Ditto	Ditto
Gender reassignment	Ditto	Ditto	Ditto
Marriage or civil partnership	Ditto	Ditto	Ditto
Race	Ditto	Ditto	Ditto
Religion or Belief	Ditto	Ditto	Ditto
Sex	Ditto	Ditto	Ditto
Sexual Orientation	Ditto	Ditto	Ditto
Welsh Language	Ditto	None	Bi-lingual information is being made available

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	The service provides an option that can contribute to Corporate Parenting and Safeguarding	None	Implementing the DBSing of contractors and a pending proposal to for contractors to attend Safeguarding training.
Corporate Parenting	Ditto	None	The service supports cases identified by Social Care

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

Feedback from staff

Identified risks

Feedback from clients

Safeguarding records

Quarterly performance information

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 proposal effectively formalises the existing service
 - There are no negative implications

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
DBS Contractors	In progress	Rachel Blake	Some contractors are DBS checked.
Arrange safeguarding training for contractors	Provisional arrangements have been made	Ian Bakewell	Date to be booked after discussions with contractors

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

<p>The impacts of this proposal will be evaluated on:</p> <p>1st October 2018</p>	<p>Will be reviewed on an on-going basis through the Housing Management Team, the Service Plan and quarterly performance monitoring</p>
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SUBJECT:	Preventing Homelessness Update Report
MEETING:	Adult Select Committee
DATE:	10th July 2018
DIVISION/WARDS AFFECTED:	All

1.0 PURPOSE

To provide an update on the progress being made with regards to homeless prevention and tackling homelessness. The report highlights performance and a small improvement in homeless prevention, current risks and actions being taken to improve performance.

2. RECOMMENDATIONS

- 2.1 To consider the progress the Council is making in relation to preventing homelessness and tackling homelessness in relation to the wider costs of homelessness.
- 2.2 To use this report to scrutinise whether services are being delivered in line with contributing to increased prevention.
- 2.3 To identify any areas of underperformance or concerns that the Committee consider may require further investigation.

3. KEY ISSUES

- 3.1 Under the Housing (Wales) Act 2014, the Council has a duty to both respond to homelessness and to prevent homelessness. The Act provides the power to discharge related duties into the private rented sector. Strengthening prevention activity and identifying new housing options are on-going priorities for the Council and includes engaging with private landlords to increase access to private accommodation as a key mechanism for the Council to discharge its homeless duties, minimise over reliance on social housing and the need to utilise bed & breakfast.
- 3.2 Preventing and tackling homelessness in Monmouthshire has and continues to be extremely challenging. The key reasons are the volume of homeless demand is high, compared with the availability of social housing, general demand for social housing is high, accessing the private rented sector is difficult and market rents are high. The rural nature of Monmouthshire further compounds the situation.
- 3.3 The Council, therefore, on an on-going basis continues to identify opportunities to strengthen homeless prevention and to improve services. The Council's performance is broadly consistent with last year, although homeless prevention levels improved to 61% in 2017/18 from 58% the previous year. **See Appendix 1** for a summary overview.
- 3.4 The following are key steps, with the support of Welsh Government funding, that have been taken to strengthen prevention and increasing housing options.
 - Appointed a temporary accommodation assistant to increase the management capacity of temporary accommodation, which supports homeless prevention. The post also supports private landlords and the development of Monmouthshire Lettings (MLS) as a concept and brand, to increase access to private rented accommodation.
 - Further development of MLS including distinct branding and offering landlord incentives to encourage take up such as rent guarantees and 'golden hello's.'
 - Appointed a specialist Young Persons Accommodation Officer in January 2018 and subsequently acquired Supporting People funding from April 2018. In addition,

Supporting People funding has also been secured to appoint a specialist Universal Credit Support Officer. The additional funding increases the alignment of the Supporting People programme with homeless prevention.

- Expanded the financial inclusion support through the transfer of two part-time Benefit Advisors from Social Care into the Housing Options Team.
- Reviewed the approach to prison leavers and established a spot purchase arrangement with Cornerstone. A previous sub-regional arrangement was ineffective.
- The private leasing scheme has transferred back to the Council, which will help to increase budget and management control.

3.5 The following are key risks going forwards:

- On-going lack of social housing and the difficulty accessing private rented housing.
- Due to the level of leased accommodation and the withdrawal of the temporary accommodation management fee in April 2017, there is a projected financial pressure of approximately £148,000 by April 2019.
- Universal Credit Full Service commenced on 27th June 2018. A key feature is housing costs being paid directly to claimants. There is a risk some households may experience difficulties managing their rent, resulting in an increase in rent arrears and potential evictions.
- The Private Leasing Scheme, managed by Melin Homes until 7th June 2018 has declined in units significantly to 42 units. As a result the net stock of temporary accommodation has contracted significantly.
- Accommodate applicants in emergency situations, which can result in B & B use.
- There is a need for emergency hostel accommodation in the south and access to disabled accommodation is limited.
- Accommodating households with complex needs due to the lack of suitable accommodation and the need to safeguard both the applicant and other households.
- There is no certainty of Welsh Government funding being maintained in the future.

3.6 The Council has an action plan to help mitigate against the above risks. An overview of this is attached in **Appendix 2**

3.7 It is also appropriate that the Committee is aware that the Council has a statutory duty to establish a Homeless Strategy during 2018. This is being developed on a regional basis. A Gwent Strategy is due to be completed by December 2018. The expectation is that opportunities to improve the general service will emerge from the pending regional strategy and regional working, although this is unlikely to emerge until 2019.

4. REASONS:

4.1 The Council has a legal duty to prevent and respond to homelessness under the Housing (Wales) Act 2014 and the power to discharge this duty into the private rented sector.

5. RESOURCE IMPLICATIONS:

5.1 In addition to staffing, the main core service costs are B & B and expenditure to prevent homelessness. The core service was delivered within budget.

5.2 A decision by the Department of Works and Pensions to remove the temporary accommodation management subsidy from April 2017 (value approximately £383,230) and the 'replacement' funding by Welsh Government of additional Rate Support Grant (£148,000) has created for following budget pressure:

- An over-spend of £82,995 for 2017/18. This pressure was expected and has previously been factored into the Council's Medium Term Financial Plan.
- The projection for 2018/19 is a £148,000 overspend, however, this is due to be offset by a one-off payment from Welsh Government. The payment of £228,000 from Welsh Government is expected imminently. The balance will be invested in additional prevention activity.

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

- 5.1 There are no negative implications associated with this report, although there are implications associated with the contraction of homeless accommodation. Homeless prevention and tackling homelessness supports both safeguarding and corporate parenting. **See Appendix 3.**

6. CONSULTEES: Chief Officer Enterprise; Cabinet Member for Enterprise; Head of Planning, Housing & Place-Shaping; Assistant Head of Finance

7. BACKGROUND PAPERS:

- 7.1 This report is linked to previous report received by the Committee on 20th March 2018 in respect of Bed & Breakfast use, the Future of the Private Leasing Scheme on 23rd January 2018 and the Re-designation of Shared Housing on 8th February 2018

8. AUTHOR: Ian Bakewell, Housing & Communities Manager

9. CONTACT DETAILS: E-mail: ianbakewell@monmouthshire.gov.uk Telephone: 01633 644479

Appendix 1

Overview of Performance 2017/18

In the event of homelessness, the Housing (Wales) Act 2014 requires the Council to:

- Take reasonable steps to prevent homelessness (S.66)
- provide interim accommodation for applicants in priority need (S.68). The definition of priority need includes families with children and 16/17 year olds.
- help secure (this is not an absolute duty) accommodation and (S.73)
- a duty to secure accommodation for applicants in priority need (S.75)

In summary the current situation, reflects an overall improvement in both actual and projected performance and it is considered that that actions implemented are having an impact. The following is an overview of headline improvements:

- Context:
 - At 1st April 2018 3063 applicants on the Homesearch Housing Register
 - 1689 new applications were registered during 17/18
 - 405 households were re-housed during 17/18
- The current level of homeless demand has fallen. Contact from applicants requesting homeless assistance has fallen from 719 (16/17) to 533 (17/18). It is not known why the recent demand has dropped off. It is, though anticipated that this is a temporary dip and demand will increase again.
- Successful S66 case prevention work has increased. There has been an increase from 107 (58%) successful prevention cases (16/17) to 155 (61%) successful prevention cases (17/18). This the key indicator monitored by Welsh Government.
- Prevention casework being undertaken has increased. The number of prevention cases determined has increased from 183 (16/17) to **258** (17/18).
- The number of successful S73 homeless relief case work has increased. Of the cases where homelessness was relieved, there has been an increase from 108 (50%) successful prevention cases (16/17) to 113 (50%) successful prevention cases (17/18).
- The number of S75 homeless applications determined has positively decreased from 37 in 16/17 to 35 in 17/18.
- In 2017/18 the number of homeless applicants rehoused through the Housing Register was 74 and the number prevented through the Housing Register was 6. This is an increase on 16/17.

The following provides an overview where performance still needs to improve.

- There has been an increase in the number of applicants being placed with family/friends for up to 28 days due to lack of suitable accommodation available.
- Overall B & B use has increased. The number of single person or couples placements was 33, which is an increase from 13 and the number of families placed was 8, a reduction from 12.
- The average stay in B & B is 43.5 days for non-families and 12 days for families.

- B & B placements are generally out of the County although a new establishment has recently agreed to assist the Council within the County. However, vacancies can be difficult to access and the cost is higher than the out of County establishments.
- Now that the Private Leasing Scheme has been returned to MCC and with the success of Monmouthshire Lettings Scheme and homelessness prevention this should be significantly reduced in future.
- The level of temporary accommodation available to the Housing Options Team has declined due to the reduction in the private leasing scheme.

Appendix 2

Overview of Key Actions to Strengthen Homeless Prevention & Develop Alternative Housing Options

The following actions will help to mitigate against budget pressures and help to provide additional housing options, helping to provide alternatives to using B & B.

- 'Lodgings based' Supported housing models are being investigated. A presentation by Nightstop was provided to officers on 7th December 2017. Other models have been acquired for consideration in relation to the Supporting People programme.
- A Young Persons Accommodation Officer was appointed in January 2018, providing a dedicated service for young people. This is being funded through the Supporting People Programme from April 2018.
- Acquire family 'hostel' type premises for the South of the County. The Council was offered a property by a housing association prior to Christmas, but this has fallen through. There is, however, a subsequent offer to buy a property for the Council to use as a family hostel in the south.
- Funding has been acquired from WG grant to temporarily offer 'Golden Hellos' for the Monmouthshire Lettings service. This ceases at the end of March 2019.
- Two part-time benefits staff have transferred from Social Care. This has enabled the Housing Options Function of Financial Inclusion to be strengthened.
- A small Homeless Prevention Reserve has been created to offer private landlords rent guarantees.
- The monitoring of the Housing Register is an on-going priority to ensure the Register works for the Council in respect of homelessness and prevention.
- Housing Options staff have met with Tai Calon Housing Association in Blaenau Gwent County Borough Council. Tai Calon from time to time, such as in locations close to Monmouthshire, may have vacancies that the Council may be able to utilise for homeless households. This as yet hasn't facilitated any opportunities.
- Discussions have been undertaken with a local housing association about both surplus non-viable stock that may be disposed of and alternative models, the latter of which perhaps could be funded through the Welsh Government Innovative Housing Fund. No proposals have emerged as yet
- A pilot supported lodgings proposal is currently being developed with a housing support provider.
- The 'Housing First' model is being investigated.
- Discussions are on-going with a group of Monmouth Churches who are interested in providing a night-shelter for rough sleepers during the winter. Discussions about the churches supporting the said supported lodgings are also being discussed.

- Development of a joint Regional Homeless Strategy with other Gwent Council's. It is hoped that regional solutions will emerge that may support Monmouthshire needs,
- On-going development and promotion of Monmouthshire Lettings. 16 properties acquired to date.
- The Council has withdrawn from a sub-regional Prison Prep Officer scheme that aimed to provide a dedicated and early intervention service for prison leavers. The Council has now signed up to a service provided by Cornerstone in Caerphilly.
- Introduce Positive Pathways for Young People – an early intervention protocol to identify young people at risk of becoming homelessness and developing a housing pathway accordingly to minimise the risk.
- Liaise with housing associations in respect of accessing existing stock.
- A Supporting People and Homeless Strategic Planning group has been established. The aim of this is to more closely align the Supporting People Programme and on-going commissioning with homeless prevention and to improve the evidence base.
- Temporarily making a Housing Options Team Manager 0.2 wte job share to strengthen management and supervision.

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Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

Name of the Officer Ian Bakewell Phone no: 01633 644455 E-mail: ianbakewell@monmouthshire.gov.uk	Please give a brief description of the aims of the proposal Preventing Homelessness & Homlessness
Name of Service Housing & Communities	Date Future Generations Evaluation 1 st July 2018

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9. **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?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Supporting homelessness creates stability for households which in turn supports education and employment	N/A
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and	Preventing homelessness creates resilience	Strengthening homelessness and identifying other housing options is an on-going activity to



Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
can adapt to change (e.g. climate change)		minimise the use of B & B and increase resilience
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Preventing homelessness and the homeless service supports health and well-being	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	The proposal supports safeguarding of applicants and existing residents and supports communities	Ditto
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	N/A	N/A
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	N/A	N/A
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Homeless prevention and stable accommodation supports people to fulfil their potential	N/A

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?

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 Council's homeless service supports the Council to discharge its legal duty to prevent homelessness as per the Housing (Wales) Act 2014.</p>	<p>It is an on-going activity to increase homeless prevention and increase housing options to avoid the use of B & B</p>
 <p>Collaboration Working together with other partners to deliver objectives</p>	<p>There will be a number of key partners eg RSL's, Cornerstone, Childrens Services, housing support providers, private landlords etc in respect of avoiding B & B use</p>	<p>Working in partnership is a fundamental aspect of the Housing Options service</p>
 <p>Involvement Involving those with an interest and seeking their views</p>	<p>N/A with this report</p>	<p>None necessary</p>

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Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The main proportion of resources are directed to prevention, increasing housing options and providing accommodation</p>	<p>N/A</p>
 <p>Integration</p> <p>Positively impacting on people, economy and environment and trying to benefit all three</p>	<p>The services positively impacts upon the local economy by providing an income for private landlords</p>	<p>The service is currently in place.</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	The service will continue to be available to this and all groups	There are no negative impacts in relation to this proposal	N/A
Disability	Ditto	Ditto	Ditto
Gender reassignment	Ditto	Ditto	Ditto
Marriage or civil partnership	Ditto	Ditto	Ditto
Race	Ditto	Ditto	Ditto
Religion or Belief	Ditto	Ditto	Ditto
Sex	Ditto	Ditto	Ditto
Sexual Orientation	Ditto	Ditto	Ditto
Welsh Language	Ditto	None	Bi-lingual information is being made available

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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	The service provides an option that can contribute to Corporate Parenting and Safeguarding	None	Level 1 Training
Corporate Parenting	Ditto	None	A Supported Lodgings scheme is being developed

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

Statistics including B & B use

Housing (Wales) Act 2014

Welsh Government Code of Guidance for Local Authorities for the Allocation of Accommodation & Homelessness

The Homelessness (Suitability of Accommodation) (Wales) Order 2015

Good practice information

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 proposal creates a benchmark to monitor against
- There are no negative impacts

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
Introduce supported lodgings pilot through Supporting People	Currently in progress	Ian Bakewell	Proposal currently in development

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

<p>The impacts of this proposal will be evaluated on:</p> <p>July 2019</p>	<p>Will be reviewed on an on-going basis through management arrangements including quarterly performance monitoring reports and Team Meetings</p> <p>The service will be considered during periodic analysis of failed homeless prevention, undertaken to identify possible improvements and understand potential service flaws.</p>
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SUBJECT: Performance report 2017/18 - well-being objectives & national performance measures

MEETING: Adults Select Committee

DATE: 10th July 2018

DIVISIONS/WARDS AFFECTED: All

1. PURPOSE

1.1 To present the 2017/18 performance information under the remit of Adults Select Committee, this includes:

- Reporting back on how well we did against the well-being objectives which the previous Council set for 2017/18 (appendix 2);
- 2017/18 performance information on how we performed against a range of nationally set measures used by all councils in Wales (appendix 3).

2. RECOMMENDATIONS

2.1 Members are invited to scrutinise how well the authority performed against the objectives it set for the previous financial year and scrutinise performance measured using nationally set indicators that fall within the remit of the committee.

3. KEY ISSUES

3.1 The council currently has an established performance framework, this is the way in which we translate our vision - *building sustainable and resilient communities* - into action and ensure that everyone is pulling in the same direction to deliver real and tangible outcomes. This is shown at appendix 1. Further information on the council's performance framework is available on the hub.

3.2 The information contained within the report, in many cases will cover the performance of service areas already scrutinised as part of the Select Committee's work programme. The purpose of bringing the information together is to allow Select Committee to understand performance in the context of the strategic plan or performance framework within which it is set. Committee members are encouraged to utilise their time appropriately in consideration of the scrutiny the committee has already undertaken in service areas and has planned on the committee's work programme. The report may identify further areas of scrutiny that committee may want to consider for inclusion on the forward work programme. Activity that contributes to the delivery of some objectives cross cuts select committee remits. Therefore it is suggested members particularly focus their scrutiny on the activity relevant to the committee with consideration of its contribution to the objective as a whole.

3.3 In March 2017 full Council set Monmouthshire County Council's well-being objectives for 2017/18. These objectives were set just prior to local government elections in May 2017, in order to meet the legislative requirement of approving and publishing Wellbeing Objectives by 31st March 2017. Given the timing of the publication the latest available evidence from the Monmouthshire well-being assessment, as well as policy and legislation was used to set the Objectives.

- 3.4 The approval of the Corporate Plan 'A Monmouthshire that works for everyone' which sets five priority goals the Council will be working towards by 2022 supersedes the Council's well-being objectives set in March 2017. Despite these objectives being superseded by the Corporate Plan it is important, and we have a duty, to report back on the progress we made in 2017/18 against the well-being objective set in March 2017. The report in appendix 2 provides the progress with the objective that is under the remit of the select committee. This includes progress against areas of work related to the objective, an understanding of key performance information and future activity the Council has agreed as part of the Corporate Plan. As well as being presented to select committees the objectives will be included alongside a fuller evaluation of the Council's performance in 2017/18 that will be reported to Council in September 2018 and published by October 2018.
- 3.5 Performance data and information is essential to our performance framework to track and evaluate the progress being made. One important nationally set framework used to measure local authority performance is 'Public Accountability Measures' set by Data Cymru. Appendix 3 shows the performance in 2017/18 for the performance indicators that are part of this framework and are under the committee's remit. Benchmarking data compared to other Councils in Wales will be published in August 2018 and will be made available to members as part of the report mentioned in paragraph 3.4.
- 3.6 Appendix 4 provides performance information for Adults social services from 2017/18. This comprises of performance indicators from the new measurement framework introduced in 2016/17 as part of the Social Services and Well-being Act. The performance measures are a combination of quantitative (numerical) data and qualitative data which includes asking people about their experience of social services and whether this has contributed to improving their well-being. This is provided for the information of the committee and has already been scrutinised by the committee as part of the Improving Outcomes, Improving Lives Director of Social Services Annual Report which was reported to a Joint Adults & Children's Select Committee meeting in June 2018. Some of these indicators are also included the 'Public Accountability Measures' set referenced in point 3.5.
- 3.7 Future performance reporting will be based around monitoring and evaluating progress against the actions set in the Corporate Plan. It is important to consider the information in this report supported by a range of performance information that is part of our performance framework and performance reports that select committees receive and can request as part of their work programme.

4. REASONS:

- 4.1 To ensure that members have an understanding of Council performance in 2017/18 and can scrutinise how well the authority performed.

5. AUTHOR:

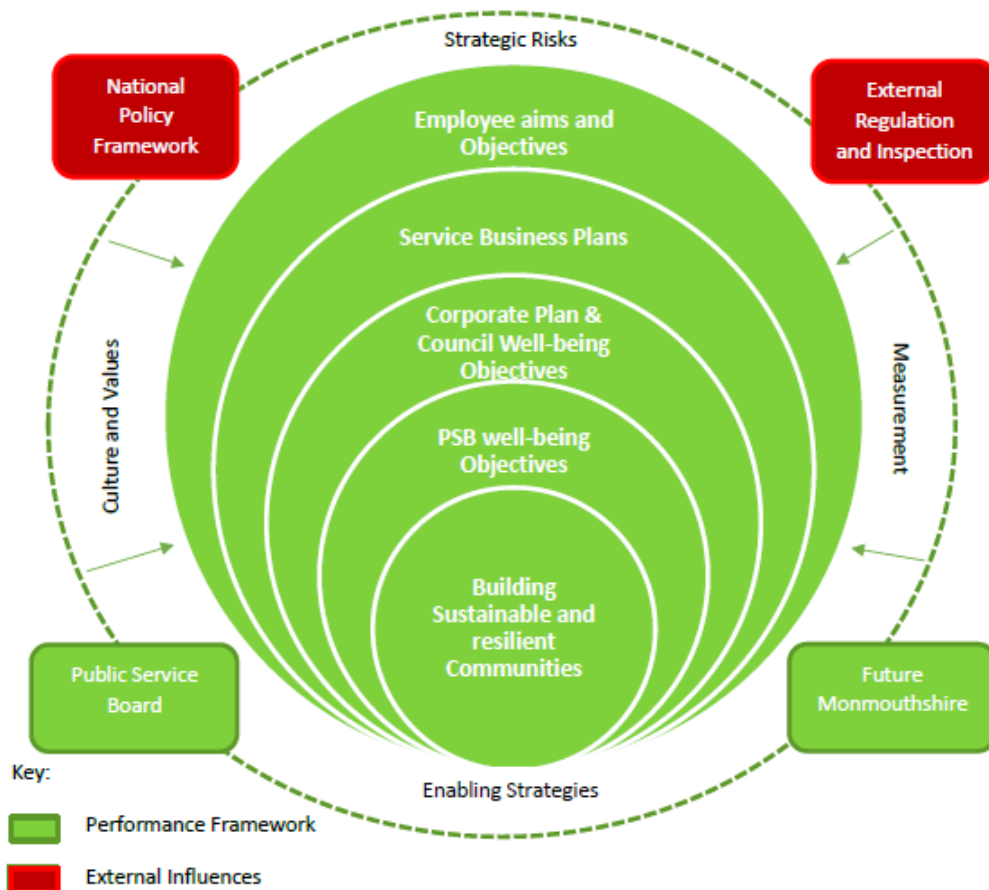
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Appendix 1: Performance Management Framework

Our performance management framework makes sure that everyone is pulling in the same direction to deliver real and tangible outcomes.

Building sustainable and resilient communities is the unifying purpose of the diverse range of services for which we are responsible. We are a partner in the Public Service Board, which is responsible for setting well-being objectives for the county. The council's own well-being objectives are set by the Council based on the same well-being assessment as the PSB objectives and, form the backbone of our Five Organisational Goals in the corporate plan. Each of our teams has a business plan that aligns to these objectives. We have a range of performance measures that we use to keep track of our progress. Our risk management policy enables us to manage strategic risks to our delivery. Our employee aims and objectives show the contributions that individual colleagues make to these objectives and delivering our vision in accordance with our values.



Appendix 2 – Wellbeing Objective 2017/18

Wellbeing Objective 2: Maximise the potential in our communities to improve well-being for people throughout their life course

Why we chose this?

Monmouthshire has an ageing population with the number of over 85s set to increase by 186% in the next 25 years. This creates challenges but also brings many opportunities. Public services cannot continue to meet needs in the same way yet Monmouthshire has high levels of volunteering and social capital. By taking an asset and place based approach there is an opportunity to improve well-being within communities while reducing the future demand on public services by keeping people well for longer.

Overview

Adult social services have embarked upon a programme looking at a transformational approach to the delivery of care at home in a review called 'Turning the World Upside Down'. The review has followed a creative, co-produced approach and has proposed a new model for the provision of care at home that is being finalised for a decision on whether to be adopted.

The A County That Serves (ACTS) volunteering programme, has continued to help highlight and support volunteering opportunities available within the county. The 'Be. Community Programme' has provided a suite of training and personal development opportunities at low or no cost to people who give their own time to support their communities. The Academy allows individuals to develop their personal skill sets whilst also enhancing the quality of community leadership. A community governance review has been completed and identified the need to consider new arrangements for area committees with Bryn y Cwm Area Committee subsequently being identified as a pilot. The review also led the Council to establish a Partnership and Community Development Team. The objectives of the Team are to act as enablers, working with our communities and partners to enable them to realise their full potential through the identification and achievement of common goals.

What progress have we made?

Transformation of adult social care	<p>Domiciliary care or care at home is the single largest area of care and support which Monmouthshire County Council offers. In 2016/17 the total gross spend across older adults social services was £20million; a significant proportion (33%) of this was spent on care at home for older people. There is a growing acknowledgement across the sector that the traditional model of time allocated slots to provide personal care tasks is broken.</p> <p>Adult social services have embarked upon a programme looking at a transformational approach to the delivery of care at home in a review called 'Turning the World Upside Down'. The review has followed a creative, co-produced approach and has proposed a new model for the provision of care at home that is being finalised for a decision on whether to be adopted. The proposed model has given consideration to the Council's responsibility under the Social Services and Well-being Act and Future Generations Act and moves away from an approach which is focused merely on time-and-task of personal care support. It seeks to support people in a sustainable way to achieve personal outcomes which may include pursuing social, recreational and cultural interests. This should facilitate people to build upon their strengths and lead to improved personal outcomes for the people supported to achieve what matters to them and maximise their sense of well-being. The model also develops a very different relationship between commissioners and providers of services; working towards a shared aspiration of better outcomes for individuals.</p>
A County That Serves volunteering programme;	<p>Monmouthshire, A County That Serves (ACTS) is a Council run volunteering programme, created to help highlight and support volunteering opportunities available within the county.</p> <p>A Digital Volunteer Management System, the Volunteer Kinetic platform, has been implemented for volunteer safe recruitment, communication, capturing outcomes and publicity of opportunities. This represents a channel shift and a cultural change in the way we support volunteers in Monmouthshire. Volunteer Kinetic will improve the volunteering experience and also enhance the communication with our volunteers. It is also being rolled out across Wales by Wales Council for Voluntary Action (WCVA) so our system is aligned with the national volunteering picture. Volunteer Kinetic now captures the hours that our volunteers give.</p> <p>In November 2017 we implemented a new proportionate and enabling volunteering policy position. We believe recognition means different things for our volunteers. Each year we partner with Gwent Association of Voluntary Organisations to deliver the Monmouthshire Volunteer Achievement Awards. Also on a local level we provide informal recognition and thank you events for our volunteers.</p>
Developing a community leadership academy	<p>Funded through the Rural Development Plan, the 'Be. Community Programme' (formerly the Community Leadership Academy) is designed to increase the participation and quality of community leadership. The programme provides a suite of training and personal development opportunities at low or no cost to people who give their own time to support their communities. The Academy has the dual benefit of allowing individuals to develop their personal skill sets (with</p>

	<p>associated benefits for employment and the local economy), whilst also bringing about benefits for the wider community by enhancing the quality of community leadership.</p> <p>Progress to date include:</p> <ul style="list-style-type: none"> - Partnering with Bridges Community Centre who are sharing their skills by delivering Inspiring Evaluation training. - A community volunteer with extensive experience in Health and Safety has kindly developed a course for volunteers leading groups, dispelling the myths and adopting a practical approach to risk management. Another community volunteer has offered to share their skills, knowledge and experience in using social media. The course and associated information is targeted at volunteers looking to develop skills in marketing and community engagement. - Working to link like-minded volunteers with others to increase networks, for example one area of success has been local promotion of events. By linking new ambitious groups with established and experienced individuals benefits have been evidenced on both sides. - A focus on courses for volunteers around wellbeing, these have been well attended and been tried in new geographical areas. - A promotion campaign through the council tax leaflet, which went out to 44,000 homes, to promote the programme and opportunities to get involved in the community. - 87 people have accessed the online learning section of the programme, we will look to increase the content and publicity as feedback has been positive. <p>We are currently planning a bespoke support package for volunteer groups exploring Community Asset Transfers and relationships with private sector organisations. We are planning this with community leaders, our colleagues in GAVO and using learning from other areas. This will be piloted in the coming months.</p>
<p>Developing clearer support for groups interested in developing local solutions</p>	<p>The review of community governance established the need to understand the Authority's level and type of community engagement and its direct relationship to how local needs and solutions are identified, developed and delivered in the context of the role of local decision making by Area Committees. The review led to the decision to merge the previous Whole Place and Strategic Partnership Teams into a single Partnership and Community Development Team. This ensures alignment between strategic intent and the work that the council does with local groups to enable a focus on building sustainable and resilient communities.</p> <p>The objectives of the Community and Partnership Development Team are to act as enablers, working with our communities and partners to enable them to realise their full potential through the identification and achievement of common goals. By taking a hybrid approach using collective, asset and place based methodologies, the team will identify opportunities to improve well-being within our communities to reduce demand on the county's public services by keeping people well for longer. In addition, through the Council's Social Justice Strategy, specific activities will target pockets of</p>

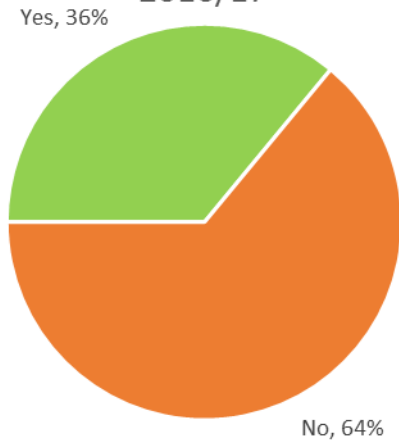
	<p>inequality between and within communities, seeking to address issues of isolation and poverty through sustainable regeneration activities.</p> <p>An example of the work undertaken so far includes, the development of a multi-agency approach to tackle loneliness and isolation across the life course. An evidence based approach to ‘what works’ and ‘what we know’ will be used to inform partners thinking and unlock opportunities for a multi-agency collaborative approach to the challenges around social and emotional loneliness and isolation. This work is in the very early stages of developing a draft plan of action. Early iterations of the draft plan have been progressing through the Ageing Well Partnership, and discussions are taking place with the Integrated Youth Offer partnership to explore how we can galvanise our youth support services and wider communities to help address this issue for children & families across the county.</p>
Improving community governance arrangements	<p>A community governance review has been completed. The review examined local decision making within Area Committees and the level and type of community engagement and the extent to which this facilitates effective involvement. The review identified the need to consider new arrangements for area committees. Bryn y Cwm Area Committee was subsequently identified as a pilot and would act as the primary mechanism for influencing decisions in the locality A temporary arrangement to the Council’s constitution has given voting rights to non-county council members of this committee. When operating effectively area committees should be able to exert influence at the interface between strategic and local decision-making ensuring that resources are directed to local priorities. Other areas are served by a cluster arrangement with a member of Senior Leadership team aligned to each cluster. The review also led to a decision to merge the previous Whole Place and Strategic Partnership Teams into a single Partnership and Community Development Team.</p> <p>The review will look to strengthen arrangements and perception amongst local people that they are able to influence decisions in their local area and participate in local democracy. Latest data from the National Survey for Wales in 2016 /17 shows 23% of people feel able to influence decisions affecting their local area.</p>

Future generations act Well-being goal our action has contributed to

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities

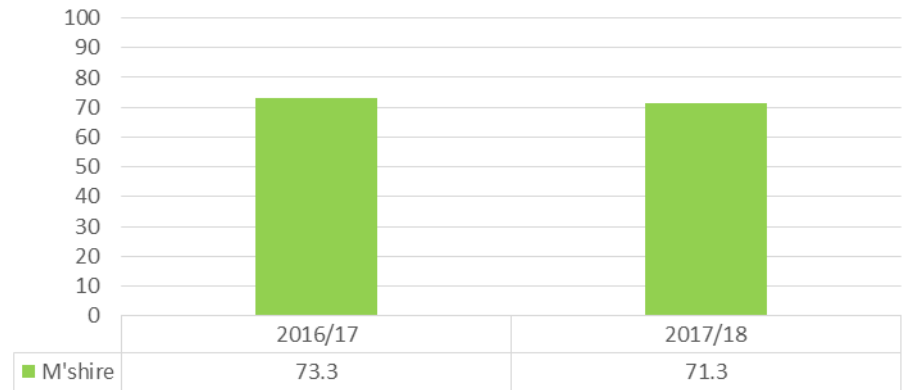
Performance Indicators progress

% People in Monmouthshire who volunteer - 2016/17



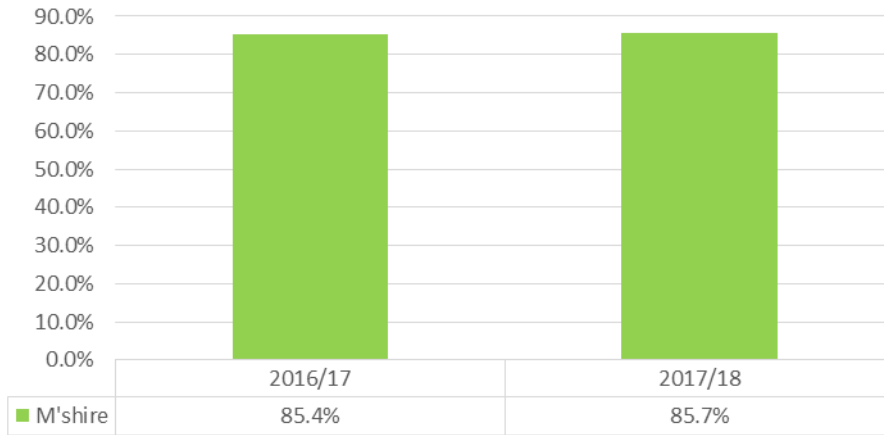
Percentage of respondents in Monmouthshire to the National Survey for Wales who said they volunteer

% of adults who completed a period of reablement and have no package of care and support 6 months later



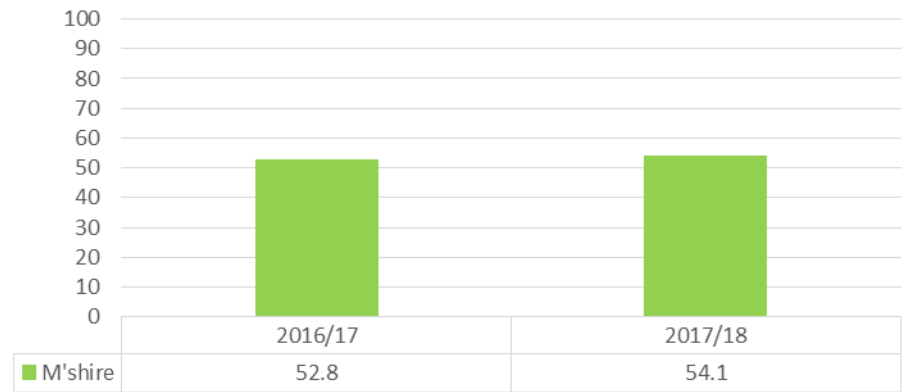
Reablement provides intensive short term interventions aiming to restore people to independence following a crisis. The intention is to avoid or reduce hospital admissions by intensively supporting people at home. The graph shows the percentage of adults who completed a period of reablement who have no package of care and support 6 months later

% of adults receiving care and support who are happy with the care and support



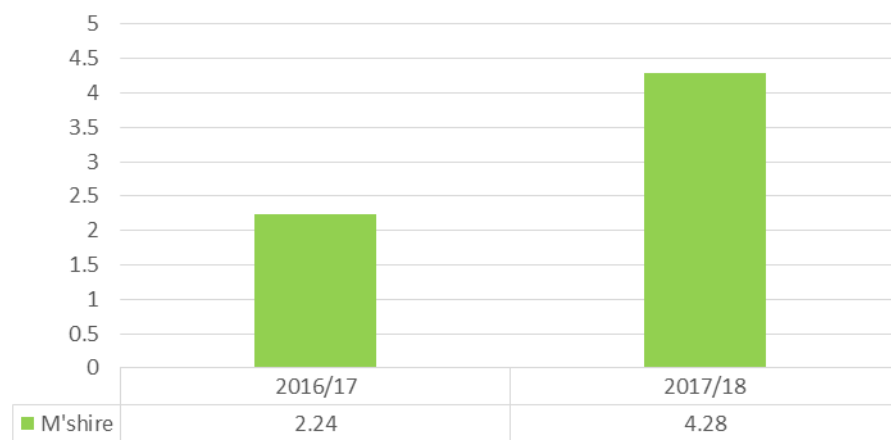
Each year we send questionnaires to adults receiving care and support asking their views on the care provided. The responses to these questionnaires received in 2017/18 tell us the proportion of adult service users who are happy with their care and support. This will be an important measure to monitor as services such as care at home transform.

% of adults receiving care and support who felt they can do the things that are important to them



Each year we send questionnaires to adults receiving care and support asking their views on the care provided. The responses to these questionnaires received in 2017/18 tell us the proportion of adult service users who felt they could do the things that were important to them.

The rate of delayed transfers of care for social care reasons per 1,000 population (aged 75+)



Delayed transfers of care are delays in providing social care which result in longer than necessary hospital stays. The graph shows the rate of patients aged 75 or over who were delayed for social care reasons per 1,000 population aged 75+. During 2017/18 there were 43 actual delays relating to 38 people, as some people were delayed for more than one period, this is a significant increase compared with 22 in the previous year. Whilst it is important to note that this is a small proportion of the discharges supported by the Council, every delay in a transfer of care means someone is not getting the right care for them. The majority of delays in hospital in 2017/18 were while waiting for a new home care package to be provided.

Future actions in our Corporate Plan 2017-2022

The Corporate Plan 2017/2022 includes a number of programmes of work which the Council is committed to deliver by 2022. The programmes of work identified in the corporate plan that will further progress the activity from this objective include:

Lifelong well-being:

- 15) the council enables connected and caring communities supporting people to live independently
- 16) the council delivers on social justice, better prosperity and reducing inequality
- 17) the council enables better local services through supporting volunteers and social action

Appendix 3 - Public Accountability Measures 2017/18 performance

Ref	Measure	2014/15	2015/16	2016/17	2017/18	2017/18 Target	Progress against target	Trend	2016/17 Quartile	Comments
PAM/012	Percentage of households successfully prevented from becoming homeless	n/a	64	58	61	70	✘	↑	N/A	This indicator focuses on homelessness in line with the statutory duty to prevent homelessness (Section 66). The target for the year was set at 70% with initiatives being implemented to increase homeless prevention. There has been an increase in cases threatened with homelessness, particularly with financial issues. The lack of social housing and the difficulties accessing the private rented sector continue to be ongoing challenges. The Melin private leasing scheme has continued to contract and future options are being considered in line with financial feasibility. The Monmouthshire Lettings trial and the initial outcomes are encouraging together with a specialist Young Persons Accommodation Officer. Further funding schemes are also being utilised and there is a focus on minimising the use of B&B accommodation. An emerging project is to explore establishing a Supported Lodgings scheme.
	N Number of households successfully prevented from becoming homeless		182	107	155					
	D Number of households threatened with homelessness		285	183	254					
PAM/015	Average number of calendar days taken to deliver a Disabled Facilities Grant (DFG)	213	251	356	193	180	✘	↑	Bottom	Performance has improved significantly due to additional capital funding being allocated in 2017/18 and a review and streamline of processes which were targeted at reducing average processing times.
	N Number of calendar days taken to deliver a DFG	17,219	18,070	17,818	16,384					
	D Number of DFGs delivered	81	72	50	85					

Appendix 4: Social Services & Well-being Act Performance Measures

Quantitative Performance Measures:

Performance Indicators	2016/17 Actual	2017/18 Actual	2017/18 Target	Performance Against Target	Performance Trend	2016/17 Wales Av	2016/17 Quartile
18: The percentage of adult protection enquiries completed within 7 days	88.67% 274/309	84.73% 455/537	90%	✘	↓	80.06%	Middle
19: The rate of delayed transfers of care for social care reasons per 1,000 population aged 75 or over	2.24 22/9,821	4.28 43/10,050	2.19	✘	↓	2.85	Middle
20: The percentage of adults (existing service users) who completed a period of reablement a) and have a reduced package of care and support 6 months later	21.43% 3/14	23.08% 6/26	25%	✘	↑	27.99%	Middle
20: The percentage of adults who completed a period of reablement b) have no package of care and support 6 months later	73.33% 187/255	71.26% 243/341	50%	✓	↓	72.34%	Middle
21: The average length of time adults (aged 65 or over) are supported in residential care homes	833.55 122,532/147	807.85 131,680/163	N/A	N/A	N/A	800.79	N/A
22: Average age of adults entering residential care homes	79.21 8,238/104	83.78 7,792/93	N/A	N/A	↑	82.83	Bottom
23: The percentage of adults who have received advice and assistance from the information, advice and assistance service and have not contacted the service for 6 months	76.60% 419/547	78.29% 1,388/1,773	77%	✓	↑	67.67%	N/A

Qualitative Performance Measures:

For many years adult services have undertaken questionnaires to understand service user's views. This is now a requirement of the performance framework measuring the effectiveness of the Social Services and Well Being Act. Below is feedback from adults and carers receiving care and support during 2017/18.

2016/17 - Adults responses are based on 420/1656 questionnaire responses (25% response rate) and carers 44/56 responses (79% response rate).

2017/18 - Adults responses are based on 595/1922 questionnaire responses (31% response rate) and carers 43/82 responses (52% response rate).

Adults Questionnaire	2016/17	2016/17	2017/18	2017/18	2017/18
	Actual	Welsh Av	'Yes'	'Sometimes'	'No'
I live in a home that best supports my well-being	87.4%	86.9%	86.4%	8%	5.6%
I can do the things that are important to me	52.8%	51.4%	54.1%	32.2%	13.8%
I feel I am part of my community	52.7%	58.3%	52.8%	26.1%	21.1%
I am happy with the support from my family, friends and neighbours	84.4%	85.2%	88.3%	9.2%	2.5%
I feel safe	77.1%	78.1%	79.1%	14.5%	6.4%
I know who to contact about my care and support	86.0%	83.2%	84.4%	9.7%	5.9%
I have had the right information or advice when I needed it	87.1%	80.2%	84.0%	12.6%	3.5%
I have been actively involved in decisions about how my care and support was provided	78.6%	79.7%	81.4%	12.3%	6.3%
I was able to communicate in my preferred language	96.9%	95.9%	97.5%	1.4%	1.1%
I was treated with dignity and respect	93.6%	93.3%	93.0%	6.4%	0.5%
I am happy with the care and support I have had	85.4%	85.2%	85.7%	12.4%	1.9%
<i>If you live in a residential care home : It was my choice to live in a residential care home</i>	61.5%	71.8%	71.2%	-	28.8%

Carers Questionnaire	2016/17 Actual	2016/17 Wales Av	2017/18 'Yes'	2017/18 'Sometimes'	2017/18 'No'
I live in a home that best supports my well-being	83.7%	82.5%	82.5%	12.5%	5%
I can do the things that are important to me	36.4%	44.6%	35.7%	40.5%	23.8%
I feel I am part of my community	38.6%	53.8%	41.5%	34.1%	24.4%
I am happy with the support from my family, friends and neighbours	61.4%	70.5%	68.4%	18.4%	13.2%
I feel safe	86.0%	81.2%	90%	2.5%	7.5%
I know who to contact about my care and support	79.5%	74.6%	87.8%	7.3%	4.9%
I have had the right information or advice when I needed it	75.0%	66.1%	75.6%	19.5%	4.9%
I have been actively involved in decisions about how my care and support was provided	86.0%	76.7%	78.6%	11.9%	9.5%
I have been actively involved in decisions about how the care and support was provided for the person I care for	86.0%	80.4%	78.6%	16.7%	4.8%
I was able to communicate in my preferred language	97.7%	97.2%	100%	-	-
I was treated with dignity and respect	93.0%	90.8%	100%	-	-
I feel supported to continue in my caring role	63.6%	67.8%	76.9%	20.5%	2.6%
I am happy with the care and support I have had	68.2%	68.9%	73.2%	24.4%	2.4%

REPORT

SUBJECT	REVENUE & CAPITAL MONITORING 2017/18 OUTTURN STATEMENT
DIRECTORATE	Resources
MEETING	Adults Select Committee
DATE	10th July 2018
DIVISIONS/ WARD AFFECTED	All Authority

1. PURPOSE

- 1.1 The purpose of this report is to provide Members with information on the revenue and capital outturn position of the Authority at the end of reporting period 3 which represents the financial outturn position for the 2017/18 financial year.
- 1.2 This report will also be considered by Select Committees as part of their responsibility to,
- assess whether effective budget monitoring is taking place,
 - monitor the extent to which budgets are spent in accordance with agreed budget and policy framework,
 - challenge the reasonableness of projected over or underspends, and
 - monitor the achievement of predicted efficiency gains or progress in relation to savings proposals.

2. RECOMMENDATIONS PROPOSED TO CABINET

- 2.1 That Members consider a net revenue outturn unspend of £653,000, an improvement of £694,000 on period 2 (month 7) outturn predictions.
- 2.2 Members consider a capital outturn spend of £46.8 million against a revised budget of £47.2 million, after proposed slippage of £11.8 million, resulting in a net underspend of £395k.
- 2.3 Considers the use of reserves proposed in para 3.7.1,
- 2.4 Supports the apportionment of general underspend in supplementing reserve levels as described in para 3.7.3 below, i.e.:
- | | |
|-------------------------------------|--------------|
| Priority Investment Fund | £155k |
| Capital Receipts Generation Reserve | £50k |
| Balance Invest to Redesign Reserve | £448k |
| Total | £653k |
- 2.5 Members note that the low level of earmarked reserves will notably reduce the flexibility the Council has in meeting the challenges of scarce resources going forward.
- 2.6 Members notes the extent of movements in individual school balances placing emphasis on schools to review the extent that recovery plans can be delivered over shortened timescales, and appreciates a net use of balances of only £94k instead of the original budgeted intention of schools to draw on balances by £877k.

3. MONITORING ANALYSIS

3.1 Revenue Position

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

3.1.2 Responsible Financial Officer's Summary of Overall Position Period 4 : Final outturn

Table 1: Council Fund 2017/18 Outturn Forecast Summary Statement at Outturn

Service Area	Initial 2017-18 Annual Budget	Virements to budget	Outturn Annual Budget	Revised Forecast Outturn	Forecast Over/ (Under) @ Outturn	Forecast Over/ (Under) @ Month 7
	£'000			£'000	£'000	£'000
Adult Services	6,972	11	6,983	7,225	242	36
Children Services	10,018	120	10,138	11,716	1,578	1,052
Community Care	22,162	-111	22,051	21,031	-1,020	-371
Commissioning	1,600	0	1,600	1,444	-156	-93
Partnerships	350	5	355	380	25	0
Public Protection	1,455	1	1,456	1,398	-58	-7
Resources & Performance	864	-172	692	667	-25	-12
Total Social Care & Health	43,421	-146	43,275	43,861	586	605
Individual School Budget	43,166	153	43,319	43,488	169	128
Resources	1,425	-51	1,374	1,289	-85	-63
Standards	4,983	0	4,983	5,076	93	399
Total Children & Young People	49,574	102	49,676	49,853	177	464
Business Growth & Enterprise	824	427	1,251	1,258	7	311
Governance, Democracy and Support		3,973	3,973	3,898	-75	61
Planning & Housing	1,852	-374	1,478	1,532	54	55
Tourism Life & Culture	3,140	34	3,174	3,463	289	107
Total Enterprise	5,816	4,060	9,876	10,151	275	534
Governance, Engagement & Improvement	4,333	-4,333		0	0	0
Legal & Land Charges	446	0	446	423	-23	7
Operations	16,562	-2,138	14,424	15,039	615	471
Total Chief Executives Unit	21,341	-6,471	14,870	15,462	592	478
Finance	2,287	75	2,362	2,131	-231	-182
Information Communication Technology	2,421	92	2,513	2,432	-81	-130
People	1,583	-5	1,578	1,569	-9	-10

Commercial and Corporate Landlord Services	-504	1,639	1,135	1,056	-79	10
Total Resources	5,787	1,801	7,588	7,273	-400	-312
Precepts and Levies	17,075	330	17,405	17,401	-4	-4
Coroners	100	0	100	119	19	19
Gwent Joint Records	182	0	182	182	0	0
Corporate Management (CM)	181	-20	161	111	-50	-38
Non Distributed Costs (NDC)	733	0	733	712	-21	0
Strategic Initiatives	654	-204	450	132	-318	-450
Insurance	1,264	-30	1,234	1,061	-173	17
Total Corporate Costs & Levies	20,189	76	20,265	19,633	-547	-456
Net Cost of Services	146,128	-578	145,550	146,233	683	1,313
Fixed Asset disposal costs	123	-53	70	70	0	0
Interest and Investment Income	-138	116	-22	-158	-136	-12
Interest payable & Similar Charges	3,673	13	3,686	2,957	-729	-733
Charges required under regulation	3,815	292	4,107	3,990	-117	-98
Contributions to Reserves	165	-1,369	-1,204	-1,425	-221	41
Contributions from Reserves	-1,653	1,817	164	513	349	0
Capital Expenditure funded by revenue contribution		92	92	92	0	0
Appropriations	5,985	908	6,893	6,039	-854	-802
General Government Grants	-61,380	0	-61,380	-61,380	0	0
Non Domestic rates	-30,418	0	-30,418	-30,418	0	0
Council Tax	-66,450	-330	-66,780	-67,050	-270	-300
Council Tax Benefits Support	6,135	0	6,135	5,924	-211	-169
Financing	-152,113	-330	-152,443	-152,924	-481	-469
Budgeted contribution from Council Fund				0		
Net Council Fund (Surplus) / Deficit	0	0	0	-652	-652	42

3.1.3 The bottom line situation of a £652k underspend is an improvement of £694k on the reported month 7 forecast.

3.1.4 Of note, net cost of services showed an improvement of £630k against month 7 predictions. Whilst Children's Services continues to evidence a degree of volatility (£1.7million adverse), with an increase of £0.5million against the forecasted outturn costs reported at month 7, this additional volatility has been mitigated by savings elsewhere within Social Care, to end the year below the level predicted at month 7. There was a £300k improvement in the reported additional Learning Needs deficit reported by Children and Young People colleagues. The anticipated provision for insurance claim contribution has been reduced by £173k, following a full year examination of anticipated liability and last 12 months claims activity. Enterprise Directorate indicated a net £259k improvement to end the year only, predominantly the artificial effect of rural development plan work and costs being deferred, with the related reserve funding involved transferred to back to reserves for use in 2018-19 through Appropriations account. Pleasingly, despite the pressures caused by unanticipated winter maintenance and clear up cost, Operations have managed to restrict further costs to £144k adverse cost during the inclement winter months, whilst accommodating reductions in income experiencing in Grounds maintenance, streetscene and waste.

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

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

Net Council Fund Surplus	2017-18	2016-17	2015-16	2014-15
	£'000	£'000	£'000	£'000
Period 1	164 deficit	1,511 deficit	867 deficit	219 deficit
Period 2	62 deficit	839 deficit	1,066 deficit	116 deficit
Period 3		79 surplus	162 deficit	144 deficit
Outturn	652 surplus	884 Surplus	579 surplus	327 surplus

3.2.1 Redundancy costs

Members are commonly keen to understand the extent of an redundancy payments made during the year, as staffing remains the most significant and controllable expense to most service areas.

Directorate	Service	Redundancy Costs 2017-18
		£'000
Enterprise	Community Education	58
	Libraries	37
	Policy	21
	Development Control	5
	Community & Partnership Dev	43
	Sub Total	164
Chief Executives	Highways & Traffic	73
	Building Cleaning	5
	Sub total	78
Resources	Asset Management	3
Social Care & Health	Children's Services	1
	Adult Services	5
	Sub total	6

Children & Young People	Schools	346
	Resources	71
	Sub total	417
Total		668

3.2.2 Given the financial challenges that will continue to face the Authority for the foreseeable future, Chief Officers continue to be tasked with ensuring that services live within the budgets and savings targets set for the current financial year.

3.2.3 It isn't particularly usual for the Senior Finance Officer to proffer symptomatic considerations as part of the periodic monitoring report, but it would be sensible to highlight,

- The extent of compensatory ad hoc savings needing to be identified during the year's monitoring process and delivered in a short period before year end to mitigate an overspend situations. Unfortunately these overspend situations aren't being volunteered accurately or completely to senior leadership team, to allow it to make proactive alternate choices rather than simply accept and mitigate the consequence. These remedial savings whilst necessary can be rather speculative, particularly in relation to social care which involves colleagues negotiating effectively with third parties. They have been quite successful in such deliberations previously, but probability suggests, they won't win every case.
- Relatedly, the financial environment facing Councils over the next 4 years is very challenging. It will be increasingly difficult to find additional remedial savings through the year in addition to those required to allow a balanced budget to be established every February. This volatility risk is traditionally mitigated by a heightened accountability culture whereby service managers are reminded of the need to comply within the budget control totals established by members, and are more responsible for any variances to SLT and Cabinet and equally for Select Committees to exhibit a more focussed reflection upon the adequacy of budget monitoring being applied. Members may wish to re-enforce such accountabilities.
- An increasing feature for all Councils is how to sustain core services rather than reduce them. This does lend itself to the consideration of activities not traditional to Councils, often described as innovative, commercial or private sector influenced. Experience of such activities within MCC suggest the implementation phase is key to the success or otherwise of such initiatives. Commercial skills aren't necessarily commonplace to a local authority, such that when faced with considering such, members should increasingly test out the practicalities involved and establish a tolerance to any business case received after which officers are required to re-report to members. This is necessary as the Council has a different duty in the protection of public funds that wouldn't apply in private sector, and the private sector can more easily respond to a deficient project by dropping or amending the proposal. It isn't as easy to do that at pace in a public entity which is problematic as Councils have limited capacity to absorb the effect of deficient projects, so instead public sector will commonly look to reassess the success of the scheme against an alternate lens, most commonly the social benefit when instead the proposal was volunteered to members primarily as a financial benefit.

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

3.3.2 Stronger Communities Select Portfolio (£1,690k net underspend)

- Chief Executives Unit (£592k overspend)

Legal division exhibited a **£23k surplus**, due to professional and specialist fee savings. **Operations exhibited** a worsening of £144k on month 7 position to end the year at a **combined £615k deficit**. The position for each of main Operations areas is as follows, Highways £39k surplus (despite the costs incurred in winter maintenance in March for which only about 15% were

reimbursed by Welsh Government), catering £29k deficit, cleaning £4k deficit, Passenger Transport £322k deficit, Transport administration £4k surplus, Waste and Streetscene £159k deficit.

- Resources Directorate (£400k underspend)

An underspend in Finance Division costs of £231k, predominantly predicted savings in housing benefit and council tax administration, holding staffing vacancies, additional grants and retendering of Security and merchant fee contracts. **IT** showed an **£81k underspend**, due to saving in Digital programme office costs, and return of reserve held previously by SRS on MCC's behalf. **People services exhibited £9k surplus**. **Landlord division** ended the year with **£79k surplus**, the effect of savings in facilities management and asset management, compensating for the net saving in procurement not delivered.

- Corporate (£547k underspend)

Following assessment of insurance provision based on last 12 months activity, a saving of £172k has been realised. A saving on redundancy and corporate pension costs budgets has resulted totalling £339k. Corporate management includes net £50k effect of duplicate payment reimbursements from suppliers and the effect of unidentified income at the end of financial year, which compensates for a net pressure to the Coroners Joint committee budget of £14k.

- Appropriations (£854k underspend)

Caused predominantly by a net £982k saving in treasury/borrowing costs from active treasury management and utilising recurrent short term borrowing as an alternative to taking out more expensive long term borrowing. Net borrowing costs are also favourably affected by any delay in the timing of expenditure, capital slippage and capital underspends where it avoids borrowing presumed. The extent of underspend is affected by the level of net unbudgeted contributions made to reserves of £128k.

- Financing (£481k underspend)

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

RESOURCES DIRECTOR CONTEXT & COMMENTARY

I am delighted to see the directorate achieve an under spend position at the end of the year having struggled throughout the year to contain pressures resulting primarily from budget savings that were identified as being unachievable. These pressures have impacted significantly on the outturn position but have been offset as a result of efforts made across the directorate to contain and limit expenditure. One-off savings were achieved as a result of one-off grant and income in housing benefits and strategic property management and cemeteries. The directorate has also benefitted from vacancy savings resulting from delays in restructuring. Moving into 2018/19 the directorate did benefit from unachievable budget savings from the current year being removed. That said 2018/19 will still be a challenging year as the directorate looks to deliver its savings plans and continues to support the organisation at large with its agenda for change.

HEAD OF OPERATIONS CONTEXT & COMMENTARY

The stark bottom line in terms of financial outturn for the Operations department is an over spend of £614,000. This is 'new territory' for the department as in previous years an under spend has always been achieved to contribute to the Council's overall outturn. That being said there are various issues that have contributed to the final financial position.

In particular we suffered significant extra cost associated with snow clearing. There were two major incidents this year and whilst our operational response is rapid and effective at getting the roads open, towns working etc. it does come at a cost. Extra funding came through one-off WG grants and we generated income from other agencies that we work for but in gross terms the response cost over £400,000.

Unusually Waste and Street scene declared an over spend with trade waste income below budget and grounds external income being down. Trade waste is an ongoing battle with private providers and just now there is some aggressive pricing from some contractors; grounds relies upon a significant level of external income each year (£1m plus) and although custom improved towards the end of the year it is possible that cut backs are hitting our external customers as well with the resultant 'squeeze' upon ourselves.

There are variations to budget elsewhere within the Operations Department but the final significant overspend has occurred in Passenger Transport and particularly school transport. A significant element of the overspend occurred when a company suddenly ceased trading (announced on a Friday with immediate effect), alternative arrangements were made with other companies taking on routes and more direct provision but the inevitable impact was an increase in costs of around £1200 per day. There has also been an increase in the number of bespoke transport arrangements being put in place for ALN students. These arrangements are often individual taxi services, sometimes with escorts, with subsequent high costs. Two specific issues are mentioned above but the overall cost of passenger transport continues to rise as fuel costs increase and there are less operators in the market. A major review of passenger transport is underway in 18/19.

In conclusion this year has seen a turning point in the outturn with Operations being overspent and it suggests that the cumulative effect of budget cuts year on year is squeezing front line budgets such that the flexibility within budgets to respond to demands has disappeared and funding for the basic services is increasingly under pressure.

3.3.3 Economy & development Select Portfolio (£217k net overspend)

- Enterprise Directorate (£275k net overspend)

Business growth and enterprise incurred a net **£7k overspend**, the net effect of RDP grant funded expenditure being deferred through Appropriations Account compensating in the main for £196k adverse position incurred with Events function.

Planning & Housing (£54k overspend) – Development control exhibits a deficit of £201k through reduced development and income activity, conversely development plans area exhibits £218k surplus, which is rather artificial as the saving is largely resultant from Local development plan (LDP) costs being deferred which will instead crystallise next year (hence the reserve movement through Appropriations). Housing exhibits a £70k overspend which is the net effect of the lodging scheme pressure following removal of grant, compensated in part by savings in homelessness and careline spends.

Tourism, leisure & culture (£289k overspend) - Countryside exhibit an underspend of £11k from part vacancy. There is a £196k overspend in respect of Cultural services (after transferring Outdoor education trading deficit to their trading reserve account), of which the main pressures are Caldicot Castle (£101k), Old Station (25k), Shire Hall (£30k) and Museums (40k). This is an improvement on 2016-17 but still a significant challenge to the impending Leisure trust. Leisure services ended the year with a £34k deficit, predominantly the effect of Monmouth leisure centre closure and effect on its income level.

- Social Care & Health (£58k underspend)

Public Protection (£58k underspend) – predominantly a saving within occupational health service and net fees & charges within Public Health service.

2017/18 has been a challenging year. The outturn position for Enterprise straddles a number of budget areas given the impact of recent restructures – and this will need to be remedied in 18/19 in order to present a full and complete picture. With pressures continuing in areas of Tourism, Attractions and Culture in the main - the work in moving the services towards a sustainable and viable Alternative Delivery model steps up and structure changes and systems modifications related to this, will start to yield impact in 18/19. Other areas of Enterprise have performed well and income levels continue to meet targets reflecting well on the excellent practice and developments we see on the ground.

3.3.4 Adult Select Portfolio (net £959k underspend)

- Social Care & Health

Adult Services (£242k overspend) – pressures exhibited in Severn View staffing, and direct care budgets. The latter being affected by winter conditions and for which Welsh Government has provided additional funding in year.

Community Care (£1,020k underspend) – Significant Welsh Government unbudgeted grants received together with net savings in commissioning team costs, and underspends to the shared frailty budget.

Commissioning (£156 underspend) – predominantly saving to Commissioning staffing structure pending review, a reduction in the cost of various service contracts, and a continued savings within Drybridge Gardens service area.

Resources (£25k underspend) – reduced costs incurred in the support of management of bespoke developed Social Care application

SCH DIRECTOR'S CONTEXT & COMMENTARY

The overall outturn for 2017/18 is an overspend of £587K, which includes a £24K overspend in the Youth Offending Service to be met from its reserve, and £58K of Corporate Safeguarding costs which throughout the year we were reporting to be borne by equivalent underspends in Corporate Financing. This position reflects savings of £380K from the M7 recovery plan plus total mandated savings of £627K.

Children's Services continues to operate under extreme pressures, which is not just a local issue but typical across Wales and England. Since M7 the overspend at outturn has increased from £1.052M to £1.579M largely relating to complex placements and use of agency workforce. However, progress has been made in latter months with agency exit plans seeing a reduction in numbers, and progress made in some areas of the M7 recovery plan, but savings will not materialise until 2018/19. The costs of Corporate Safeguarding are incorporated within the Children's outturn.

Adult Services has delivered an underspend of £959K at outturn, increasing by £519K since M7, which also included mandated savings of £586K and additional savings from the M7 recovery plan of £140K. The healthy outturn position has been due to the continuation of the practice change agenda that has produced savings for a number of years, a Winter Pressures grant received in the

last month of the year, property sales and increased income from client contributions and Frailty underspend resulting from clinical vacancies.

Public Protection, given its very small budget allocation, contributed a £58K underspend to the bottom line due to the Occupational Health nurse vacancy and efforts to increase income in areas of Registrars, Licensing and Commercial activities.

3.3.5 Children & Young People Select Portfolio (net £1,755k overspend)

- Social Care & Health (£1,603k overspend)

Children's Services (net £1,578k overspend) – this can be a fairly volatile area to manage budget wise, with individual placements potentially having a significant effect. The effect of 2 cases within young people accommodation budget are flagged as main cause for £366k overspend. Similarly looked after children activity exhibits a £415k overspend against budget.

There is also £722k overspend reported in respect of Children's services team costs predominantly explained through the continued use of agency resourcing. There is a cost of £58k in relation to safeguarding position that members approved earlier in the year to be borne by overall bottom line effect for the Council. This has been resolved in 2018-19 as an addition to the budget. Supporting Children's service also incurred a £105k overspend, due to an excess of external provision costs.

Youth offending team partnership (£25k deficit) – whilst this shows as an overspend as part of the management accounting spreadsheets caused in the main by pressures on declining funding, this service is a partnership administered by the Council on behalf of itself and others and the deficit balance is transferred through Appropriations to a ring-fenced trading reserve.

- Children and Young People (net £177k overspend)

School Budget Funding exhibited a **£169k overspend** due to additional support provided by LEA in respect of wage protections and transport. There is an **underspend of £85k** within the **Resources subdivision** caused by net interim management arrangements whilst awaiting a restructure. **Standards subdivision** exhibits a **£93k overspend** position which hides some large movements, with 55k savings in management and £109k in Early years costs compensating in part for net £256k overspend in Additional Learning Needs.

SOCIAL CARE & HEALTH DIRECTOR'S CONTEXT & COMMENTARY

The overall outturn for 2017/18 is an overspend of £587K, which includes a £24K overspend in the Youth Offending Service to be met from its reserve, and £58K of Corporate Safeguarding costs which throughout the year we were reporting to be borne by equivalent underspends in Corporate Financing. This position reflects savings of £380K from the M7 recovery plan plus total mandated savings of £627K.

Children's Services continues to operate under extreme pressures, which is not just a local issue but typical across Wales and England. Since M7 the overspend at outturn has increased from £1.052M to £1.579M largely relating to complex placements and use of agency workforce. However, progress has been made in latter months with agency exit plans seeing a reduction in numbers, and progress made in some areas of the M7 recovery plan, but savings will not materialise until 2018/19. The costs of Corporate Safeguarding are incorporated within the Children's outturn.

Adult Services has delivered an underspend of £959K at outturn, increasing by £519K since M7, which also included mandated savings of £586K and additional savings from the M7 recovery plan of £140K. The healthy outturn position has been due to the continuation of the practice change agenda that has produced savings for a number of years, a Winter Pressures grant received in the last month of the year, property sales and increased income from client contributions and Frailty underspend resulting from clinical vacancies.

Public Protection, given its very small budget allocation, contributed a £58K underspend to the bottom line due to the Occupational Health nurse vacancy and efforts to increase income in areas of Registrars, Licensing and Commercial activities. The overall outturn for 2017/18 is an overspend of £587K, which includes a £24K overspend in the Youth Offending Service to be met from its reserve, and £58K of Corporate Safeguarding costs which throughout the year we were reporting to be borne by equivalent underspends in Corporate Financing. This position reflects savings of £380K from the M7 recovery plan plus total mandated savings of £627K.

Children's Services continues to operate under extreme pressures, which is not just a local issue but typical across Wales and England. Since M7 the overspend at outturn has increased from £1.052M to £1.579M largely relating to complex placements and use of agency workforce. However, progress has been made in latter months with agency exit plans seeing a reduction in numbers, and progress made in some areas of the M7 recovery plan, but savings will not materialise until 2018/19. The costs of Corporate Safeguarding are incorporated within the Children's outturn.

CHILDREN & YOUNG PEOPLE DIRECTOR'S CONTEXT & COMMENTARY

The Directorate's outturn position is an overspend of £177,000. However, £93,000 of reserves held in the Authority's maternity and sickness compensation schemes will be utilised to offset the overspend incurred in these areas in 2017-18, bringing the overspend position down to £84,000. Efficiencies have been delivered across many parts of the directorate in order to bring the budget closer to a balanced position, and a significant improvement since Month 7 has resulted. Much of the mitigation against the overspend at month 7 has been through the management of vacant posts. It will not be possible to maintain this position in the medium to longer term and it is important that the directorate is effectively staffed to meet the needs of children and young people of the county.

The Additional Learning Needs budget continues to remain under significant pressure due to the requirement to support more of our pupils with complex needs. This is a particularly challenging budget given the volatility of children arriving into the area and younger children requiring more complex packages of support. The two main elements of this budget have moved in different directions. The Out of County budget has improved its position and ended with a £36,000 underspend. The in-County budget, which provides additional support to children in the classroom, is experiencing significant pressure and the overspend, as a result, amounted to £292,000.

3.4 2017/18 Budget Savings Progress

- 3.4.1 This section monitors the specific savings initiatives and the progress made in delivering them during 2017-18 as part of the MTFP budgeting process.

In summary they are as follows,

Disinvestment by Directorate 2017-18	2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Value of Saving forecast at Month 7	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable YTD
REVENUE MONITORING 2017-18	£000	£000	£000	£000	£000	£000
Children & Young People	(395)	(395)	(395)	(395)	0	0
Social Care & Health	(627)	(627)	(627)	(627)	0	0
Enterprise	(84)	(84)	(83)	(84)	0	0
Resources	(266)	(257)	(236)	(266)	0	0
Chief Executives Units	(1,224)	(955)	(991)	(935)	(53)	(235)
Corporate Costs & Levies	(118)	(118)	(98)	(98)	(20)	0
Appropriations	(1,708)	(1,708)	(1,648)	(1,648)	0	(60)
Financing	(885)	(885)	(885)	(885)	0	0
DIRECTORATE Totals	(5,308)	(5,029)	(4,964)	(4,939)	(73)	(295)

3.4.2 Mandated saving performance is running at 93% of budgeted levels, a slight reduction on levels reported in period 2(month 7), with currently £295,000 being deemed potentially unachievable, and a further £73,000 to be delayed to later years.

3.4.3 The emphasis of reporting savings has changed from previously where savings were reported when they were manifest, however the judgement is now whether saving is forecast to be achieved.

3.4.4 Consequently the savings appendix (appendix 1) also has a traffic light system to indicate whether savings are likely to be achieved or have justifiable reasons explaining delayed implementation. The following summary of savings mandates are highlighted as requiring further work to crystallise or exhibit an anticipated degree of volatility.

3.4.5 Stronger Communities Select Portfolio

Resources Directorate

- Estates restructure proposals (£30k) affecting markets and community development officer have now been enacted, such Directorate reports full extent of annual savings achieved.

Chief Executive's Office

- Contact Centre (£14k) reorganisation has been delayed and whole place saving of £100k exhibits a shortfall of £65k.
- The procurement saving (£100k) is not yet manifest across Directorates to apportion from the reduced Procurement budget.
- Reduced grass cutting and maintenance schedules (£15k) at Monmouth sports grounds haven't reverted to level of original lease agreement as yet. Rationalisation of Grounds Maintenance tree management services has been delayed resulted compromising the £24k saving.
- Trade waste income levels are reported to be down by circa £80k, with neither (£10k plus £30k) of the extra income savings yet being manifest deliverable.
- Anticipated winter maintenance savings 30k have not been achieved.

3.4.6 Economy & Development Select Portfolio

Enterprise (ENT) Directorate

- Directorate colleagues report current year savings have been delivered in full.

3.4.7 Adult Select Portfolio

Social Care & Health (SCH) Directorate

- Directorate colleagues report current year savings are anticipated to be delivered in full, however without any progress narrative supplied, the more significant have still been flagged as medium risk based on past pressures and experience, and members may wish to check progress with service officers around adult social care transformation and charges increases given the £242k reported in respect of Adult Social Care, predominantly from Direct Care cost budgets.

3.4.8 Children and Young People Select Portfolio

Children and Young People (CYP) Directorate

- Directorate colleagues report current year savings are anticipated to be delivered in full, although Members may wish to check how £150k savings in ALN and childcare voluntary organisations have been achieved, whilst ALN element of Standards subdivision exhibited £256k adverse deficit at end of year.

3.5 Capital Position

3.5.1 The summary Capital position at Outturn is as follows

MCC CAPITAL BUDGET MONITORING 2017-18 AT Outturn by SELECT COMMITTEE						
SELECT PORTFOLIO	Actual Spend at Outturn	Slippage Brought Forward	Total Approved Budget 2017/18	Capital Slippage to 2018/19	Revised Capital Budget 2017/18	Capital Expenditure Variance
	£000	£000	£000	£000	£000	£000
Children & Young People	35,541	15,302	45,129	(9,360)	35,769	(228)
Adult	2	0	2	0	2	(0)
Economic & Development	2,279	966	2,458	(98)	2,360	(81)
Strong Communities	8,954	1,100	11,414	(2,374)	9,040	(86)
Capital Schemes Total	46,775	17,368	59,003	(11,832)	47,171	(395)

Revisions to the programme in year

3.5.2 Major revisions to the capital programme within year included Cabinet approvals for The Monmouth Leisure Centre and Pool redesign (£7,405K), The Cardiff Region City Deal (£1.500k) and £350k for the Public Realm Abergavenny Town Centre scheme.

Slippage to 2018-19

3.5.3 Total Slippage at Outturn amounted to £11,832k. This mainly relates to Future Schools (£9,0369k), £650k within individual S106 schemes, Car Park refurbishments and Ticket Machine improvements (£256k), a further £252k in relation to Granville Street / Wyebridge Street car parks and £141k in respect of new Monmouth Leisure Centre and Pool re-design.

3.5.4 In comparison with period 2 (month 7), service managers collectively identified slippage levels of £6.8m, the main difference being increased slippage in relation to schools programme.

3.5.5 For the last 3 years a more detailed examination of slippage requests has been made based upon the principles established previously i.e.

- whether there has been little or no progress in previous 12 month,
- the level of expenditure incurred this year has been less than in year budget and slippage b/fwd., to consider any opportunity to realign the budget to more realistic levels or reprofile budget more accurately over multiple years.

- or where there are identified problems/barriers to progress e.g. no agreement over scheme, archaeological considerations, planning considerations not yet satisfied or where the manager hasn't clearly evidenced why this should be slippage in the request made.

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

3.5.7 Given an upheaval in the accountabilities caused by the creation of Corporate landlord, as a one off, a more relaxed stance has been adopted in respect of slippage requests concerning Property Maintenance and County farms maintenance budgets, which would not normally constitute slippage as officers often highlight a backlog of repair, and are encouraged to decommit any repair work they can't obtain access for, to future year's repair budget expenditure replacing it with priority backlog work. Slippage was requested in respect of the unspent proportion of the Council's access for all capital scheme, it was confirmed there are no active schemes that this expenditure relates to, and so the balance has been more correctly attributed as an underspend on the years' activities.

Capital Outturn

3.5.8 Allowing for the extent of supported slippage requests, outturn capital spending was £46.8 million against a budget of £47.2 million, creating an underspend of £395k.

3.5.9 The main sources of this underspend are

Schools IT	£222k
Access for all	£44k
Solar Farm costs	£69k
Woodstock Way sc106 scheme	£12k
Misc property Service scheme underspends	£48k

3.5.10 However this is not all available for redistribution. For instance the underspends resulting from not automatically slipping sc 106 scheme balances forward will provide no net saving to the authority and will be returned to sc106 balances for refresh and possible reallocation. In financing the capital programme, a pragmatism has been adopted to translate the net effect of any underspend into unused capital receipts rather than saving on borrowing. The approach adopted acknowledges the common delays associated with realising such receipts, and is designed to mitigate the need for temporary borrowing in advance of receipts being realised. Members may recall a need to generate £32m receipts to afford their tranche A Future schools aspirations. Those levels aren't yet secured in full, this isn't a problem per se as the Council has been prioritising the use of Welsh Government funding ahead of its own.

3.6 Capital Financing and Receipts

3.6.1 Given the anticipated capital spending profile reported in para 3.4.1, the following financing mechanisms are expected to be utilised.

MCC CAPITAL FINANCING BUDGET MONITORING 2017-18 at Outturn By FINANCING CATEGORY						
CAPITAL FINANCING SCHEME	Annual Financing	Slippage Brought Forward	Total Approved Financing Budget 2017/18	Provisional Budget Slippage to 2018/19	Revised Financing Budget 2017/18	Forecast Capital Financing Variance 2017/18
	£000	£000	£000	£000	£000	£000
Supported Borrowing	2,402	0	2,402	(0)	2,402	0
General Capital Grant	1,462	0	1,462	0	1,462	0
Grants and Contributions	12,913	5,628	17,627	(4,725)	12,902	11
S106 Contributions	723	522	1,358	(650)	708	15
Unsupported borrowing	11,725	5,663	12,956	(1,231)	11,725	(0)
Earmarked reserve & Revenue Funding	226	302	452	(168)	284	(58)
Capital Receipts	17,246	5,253	22,635	(5,024)	17,611	(365)
Low cost home ownership receipts	78	0	112	(34)	78	0
Unfinanced	0	0	0	0	0	0
Capital Financing Total	46,775	17,368	59,003	(11,832)	47,171	(395)

Useable Capital Receipts Available

- 3.6.2 In the table below, the effect of the changes to the forecast capital receipts on the useable capital receipts balances available to meet future capital commitments is shown. This is also compared to the balances forecast within the 2017/21 MTFP capital budget proposals.

Movement in Available Useable Capital Receipts Forecast

TOTAL RECEIPTS	2017/18	2018/19	2019/20	2020/21
	£000	£000	£000	£000
Balance b/f 1 st April	18,931	3,411	4,424	7,304
Add:				
Receipts received in YTD	1,722			
Receipts forecast received	0	11,885	3,225	6,251
Deferred capital receipts	4	324	164	164
Less:				
Receipts to be applied	(17,246)	(11,196)	(509)	(509)
Set aside	0	0	0	0
Predicted Year end receipts balance	3,411	4,424	7,304	13,210
Financial Planning Assumption 2017/21 MTFP Capital Budget	608	0	5,156	4,861
Increase / (Decrease) compared to MTFP Capital Receipts Forecast	2,803	4,424	2,148	8,349

- 3.6.3 At Outturn, £5,024k of budgeted capital receipts are forecasted to slip therefore allowing the capital receipts already generated to finance the capital receipt budgeted expenditure on 21st Century Schools within the 2017-18 financial year.
- 3.6.4 There is still an increasingly significant risk to the Council resulting from the need to utilise capital receipts in the same year that they come into the Council. This provides no tolerance or flexibility should the receipts be delayed, which isn't uncommon, and would necessitate compensatory temporary borrowing which is more costly than utilising capital receipts and would necessitate additional revenue savings annually to afford.

3.7 Reserves

Slippage on Earmarked Reserve funded projects

3.7.1 The following table indicates the extent of budgeted reserve funding utilised by Directorates and that element of approved expenditure previously approved that they request to be deferred into 2018-19. These include,

Project	Reserve Source	Reserve funding utilised in 2017-18	Reserve funding deferred to 2018-19
		£'000	£'000
Document Management System	IT transformation	0	54
Digital Programme and Capital IT Costs	IT transformation	6	100
Accounts Payable System	IT transformation	42	5
Cash Receipting System	IT transformation	0	67
Handsets (Connected worker)	Invest to Redesign	20	29
Innovation and marketing assistance	Invest to Redesign	127	36
Inspire to Work	Invest to Redesign	17	0
Vehicle leasing	Invest to Redesign	61	0
Local Development Plan	Priority Investment	0	375
Community Infrastructure Levy Development	Priority Investment	0	30
SCH Leadership Review	Priority Investment	160	39
Future Monmouthshire	Priority Investment	130	0
Children's Service Temporary staff	Priority Investment	86	0
Legal Costs for Revocation	Priority Investment	92	88
Leisure Trust, extra Council costs	Priority Investment	0	155
Schools sickness and maternity compensation scheme	CYP sickness and maternity reserve	93	0
Rural Development Plan	Rural Development Plan Reserve	0	63
Elections Account	Election Reserve	100	0
Museums Acquisitions	Museums Acquisition Fund	1	0
Grass Routes Acquisitions	Trading Account	38	0
Youth Offending Team Partnership	Trading Account	25	0
Building Control	Trading Account	4	0
Outdoor Education Partnership	Trading Account	61	0
Redundancy Strain Costs	Redundancy & pension	298	0
Insurance Provisions and MMI costs	Insurance Reserve	37	0
Fixed asset disposal	Capital receipts generation reserve	70	72
Capital Prog costs	Capital Investment Fund	127	0
TOTAL		1,595	1,113

3.7.2 The following reserve balances reflects capital and revenue movements during 2017-18 and provide a prediction on 2018-19 year end level based on existing approval levels and slippage levels above.

Account	2016/17	2017/18			2018/19		
	C/F	Net Draw on Reserve	Replenishment of Reserve	C/F	Net Draw on Reserve	Replenishment of Reserve	C/F
Sub Total Council Fund	-7,379,864	93,561	0	-7,286,303	0	0	-7,286,303
<i>Earmarked Reserves:</i>				0			
Sub-Total Invest to Redesign	-960,943	225,488	-138,888	-874,343	399,183	-170,681	-645,841
Sub-Total IT Transformation	-727,784	47,903	-55,000	-734,881	225,913	0	-508,969
Sub-Total Insurance and Risk Management	-1,083,295	36,879	0	-1,046,416	0	0	-1,046,416
Sub-Total Capital Receipt Generation	-347,511	70,372	0	-277,139	153,415	0	-123,724
Sub Total Treasury Equalisation	-990,024	0	0	-990,024	0	0	-990,024
Sub-Total Redundancy and Pensions	-795,297	298,484	0	-496,813	163,978	0	-332,835
Sub-Total Capital Investment	-775,522	127,186	0	-648,336	17,999	0	-630,337
Sub-Total Priority Investment	-1,000,171	468,420	0	-531,751	686,751	0	155,000
Sub-Total Other Earmarked Reserves	-1,123,847	321,721	-319,111	-1,121,237	86,471	-53,000	-1,087,766
Total Earmarked Reserves	-7,804,395	1,596,452	-512,999	-6,720,942	1,733,710	-223,681	-5,210,913
Total useable revenue reserves	-15,184,260	1,690,013	-512,999	-14,007,245	1,733,710	-223,681	-12,497,216

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

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

Priority Investment Fund	£155k (to extinguish ADM deficit)
Capital Receipts Generation Reserve	£70k (Capital receipts generation reserve part funds Valuation team's cost, and a top up is necessary to accord with their indicative 2018-19 costs.)
Balance Invest to Redesign Reserve	£448k
Total	£653k

3.7.4 Despite the proposed top ups, current predicted use of the Priority investment reserve means that it will likely expire by the end of 2018-19 as a funding source. Given the forecast use of earmarked reserves, Cabinet has previously approved a policy on earmarked reserves to ensure that earmarked reserves are focused on investment in areas where they can achieve most impact hence putting the balance for redistribution into "Invest to Redesign".

Schools Reserves

3.7.6 Each of the Authority's Schools is directly governed by a Board of Governors, which is responsible for managing the school's finances. However, the Authority also holds a key responsibility for monitoring the overall financial performance of schools. The net effect of an individual school's annual surplus or deficit is shown in a ring-fence reserve for the particular school.

3.7.7 Our Fairer Funding Regulations adopted by Council and Governing Bodies have traditionally precluded governing bodies from planning for a deficit position. This was changed last year to allow licensed deficits where a recovery plan is agreed and followed. However this flexibility only extended as far as there being a collective schools reserve surplus i.e.

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

3.7.8 As a consequence of month 2 monitoring report, CYP colleagues prepared a Cabinet report requesting that this consideration be temporarily withdrawn i.e.

- *Members allow an exception to the breach of the Fair Funding (Scheme for Financing Schools) Regulations for the financial year 2017-18.*

On the basis that

- *The deficit projected at the beginning of the year was £608,000, at the end of month 2 this had reduced to £428,000. The collective deficit will not exceed the budget position of £608,000.*

That report went on to reassure Cabinet that,

The actions that the Local Authority have put in place are detailed below:

- *Immediate work with all schools has ensured that the month 2 report details an improvement in the school balances of £180,000.*
- *All schools with a significant deficit have met with the Chief Officer for Children and Young People and relevant Finance officers. At these meetings the schools have outlined how they are intent to recover from the deficit with timescales.*
- *All recovery plans will be monitored on a monthly basis and Headteachers and Governing Bodies are held to account to ensure all the savings will be made.*
- *Where applicable the Cabinet Members for Finance and CYP will meet with schools in the autumn term to gain reassurance and an understanding of each recovery plan.*

3.7.9 Pleasingly, the summary outturn position is £175k surplus,

Opening reserves 2017-18 (Surplus)/Deficit	In Year position at Month 7 (Surplus)/Deficit	Difference reported from month 7 to outturn (Surplus)/Deficit	Outturn Position (Surplus)/Deficit	Projected carry forward at year end 2017-18 (Surplus)/Deficit
(268,786)	823,090	(729,529)	93,561	(175,225)

3.7.10 Schools month 7 prediction was a collective use of £823k of reserves. Whilst an extraordinary Welsh Government grant of £344k in the last quarter of 2017-18 is anticipated to have had a knock on beneficial effect to their reserves, schools outperformed their intentions, such that they only collectively used £94k of their reserves, which suggests quality of forecasting could be improved.

- 3.7.11 Appendix 2 indicates the forecast position for each school, together with an explanation of variance provided by CYP colleagues.
- 3.7.12 Interpreting that, 12 schools started the year in deficit, 3 schools came out of deficit and a differing 3 went into deficit. So at the end of the year 12 schools remain in deficit, and in tracking the movement of just the 15 schools involved, the collective net deficit position for those involved went up by £188k. The situation is particularly influenced by secondary schools, with Chepstow Comprehensive School significantly outperforming its recovery plan to end the year at £158k surplus, but for King Henry, Caldicot and Monmouth to end the year at £162k, £101k and £424k deficit respectively.
- 3.7.13 Collectively school balances at the beginning of the financial year amounted to £269,000 surplus, given the year end position the following pattern is apparent.

Financial Year-end	Net level of School Balances
2011-12	(965)
2012-13	(1,240)
2013-14	(988)
2014-15	(1,140)
2015-16	(1,156)
2016-17	(269)
2017-18	(175)

- 3.7.14 Whilst extraordinary funding from WG and beneficial revisions to budgeted draw on reserves will sustain the reserve situation for longer than currently predicted, it remains unlikely that the collective level of reserves will sustain the traditional annual draw by schools on reserves in recent years, which will add additional focus by schools to address the need to remain within budget going forward rather than passporting the consequences to their reserves, given that collective flexibility is now pretty much exhausted.

4 REASONS

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

5 RESOURCE IMPLICATIONS

- 5.1 As contained in the report.

6 EQUALITY AND SUSTAINABLE DEVELOPMENT IMPLICATIONS

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

7 CONSULTEES

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

8 BACKGROUND PAPERS

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

<http://corphub/initiatives/Budgetmon/20172018/Forms/Q4.aspx>

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



Appendices (attached below)

Appendix 1 Mandated Savings Progress Report












Appendix 2 School Reserves

Appendix 1 – Savings Matrix






Disinvestment by Directorate 2017-18	2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Value of Saving forecast at Month 7	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable YTD	Traffic Light based Risk Assessment
REVENUE MONITORING 2017-18	£000	£000	£000	£000	£000	£000	£000
Children & Young People	(395)	(395)	(395)	(395)	0	0	
Social Care & Health	(627)	(627)	(627)	(627)	0	0	
Enterprise	(84)	(84)	(83)	(84)	0	0	
Resources	(266)	(257)	(236)	(266)	0	0	
Chief Executives Units	(1,224)	(955)	(991)	(935)	(53)	(235)	
Corporate Costs & Levies	(118)	(118)	(98)	(98)	(20)	0	
Appropriations	(1,708)	(1,708)	(1,648)	(1,648)	0	(60)	
Financing	(885)	(885)	(885)	(885)	0	0	
DIRECTORATE Totals	(5,308)	(5,029)	(4,964)	(4,939)	(73)	(295)	











Ref	Children & Young People	2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Value of Saving forecast at Month 7	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment
		£000	£000	£000	£000	£000	£000	£000
B20	ALN	(150)	(150)	(150)	(150)			
	Resources - Removal of training budget	(8)	(8)	(8)	(8)			
	Resources - Loss of 3 posts within support services	(70)	(70)	(70)	(70)			
	Resources - Removal of professional fees for the directorate	(8)	(8)	(8)	(8)			
	Early Years - To remove the funding provided to childcare voluntary organisations - Wales PPA, Mudiad Meithrin & Clybiau Plant Cymru Kids' Club.	(15)	(15)	(15)	(15)			
Page 139	ALN - Reduce the Independent Special School Budget	(50)	(50)	(50)	(50)			
	Other - Reduction in pupil numbers	(81)	(81)	(81)	(81)			
	Other - Reduction in contribution required by EAS	(14)	(14)	(14)	(14)			
	CHILDREN & YOUNG PEOPLE Budgeted Savings Total	(395)	(395)	(395)	(395)	0	0	











Ref	Social Care & Health	2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Value of Saving forecast at Month 7	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment
		£000	£000	£000	£000	£000	£000	£000
34	Adult Social Care Service Transformation	(200)	(200)	(200)	(200)			
	Adults - Parity on pricing structure between day service and community meals	(25)	(25)	(25)	(25)			
	Adults - Development of café at Mardy park and establish private and business partnerships to develop catering services	(2)	(2)	(2)	(2)			
	Adults - Hire of Mardy Park outside or core hours	(1)	(1)	(1)	(1)			
Page 140	Adults - Restructure finance and benefits advice team to replace 2 posts on lower grades	(16)	(16)	(16)	(16)			
	Adults - Reduce IT Development budget	(10)	(10)	(10)	(10)			
	Adults - alignment of welfare benefits information, advice and assistance services	(13)	(13)	(13)	(13)			
	Adults - Detailed Contract Review	(56)	(56)	(56)	(56)			
	Adults - Terminate room rental in Abergavenny	(4)	(4)	(4)	(4)			
	Adults - Changing transport practice. two types of transport savings:- mileage incurred by staff to transport service users, and cost of providing transport	(27)	(27)	(27)	(27)			
	Adults - Review of transport policy to support people who can transport themselves	(32)	(32)	(32)	(32)			
	Adults - explore live in carer rather than hourly cost via care agency	(47)	(47)	(47)	(47)			
	Adults - income generation from MDMY	(3)	(3)	(3)	(3)			
	Public Protection - training provided during core time rather than over time	(7)	(7)	(7)	(7)			









Disinvestment by Directorate 2017-18		2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Value of Saving forecast at Month 7	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable YTD	Traffic Light based Risk Assessment
REVENUE MONITORING 2017-18		£000	£000	£000	£000	£000	£000	£000
	Public Protection - FSA Grant for food safety management work	(7)	(7)	(7)	(7)			
	Public Protection - Start charging for health export certificates	(3)	(3)	(3)	(3)			
	Public Protection - food standards sampling grant	(1)	(1)	(1)	(1)			
	Public Protection - Implement "buy with confidence" trader approval scheme	(3)	(3)	(3)	(3)			
	Public Protection - Regional Animal Health Coordination	(3)	(3)	(3)	(3)			
	Public Protection - WHoTS Coordination - recharge	(3)	(3)	(3)	(3)			
Page 141	Public Protection - Set up Primary Authority Partnership scheme for TS proactive work	(2)	(2)	(2)	(2)			
	Public Protection - Restructure of licensing team	(6)	(6)	(6)	(6)			
	Public Protection - Increase charge for marriages at Old Parlour Usk	(1)	(1)	(1)	(1)			
	Public Protection - Increase cost of certificates of "priority certificates"	(6)	(6)	(6)	(6)			
	Social Services income charge rise	(150)	(150)	(150)	(150)			
SOCIAL CARE & HEALTH Budgeted Savings Total		(627)	(627)	(627)	(627)	0	0	

Ref	Enterprise	2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Value of Saving forecast at Month 7	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment
		£000	£000	£000	£000	£000	£000	£000
	Development Plans - Reduce 'Premises' budget li	(2)	(2)	(2)	(2)			
	Development Plans - End membership of Severn I	(3)	(3)	(3)	(3)			
	Development Plans - Reduce 'Photocopying' budg	(2)	(2)	(2)	(2)			
	Development Plans - Reduce 'Postage' budget lin	(1)	(1)	(1)	(1)			
	Development Plans - Reduce 'Advertising' budget	(1)	(1)	(1)	(1)			
	Development Plans - Reduce 'Professional Fees' k	(8)	(8)	(8)	(8)			
Page 142	Development Management - Additional fee income from pre-application advice fee charges	(5)	(5)	(5)	(5)			
	Development Management - Move towards paperless planning files and consultations; reduction in copying and printing and postage	(5)	(5)	(5)	(5)			
	Development Management - Additional fee income from i) a new Fast Track pre-application advice service and ii) a new Fast Track applications service for householder	(2)	(2)	(2)	(2)			
	Development Management - Fee income from a new Completion certificates service for developers or solicitors/ householders buying and selling their home	(2)	(2)	(2)	(2)			
	Development Management - Reduce Professional & Specialist Fees budget (D080)	(9)	(9)	(9)	(9)			

Disinvestment by Directorate 2017-18		2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Value of Saving forecast at Month 7	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable YTD	Traffic Light based Risk Assessment
REVENUE MONITORING 2017-18		£000	£000	£000	£000	£000	£000	£000
	Building Control - Reduce supplies and services budget (£33k) by £2,638	(3)	(3)	(3)	(3)			
	Housing - Decision already made to end the joint/shared Housing Solutions Service with TCBC and re-align the service to an MCC only focus.	(20)	(20)	(20)	(20)			
	Housing - Replace Flare grants software with Ferret software	(6)	(6)	(6)	(6)			
	Housing - Continue to tackle the use of B & B through increased prevention and private sector housing development	(8)	(8)	(8)	(8)			
	Housing - Re-structure of Housing Renewal team	(6)	(6)	(6)	(6)			
ENTERPRISE Budgeted Savings Total		(84)	(84)	(83)	(84)	0	0	

Ref	Chief Executive's Unit	2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Value of Saving forecast at Month 7	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment
		£000	£000	£000	£000	£000	£000	£000
	Garden waste income	(50)	(50)	(50)	(50)			
	Communities, Hubs, Libraries - Re-structure of management level of Community hubs and SLS	(52)	(52)	(52)	(52)			
	Communities, Hubs, Libraries - Cease the purchase and rental of DVD's	(4)	(4)	(4)	(4)			
	Communities, Hubs, Libraries - Amalgamation of SLS supporting posts from 2 into 1	(34)	(34)	(34)	(34)			
Page 144	Contact Centres - Reduction of staff (Information Officer) by half a post	(14)	0	0	0	(14)		
	Legal - Colleague reducing days	(31)	(31)	(31)	(31)			
	Policy - Reduce capacity of team by deleting some posts and replacing them with posts with reduced responsibilities and working hours	(13)	(13)	(13)	(13)			
	Community Safety - Reduce the purchase and maintenance capability for CCTV equipment and repairs to existing system.	(2)	(2)	(2)	(2)			
	Partnerships - £5,900 non staff costs can be made through removal of professional fees and licenses	(6)	(6)	(6)	(6)			
	Communications - Reducing the budget for a post to a budget of £8,841 (this post is currently being filled by contractors on a day rate of £250 per day).	(18)	(18)	(18)	(18)			

Disinvestment by Directorate 2017-18		2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Value of Saving forecast at Month 7	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable YTD	Traffic Light based Risk Assessment
REVENUE MONITORING 2017-18		£000	£000	£000	£000	£000	£000	£000
	Fleet - To withdraw from renting Severn Bridge Social Club car park, Bulwark.	(9)	(9)	(9)	(9)			
	Fleet - To decrease general contracts maintenance budget	(5)	(5)	(5)	(5)			
	Fleet - Proactively market the scheme with a view to increase numbers.	(7)	(7)	(7)	(7)			
	Fleet - Restructure/redesign within the Transport Section (posts)	(9)	(9)	(9)	(9)			
	Fleet - Savings on spare parts	(12)	(12)	(12)	(12)			
Page 145	Fleet - Savings on consumables & outside contract work	(21)	(21)	(21)	(21)			
	Waste - Charge schools for the full cost of their waste collections and disposal	(30)	0	0	0		(30)	
	Waste - Reduce scheduled cuts and maintenance of Monmouth sports grounds to level of original lease agreement	(15)	0	0	0	(15)		
	Waste - Project Gwyrdd annuity payment from WG for 17-18	(70)	(70)	(70)	(70)			
	Waste - Increase bulky waste collection charges by 50% (£12 to £18) and reduce our contribution to Homemakers accordingly	(10)	(10)	(10)	(10)			

Chief Executive's Unit	2017/18 Budgeted Savings £000	Value of Saving forecast at Month 2 £000	Value of Saving forecast at Month 7 £000	Value of Saving achieved at Outturn £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000
Waste - Additional income from trade waste	(10)	0	0	0		(10)	
Waste - Managing impact of reduced activity/ income on tree works	(24)	(24)	(24)	0	(24)		
Highways - reduction in maintenance budget to reflect impact of investment in new (led) lanterns	(8)	(8)	(8)	(8)			
Highways - reduce pumping station maintenance budget	(2)	(2)	(2)	(2)			
Highways - rsl veb1000 recycling plant : in place and operational saving	(14)	(14)	(14)	(14)			
Highways - welfare units : in place and operational saving	(10)	(10)	(10)	(10)			
Highways - overtime back office : adjust start and finish times	(2)	(2)	(2)	(2)			
Highways - sim cards : review and reduce where not required	(2)	(2)	(2)	(2)			

Disinvestment by Directorate 2017-18		2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Value of Saving forecast at Month 7	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable YTD	Traffic Light based Risk Assessment
REVENUE MONITORING 2017-18		£000	£000	£000	£000	£000	£000	£000
	Highways - review all wales tenders : subject to 2nd layer of reducing cost	(2)	(2)	(2)	(2)			
	Highways - cross hire within ops : use in house kit before hire	(1)	(1)	(1)	(1)			
	Highways - external hire	(2)	(2)	(2)	(2)			
	Highways - fill structure : release additional hours being worked	(3)	(3)	(3)	(3)			
	Highways - reduce the amount of scrim investigations undertaken each year.	(3)	(3)	(3)	(3)			
Page 147	Highways - reduce the amount of revenue structures maintenance undertaken each year.	(41)	(41)	(41)	(41)			
	Highways - to increase road closure charges by 50% and recover costs against appropriate capital scheme	(20)	(20)	(20)	(20)			
	Highways - to increase skips, scaffolding licences and street name & numbering fee by 50% in 2016/ 2017	(10)	(10)	(10)	(10)			
	Highways - to extend charges to other services (to be identified by working group)	(7)	(7)	(7)	(7)			
	Property Services - Train existing staff to carry out risk assessments	(25)	(25)	(25)	(25)			
	Property Services - To withdraw the 60% of the Corporate Procurement Training budget.	(6)	(6)	(6)	(6)			
	Property Services - Non replacement of Shared Facilities Manager, following resignation. (£11,500 saving)	(7)	(7)	(7)	(7)			

Disinvestment by Directorate 2017-18

REVENUE MONITORING 2017-18

2017/18
Budgeted
Savings

£000

Value of
Saving
forecast at
Month 2

£000

Value of
Saving
forecast at
Month 7

£000

Value of
Saving
achieved at
Outturn

£000

Delayed
Savings

£000












Savings deemed
Unachievable
YTD








£000

Traffic Light based Risk
Assessment

£000

	Property Services - Mouton House Restructure	(19)	(19)	(19)	(19)			
	Property Services - Increase School meal price from £2.00 to £2.10 (5p already in MTFP)	(21)	(21)	(21)	(21)			
	Property Services - flexible retirement, reduced 5 days to 3	(11)	(11)	(11)	(11)			
	Property Services - Vehicles – reduction in leasing costs for courier vehicles	(2)	(2)	(2)	(2)			
	Property Services - Press Notices – cease advertising Bank Holiday office closures in the Press	(3)	(3)	(3)	(3)			
	Property Services - Refreshment provision – cease providing refreshment supplies	(1)	(1)	(1)	(1)			
Page 149	Property Services - Increase the time between risk assessments for Legionella, Asbestos, Fire & Glazing from the current 2/3 years to minimum of 5 years	(10)	(10)	(10)	(10)			
	Property Services - 10% reduction in corporate building maintenance reactive budget	(54)	(54)	(54)	(54)			
	Property Services - Realignment of budget for previous efficiencies achieved	(15)	(15)	(15)	(15)			
	Recycling Plant	(70)	(70)	(70)	(70)			
	Whole Place	(100)	0	(35)	(35)	0	(65)	
	Pension Contribution Savings	(160)	(160)	(160)	(160)			
	Procurement Savings	(100)	0	0	0		(100)	
	CHIEF EXECUTIVES' UNIT Budgeted Savings Total	(1,224)	(955)	(991)	(935)	(53)	(235)	

Ref	Resources	2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Value of Saving forecast at Month 7	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment
		£000	£000	£000	£000	£000	£000	£000
	Finance - Delete two part time vacant posts from structure (Cashiers & Systems)	(31)	(31)	(31)	(31)			
	Finance - Revise and reduce the structure of the Benefits Shared service thereby reducing MCC's annual contribution	(20)	(20)	(20)	(20)			
	Finance - Reduce the Sections budget for postage costs to reflect the planned shift to automation, email and self service through the web	(6)	(6)	(6)	(6)			
Page 150	Finance - Release savings from Security Carrier tender evaluation	(10)	(10)	(10)	(10)			
	Finance - Cancel contract for folding machine maintenance to reflect reduced mail in 5.3 and planned moved to outsourcing of mail to Canon	(4)	(4)	(4)	(4)			
	Finance - Savings in insurance fees and studies	(30)	(30)	(30)	(30)			
	Finance - Cut the budget for consultancy across the Division	(22)	(22)	(22)	(22)			
	Finance - Reduce the number of cases referred to external Enforcement Agents	(5)	(5)	(5)	(5)			
	Finance - Training budget internal audit	(7)	(7)	(7)	(7)			
	Digital - Reduction in Enterprise Agreement	(13)	(13)	(13)	(13)			
	Digital - General reduction in laptop replacement budget	(30)	(30)	(30)	(30)			

Disinvestment by Directorate 2017-18		2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Value of Saving forecast at Month 7	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable YTD	Traffic Light based Risk Assessment
REVENUE MONITORING 2017-18		£000	£000	£000	£000	£000	£000	£000
	Digital - Specific Server virtual management software no longer required, using existing software to remove cost	(23)	(23)	(23)	(23)			
	Estates - Removal of Assistant Markets Officer Post	(23)	(18)		(23)	0		
	Estates - Community Development Officer - 3 to 2 days	(7)	(3.5)		(7)	0.0		
	Estates - Facilities Officer reduced hours	(16)	(16)	(16)	(16)			
	Estates - Savings from Solar Farm	(9)	(9)	(9)	(9)			
	People, HR - Generate income from selling training	(5)	(5)	(5)	(5)			
	People, HR - Stop producing paper payslips for schools and move to electronic payslips	(5)	(5)	(5)	(5)			
	RESOURCES Budgeted Savings Total	(266)	(257)	(236)	(266)	0	0	

Ref	Corporate Costs & Levies	2017/18 Budgeted Savings £000	Value of Saving forecast at Month 2 £000	Value of Saving forecast at Month 7 £000	Value of Saving achieved at Outturn £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000
	Crematoria Income	(98)	(98)	(98)	(98)			
	Grant Audit Fees	(20)	(20)	0	0	(20)		
	CORPORATE COSTS Budgeted Savings Total	(118)	(118)	(98)	(98)	(20)	0	

Ref	Appropriations	2017/18 Budgeted Savings £000	Value of Saving forecast at Month 2 £000	Value of Saving forecast at Month 7 £000	Value of Saving achieved at Outturn £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000
	MRP Supported borrowing	(1,536)	(1,536)	(1,536)	(1,536)			
	Headroom in appropriations	(12)	(12)	(12)	(12)			
	Solar Farm income	(160)	(160)	(100)	(100)		(60)	
	APPROPRIATIONS Budgeted Savings Total	(1,708)	(1,708)	(1,648)	(1,648)	0	(60)	

Ref	Financing	2017/18 Budgeted Savings £000	Value of Saving forecast at Month 2 £000	Value of Saving forecast at Month 7 £000	Value of Saving achieved at Outturn £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000
	Reduced demand for CTRS payments	(370)	(370)	(370)	(370)			
	CT Base, rate & number of properties	(515)	(515)	(515)	(515)			
	FINANCING Budgeted Savings Total	(885)	(885)	(885)	(885)	0	0	

Appendix 2 – Individual Schools Reserves

	Opening reserves 2017-18 (Surplus)/ Deficit	In Year position at Month 7 (Surplus)/ Deficit	Difference reported from month 7 to outturn (Surplus)/ Deficit	Outturn Position (Surplus)/ Deficit	Closing Reserves at year end 2017-18 (Surplus)/ Deficit	Notes
Abergavenny cluster						
King Henry VIII Comprehensive School	139,355	107,272	(84,167)	23,105	162,460	£24k Welsh Government Schools Revenue Maintenance Grant ; over estimation of potential supply costs coupled with the good attendance record of staff; Actual income generated through Education Achievement Service /Pioneer School to School work eventually exceeded £160k and Parent support for payment for sports transport.
Cantref Primary School	(52,766)	12,043	(25,242)	(13,199)	(65,965)	£7k Welsh Government Schools Revenue Maintenance Grant. £5k additional bids approved from EAS for various project work. £7k savings achieved against premises related budgets, plus £2.5k additional band funding received in Q4 to support pupils with ALN.
Deri New Primary School	(27,297)	25,586	(38,289)	(12,703)	(40,000)	£9k Welsh Government Schools Revenue Maintenance Grant ; £11k Education Achievement Service Income received after October 2017; A saving against actual costs of £9k on Premises costs relating to Building Maintenance, and Utilities (Gas & Electricity) £18k of unallocated grants at Month 7 (new Head teacher from 1/9/17)
Gilwern Primary School	(39,636)	5,729	(18,346)	(12,617)	(52,253)	£7k Welsh Government Schools Revenue Maintenance Grant. Teacher estimated within forecast as M6 on teachers pay spine actually paid on M1 as Maternity Leave cover.
Goytre Fawr Primary School	(25,371)	25,370	(10,802)	14,568	(10,803)	£7k Welsh Government Schools Revenue Maintenance Grant ; £7k of Grants (Education Improvement Grant and Pupil Development Grant) unallocated in October 2017 but utilised against existing staff/resources expenditure.

Llanfoist Fawr Primary School	(68,056)	42,110	(23,634)	18,476	(49,580)	£7k Welsh Government Schools Revenue Maintenance Grant; £18k unallocated Grants (Education Improvement Grant and Pupil Development Grant) unallocated at October 2017 but subsequently the majority allocated against Support Staff costs.
Llantillio Pertholey CiW Primary School (VC)	(20,967)	20,765	(4,238)	16,527	(4,440)	
Llanvihangel Crucorney Primary School	3,117	13,370	(16,998)	(3,628)	(511)	£4k Welsh Government Schools Revenue Maintenance Grant ; £16k of unallocated grants (Small and Rural Schools, Education Improvement Grant and Pupil Development Grant) at M7 some of which utilised against existing staff (Head teacher release) and resources costs.
Our Lady and St Michael's RC Primary School (VA)	(45,505)	45,417	7,172	52,589	7,084	
Ysgol Gymraeg Y Fenni	(48,966)	19,883	(29,882)	(9,999)	(58,965)	£8k Welsh Government Schools Revenue Maintenance Grant ; £7k Education Achievement Service Income; £7k underspend on Supplies and Services due to revised spending plans ; £3k unutilised spend on Building Maintenance and £5k unallocated grant as at M7 subsequently allocated to existing support staff costs.
Caldicot cluster						
Caldicot Comprehensive School	(33,736)	169,544	(35,171)	134,373	100,637	£32k Welsh Government Schools Revenue Maintenance Grant
Archbishop Rowan Williams CiW Primary School (VA)	(49,657)	20,226	(50,024)	(29,798)	(79,455)	£7k Welsh Government Schools Revenue Maintenance Grant; £18k Head teacher Secondment Savings ; £13k unallocated Grants (Education Improvement Grant and Pupil Development Grant) at M7 subsequently allocated to Support Staff costs.£4k unrequired Building Maintenance allocation: Two Teachers on Welsh Sabbaticals during the Spring Term.
Castle Park Primary School	46,115	10,093	(12,549)	(2,456)	43,659	£7k Welsh Government Schools Revenue Maintenance Grant and additional ALN band funding to support pupils.
Dewstow Primary School	(90,125)	(3,019)	(12,482)	(15,501)	(105,626)	£7k Welsh Government Schools Revenue Maintenance Grant
Durand Primary School	(53,931)	8,962	(26,696)	(17,734)	(71,665)	£7k Welsh Government Schools Revenue Maintenance Grant plus £5k additional band funding received in Q4 to support pupils with ALN. Supplies and services budget came in on target when a £6k overspend was previously anticipated at Month 7.

Magor CiW Primary School (VA)	(35,179)	44,475	9,931	54,406	19,227	
Rogiet Primary School	(34,184)	12,365	(4,326)	8,039	(26,145)	
Undy Primary School	50,037	(19,041)	(2,775)	(21,816)	28,221	
Ysgol Gymraeg Y Ffin	67,410	27,835	(57,629)	(29,794)	37,616	£6k Welsh Government Schools Revenue Maintenance Grant plus additional bids approved to the value of £10k from the EAS for various project work. In addition, a considerable amount of PDG and EIG was realigned in the latter stages of the financial year against expenditure previously expected to have been incurred against school budget.
Chepstow cluster						
Chepstow Comprehensive School	81,068	(97,588)	(141,936)	(239,524)	(158,456)	Income was far higher than projected due to higher than anticipated claims on the absence insurance that is in place (sickness absence unpredictable) and EAS projects that we were unaware of at the start of the financial year. Savings on utilities: Water and Gas. Savings on ancillary staff as a number of TLA posts could not be filled but conversely this was then spent on supply. In order to be consistent Chepstow School applied the same accruals/prepayment methodology as in the last financial year as the school wish to use a standard set of budgetary principles. As the school was projecting favourably in month 7, that accruals/prepayment methodology was not applied at that point to the forecasted outturn as the main prepayment that has such an effect on the projected year end is exam entries and in month 7 we were only just enrolling for Welsh BACC and BTEC's.
Pembroke Primary School	(8,826)	1,063	7,582	8,645	(181)	
Shirenewton Primary School	(87,369)	(21,568)	(9,662)	(31,230)	(118,599)	
St Mary's Chepstow RC Primary School (VA)	13,192	(16,225)	(3,022)	(19,247)	(6,055)	
The Dell Primary School	(46,094)	21,637	2,292	23,929	(22,165)	
Thornwell Primary School	20,534	(27,341)	16,372	(10,969)	9,565	Long term sickness absence of two teachers and one Support Staff member during late Autumn 2017 and Spring 2018 terms. Additional Supplies and Services costs due to increased pupil numbers.

Monmouth cluster						
Monmouth Comprehensive School	100,573	265,000	58,378	323,378	423,951	Supply cover costs were an additional £30k more than anticipated due to an increase in cover requirements owing to changes to public examinations specifications, with the introduction of non-examination assessments and orals, and the need to maintain continuity of learning in the absence of staff in key areas. General maintenance and repair of IT equipment not being taken through to the new school incurred costs of £4.5k. Supply costs and professional fees to cover other staff related absences resulted in increased costs of £10,695. A budgeted shortfall in a secondment position also created a shortfall of £12k.
Cross Ash Primary School	(45,620)	9,096	(22,832)	(13,736)	(59,356)	£7k Welsh Government Schools Revenue Maintenance Grant; Maternity Leave of an established and experienced member of the teaching staff covered by a less expensive supply teacher.
Kymin View Primary School	(10,294)	(5,580)	(18,783)	(24,363)	(34,657)	£6k Welsh Government Schools Revenue Maintenance Grant, plus additional bids approved from EAS for various project work.
Llandovery Primary School	9,736	7,161	(4,448)	2,713	12,449	
Osbaston CiW Primary School (VC)	(18,570)	18,079	(144)	17,935	(635)	
Overmonnow Primary School	(3,959)	16,849	(41,279)	(24,430)	(28,389)	£11k Welsh Government Schools Revenue Maintenance Grant ; £26k Education Achievement Service Income received in February and March 2018 ; £8k Education Improvement Grant and Pupil Development Grant unallocated at Month 7 subsequently allocated to existed Support Staff costs.
Raglan CiW Primary School (VC)	111,977	54,207	(18,441)	35,766	147,743	£7k Welsh Government Schools Revenue Maintenance Grant, plus additional bids approved from EAS for various project work.
Trellech Primary School	(85,762)	10,271	(12,159)	(1,888)	(87,650)	£6k Welsh Government Schools Revenue Maintenance Grant, plus £7k additional band funding received in Q4 to support pupils with ALN.
Usk CiW Primary School (VC)	(56,108)	41,235	(48,047)	(6,812)	(62,920)	£8k Welsh Government Schools Revenue Maintenance Grant ; £13k unrequired Building Maintenance allocation at year end ; £23k Education Achievement Service Income received in February and March 2018 ; Allocation of Administrative and Caretaking costs to the Community Education Centre Budget.

	(344,862)	865,281	(672,276)	193,005	(151,857)	
Special Schools						
Mounton House Special School	142,417	(75,670)	(33,163)	(108,833)	33,584	£4k Welsh Government Schools Revenue Maintenance Grant, £10k savings achieved against premises related budgets. £20k cluster funding received, where budgeted spend will be incurred in 18-19.
E095 Pupil Referral Unit	(66,340)	33,479	(24,090)	9,389	(56,951)	£13k PDG awarded to the PRU via the EAS late in the financial year which was aligned to existing expenditure already incurred. In addition, grant funding linked to ALN innovation was awarded and AWPU reclaims were utilised to support provision put in place for those pupils.
	76,077	(42,191)	(57,253)	(99,444)	(23,367)	
	(268,786)	823,090	(729,529)	93,561	(175,225)	

Appendix 3 – Capital Slippage Analysis

SELECT	Budget Holder	SCHEME TITLE	Year End Slippage Request	Amount Proposed for endorsement	Amount endorsed but proposed to be added back expenditure year is certain	Amounts not proposed for endorsement
CYP	Simon Kneafsey	New Monmouth Comp – 21c Schools	-9,281,832	-9,281,832		
CYP	Simon Kneafsey	New Caldicot School – 21c Schools	-4,627,357	-4,627,357		
CYP	Simon Kneafsey	Welsh Medium Secondary (Joint Project)	-1,000,000	-1,000,000		
CYP	Rob O'Dwyer	Chepstow School – Removal & Replacement of Asbestos Cladding Panels	-15,000	-15,000		
CYP	Rob O'Dwyer	Usk Primary: Remodel Entrance, Office & Shower	-26,469	-26,469		
CYP	Sian Hayward	Schools ICT Outline Business Case	-351,233	-351,233		
SCOMM	Rob O'Dwyer	Generic - Asbestos removal	-27,281	0		-27,281
SCOMM	Rob O'Dwyer	Generic - Radon response	-7,610	0		-7,610
SCOMM	Rob O'Dwyer	Aber Castle - Refurb to prolong & cons ancient walls	-22,492	-22,492		0
SCOMM	Rob O'Dwyer	Monitor & update fire & intruder alarms	-3,910	-3,910		
SCOMM	Rob O'Dwyer	Generic - Fire Safety remedial works to ensure compliance	-5,391	0		-5,391

		with 2005 regulatory reform			
SCOMM	Rob O'Dwyer	Abergavenny LC - Replace CHP Plant	-21,240	-21,240	
SCOMM	Rob O'Dwyer	Hilston Park: Internal Areas	-7,500	0	-7,500
SCOMM	Rob O'Dwyer	Chepstow Museum: Repair External Lime Render	-12,584	-12,584	
SCOMM	Rob O'Dwyer	Generic - Rectification after Fixed Wire Testing	-6,756	0	-6,756
SCOMM	Rob O'Dwyer	Shire Hall – Emergency Structural Investigation and repairs to staircase	-7,500	-7,500	
SCOMM	Deb Hill -Howells	Community Hubs	-51,122	0	-51,122
SCOMM	Dan Davies	Caldicot Castle Kitchen	-10,071	0	-10,071
SCOMM	Mike Moran	Monmouth Sports Ground Drainage	-1,902	0	-1,902
SCOMM	Ben Winstanley	Non County Farms Fixed Asset Disposal Costs	-84,874	-84,874	
SCOMM	Roger Hoggins	Car Park Granville St & Wyebridge St	-152,214	-152,214	
SCOMM	Mathew Lewis	Structural Repairs - PROW	-22,647	-22,647	
SCOMM	Paul Keeble	Footway Reconstruction	-99,445	-99,445	
SCOMM	Paul Keeble	Carriageway Resurfacing - Various	-52,562	-52,562	
SCOMM	Paul Keeble	Safety Fence Upgrades	-71,370	-71,370	
SCOMM	Mark Davies	Signing Upgrades And Disabled Facilities	-23,091	-23,091	
SCOMM	Mark Davies	Road Safety & Trafficman Programme	-75,088	-75,088	
SCOMM	Sian Hayward	Purchase of Sharepoint and Active Directory Licences	-5,572	0	-5,572
SCOMM	Lisa Widenham	Upgrade to the Agresso system	-9,888	-9,888	

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SCOMM	Lisa Widenham	Provision of online facilities Revenue's section	-13,000	-13,000	
SCOMM	Shirley Wiggam	Low Cost Home Ownership	-112,293	0	-112,293
SCOMM	Deb Hill-Howells - Ben Winstanley	County Farms Maintenance & Reinvestment	-30,000	-30,000	
SCOMM	Mike Moran	Sc 106 Multi Use Games Area Bayfield Open Space	-5,470	0	-5,470
SCOMM	Mike Moran	S106 – Recreation Croesonen	-6,129	0	-6,129
SCOMM	Debbie McCarty	S106 – Town Centre Partnership	-1,700	-1,700	
SCOMM	Mike Moran	S106 Crick Wildlife Garden (Caer Off Site)	-10,866	-10,866	
SCOMM	Mike Moran	S106 Mardy Allotments (Croesonen)	-18,900	0	-18,900
SCOMM	Mike Moran	S106 Croesonen Play Park (Croesonen)	-14,527	-14,527	
SCOMM	Mike Moran	S106 Monmouth Petanque Floodlights (Monmouth)	-2,493	0	-2,493
SCOMM	Mike Moran	S106 Monmouth Gateway (Monmouth)	-20,000	0	-20,000
SCOMM	Mike Moran	S106 St Thomas Church Refurb (Monmouth)	-2,000	-2,000	
SCOMM	Mike Moran	S106 Wyesham Community Woodland (Monmouth)	-21,000	-21,000	
SCOMM	Mike Moran	S106 Destination Play Area (Monmouth)	-85,000	0	-85,000
SCOMM	Mike Moran	S106 Drybridge Nature Park (Monmouth)	-9,537	-9,537	
SCOMM	Mike Moran	S106 Cricket Wicket and Changing Rooms (Little Mill)	-20,000	-20,000	
SCOMM	Mike Moran	S106 Little Mill Trail (Little Mill)	-27,720	0	-27,720
SCOMM	Mike Moran	S106 Gilwern Fitness Equip (Ty Mawr)	-7,065	0	-7,065

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

E&D	Deb Hill Howells	Sc106 Woodstock Way Linkage Scheme	-226,504	-226,504		
			-17,730,290	-17,317,110	-214,712	-198,468

Adults Select Committee

Action List

19th June 2018

Minute Item:	Subject	Officer / Member	Outcome
4.	Discussion on health scrutiny topics	Julie Boothroyd / Hazel Ilett/ County Councillors Brown and Pratt	County Councillors L. Brown and J. Pratt to work with the Head of Adults Services to look at the data security system regarding access to records of people aged over 18 in adult care and that the Members report back to the Select Committee regarding this matter.
5.	Adults Select Committee Forward Work Programme	Hazel Ilett	Arrange a special meeting of the Adults Select Committee in July 2018 to meet with Aneurin Bevan University Health Board.
7.	Supporting People Programme Grant - Service Update	Hazel Ilett / Chris Robinson	<p>The Cabinet Member for Social Care, Safeguarding and Health to made aware that the Select Committee has some concerns regarding the document.</p> <p>Ensure everything possible is being done so that Monmouthshire has the correct funding formula in place from 2020 onwards.</p>

			<p>The Select Committee to continue to monitor this issue and that if any issues arise regarding shortfalls in funding, they be reported back to the Cabinet Member and the Select Committee for further scrutiny.</p>
8.	Private Sector Housing Loan Schemes - Change of Terms	Stephen Griffiths / Hazel Ilett	<p>Endorsed the implications of the introduction of new criteria; terms and conditions for the delivery of private sector loans in Monmouthshire and recommend to the Cabinet accordingly.</p> <p>Also recommend that we work more collaboratively with other local authorities and agencies within Wales and look at ways of extending and having more influence on the take up of the loan schemes (Powys County Council plus other authorities).</p>
9.	Council and Cabinet Business Forward Work Programme	Hazel Ilett	<p>Crick Road Business Case to come back to the Select Committee for further scrutiny.</p> <p>The Select Committee to remain focussed on domiciliary care (Turning the World Upside Down).</p>

Monmouthshire's Scrutiny Forward Work Programme 2018

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
10th July 2018	Bed and Breakfast Policy	To scrutinise the draft policy for B&B use for the homeless.	Ian Bakewell	Pre-decision Scrutiny
	Housing Renewal Policy	Scrutiny of the draft Housing Renewal Policy and the implications of providing support to private sector households.	Ian Bakewell	Pre-decision Scrutiny
	Homelessness Update	To consider a progress update on preventing homelessness, scrutinising performance, risks and mitigating actions.	Ian Bakewell	Performance Monitoring
	Annual Performance reports 2017/18	Scrutiny of progress against the Council's well-being objectives set for 2017/18 and the monitoring of performance against national performance indicators.	Richard Jones	Performance Monitoring
	Budget Monitoring Outturn Report	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Mark Howcroft	Budget Monitoring
Special Meeting 19th July 3pm	Older Adults Mental Health Services	Scrutiny of the proposed way forward for Chepstow and the Community Hospital: <ul style="list-style-type: none"> • how the ring-fenced £200k investment by ABUHB for Chepstow will deliver service developments • the timescale for implementation and future scrutiny of service delivery. 	Aneurin Bevan University Health Board	Pre-decision Scrutiny
	Care Closer to Home	Discussion on Care Closer to Home and how this sits within Monmouthshire Integrated Services.	Julie Boothroyd	Performance Monitoring

Monmouthshire's Scrutiny Forward Work Programme 2018

Future Agreed Work Programme Items: Dates to be determined

- ✓ **Crick Road Care Development ~ Final Business Case**
- ✓ **Future Commissioning of Adults Services ~ linked to "Turning the World Upside Down"**
- ✓ **My Mates programme**
- ✓ **Budget Pressures within services and spend analysis**
- ✓ **Community Development and Well-being**
- ✓ **Welfare ~ Discussion with Monmouthshire Housing Association on current stock and new home development, support for welfare reform**
- ✓ **Housing Report: Local Housing Market Assessment**
- ✓ **Annual Complaints Report for Social Services**
- ✓ **Review of Rural Allocation Policy ~ 11th September 2018 TBC**
- ✓ **Local Housing Market Assessment ~ 11th September 2018 TBC**
- ✓ **Draft Homeless Strategy ~ 23rd October 2018 TBC**
- ✓ **Local Lettings Plan Feedback (links with the Well-Being Plan, part of the Homesearch and Housing Register delivery...to be delivered by MHA) ~ 11th September 2018 TBC**

Joint Scrutiny with Children and Young People's Select Committee:

- ✓ **"Information, Advice and Assistance Service ~ responsibility of the Social Services and Well-being Act 2014 ~ (January/February 2018)**
- ✓ **The implementation of the Social Services and Well-being Act 2014 ~ (October 2017)**
- ✓ **Mental Health and Learning Disabilities ~ linked to implications of the DOLS (Deprivation Liberty Safeguards) Grant**
- ✓ **Well-being ~ responsibilities of the Social Services and Well-being Act 2014 around connected communities and meeting needs**
- ✓ **Implementation of the Social Services and Well-being Act 2014 ~ review post 18 month together with the duties around prisons ~ (March 2018)**

Monmouthshire's Scrutiny Forward Work Programme 2018

- ✓ **Safeguarding Performance Reporting and Progress of Regional Safeguarding Boards ~ Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015**
- ✓ **Regional Integrated Autism Service**
- ✓ **Annual Report**

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Cabinet, Council and Individual Cabinet Member Decisions (ICMD) Forward Plan

Monmouthshire County Council is required to publish a forward plan of all key decisions to be taken. Council and Cabinet items will only be considered for decision if they have been included on the planner no later than the month preceding the meeting, unless the item is considered urgent.

Committee / Decision Maker	Meeting date / Decision due	Subject	Purpose	Author	Date item added to the planner	Date item originally scheduled for decision
Cabinet	06/06/19	Budget Monitoring report - month 12 (period 3) - outturn	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2018/19 financial year.	Joy Robson/Mark Howcroft	17/04/18	
Cabinet	03/04/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 9 held on the 7th March 2019.	Dave Jarrett	17/04/18	
Cabinet	06/03/19	2019/20 Education and Welsh Church Trust Funds Investment and Fund Strategies	The purpose of this report is to present to Cabinet for approval the 2019/20 Investment and Fund Strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2018/19 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.	Dave Jarrett	17/04/18	
Cabinet	06/02/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 8 held on the 17th January 2019.	Dave Jarrett	17/04/18	
Cabinet	09/01/19	Final Draft Budget Proposals or recommendation to Council.		Joy Robson	17/04/18	
Cabinet	09/01/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 7 held on the 13th December 2018.	Dave Jarrett	17/04/18	
Cabinet	09/01/19	Budget Monitoring report - month 7 (period 2)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2018/19 financial year.	Joy Robson/Mark Howcroft	17/04/18	
Cabinet	05/12/18	Reorganisation of ALN and Inclusion Services update	Cabinet consider objections received on the Reorganisation	Debbie Morgan	25/05/18	
Cabinet	05/12/18	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 6 held on the 25th October 2018.	Dave Jarrett	17/04/18	
Cabinet	05/12/18	Council Tax Base 2019/20 and associated matters	To agree the Council Tax Base figure for submission to the Welsh Government, together with the collection rate to be applied for 2019/20 and to make other necessary related statutory decisions	Sue Deacy/Ruth Donovan	17/04/18	

Cabinet	05/12/18	Reviews of Fees and Charges	To review all fees and charges made for services across the Council and identify proposals for increasing them in 2019/20	Mark Howcroft	17/04/18	
Cabinet	07/11/18	MTFP and Budget Proposals for 2019/20	To provide Cabinet with Revenue Budget proposals for 2019/20 for consultation purposes	Joy Robson	17/04/18	
Cabinet	07/11/18	Capital Budget Proposals	To outline the proposed capital budget for 2019/20 and indicative capital budgets for the 3 years 2020/21 to 2022/23	Joy Robson	17/04/18	
Cabinet	03/10/18	Welsh Church Funding Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of applications 2018/19, Meeting 5 held on the 20th September 2018.	Dave Jarrett	17/04/18	
Council	20/09/18	Well-being Objectives and Statement Annual Report 2017/18	For Council to approve the Annual Report 2107/18 on MCCs wellbeing objectives and statement	Richard Jones	30/05/18	
Council	20/09/18	Fairtrade		Hazel Clatworthy	24/05/18	
Cabinet	05/09/18	Childacre Offer		Rebecca Davis	12/06/18	
Cabinet	05/09/18	Corporate Plan 2017-2022 target setting	For Cabinet to approve targets for performance indicators set in the Corporate Plan 2017-22	Richard Jones	30/05/18	
Cabinet	05/09/18	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 4 held on the 26th July 2018	Dave Jarrett	17/04/18	
Cabinet	05/09/18	Recommendations on the review of ALN & Inclusion Services	Cabinet to receive recommendations based on the consulta	Debbie Morgan	25/05/01	
Cabinet	05/09/18	Regional Safeguarding Board Annual Report		Claire Marchant		
Cabinet	05/09/18	S106 Procedure Note and S106 Guidance Note	DEFERRED from May	Mark Hand		
Council	26/07/18	Shadow Board recruitment for the ADM		Cath Fallon	15/06/18	
Council	26/07/18	Stock Transfer – Promises Kept/Missed & Added Value		Ian Bakewell	08/06/18	
Council	26/07/18	Audit Committee Annual Report		Wendy Barnard	24/05/18	
Council	26/07/18	Strategic Development Plan (SDP) Responsibiloie Authority Report		Mark Hand	09/05/18	
Council	26/07/18	Resource Strategy	To comprise Commercial; Procurement; People; Digital; Financial strategies	Peter Davies	23/04/18	
Council	26/07/18	Childrens Services Annual Report		Claire Marchant	23/04/18	
Cabinet	26/07/18	Chief Officer Annual Report		Claire Marchant		

ICMD	25/07/18	Private Sector Housing Loan Schemes - Change of Terms		Steve Griffiths	21/06/18	
Cabinet	25/07/18	Youth Enterprise			20/06/18	
Cabinet	25/07/18	Borough Theatre			20/06/18	
Cabinet	25/07/18	Events			20/06/18	
Cabinet	25/07/18	Month 2 Budget Report			20/06/18	
Cabinet	25/07/18	Care Home Fees		Claire Marchant	14/06/18	
ICMD	25/07/18	Care Homes Fees – Fair Rate for Care Exercise		Nicola Venus- Balgobin		
ICMD	25/07/18	Housing Renewal Policy		Ian Bakewell	17/05/18	
ICMD	25/07/18	B&B Policy		Ian Bakewell	17/05/18	
ICMD	25/07/18	'Disposal of land adjacent to A40 at Monmouth for highway improvements'	DEFERRED from June	Gareth King/Cllr P Murphy	03/05/18	13/06/18
Cabinet	25/07/18	Budget Monitoring report - Month 2 (period 1)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2018/19 financial year.	Joy Robson/Mark Howcroft	17/04/18	
Cabinet	25/07/18	The delivery of budget savings for 2018/19.	To provide Cabinet with a level of comfort and reassurance around the delivery of Budget savings for 2108/19	Peter Davies	15/04/18	
ICMD	11/07/18	FLOOD and Water Management Act 2010 -		Paul Keeble	22/06/18	
ICMD	11/07/18	RECRUITMENT OF BSSG ADMIN OFFICER		Christian Schmidt	22/06/18	
ICMD	11/07/18	Workforce Update Report - Children's Services	DEFERRED	Claire Robins	07/06/18	
Cabinet	04/07/18	Disposal of Land between Llanishen and Trellech	To declare approx 36 acres of land between	Gareth King	15/06/18	
Cabinet	04/07/18	Care Leavers Report		Ruth Donovan	07/06/18	
Cabinet	04/07/18	Restructure of attractions services in TLCY		Tracey Thomas	07/06/18	
Cabinet	04/07/18	Review of ALN & Inclusion Services	Cabinet to consider the results of the statutory consultation	Debbie Morgan	25/05/18	
Cabinet	04/07/18	School Meal Debt Management		Roger Hoggins	17/05/18	
Cabinet	04/07/18	Draft NEET Reduction Strategy		Hannah Jones	08/05/18	
Cabinet	04/07/18	Inspire Programmes (Inspire2Achieve and Inspire2Work)	DEFERRED	Hannah Jones	08/05/18	
Cabinet	04/07/18	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 3 held on the 21st June 2018.	Dave Jarrett	17/04/2018	
Cabinet	04/07/18	Crick Road Business Case	ITEM DEFERRED	Colin Richings		
Cabinet	04/07/18	The Knoll, Section 106 funding, Abergavenny	DEFERRED from June	Mike Moran		07/03/18
Cabinet	04/07/18	Chippenham Mead Play Area	DEFERRED from 6/6/18	Mike Moran		
ICMD	27/06/18	REALLOCATION OF SECTION 106 FUNDING, MONMOUTH		Mike Moran	08/06/18	
ICMD	27/06/18	Definitive Map Modification Order Section 53 (C) (i) Wildlife & Countryside Act 1981 Restricted Byway (53-16) Great Panta Devauden		Paul Keeble/Cllr B Jones	31/05/18	

ICMD	27/06/18	Planning advice charges for LDP candidate sites.		Mark Hand	24/05/18	Report deleted from Planner 7/6/18
ICMD	27/06/18	Early help Duty and Assessment – Hierarchy Update – Service Manager		Claire Robins	24/05/18	
Council	21/06/18	Corporate Parenting Strategy		Claire Marchant	07/06/18	
Council	21/06/18	Plastic Free County		Hazel Clatworthy	24/05/18	
Council	21/06/18	Joint Scrutiny of the City Deal		Hazel Ilett	30/04/18	
Council	21/06/18	Safeguarding Evaluative Report		Claire Marchant		
ICMD	13/06/18	Housing Restructure		Ian Bakewell	17/05/18	
ICMD	13/06/18	Re-fit Cymru programme	To seek approval to enter into a contract with Local Partnerships to utilise their framework to access energy efficient technologies.	Deb Hill Howells/Phil Murphy	10/05/18	
ICMD	13/06/18	Supporting People contract procurement		Chris Robinson	10/04/18	
ICMD	13/06/18	Children with Disability - Hierarchy Update		Claire Robins	05/03/18	15/02/2018 Report
Cabinet	06/06/18	Twr Mihangel Section 106 Funding		Mike Moran	18/05/18	
Cabinet	06/06/18	Section 106 Off-Site Play Contributions		Mike Moran	18/05/18	
Cabinet	06/06/18	ADM Update		Tracey Thomas	18/05/18	
Cabinet	06/06/18	Proposed 25 year lease of Former Park Primary , Abergavenny, to Abergavenny Community Trust		Nicola Howells	15/05/18	
Cabinet	06/06/18	Council Response to the LGR Green Paper		Matt Gatehouse	14/05/18	
Cabinet	06/06/18	Revenue and Capital Monitoring 2017/18 Outturn Forecast Statement	To provide Members with information on the outturn position of the Authority for the 2017/18 year.	Mark Howcroft	17/04/18	09/03/18
Cabinet	06/06/18	Welsh Church Fund Working Group	The purpose of this combined report is to make recommendations to Cabinet on the Schedule of	Dave Jarrett	17/04/18	
Cabinet	06/06/18	Corporate Parenting Strategy		Jane Rodgers	22/03/18	
Cabinet	06/06/18	Welsh Language Monitoring Report	Moved to Strong Communities Select	Alan Burkitt		07/03/18
Cabinet	06/06/18	Kerbcraft Update	DEFERRED from May			
ICMD	23/05/18	Creation of an Asset Officer Post, Estates		Deb Hill Howells/Cllr P Murphy	03/05/18	
ICMD	23/05/18	Letting of Penarth Farm, Llanishen		Gareth King/Cllr P Murphy	03/05/18	
ICMD	23/05/18	High Street Rate Relief Scheme for 2018/19	To adopt the scheme of 2018/19 in accordance with Welsh Government Guidance	Ruth Donovan	26/04/18	07/03/18
ICMD	23/05/18	Proposed 30mph Speed Limit, Llandevey Road, Llandevey, Mill		Paul Keeble/Cllr B Jones	25/04/18	
ICMD	23/05/18	Transfer to Torfaen - Assessment of free school meal entitlement for MCC		Nikki Wellington/Cllr Murphy	10/04/18	
Council	10/05/18	Strategic Asset Management Plan		Peter Davies	23/04/18	
Council	10/05/18	To agree update on the Safeguarding Policy		Cath Sheen	16/04/18	
Council	10/05/18	Local Development Plan Delivery Agreement		Mark Hand	11/04/18	
Council	10/05/18	Boundary Review		John Pearson		
ICMD	09/05/18	Rural Programmes Team – ICT and Finance Apprentice Post		Michael Powell	23/04/18	
ICMD	09/05/18	GDPR Data Protection Policy		Rachel Trusler	20/04/18	
ICMD	09/05/18	Trellech Speed Limits		Paul Keeble	18/04/18	
ICMD	09/05/18	Civil Parking Enforcements	Moved from Cabinet 11/04/18	Paul Keeble	13/04/18	

ICMD	09/05/18	PROHIBITION OF WAITING AT ANY TIME (CHAPEL ROAD, STANHOPE STREET, CANTREF ROAD, AVENUE ROAD, HAROLD ROAD) ABERGAVENNY		Paul Keeble/Cllr B Jones	13/04/18	
ICMD	09/05/18	Creation of fixed term Senior Planning Policy Officer Post for 3.5 years		Mark Hand/Cllr Greenland	12/04/18	
ICMD	09/05/18	Amendment to existing fixed term Senior Landscape and Urban Design Officer post to make it a permanent post;		Mark Hand/Cllr Greenland	12/04/18	
ICMD	09/05/18	Creation of fixed term Apprentice Planner post (exact job title tbc)		Mark Hand/Cllr Greenland	12/04/18	
ICMD	09/05/18	Re-evaluation of Post of Lead - Community Improvement Supervisor		Nigel Leaworthy	10/04/18	
ICMD	09/05/18	Supporting People contract procurement exemptions	DEFERRED TO 13 JUNE	Chris Robinson	15/02/18	
ICMD	09/05/18	Adoption of highway management plan including appointment of Highway Asset inspector and changes to Asset Planning Officer posts		Paul Keeble		09/03/18
Cabinet	02/05/18	Adoption of Road Safety Strategy		Paul Keeble		
Cabinet	02/05/18	Social Justice Strategy		Cath Fallon		
Council	19/04/18	Bryn Y Cwm Change of name		Matt Gatehouse	21/03/18	
Council	19/04/18	Council Diary 2018/19		John Pearson	12/03/18	12/03/18
Council	19/04/18	Sale of old County Hall Site		Roger Hoggins	16/02/18	
Council	19/04/18	Chief Officer Report CYP		Will Mclean	25/01/18	
ICMD	18/04/18	Communities for Work		Hannah Jones	22/03/18	
ICMD	18/04/18	Disposal of easement at Wonastow Road		Ben Winstanley	14/03/18	
Cabinet	11/04/18	Tree Policy		Roger Hoggins	19/02/18	
Cabinet	11/04/18	VAWDASV		Joe Skidmore	08/02/18	
Cabinet	11/04/18	Disposal of County Hall		Roger Hoggins		
Cabinet	11/04/18	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 6 held on the 22nd February 2018	Dave Jarrett		
ICMD	28/03/18	Property Maintenance Framework Agreement		Phil Kenney/P Murphy	06/03/18	
ICMD	28/03/18	Children's Services Business Support Team - Hierachy Update		Claire Robins	05/03/18	
ICMD	28/03/18	Social Care & Health - Business Support Post		Claire Robins	05/03/18	
ICMD	28/03/18	Staffing Restructure of SCH Workforce Development Team		Sian Sexton	05/03/18	
ICMD	28/03/18	Operational Changes to Trading Standards		Gareth Walters/Sara Jones	27/02/18	
ICMD	28/03/18	Section 106 Major Maintenance Capital for the repairs to the footbridge over the Gavenny at Penyval,		Nigel Leaworthy		
Council	19/03/18	City Deal Business Plan		Paul Matthews		
Council	19/03/18	LDP		Mark Hand		
ICMD	14/03/18	Future of Melin Private Leasing Scheme		Ian Bakewell	15/02/18	
ICMD	14/03/18	2nd Phase Families Support Review		Claire Marchant		
ICMD	14/03/18	Award Garden Waste Contract		Carl Touhig		
ICMD	14/03/18	S106 Transport Projects		Richard Cope		

Cabinet	07/03/18	2018/19 Education and Welsh Church Trust Funds Investment and Fund strategies	To present to Cabinet for approval the 2018/19 Investment Fund Strategy for Trust Funds for which the authority acts as sole or custodian trustee for adoption and to approve the 2017/18 grant allocation to LA beneficiaries of the Welsh Church Fund	Dave Jarrett		
Cabinet	07/03/18	Corporate Parenting Strategy		Claire Marchant		
Cabinet	07/03/18	EAS Business Plan		Will Mclean		
Cabinet	07/03/18	Proposed changes to the schools funding formula for the funding of building maintenance costs	To seek approval to reduce the funding of building maintenance costs for our new schools	Nikki Wellington		
Cabinet	07/03/18	Replacement document management system for revenues		Ruth Donovan		
Cabinet	07/03/18	Review of Additional Learning Needs and inclusion services	To seek cabinet approval to commence the statutory consultation process associated with proposed changes to ALN and Inclusion Services	Matthew Jones		
Cabinet	07/03/18	Turning the World Upside Down	DEFERRED	Claire Marchant		
Cabinet	07/03/18	Whole Authority Risk Assessment		Richard Jones		
Council	01/03/18	Treasury Strategy		Peter Davies	08/02/18	
Council	01/03/18	Approval of public service board well-being plan		Matt Gatehouse		
Council	01/03/18	Area Plan - Population Needs Assessment		Claire Marchant		
Council	01/03/18	Council Tax Resolution 2018/19		Ruth Donovan		
Council	01/03/18	Pooled fund for care homes		Claire Marchant		
Council	01/03/18	Social Justice Policy	ITEM DEFERRED	Cath Fallon		
Cabinet	28/02/18	Borough Theatre		Tracey Thomas	19/02/18	
ICMD	28/02/18	Recruitment for Maternity Cover: Development Management Team		Phil Thomas	08/02/18	
ICMD	28/02/18	Restructure of Mental health Social Work Staffing		John Woods	08/02/18	
ICMD	28/02/18	Staffing Restructure of Adult Disability Service		John Woods	08/02/18	
Cabinet	28/02/18	Final Budget Proposals		Peter Davies		
ICMD	28/02/18	Charges in relation to the delivery of the auths private water supply responsibilities		Huw Owen		
ICMD	28/02/18	Fixed Penalty Notice charges for fly tipping offences		Huw Owen/Sara Jones		
ICMD	28/02/18	Gypsy and Traveller Pitch allocation policy report		Steve Griffiths		
ICMD	28/02/18	Re-designation of Shared Housing		Ian Bakewell/Greenland		
ICMD	28/02/18	Removal of under 18 burial charges		Deb Hill Howells		
Council	15/02/18	Active Travel Plan and Civil Parking Enforcement		Roger Hoggins		
Council	15/02/18	Corporate Plan		Kellie Beirne		
Council	15/02/18	Pay Policy		Sally Thomas		
ICMD	14/02/18	All Wales Play opportunities grant		Matthew Lewis/Cllr Greenland		
ICMD	14/02/18	Development Management Enhanced Services proposals		Phil Thomas		
ICMD	14/02/18	Loan to Foster Carers		Jane Rodgers		
ICMD	14/02/18	Personal Transport Budgets		Roger Hoggins		
ICMD	14/02/18	Public Health Wales Act - Intimate Piercing		David Jones		
ICMD	14/02/18	Residents only parking permit scheme Usk View, Merthyr Road, Abergavenny		Paul Keeble		
ICMD	14/02/18	Usk in Bloom		Cath Fallon		

ICMD	08/02/18	Fixed Penalty Notice charges for fly tipping offences		Huw Owen		03/01/18
ICMD	31/01/18	Seasonal Garden Waste Collections		Carl Touhig		
ICMD	31/01/18	Staffing changes in Policy and Governance		Matt Gatehouse		
Cabinet	29/01/18	ADM		Kellie Beirne		
Cabinet	29/01/18	Corporate Plan		Kellie Beirne		
Council	18/01/18	Council Tax Reduction Scheme 2018/19		Ruth Donovan		
Council	18/01/18	Response to Older Adults Mental Health Consultation		Claire Marchant		
ICMD	17/01/18	Local Government (Wales) Act 1994 The Local Authorities (Precepts) Regulations 1995		Joy Robson/Mark Howcroft		
ICMD	17/01/18	Supporting People Programme Grant Spendplan 2018-19		Chris Robinson		03/01/18
ICMD	17/01/18	Trainee Accountant Regrade		Tyrone Stokes		
Cabinet	10/01/18	Budget Monitoring Report	The purpose of this report is to provide members with information on the forecast outturn position of the authority at end of month reporting for 2016/17 financial year	Joy Robson/Mark Howcroft		
Cabinet	10/01/18	Chepstow Cluster - proposed distribution of Section 106 monies	To agree the distribution of section 106 to the cluster	Nikki Wellington		
Cabinet	10/01/18	Re-Use Shop at Ilanfoist Household Recycling Centre		Roger Hoggins		
Cabinet	10/01/18	Management of obstructions in the public highway		Roger Hoggins		
Cabinet	10/01/18	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 5 held on the 14th December 2017	Dave Jarrett		

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