

Public Document Pack



Neuadd y Sir
Y Rhadyr
Brynbuga
NP15 1GA

County Hall
Rhadyr
Usk
NP15 1GA

Wednesday, 13 January 2016

Notice of meeting / Hysbysiad o gyfarfod:

County Council

Thursday, 21st January, 2016 at 2.00 pm,
Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA

AGENDA

Prayers will be said prior to the Council meeting at 1.55pm. All members are welcome to join the Chairman for prayers should they wish to do.

Item No	Item	Pages
1.	Apologies for absence	
2.	Public Open Forum	
2.1.	Question from H. Cullen-Jones to County Councillor P. Murphy: Bridges Community Centre recently applied for a leasehold Community Asset Transfer in accordance with the Asset Management Plan accepted by Cabinet on 5 November 2014. The transfer was refused by the Estates department and within the current plan there is no procedure for appeal. In light of this, would Councillor Murphy allow Bridges to present their case to the Strong Communities Select Committee so it can be reviewed by the democratically elected members?	
2.2.	Question from R. Jeffries to County Councillor E. Hackett Pain: Parents and governors are against the closure of the Deri View Special Needs Resource Base and over 1,000 local people have signed the petition supporting them. Could the Cabinet member for education explain why she still feels there are more reasons to close the unit than to keep it open?	
2.3.	Question from C. Fookes to County Councillor E. Hackett Pain: The Council says that savings in the region of £140k can be made by closing the Deri View Special Needs Resource Base. Can the Cabinet member	

provide us with the on-going costs of educating 1) the current pupils elsewhere, and 2) the possible 12 pupils it has been suggested could be using the unit from September 2016. In particular the costs for:

- transporting the children out of catchment: transport and chaperone costs
- Redundancies at Deri View SNRB
- 1-1 Sapre costs

3.	Chairman's Report and receipt of petitions	1 - 2
4.	Declarations of Interest	
5.	To confirm and sign the minutes of the meeting held on 17th December 2015	3 - 14
6.	To receive the minutes of the following:	
6.1.	Minutes of meeting Monday, 19 October 2015 of Democratic Services Committee	15 - 18
6.2.	Minutes of meeting Monday, 7 September 2015 of Democratic Services Committee	19 - 22
7.	Notices of Motion	
	None received	
8.	Reports of the Head of Finance/S151 Officer:	
8.1.	Revenue and Capital Budget 2016/17 - final proposals following budget consultation	23 - 250
8.2.	Council Tax Reduction Scheme	251 - 254
9.	Report of the Chief Officer Enterprise:	
9.1.	ICT in Schools - Update to the business case	255 - 264
10.	Report of the Head of Democracy and Regulatory Services:	
10.1.	Co-option of two members onto the Education Achievement Service (EAS) Audit Committee	265 - 268
10.2.	Future Generations Act: Scrutiny Arrangements	269 - 278

11.	Standing Advisory Council on Religious Education (SACRE) Annual Report 2014-15	279 - 298
12.	Members Questions None received	

Paul Matthews

Chief Executive / Prif Weithredwr

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

D. Batrouni
J. Prosser
D. Blakebrough
M. Powell
V. Smith
G. Burrows
R. Chapman
P. Clarke
J. Crook
D. Dovey
G. Down
A. Easson
D. Edwards
R. Edwards
D. Evans
P. Farley
P.A. Fox
J. George
R.J.W. Greenland
L. Guppy
E. Hacket Pain
R. Harris
B. Hayward
M. Hickman
J. Higginson
P.A.D. Hobson
G. Howard
S. Howarth
D. Jones
P. Jones
S. Jones
S.B. Jones
P. Jordan
J. Marshall
P. Murphy
B. Strong
F. Taylor
A. Watts
P. Watts
A. Webb
S. White
K. Williams
A. Wintle

Public Information

Access to paper copies of agendas and reports

A copy of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copy from Democratic Services on 01633 644219. Please note that we must receive 24 hours notice prior to the meeting in order to provide you with a hard copy of this agenda.

Watch this meeting online

This meeting can be viewed online either live or following the meeting by visiting www.monmouthshire.gov.uk or by visiting our Youtube page by searching MonmouthshireCC.

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

Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

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

People Are Confident, Capable and Involved

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

Our County Thrives

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

Our priorities

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

Our Values

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

Nodau a Gwerthoedd Cyngor Sir Fynwy

Cymunedau Cynaliadwy a Chryf

Canlyniadau y gweithiwn i'w cyflawni

Neb yn cael ei adael ar ôl

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

Pobl yn hyderus, galluog ac yn cymryd rhan

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

Ein sir yn ffynnu

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

Ein blaenoriaethau

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

Ein gwerthoedd

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

This page is intentionally left blank

Chairman's Report - 10th December – 20th January 2016

Thursday 10 th December 12.15 p.m.	Visit by the Minister Jane Hutt AM Raglan Primary School
Thursday 10 th December 7 p.m.	Annual Christmas Carol Concert Cadicot School
Sunday 13 th December 6 p.m.	Usk Town Council Christmas Carol Service Usk Baptist Church
Monday 14 th December 6.30 p.m.	Forest of Dean Christmas Carol Concert St Mary's Church, Church Road, Lydney
Wednesday 16 th December 7 p.m.	Monmouth Comprehensive school – Annual Carol Service St Mary's Church, Monmouth
Friday 18 th December 1 p.m.	Annual Awards Ceremony Caldicot School
Saturday 2 nd January 3 p.m.	Greater Gwent Youth Brass Band Annual Concert Ebbw Vale Leisure Centre
Sunday 10th January 6 p.m.	<i>Chairman's Charity Quiz Night Glen yr Afon House Hotel</i>
Wednesday 20 th January 18.45 p.m.	Opening of Krishna in the garden of Assam British Museum, London

This page is intentionally left blank

Agenda Item 5

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of County Council held
at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 17th
December, 2015 at 2.00 pm

PRESENT: County Councillor B. Strong (Chairman)
County Councillor R.J. Higginson (Vice Chairman)

County Councillors: D. Batrouni, J. Prosser, M. Powell, V. Smith, G. Burrows, P. Clarke, J. Crook, D. Dovey, A. Easson, D. Evans, P. Farley, P.A. Fox, R.J.W. Greenland, L. Guppy, E. Hackett Pain, R. Harris, B. Hayward, M. Hickman, P.A.D. Hobson, G. Howard, S. Howarth, D. Jones, P. Jones, S. Jones, S.B. Jones, P. Jordan, J. Marshall, F. Taylor, P. Watts, A. Webb, K. Williams and A. Wintle

OFFICERS IN ATTENDANCE:

Paul Matthews	Chief Executive
Kellie Beirne	Chief Officer, Enterprise
Tracey Harry	Head of Democracy and Regulatory Services
Roger Hoggins	Head of Operations
Will McLean	Head of Policy & Engagement
Joy Robson	Head of Finance/Section 151 Officer
Robert Tranter	Head of Legal Services & Temporary Monitoring Officer
Deb Hill-Howells	Head of Community Led Delivery
Claire Marchant	Chief Officer Social Care, Health & Housing
Mark Howcroft	Head of Operations

APOLOGIES:

Councillors D. Blakebrough, R. Chapman, G. Down, D. Edwards, R. Edwards, J. George, P. Murphy, A. Watts and S. White

2. Public Open Forum

There were no members of the public.

3. Chairman's report and receipt of petitions

Council received the Chairman's report.

There were no petitions presented.

4. Declarations of Interest

County Councillor L. Guppy, declared a personal non prejudicial interest, pursuant to the Members' Code of Conduct in relation to the Adjustments to the Capital Budget report, as a member of Rogiet Community Council.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of County Council held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 17th December, 2015 at 2.00 pm

5. To confirm and sign the minutes of the Council meeting held on 19th November 2015

Members highlighted the need for an action sheet to be included with the agenda and the importance of actions being updated.

An update was requested in relation to amended minutes. The Monitoring Officer confirmed that it was correct procedure for minutes to be amended at the subsequent meeting. A system had recently been introduced to ensure that publicised minutes were appropriately marked to show that they had been amended at the subsequent meeting.

Councillor Burrows updated members regarding clarity on placements. Council were reassured that there would be opportunities through the Corporate Parenting Panel and contributions of care leavers and apprentices.

12. Update on Syrian Refugees

Council were updated regarding Syrian Refugees, this followed the briefing received by Council at the meeting in November 2015.

Information had been received from the home office regarding future funding, which would be tapered and available for 2-5 years. The funding was based on those wishing to relocate and having a suitable support package.

Officers would continue to meet and discuss challenging issues, one specifically identified was housing. Housing policies had been reviewed and there was confidence that suitable housing would be found. 20 households would be accepted over the life of the scheme and UK Government had reassured that refugees would be subject to the usual immigration checks.

It was suggested that short term Task and Finish Group was established, with a representative number of elected members, so that the extent of the situation could be considered further.

We thanked officers for the update and clarification was requested regarding timescales. In response, it was anticipated that progress was made as quickly as possible and a scrutiny session was not envisaged.

The Task and Finish Group would look at what was required so that humanitarian support could be provided and to put detailed arrangements in place. Council recognised the need for ward members and community groups to be fully briefed.

Clarification was requested regarding whether groups would be politically balanced. What support would be provided in terms of the process of welcoming refugees and what has been gained from other Councils which have been used as dispersal areas.

In response, it was suggested that there was one representative from each political group. The partnership group had been established and along with other organisations, support could be provided and options would be considered.

6. Notices of Motions:

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of County Council held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 17th December, 2015 at 2.00 pm

6.1. Submitted by County Councillor S. Jones:

'This council supports the GOYA Cooperative in its application for support from Disability Wales and the Wales Cooperative Centre to establish a Citizen-led Direct Payments Cooperative based in Monmouthshire.'

In presenting the motion, Councillor Jones highlighted that in supporting the motion there would be support for the wider principles of direct payment cooperatives. Opportunities and benefits would be received by many people through the process.

In discussing the motion, we noted:

- Members expressed support for the motion and thanked Councillor Jones for presenting.
- Council welcomed the assistance and support that would be provided through the scheme.
- Information had been sent to members and further details could be provided.

Upon being put to the vote the motion was carried.

'This council supports the GOYA Cooperative in its application for support from Disability Wales and the Wales Cooperative Centre to establish a Citizen-led Direct Payments Cooperative based in Monmouthshire.'

6.2. Submitted by County Councillor D. Blakebrough:

'This Council recognises the importance of preserving Welsh culture, traditions and the language. However, at a time when Monmouthshire County Council, in common with other local authorities across Wales, is faced with having to cut spending on important services, the Council believes that adherence to the Compliance Notice issued by the Welsh Language Commissioner is ill-timed and not a priority of the overwhelming majority of residents of the County.'

The Council therefore calls upon the Commissioner to withdraw the dates for compliance shown in the Compliance Notice, and to accept that the requirements of the Notice should be treated as aspirations to be fulfilled only as and when funding permits.'

The motion was withdrawn.

7. Referrals from Cabinet (October 2015):

7.1. Caerwent Section 106 Funding

Council were presented with Caerwent Section 106 Funding, which had been agreed by Cabinet on 7th October, the purpose was to recommend to Council the setting up of a Capital Budget in 2015/16 for the Caerwent (Merton Green) Off Site Recreation Funding; and to decide on the allocation of grants to specific projects from the funding available.

During debate we noted:

- A member highlighted that when S106 was discussed, further emphasis was required on wider aspects of the leisure centre.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of County Council held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 17th December, 2015 at 2.00 pm

- Council recognised that S106 was needed within the community for significant future development and there had to be a negotiated expectation of where money would be used.
- The specific budget would be used in areas noted within the report.
- A member recognised that more opportunities, for community funding, could be provided when CIL agreed.

We resolved to agree recommendations within the report:

- 1.1 That a capital budget of £316,988 be created in 2015/16 to carry out the projects set out in 2.2 below and that this is funded from a corresponding contribution from the Section 106 balances held by the County Council in respect of the Merton Green development site in Caerwent (Finance Code N539); and
- 1.2 that the projects set out below be approved:

Project	Project Cost £	Recommended Grant £
• Crick Wildlife and Environmental Group	17,420	13,260
• Old Gym Community Centre Committee	146,600	121,864
• Caerwent Playing fields Association	<u>215,897</u>	<u>181,864</u>
Totals	379,917	316,988

7.2. Abergavenny Town Team

Council were presented with Proposed Funding for Team Abergavenny, which was agreed by Cabinet on 7th October 2015, the purpose was to recommend to members that £30,000 is allocated to Abergavenny Town Team to undertake capital projects to enhance Abergavenny town centre in preparation for the National Eisteddfod in 2016.

During debate, the following points were noted:

- Clarification was requested regarding benefits that would be gained by outlying areas of Abergavenny.
- Members were reminded that the report specifically referred to Town Teams. The funding would provide the opportunity to support the town and ensure viability. The fund would be available to deal with very specific projects.
- It was proposed and seconded that an additional recommendation was included, which allowed for single member decision to be made on specific projects.
- We welcomed the report which enabled decision making to enhance and added value to communities.

We resolved to agree recommendations within report, plus additional recommendation:

1. That the sum of £30,000 is allocated to the Capital Programme to support the work of Abergavenny Town Team in improving and enhancing the town centre environment and offer in preparation for the National Eisteddfod in 2016.
2. The £30,000 is allocated to the development of activities within the following themes:

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of County Council held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 17th December, 2015 at 2.00 pm

- To promote local food & drink produce.
 - To encourage repeat visitors by enhancing the visitor experience.
 - Promote Abergavenny as an events town.
3. The allocation of the £30,000 funding to support specific projects and activities be delegated to Bryn y Cwm Programme Board, who will be required to ensure that the projects are viable, meet deliverable outcomes and have been market tested. The Programme Board will be responsible for monitoring agreed projects both in terms of outcomes and financial prudence.
 4. In order to streamline and speed up decision making, project proposals which meet issues outlined in 2 will be presented to individual member for consideration and approval.

8. Report of the Head of Finance/S151:

8.1. Proposal to revise the Policy on Minimum Revenue Provision (MRP) for 2016/17

Council were presented with the Proposal to revise the Policy on Minimum Revenue Provision (MRP) for 2016/17, the purpose was to provide Full Council with a proposal to revise the Minimum Revenue Provision Policy Statement for 2016/17 and to outline the budget consequences of the proposed changes.

In debating the report we noted:

- A member recognised that proposed action would result in working differently over the next few years. A question was raised how staff were supported in relation to continuing day job and working more innovatively. In response, the aspiration would be to continually improve the organisation, there was a need to create time and space which would result in some changes.
- Some concerns were expressed regarding implications for the future.

We resolved to agree recommendations within the report:

It is recommended that Full Council approve:

1. The revised MRP Policy Statement attached as Appendix 2, which changes the approach concerning the Minimum Revenue Provision on Unsupported Borrowing moving it from an equal instalment basis to an annuity basis.
2. That work on reviewing the approach adopted concerning the Minimum Revenue Provision for supported borrowing is undertaken, and further proposals on the options available are brought back to Council.

9. Report of the Head of Operations:

10.1. Adjustments to the Capital budget during 2015/16

Council were presented with Adjustments to the Capital budget during 2015/16, the purpose was for Council to receive recommendations from Cabinet and if thought fit to approve adjustments to the capital budget in 2015/16.

In debating the report we noted the following:

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of County Council held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 17th December, 2015 at 2.00 pm

- A member requested clarification regarding the process for approval of public realm improvements. Council were informed that detailed design had been undertaken with team Abergavenny, which would be exhibited to the public in January, Bryn y Cwm members would be consulted and final decision would be made by Individual Cabinet Member.
- We recognised that Capital programme was not ring-fenced, commitment had been made to 21st Century Schools, community schemes and Hubs. There were additional projects that had to be considered.
- Members expressed support for the report.
- It was proposed and duly seconded, that an additional recommendation was included, which recommended to explore DFG funding. A member explained that funding had not been increased and there was a need to allow disabled people to live independently.
- The Leader highlighted that Cabinet were minded to look at other capital elements closer to setting the budget and effects on social services.
- A number of members welcomed developments regarding transport, specifically rail and car parks.
- Aspects of the report had been subject of significant scrutiny and we recognised that recommendations from select committees had been incorporated.

We resolved to agree recommendations within the report, with an additional recommendation:

That Council approve the following recommendations arising from Cabinet decisions taken on the 2nd December 2015:

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

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

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

4. To explore DFG funding.

11. Report of the Chief Officer, Enterprise:

11.1. Community Governance - Review Findings and Recommendations

Council were presented with the Community Governance – Review Findings & Recommendations, which updated Members on the findings of the Community Governance

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of County Council held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 17th December, 2015 at 2.00 pm

Review and the proposed recommendations to develop a more coherent and partnership approach with communities.

In presenting the report, the Cabinet member recommended that recommendation 2.1 was removed:

'That Council agrees to adopt the actions and recommendations proposed within the Community Governance review, in particular that Area Committees are disbanded forthwith.'

- Council agreed to removal of recommendation 2.1 as it conflicted with recommendation 2.3.
- The leader welcomed recommendation for a review and that a working group was established, with feedback by March 2016.
- Clarification was requested regarding availability of £5000 previously available to each of the 4 area committees. Officers confirmed that this money was available for Area Committees to use.
- Further information was requested regarding determination of working groups and how full community engagement would be considered.
- Members recognised that a further work was required, in relation to the review, as there was an overlap between existing area committees and boards that had been established.
- Some members highlighted that public attendance at area committees had been low.
- Some members recognised the need for community involvement, engagement and generating interest. There was a need for increased accountability.
- The Cabinet Member reassured members that issues would be considered by the working group. The remit of the group would be deliberated and would be guided by the new LG Bill.
- It was envisaged that the working group would consist of a member from each political group. However, we noted that there were differences within the North and South of the County and areas should be represented.

We resolved to agree recommendations within the report, with the removal of recommendation 2.1:

1. A cross party Member working group is established which equally represents the four administrative areas. This group will
 - be responsible for developing a revised framework which preserves the leadership role of elected members, supports and encourages community participation and oversees the delivery of the local Whole Place plan.
 - Recommends a revised framework to County Council no later than 24th March 2016.
2. Whole Place Programme Boards will continue to meet until County Council has agreed a revised framework

12. Members' Questions:

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of County Council held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 17th December, 2015 at 2.00 pm

12.1. From County Councillor A. Easson to County Councillor G. Burrows:

Monmouthshire prides itself on being conscientious corporate parents. However I believe that we may be failing some of our most vulnerable children; by allowing them to live in what may be considered to be below acceptable housing living conditions. These are, in the main young women, with newly born, and not so young infants, that are settled in 60 year old high density flats/apartments which do not really appear to be appropriate for their circumstances.

Attempts to create environments fit for purpose by renovations of the properties have only succeeded in creating airtight boxes. The renovations carried out, and C/Heating installed is of a high standard, but by its nature is so efficient that condensation has now become a major problem for some tenants? Cost is a major factor for these parents by balancing and rationing their budgets to keep their heating running. Equally parents are fearful of having too many windows open for reasons of security. There is lack of natural ventilation, consequently walls soon drip with moisture, clothes in turn get fusty, the children get chest problems, and a vicious circle continues. I would appreciate your response at resolving these issues which may really only be of concern for Members who have similarly "ancient " social housing in their Wards. It would be interesting to assess how many of these properties are part of the housing stock across Monmouthshire, and are these problems only associated with them, or is there a wider malaise affecting young parents which is a general social issue? I do have the facility of Flying Start working with many of these parents, but they too are frustrated with the level of support needed to sustain a pleasant way of life. In posing these questions I am anxious for a positive direction from you as the

Cabinet Member responsible for Social Care Safeguarding and Health!

In response Councillor Burrows advised:

'I am concerned to hear about the issues you have in your ward but I am informed that since the question was submitted there have been some efforts to commence a meaningful dialogue with you and the Housing Association responsible to begin address the issues that are being raised.

I should just like to remind Members that your referral to collective responsibility as Corporate Parents is technically correct, yes we are Corporate Parents, but I should just like to remind all that this is not a general catch all with respect too all vulnerable youngsters in the County but a specific cohort of youngsters who are defined by us as looked after children.

It follows from this that all our looked after children whether in foster care, specialist placement or those on risk registers and having a relationship with a designated social worker, if there were any difficulties surrounding unsuitability of lodgings these would be known to us and a dialogue in place with the property owner as applicable.

It mandated of all of us who have responsibility to provide Social Services to those that need it in the County, that on a daily basis we have individuals young and old who present to us for the first time, and if they do they will be properly promptly and correctly assessed as to their needs and what we can subsequently do to assist. Their needs may be either simple or complex and in many cases there is no overall solution but purely the management of their existing circumstances. Matters relating to housing are very specific and improvements in living comforts can make a difference, but I would suggest that their solution are in the hands of others.

My sense of the issues you are alluding to are housing environmental matters that if addressed should immediately positively impact on and provide improvement to the affected individuals lives.'

As a supplementary, County Councillor Easson asked:

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of County Council held
at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 17th
December, 2015 at 2.00 pm**

Where does the Cabinet Member see local members responsibility for wards?

In response County Councillor Burrows:

Noted issues relating to housing, ward members have social housing in ward and encourage active dialogue with housing officers to address issues.

The meeting ended at 4.00 pm

This page is intentionally left blank

ACTION LIST
MEETING OF MONMOUTHSHIRE COUNTY COUNCIL
17TH DECEMBER 2015

MINUTE NUMBER AND SUBJECT	ACTION TO BE TAKEN	TO BE ACTIONED BY	PROGRESS
MINUTES	<ul style="list-style-type: none"> • Minute amendment • Issues to discussed at Corporate Parent Panel in January, action to be taken regarding difficulty in securing placements 	<ul style="list-style-type: none"> • Democratic Services • Cabinet Member 	<ul style="list-style-type: none"> • To be completed. • To be discussed January Corporate Parent meeting with Care Leaver apprentices
Page 13 SYRIAN REFUGEE UPDATE	<ul style="list-style-type: none"> • Task and finish group to be established 	<ul style="list-style-type: none"> • Group leaders/Chief Officers 	<ul style="list-style-type: none"> • Group leaders contacted regarding member reps
CAPITAL ADJUSTMENTS REPORT	<ul style="list-style-type: none"> • DFG to be considered 	<ul style="list-style-type: none"> • Cabinet member /Officers 	<ul style="list-style-type: none"> • A business case is to be prepared to establish the level of additional funding needed and whether this could be funded from revenue budgets in social care.
COMMUNITY GOVERNANCE	<ul style="list-style-type: none"> • Task and finish group to be established 	<ul style="list-style-type: none"> • Group leaders/Chief Officers 	<ul style="list-style-type: none"> • Group leaders contacted regarding member reps

This page is intentionally left blank

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Democratic Services Committee held
at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 19th October,
2015 at 2.00 pm**

PRESENT: County Councillor D. Evans (Chairman)
County Councillor R. Harris (Vice Chairman)

County Councillors: D. Edwards, J. Higginson, P. Jones, S. Jones,
J. Prosser, V. Smith, F. Taylor and A. Webb

OFFICERS IN ATTENDANCE:

Tracey Harry	Head of Democracy and Regulatory Services
John Pearson	Local Democracy Manager
Abigail Barton	Communication and Engagement Manager
Will McLean	Head of Policy & Engagement

APOLOGIES:

None received.

1. Public Open Forum

None

2. Declarations of Interest

No declarations received.

3. To confirm and sign the minutes of the Democratic Services Committee dated 7th September 2015

We resolved that the minutes of the meeting of the Committee held on 7th September 2015 be confirmed and signed as an accurate record.

4. Communications Strategy

The committee received a presentation from the Communications Manager in relation to roles and responsibilities of the communication team as well as activities already undertaken by the department and those planned for the future.

The presentation included details on internal communications with staff as well as external communication with residents and the public.

Members raised questions around actual activities that are to be undertaken by the communications team. The committee were informed that an electronic newsletter will be created and distributed as well as the use of social media and evaluation methods to monitor its success.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Democratic Services Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 19th October, 2015 at 2.00 pm

The Communication Manager informed members that digital channels will be looked to be used as a cheaper alternative to communicate with residents and utilise marketing channels to generate income for the authority.

This year there will be interactive Monmouthshire Engages meetings to engagement residents in the budget proposals for 2016/17. One engagement session will be live streamed and include the option for residents to submit issues/questions remotely for the meeting to consider. This will be in addition to regional meetings around the County. Members requested that areas of large population outside the main 'towns' are also included in the engagement sessions as well as ensuring that the detail is presented in a clear and simple format for residents to understand the impact of the proposals.

The communication manager welcomed proposals for communication events and recommendations for wider engagement from members.

Members thanked the communication manager for presenting the information.

5. Community Engagement - Town and Community Charter

Members received a presentation from the Head of Policy and Engagement in relation to how the County Council intends to engage and communicate with Community and Town Councils within the County.

Members were informed that a number of issues will impact on how the council engages with communities including the cutting of local government budgets from central government and the knock on effect this will have on town and community councils, the future generations bill and a will to localise services to ensure service delivery and resilience.

A discussion took place around the charter that currently exists between the Council and community and town councils which is designed to ensure engagement between the two parties. The Head of Policy and Engagement informed members that the charter that is in place between County Council and Town and Community Councils was a document of its time and wouldn't necessarily be drawn up as is now due to its focus on customer service rather than engagement. There is a charter liaison group which has members and officers of the County Council as well as Town and Community Councils but hasn't been effective.

Members were informed that the budget mandates proposes a local fund of £500,000 from Town and Community Councils to look at continuing to provide services that the County Council will not be able to provide in the future. Consultation already undertaken with Town Councils and will be looking to engage with rural community councils next and how they can contribute without the emphasis being placed on Town Councils financially support services outside their areas. Members raised concerns around the town councils supporting smaller communities in terms of the precept it raises and the work that it does to contribute to the local area and ensure that town councils do not financially support services outside its area.

The Future Generations Act is potentially a big change to local government and particularly the four largest town councils who the Act will apply. The Act sets out that any decisions taken must ideas must look to improve the economic, social environmental and cultural well being of the area.

The County Council want a healthy relationship with Town & Community Councils so that relationships can be built on with Whole Place being the mechanism to help build relationships and engage on a local basis which better reflects current practices and situations than the

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Democratic Services Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 19th October, 2015 at 2.00 pm

current charter. The Head of Policy and Communications provided an example to the committee where a community council is to locally determine the services they want and work with the County Council to provide that service but accept cuts in areas where its not needed and its close engagement that supports this delivery.

Members raised concerns that Town and Community Councils haven't been engaged enough on the potential changes to the Charter and communicating the effect it has on them as well as informing them how it will operate in the future.

6. National Survey for Wales

Members received a report from the Data Analyst as a result of a recommendation from the Economy & Development Select Committee of 29th July 2015 outlining a decrease in the number of residents within Monmouthshire who feel that they can affect the democratic process of the Council and local decision making. The decrease is not specific to Monmouthshire and has decreased across Wales as a whole.

Members queried whether the survey was completed on a pro-rotta basis across local authorities and what statistics were used to formulate the proposals. The data analyst informed that 14,000 people participated in the review with potentially not all questions being answered but no information available on separate authorities.

Members were informed that details contained in the report are reported to the Welsh Assembly and considered in the settlement agreement. Members raised concerns that with little information relating to the statistics used to formulate the report and 14,000 participants being less than 1% of the population of Wales that it cannot provide an accurate picture and evaluation of the current situation.

Members agreed that the information contained in the report did not present enough of an issue for the committee to be concerned but did request that they received further information on the statistics in the report for future.

Members thanked the Data Analyst for their work in presenting the report.

7. Independent Remuneration Panel Wales Annual Report

The Head of Democracy and Regulatory Services briefly presented the draft Independent Remuneration Panel for Wales Annual Report in relation to councillor's salaries and members accepted the report. Members were informed that if they wish to make representations in relation to the proposals contained in the report they can do so to the Independent Remuneration Panel for Wales.

Members queried the proposals around taxable mileage with the report stating that it should not have been taxed from 5th April 2015. Members were informed by the Head of Democracy and Regulatory Services that they no longer need to separate the taxable element when submitting their expenses and that we are awaiting a response from the Head of People Services as to how we should review any tax that has been deducted since that date.

Members also raised concerns that the report doesn't contain any information relating diversity and inclusion and helping councillors from all walks of life to become a councillor.

8. To note the date and time of next meeting as Monday 23rd November 2015 at 2.00pm

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Democratic Services Committee held
at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 19th October,
2015 at 2.00 pm**

The meeting ended at 4.03 pm

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Democratic Services Committee held
at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 7th
September, 2015 at 2.00 pm**

PRESENT: County Councillor D. Evans (Chairman)
County Councillor R. Harris (Vice Chairman)

County Councillors: D. Edwards, P. Jones, J. Prosser, V. Smith and
F. Taylor

OFFICERS IN ATTENDANCE:

Tracey Harry	Head of Democracy and Regulatory Services
John Pearson	Local Democracy Manager
Sarah King	Senior Democratic Services Officer

APOLOGIES:

Councillors P. Clarke and S. Jones

1. Public Open Forum.

None

2. Declarations of Interest.

There were no declarations of interest.

3. To confirm and sign the minutes of the Democratic Services Committee dated 29th June 2015 (copy attached).

We resolved that the minutes of the meeting of the Committee held on 29th June 2015 be confirmed and signed as an accurate record.

4. 'Modern.Gov' demonstration - J. Pearson.

The Local Democracy Manager explained that the Democratic Services team had started to use the new agenda management system, Modern.Gov. An email had been sent to members outlining progress and that the new website would be developed.

During the presentation, main features of the system were highlighted:

- Traditional appearance of website (same branding/banners etc)
- Control of updating the website, responsibility with Democratic Services, not web team
- Link to documents since January 2013
- Full agenda sitting within the website, individual reports or whole agenda can be selected.
- Exempt reports/information accessed through secure intranet log on

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Democratic Services Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 7th September, 2015 at 2.00 pm

- Late items identified and circulated as separate item.
- Committee agendas circulated via a link, no longer necessary to send bulky PDFs through email system
- Forward plans and decisions included as part of the system. Searchable and history of the item will be provided.
- Link to meeting, via calendar or individual committee, as well as live streaming and forward plans.
- Individual Councillor pages have been updated and contain a variety of options. Information can be uploaded, as requested by members.

During discussion we noted the following points:

- Members welcomed the step forward in improving the efficiency of the Council.
- We invited members to provide feedback regarding use of the system.
- Email links would retrieve a PDF document which could be downloaded. The programme was supported by an application which could be used on tablets.
- Elected members would be able to publish as much information on their own individual pages.
- The committee thanked officers for work undertaken and welcomed the introduction of the new efficient system.

5. Referral from Economy and Development Select Committee meeting 29th July 2015:

We received a referral from the Economy and Development Select Committee 29th July 2015:

'With regards to people who felt they influenced decisions affecting local areas, performance indicators from the National Survey for Wales had decreased to 21%, ranking Monmouthshire County Council as 9th amongst local authorities. Services needed to understand where improvements should be made'

The committee agreed that further information was required in relation to the background of the item.

We resolved that a report and relevant information would be presented at a future meeting.

6. Consultation Document - Draft Directions to the Local Democracy and Boundary Commission for Wales- J. Pearson.

The Local Democracy Manager advised that feedback was required from members regarding the Welsh Government consultation document, 'Draft Directions to the Local Democracy and Boundary Commission for Wales'.

The paper highlighted that 'in recognising the increase in size of local authorities when merged together, the Minister for Public Services has announced that the cap of the maximum number of 75 elected members per local authority will be removed. The Directions do not specify a maximum or minimum number of elected members but they specify that the number of councillors for a local authority should be no smaller than the number produced by a councillor to elector ratio of one councillor to every 4,000 electors.'

The committee were invited to consider questions posed within the report:

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Democratic Services Committee held
at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 7th
September, 2015 at 2.00 pm**

- **Question 1: Do you think the suggested ratio provides for effective and convenient local government?**
- **Question 2: Do you think there is a minimum number of councillors required to ensure the effective and democratic working of a local authority? If so, what is it and why?**
- **Question 3: Do you think a minimum number of elected members per local authority should be specified in the Draft Directions?**
- **Question 4: Do you think that there should be a cap on the maximum number of elected members per local authority? If so what do you think the maximum number should be and why?**
- **Question 5: Do you agree that each ward within a local authority area should have roughly the same number of electors per elected member?**

We discussed the paper and noted the following:

- It was suggested that an all members seminar would be held for issues to be considered by the Council.
- We thanked the Local Democracy Manager for the initial response submitted to the Welsh Government.
- We agreed that a member seminar would be organised, for a full Council response to be submitted and separate responses could also be provided by political groups.

It was proposed and duly seconded, that a seminar was held which would be followed by a full Council meeting, for the paper to be considered.

7. Democratic Services Work Programme (Charter attached) - T. Harry.

The Head of Democracy and Regulatory Services presented the WLGA charter and advised that the work programme for the Democratic Services committee should be created.

- We agreed that a draft induction pack for new members would be considered by the committee.
- It was requested that further options for a members room could be investigated.
- The committee were informed that meetings were livestreamed and a link had been set up so that they were displayed in reception of County Hall, Usk.
- We discussed the telephone directory, a member confirmed that this was being progressed with officers.
- A member suggested that a newsletter should be publicised. However, the committee were reminded that a publication used to be produced but had ceased as part of budget cuts. We were informed that information and articles were presented on the Hub.
- The communications team were responsible for information that was publicised. We requested information regarding department budget spends on communication and publicity.
- The Head of Democracy and Regulatory Services confirmed that the authority was paperless and paper copies of agendas would not be printed, but members would be assisted in printing their own papers.
- The committee appreciated assistance that was provided by Democratic Services team.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Democratic Services Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 7th September, 2015 at 2.00 pm

We agreed that the Head of Communication would be invited to the next meeting, so that communication with members could be discussed.

8. Referral from full Council meeting 30th July 2015: 24/7 support from SRS - T. Harry.

We were advised that a referral had been received from Council 30th July 2015, this had followed an issue discussed at Democratic Services Committee regarding 24/7 ICT support.

The Democratic Services committee had agreed that this level of support was not financially viable and questions were raised whether there was a possibility of any helpdesk out of hours availability and support.

We recognised that it was difficult for staff to be available on weekends or out of hours. Digital Champions had been launched across the authority. The Head of Democracy and Regulatory Services would enquire regarding whether staff were available for out of hours support to be provided.

Some members of the committee recognised that in the current financial climate, the additional service would bring unnecessary financial pressure and that most ICT issues were not urgent and could be dealt with after the weekend.

The Local Democracy Manager advised that Democratic Services had supported members with some issues.

We agreed that issues would be investigated further and the committee would be advised of the outcome at a future meeting.

Members were encouraged to make a note of issues raised with SRS and notify the Democratic Services team so that issues and demand could be monitored.

We resolved that items for the next meeting would include:

- Head of Communications
- Head of Partnerships and Engagement

The meeting ended at 3.35 pm



REPORT

SUBJECT: Revenue and Capital Budget 2016/17– Final proposals following public consultation
MEETING: Council
DATE: 21st January 2016
DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

- 1.1 To update Council with the consultation responses to the budget proposals issued by Cabinet on the 7th October 2015 and 3rd December 2015 in respect of the Capital and Revenue budgets.
- 1.2 To update members with implications arising from the provisional Settlement announcement of the Welsh Government.
- 1.3 To make recommendations to Council on the Capital and Revenue budgets and level of Council Tax for 2016/17.
- 1.4 To receive the Responsible Financial Officer's Prudential Indicator calculations for capital financing.
- 1.5 To receive the statutory report of the Responsible Financial Officer on the budget process and the adequacy of reserves.

2. RECOMMENDATIONS:

- 2.1 That Council approves (subject to Final Settlement from WG):
 - The 2016/17 revenue budget as attached in Appendix I
 - The 2016/17 to 2019/20 capital programme as attached in Appendix J1, including the revisions to the 21st century schools programme highlighted in paragraph 3.34.
 - A 3.95% increase in the Band "D" equivalent Council Tax for the County in 2016/17.
- 2.2 That Council notes the necessary saving proposals and the release of £1.822 million from earmarked reserves to deliver the changes required and support the 2016/17 revenue and capital budget.
- 2.3 That Council notes the draft response to Welsh Government on the provisional settlement, and that the Final settlement is due to be published on 2nd March 2016.
- 2.4 That Council approves the disposal of assets identified in the exempt background paper at best value.
- 2.5 That Council considers the Responsible Financial Officers report on the robustness of the budget process and the adequacy of reserves issued under the provisions of the Local Government Act, 2003.
- 2.6 That Council adopts the Responsible Financial Officers report on Prudential Indicators.

- 2.7 That Council formally notes that the Schools based budgets are currently protected at cash flat line.
- 2.8 That Council notes that further work will be undertaken on the following:
- Further work is undertaken to develop a balanced MTFP over the 3 year period 2017/18 to 2019/20
 - Regular review of the MTFP to ensure it remains up to date

3. KEY ISSUES:

CHANGES SINCE CABINET on 6th January 2016

- 3.1 The notification of the SWFA precept has now been received and this has confirmed the increase for 2016/17 as £21k, which reduces the pressure identified below from £34k to £21k.
- 3.2 Cabinet have continued to consider the level of Council Tax increase given the slightly better provisional settlement than expected. The final settlement will not be received until March, and whilst there are not expected to be any significant changes, Cabinet are awaiting the Minister's response to the proposal submitted to introduce a Rural Stabilisation Grant for the Authorities that received the greatest reduction in funding.
- 3.3 A lower increase in Council Tax of 3.95% would result in a net reduction in income from Council Tax of £433k (taking into account Council Tax Reduction Support). Cabinet are proposing to amend the budget proposals to reduce the amount of the Redundancy budget pressure by £420k which together with the reduction in SWFA precept pressure above would fund the lower council tax income. The impact of this would be that the redundancy budget would remain, but instead of forming part of the base budget it would need to be funded from earmarked reserves as has been the case in previous years.
- 3.4 Given the level of the Redundancy reserve and commentary on reserves as part of this report and appendices, this proposal is workable with the proviso that:
- If the final funding figures from WG improve, it is recommended that the redundancy budget be funded within the base budget as far as possible
 - Any net underspend at year end will be used to replenish the Redundancy reserve
 - Any scope to redistribute reserves will prioritise replenishment of the Redundancy reserve

BUDGET CONSULTATION

- 3.5 Cabinet issued its budget consultation proposals on 7th October 2015 thereby allowing a period for consultation and scrutiny. These were early budget ideas and further work has been undertaken following engagement. Further engagement is taking place on the ideas proposed in the Cabinet report in December and any additional information will be taken into account in the report to Council. The MTFP and budget is also due to be discussed at the Joint Select committee on 16th December 2015 to which all members have been invited. The proposals were also considered by the Children's and Young Persons, Strong Communities, Adult Services, and Economy and Development, the Schools Budget Forum and JAG. Extracts of the draft minutes from the Committees are included as **Appendices A/1 to A/4, A/6, A/7 and A/9** respectively and a summary of the comments from Select committees are included at **Appendix A/5**.

- 3.6 A report on the extent of activity and response from the Monmouthshire Engages work is attached at **Appendix A/8**. The Inclusion Group and other relevant groups were also consulted on the work undertaken to assess the Equality Impact of the budget proposals.
- 3.7 As might be expected, responses to consultation varied, however there have been no strong objections made to the overall shape of the budget reduction proposals. There were however a number of comments that were received via the Select Committee meetings and other consultation meetings that are identified below. The use of social media as a mechanism for sharing information and getting feedback has increased this year with 3,213 people liking the Facebook page, 24,453 people reached through Facebook posts and 12,520 followers on Twitter. A survey was undertaken through a variety of means and a Twitter Poll. The results for each mandate is shown in the Engagement evaluation report at Appendix A/8. A large number of questions were raised via the public engagement and scrutiny process, answers have been provided and mandates updated to provide further clarity.
- 3.8 In terms of issues being raised which seek to affect the budget proposals specifically, the following items were noted::
- Not for profit service delivery model – Leisure, Tourism and Youth, there was general support for this proposal, however a great many questions have been raised such as what options were considered, learning gained from others, how the Trust will operate, how it will make savings, whether it will lead to increased prices, and what happens if it fails.

The original proposal sought to make savings from transferring buildings into a charitable trust and thereby reducing the business rates payable. Further work has been undertaken to map out the process that needs to be undertaken and it is clear that more time is needed before key decisions are taken and therefore it is proposed that only part of this saving is deliverable in 2016/17, moving £254,000 of the saving into 2017/18.

- Community Asset transfer of buildings in Monmouthshire – there was general support for this proposal, however a concern that community groups would need help and support with taking on buildings.

The Council will provide or facilitate whatever support it can to help community groups build the capacity and skills needed to take on assets

- Ban on vans and trailers at household waste recycling centres – there was overall support for this at the public meetings and select committees, however the Twitter Poll result was against the proposal. There were concerns about possible increase in fly tipping, and a need to provide information and guidance on how businesses and households with trailers can dispose of waste responsibly.

Further information will be made available to businesses and householders to ensure the saving can be delivered

- Reduction in funding to voluntary organisations – there was no strong objection to this proposal, but some concerns from some groups such as the Access for All Forum who rely on the help and support of third sector organisations.

The individual groups affected have been directly consulted and any mitigations to avoid significant impact will be considered.

- Highways infrastructure income generation through advertising and more car park spaces – there was general support for this although concerns about the impact on drivers and the beauty of the landscape regarding increased roadside advertising.

Any proposals on advertising signage on the roads will need to go through Planning where consideration of impact on the landscape can be taken into account.

- Grounds maintenance – general support for using more wild flowers, however the select committee did not support the reduction in hedge and highway verge cutting.

The proposal has not been altered as it is Cabinet's view that this contributes to the Council's carbon reduction commitment and there is scope for community councils to contribute to the verge maintenance service in their areas

- Highways maintenance review – not agreed by Strong Communities Select as the reduction in highways has an impact on everyone travelling in Monmouthshire and a mixed response from the survey and public meetings.

The proposal has not been altered as Cabinet have confirmed their commitment to their priorities, accepting that this may impact on the performance of some services such as Highways and this is consistent with the Administration's Continuation Agreement

- Review of ALN provision – there was general support at the Select Committee for this proposal to provide alternative inclusive provision for children currently using the Deri View unit. However this was not reflected in the other engagement forums, with more disagreeing than agreeing to the proposal.

This proposal is currently going through a statutory consultation process and therefore the saving has been reduced for 2016/17.

- Town and Community Councils – there was general agreement with this mandate, however there were concerns about the ability of town and community councils to take over the delivery of services and there was a request for further information on what would be stopped if community councils didn't contribute

Direct engagement with Town and Community councils is continuing and more detail is provided in the mandate. The saving has been reduced to £400k and can be achieved through Town and Community council contributions or reducing services.

- Discretionary Fees and Charges – There was general support for this in principle at the public meetings, however select committees required further information in order to understand the impact of the increases.

There are a small number of services where an above inflation increase can be implemented and these are captured in the annual Fees and Charges report elsewhere on this agenda.

- 3.9 On capital account, general support was expressed about the need to invest in 21st century schools whilst recognizing that there are possible pressures to be managed. The risk on the rest of the capital programme is noted and the risks associated with the need to achieve the sale of assets at a time when market prices are less than could be achieved in the height of the property boom is also understood.

PROVISIONAL SETTLEMENT

- 3.10 The provisional settlement was announced on the 9th December 2015 with the delay in the announcement being caused by the Spending review in Westminster. The overall increase in the Welsh Government budget for 2016/17 is 0.85%, and following decisions by the WG on its budget, the Local Government settlement was announced with an overall reduction across Wales of 1.4%. Social Care and Schools have been prioritized. For Monmouthshire the provisional settlement has delivered a reduction in the Authority's Aggregate External Finance (AEF) of 3.1% after taking into account transfers into the settlement. The reductions in AEF across Wales range from 0.1% in Cardiff to 4.1% in Powys. The Outcome Agreement Grant has now been included in the settlement, and is the only grant to transfer into AEF this year. When the provisional AEF is compared to the figure included in the MTFP the Authority is better off by £1.082 million. A response to WG regarding the Provisional Settlement is attached as **Appendix B1** and also included is a letter WLGA has sent on a proposal to introduce a Rural Stabilisation Grant. A table showing each authorities position resulting from the final settlement is included at **Appendix B2** to this report. Monmouthshire remains at the bottom of the table in terms of AEF per head of population.
- 3.11 The provisional settlement also only included the notifications of some specific grants at an all Wales level. 33 of the 44 grants have been announced so far and show a reduction of 5% from 2015/16. Many grant announcements are yet to be made and this position is extremely disappointing as it makes planning for next years budget even more difficult. The Single Environment Grant has been notified at an all Wales level, indicating a 6.4% reduction in the grant. This is slightly better than the 10% reduction included in the budget proposals so far. The current position on grants is included in **Appendix C**. There may also be the possibility of more specific grants going into the final settlement, but this has not yet been confirmed.
- 3.12 On capital account, the provisional settlement saw a slight reduction of £12,000 to the anticipated funding included in the capital MTFP. There was a slight increase of £5k year on year on the capital settlement from WG. It is proposed that the capital reserve is used to make up this difference of £12k, rather than reduce capital budgets any further.
- 3.13 The Final Settlement from Welsh Government is due to be published on 2nd March 2016 and has therefore necessitated the need to move the Council Tax setting meeting from 25th February 2016 to 10th March 2016. It is not expected that there will be any significant changes to the settlement at that stage, but the report to Council on 10th March 2016 will need to take account of any changes if they do occur. The medium term prognosis is still of concern, there are no indicative settlement figures published, even though the Spending review showed the Welsh budget with slight cash increases it is difficult to forecast how this will be distributed by Welsh Government. It is expected that future years will not see any better settlements than the 2016/17 position. The MTFP for 2017/18 onwards continues to factor in funding reductions of 4.3%, so that planning can be undertaken on a prudent basis, however this may be revised when the MTFP is updated after the 2016/17 budget is set. There is still a need to think differently about the even greater challenges of the medium term and this work and engagement will continue in the coming months.

CABINETS RECOMMENDATIONS TO COUNCIL

REVENUE BUDGET

- 3.14 The Cabinet budget report of 7th October 2015 identified proposals to close a £6.3 million gap. The report highlighted that £1.7 million still needed to be found in the budget for

2016/17. The budget at that time included £4.3 million of pressures and £3.3 million of saving proposals. The supplementary list of proposals, which sought to revise some of the existing mandates, were identified in a report to Cabinet on 3rd December 2015 and additional pressures were identified taking the total pressures to £5.6 million. Work has continued to develop the new ideas and revise the existing savings in the light of further engagement and analysis. All the mandates are available as part of this budget report. Since that time the Authority has received its provisional settlement and the further work has been undertaken on the budget. The issues identified are outlined in the following paragraphs.

Changes to Pressures

3.15 The following changes have been made to the pressures included in the budget for 2016/17:

- Children's Social Services – following an analysis of the current year month 6 overspend position, an additional pressure relating to external placements and staffing costs to deal with the increased demand has been calculated as £1 million
- The pressure in the Waste budget has increased due to the results of a contracting exercise on dry recycling, however this has been offset by a lower reduction in the Single Environment grant than expected – net increase £110k
- The Social care fee pressure can be managed down by £200k
- The increase to the living wage produced by the Foundation for the Living Wage has resulted in an additional pressure of £68k to ensure the Council's commitment to this can be maintained in 2016/17.
- SWFA precept, notification has indicated a slight increase is expected of £21k
- Welsh Language compliance – report to Cabinet identified a pressure of £45k
- Treasury pressure is less following the revisions to the Capital MTFP and review of expected interest rates in 2016/17
- Legal services pressure – investment of £75k is required to avoid the even greater costs of seeking external legal advice causing overspends in the Children's social service budget. There is also a need to ensure there is sufficient capacity to make sure the service is fit for purpose in the current financial climate and in a position to provide the legal support that will be needed to support the transformational agenda that the Council is engaged in.

Amendments to Savings mandates

3.16 B1 – Savings from an alternative service delivery model for leisure, tourism, youth and cultural services have been adjusted to reflect an up dated timeline with an anticipated go live date from April 2017. Saving reduced from £354k to £120k.

3.17 B4 – SRS ICT savings of £100k have been moved to 2017/18 to enable sufficient time to undertake the stages required to release a net saving to the Authority from moving to a Cloud environment

3.18 B5 – Community Asset transfer – the savings have increased by establishing an income generation target of £100k to be achieved from entering into a competitive process to identify suitable partners that may wish to work with the Council to optimize Council

assets for community large scale events and other income generation activities.

- 3.19 B6 – Better use of developers monies £50k – this has been reprofiled as a 2017/18 saving to match potential for achieving the target.
- 3.20 B11 – Senior managers savings £225k, a further £90k has been added to this target to be achieved by further aligning organization efficiency and maintaining a focus on preserving front line delivery.
- 3.21 B18 – Strategic property review saving of £160k has been reduced by £100k following a review of the costs associated with adaptation and refurbishment of office accommodation to facilitate the consolidation of office accommodation in Usk. Further options are being considered with a view to achieving the saving in 2017/18.
- 3.22 B20 – ALN saving of £200k which related to the closure of the unit at Deri view has been reprofiled in line with the statutory consultation timescales, so the saving reduces to £50k. In addition, further savings have been identified by updating the pricing policy for providing places to other Authorities at Mouton House school. The funding formula for the school is also being updated to reflect current residential provision. Taken together these proposals are expected to deliver £550k
- 3.23 B21 – Town and Community Councils saving of £500k has been reduced by £100k following liaison with all Town and Community Councils.
- 3.24 B23 – Discretionary Fees and Charges – the original target of a 10% increase has been reviewed and further work is required to assess impact. Where increases have been possible totaling £25k on top of the 2.5% increase assumed in the budget, these have been included in the fees and charges report elsewhere on this agenda.
- 3.25 Schools – the proposal is to maintain the protection for schools at the same level of budget as 21015/16 even though the overall reduction in AEF for the Authority is 3.1%.

Corporate Finance

Review of Minimum Revenue Provision (MRP) Policy

- 3.26 Each year the council is required to set aside an amount of revenue budget as provision to repay debt. This provision is called the Minimum Revenue Provision (MRP), and each year the Council agrees, as part of its Treasury Strategy, a policy on how this amount will be calculated. Authorities must set aside an amount they consider prudent to repay borrowing and they must have regard to the statutory guidance on this issued by Welsh Government. The guidance sets out various options for the calculation of MRP and given the financial pressures facing local government many Councils are reviewing these options again in order to reset their policies and deliver some financial benefit to their revenue budgets.
- 3.27 Audit Committee have scrutinise a proposed revision to this Authority's Policy for 2016/17, which principally involves changing the method used to calculate the MRP on unsupported borrowing from an equal instalment method to an Annuity method. Approval by Full Council on 17th December 2015, means that the change in policy could result in a one off cash flow benefit to the 2016/17 budget of £2.136 million. Further information is provided in the report to Full Council on 17th December 2015.
- 3.28 Updated Capital MTFP and interest rates

The updates to the Capital MTFP outlined below, in terms of the reprofiling of 21st Century schools expenditure and change in use of capital receipts together with a review of the forecast interest rates for borrowing in 2016/17 and MTFP model adjustments have resulted in a reduction in Treasury and corporate budgets of £325k.

Council Tax

- 3.29 The 4.95% increase in the Band “D” equivalent Council Tax for the County continues has been used as the planning assumption in the budget model for to apply for County purposes in 2016/17. Cabinet have continued to consider the level of Council Tax increase given the slightly better provisional settlement than expected. The final settlement will not be received until March, and whilst there are not expected to be any significant changes, Cabinet are awaiting the Minister’s response to the proposal submitted to introduce a Rural Stabilisation Grant for the Authorities that received the greatest reduction in funding.
- 3.30 A lower increase in Council Tax of 3.95% would result in a net reduction in income from Council Tax of £433k (taking into account Council Tax Reduction Support). Cabinet have identified a means of balancing the budget taking account of this lower increase in Council Tax.
- 3.31 A recurring theme of reducing budgets is the need to provide for redundancy costs and historically they have been funded from earmarked reserves. A review of earmarked reserves shows that the redundancy reserve will shortly be extinguished and therefore there is a need to make provision for redundancies to be included in the base budget at £450k. Cabinet are proposing to amend the budget proposals to reduce the amount of the Redundancy budget pressure by £420k which together with the reduction in SWFA precept pressure, in 3.1 above, would mean that the increase in Council tax could be less than planned. The impact of this would be that the redundancy budget would remain, but instead of forming part of the base budget it would need to be funded from earmarked reserves as has been the case in previous years. Priority will be given to replenishing the redundancy reserve at year end either from a net underspend position or redistribution of reserves following the yearend review.
- 3.32 A summary of the budget savings proposals are identified in **Appendix E**. Detailed mandates with relevant FGEs are also available numbered B1 to B22. The summary position on the budget, revised following Cabinet on 6th January 2016, is now as follows:

Summary Budget position 2016/17	£000
Original Gap October 2015	6319
Savings mandates already in MTFP	-844
New mandates developed for 2016/17	-2815
Change to pressures (Appendix D)	1049
Corporate finance budget reductions	-2461
Council Tax income (new property, collection rate and CTRS reduction in demand)	-600
Provisional Settlement 3.1% reduction better than assumption of 4.3%	-1083
Reduce Council tax increase to 3.95%	433
New Balance	-2

CAPITAL BUDGET

3.33 The capital MTFP strategy is one which seeks to work towards a financially sustainable core capital programme without recourse to further prudential borrowing or use of capital receipts so that these resources can be directed towards the Council's priority of 21st century schools programme. The Summary Capital MTFP is shown in **Appendix J1**. The provisional settlement reduced the capital grant by £12,000 from the expectation included in the MTFP, and this difference has been found from the Capital support reserve, rather than reduce any capital budgets in the programme. There remain significant pressures of a capital nature that cannot be afforded within the capital MTFP and these are outlined in **Appendix J5**. There have been no other changes to the Capital budget since it was released for consultation, however further work will be undertaken on the following issues raised:

- Disabled Facilities grants – a business case is to be prepared to establish the level of additional funding needed and whether this could be funded from revenue budgets in social care
- Area budgets – the ongoing work on community governance will look at this issue and the need for this capital budget in the future

3.34 Since the Council approved the budgets for the 21st century schools programme on 16th July 2014, considerable work has been undertaken to enable the various projects to move forward with Welsh Government funding. A subsequent report on the Pool at Monmouth, approved a budget of up to £5.168 million at Council on 25th June 2015, with £4 million funded within the 21st century schools budget, leaving an additional £1.168 to be funded by MCC. The allocation of budgets within the original £81.5 million programme (including £2 million for feasibility) plus the £1.168 million additional for the pool are now as follows:

Scheme	Council Approved	Revised budgets
Monmouth Comprehensive school	£36,900,000	£41,102,475
Additional leisure funded aspect of Monmouth Pool	£1,168,000	£1,168,000
Caldicot Comprehensive school	£31,500,000	£35,093,130
Welsh Medium Secondary schools	£5,000,000	£1,000,000
Raglan Voluntary controlled Primary	£4,700,000	£4,551,000

Primary schools	£3,400,000	£0
Virement from Dewstow School	£246,605	£0
Total	£82,914,605	£82,914,605

- 3.35 The revisions to the budgets included in **Appendix J2** as shown above need formal approval and as such has been included in recommendation 2.1 in this report. There may be a requirement for further reports on 21st century schools when further information on the tendered costs of the projects become available shortly.
- 3.36 Given the altered profile of expenditure on 21st century schools and the balance of receipts available in 2015/16, the use of receipts to fund the whole programme has been maximized in 2015/16 to reduce the impact of the cost of borrowing on the revenue budget. In addition the decision to set aside receipts to repay debt that was originally profiled in 2016/17 has been brought forward to the current year.
- 3.37 **Appendix J3**, the capital receipts summary shows the expected level of receipts and planned usage and highlights the balances available in the next couple of years. Future investment in capital schemes, particularly in 21st century schools, is dependent on future success of achieving capital receipts and there are significant risks attached to some receipts materializing. The revised receipt schedule is provided as exempt background papers to this report for Members approval as **Appendix J6**.

THE PRUDENTIAL CODE

- 3.38 Under the Prudential Code, local authorities are required to publish Prudential Indicators produced to demonstrate that capital programmes are prudent, sustainable and affordable in the longer term. The indicators for 2016/20 are contained at **Appendix G** to this report, assuming eventual Council approval of Cabinet's budget and Council Tax recommendations.

THE ROBUSTNESS OF PROCESS AND RESERVES

- 3.39 The level of the **general reserve** at £6.9 million is of concern being just above the minimum prudent level. The final revenue budget proposals do not include a requirement to use any of the general reserve to balance the budget in 2016/17. The total planned **earmarked reserve** utilization in support of the 2016/17 revenue budget is £1.822 million. This includes £504k planned utilization for 2016/17 in support of the capital programme. **Appendix H1** shows the call on and contributions to reserves for the 2016/17 budget and **Appendix H2** shows the reserve balances projected for 2016/17. Reserves will be reviewed again at year end such that any use or replenishment of the reserves will form part of the year end closure of accounts.
- 3.40 Total planned reserve utilization in support of current year revenue and capital budgets is £4.022 million. The forecast use of reserves in the current year, 2015/16, means that by the end of 2016-17 the Council is likely to utilise over 48% of the useable earmarked reserves brought forward from 2014-15, based on approvals to use reserves so far. Further reserve usage is anticipated before the end of the year, in particular redundancy costs in relation to Community Hubs which will need approval (£305k) and is likely to extinguish the Redundancy and Pensions reserve. A redundancy budget will be included in the base budget for 2016/17 going forward, as this is an ongoing expense for the

foreseeable future. It will be funded from earmarked reserves for a further year, with priority being given to replenish the redundancy reserve at year end. Given the forecast use of earmarked reserves, in order to ensure adequacy of reserves for the MTFP, a change in practice has been approved by Cabinet to slow down the use of reserves and this is outlined in Appendix F.

- 3.41 Under the provisions of the 2003 Local Government Act, the Responsible Financial Officer has to provide conclusions on the robustness of the budget process and the adequacy of reserves. Those conclusions are shown at **Appendix F**.
- 3.42 The effect of Cabinet's revenue budget recommendations is shown at **Appendix I**. The effect of Cabinet's capital recommendations is shown at **Appendix J**. Final Council Tax setting is reserved for decision of Full Council on the 10th March 2016. The budget summaries will be amended to take account of the final settlement when received on 2nd March 2016.

FUTURE GENERATIONS EVALUATION/EQUALITY IMPACT ASSESSMENT (EQIA)

- 3.43 There is a requirement placed on Local Authorities to comply with the general equality duties set out in the Equality Act 2010 and the specific equality duties such as the statutory responsibilities to assess the equality impacts of their budgetary decisions. The Equality Act 2010 places a General Duty on Monmouthshire County Council to eliminate discrimination according to nine "protected characteristics" (age, belief and non-belief, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, and sexual orientation). Also we need to comply with the Welsh Language Act 1993 and the Welsh Language Measure 2011 through which the Welsh Language Commissioner has shaped the Welsh Standards which will come into force from 30th March 2016. The Wellbeing of Future Generations Act requires public bodies to improve social, economic, environmental and cultural wellbeing, by taking action in accordance with the sustainable development principle aimed at achieving the Wellbeing Goals. The authority was an early adopter of The Act and has re-shaped its pre-decision evaluation tool to reflect the well-being goals and the principles which it sets out. Two member seminars have been held to ensure that they are aware of the requirements of The Act, this has been followed by training sessions for officers who are responsible for writing reports.
- 3.44 The Council has responded to these issues by building considerations of equality, diversity and sustainability into the planning and delivery of its 2016/17 budget. It has done this by:
- Requiring Chief Officers to undertake a Future Generation evaluation of all the original savings proposals they offered for their service area to contribute towards the Council's overall savings target. This evaluation has since been updated to reflect the final budget proposals and individual evaluations are linked to each budget proposal. These can viewed via the attached link.
 - Undertaking a FGE of the capital budget proposals and publishing this as part of the capital budget proposals for consultation. This is attached as **Appendix L1** as the assessment has not changed since it was undertaken.
 - As part of the consultation process the Inclusion Group and other relevant Groups will continue to assess the budget proposals for 2016/17 and beyond and provide feedback to relevant service managers on any issues

- The Council's current lead officer on Equality has also independently scrutinised the evaluation given to each savings proposal, and challenged chief officers to consider further issues.
- Enabling the Council's Cabinet Members to consider initial savings proposals with the benefit of the FGEs in December 2015, and to make initial decisions based on this information. The budget proposals reflect Cabinet's key priorities and therefore key services that support equalities – such as social care and schools
- Deciding that once the final shape of the budget is agreed by Council in January 2016, Council service areas carry out more detailed work to mitigate and manage any equalities or Future Generation issues that have been identified
- Including the FGEs as part of this report and published on the Council's website so that residents can understand the factors that went into the planning of the 2016/17 budget
- Ensuring that where proposals will be the subject of further reports it is expected that further FGEs will be undertaken at that time and where savings are being made from decisions already taken then those implementing those decisions should consider mitigating any negative impacts where necessary.

4. REASONS:

- 4.1 To make appropriate recommendations to Council on the revenue and capital budgets for 2016/17, and the resultant Council Tax recommended to be set for County purposes, subject to the results of the public consultation in early January.
- 4.2 To sustain the Capital programme and establish capital resources to support the 21st century schools programme by the sale of surplus assets.
- 4.3 As required by statute, to consider the Responsible Financial Officers provisional conclusions on the robustness on the budget process and the adequacy of reserves going forward.
- 4.4 To approve the Prudential Capital Indicators calculated by the Responsible Financial Officer.

5. RESOURCE IMPLICATIONS:

As identified within the report and appendices.

- 6. CONSULTEES:** Cabinet, Strategic Leadership Team

7. BACKGROUND PAPERS:

Directorate Budget builds, detailed capital programme and associated papers Provisional Local Government Settlement

Provisional Local Government Settlement
The CIPFA Prudential Code for Capital Expenditure

8. AUTHORS:

Joy Robson – Head of Finance

9. CONTACT DETAILS:

Tel: 01633 644270

Email: joyrobson@monmouthshire.gov.uk

- A/1 Minutes of Strong Communities Select Committee – 22nd October 2015
- A/2 Minutes of Adults Select Committee – 13th October 2015
- A/3 Minutes of Children and Young People Select Committee – 21st October 2015
- A/4 Minutes of Economy and Development Select committee – 4th November 2015
- A/5 Select Committee Summary
- A/6 Joint Select Committee – 16th December 2015
- A/7 Draft Minutes of Schools Budget Forum – 16th November 2015
- A/8 Report on public engagement events in November 2015
- A/9 Minutes of JAG on 26th October 2015
- B/1 Response to Welsh Government on the Provisional Settlement
- B/1a WLGA letter on Rural Stabilisation Grant
- B/2 Provisional Settlement Data
- C Specific Grants 2016/17
- D/1 Summary of Evidence Based Pressures
- D/2 Children’s social services pressure
- D/3 Social Services Care fee pressure
- D/4 Social Services Care fee pressure
- D/5 Waste management pressure
- D/6 Passenger Transport pressure
- D/7 Legal services pressure
- E Summary of Mandates 2016/17
- Detailed Mandates B1 to B22 link
- F Responsible Financial Officers Opinion
- G Prudential Indicators
- H/1 Use of reserves for Revenue Budget Purposes 2016/17
- H/2 Reserve Balances
- I Revenue Budget Summary 2016/17
- J/1 Capital Budget Summary 2016/17 to 2019/20
- J/2 Schools Capital Budget Summary 2016/17 to 2018/19
- J/3 Capital Receipts Summary
- J/4 Receipt Risk Factors
- J/5 Capital Pressures
- J/6 Exempt Capital Receipts
- L1 Future Generations evaluation on the capital programme

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Strong Communities Select Committee held at County Hall, Usk on Thursday 22nd October 2015 at 10.00 am

PRESENT: County Councillor S.G.M. Howarth (Chairman)

County Councillors: D. Dovey, A. Easson, S. Jones, V. Smith and S. White.

ALSO IN ATTENDANCE:

County Councillors: P. Murphy, D. Blakebrough and B. Jones.

OFFICERS IN ATTENDANCE:

Kellie Beirne	Chief Officer, Enterprise
Joy Robson	Head of Finance/Section 151 Officer
Roger Hoggins	Head of Operations
Robert Tranter	Head of Legal Services & Monitor Officer
Tracey Harry	Head of Democracy and Regulatory Services
Rachel Jowitt	Head of Waste & Street Services
Nigel Leaworthy	Commercial & Operations Manager
Carl Touhig	Recycling Strategy and Business Manager
Hazel Ilett	Scrutiny Manager
Paula Harris	Democratic Services Officer

1. APOLOGIES FOR ABSENCE

We received apologies from County Councillor K. Williams.

2. DECLARATIONS OF INTEREST

None received.

3. SCRUTINY OF THE BUDGET PROPOSALS FOR 2016/2017 RELATING TO THE REMIT OF THE STRONG COMMUNITIES SELECT COMMITTEE

We welcomed a report from the Head of Finance to provide detailed draft proposals on the budget savings required to meet the gap between available resources and need to spend in 2016/17, for consultation purposes and to consider the 2016/17 budget within the context of the 4 year Medium Term Financial Plan.

Members were recommended to scrutinise the budget savings proposals for 2016/17 released for consultation purposes and consider what alternative proposals could be submitted by 30th November 2015.

Members were made aware that in January 2015, Cabinet approved a balanced budget for 2015/16 and acknowledged an indicative MTFP position which forecast the gap in resources over the remaining three year period as £10 million. Each year the MTFP model is rolled forward to present a 4 year position and this produced a gap of £13 million, based on original assumptions contained in the model.

Cabinet received a further report on the MTFP in June, agreed some revised assumptions and assessed the level of pressures that needed to be considered. Work has continued over

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Strong Communities Select Committee held at County Hall, Usk on Thursday 22nd October 2015 at 10.00 am

the summer to refine the modelling assumptions and outline the income generation or savings proposals that will need to be considered

During discussion following the report, we noted the following points:

- A Member asked if spinal column increases had been factored in. It was advised that MCC had never historically budgeted for incremental increases, therefore not included in the budget.
- A Member questioned if this was the Committees last opportunity for scrutiny. It was advised that the final date was 30th November and if necessarily a Special meeting would be called to provide further scrutiny.

We resolved to receive the report and noted its content.

SERVICE AREA BUDGET MANDATES

We welcomed Officers who presented the budget mandates and we heard the proposals before the Committee were invited to ask questions.

During discussion the following points were noted:

Mandate B2 – Rationalise the business support teams.

- Purpose of mandate is so that select committee members are presented with relevant budget aspects, within the remit of the Strong Communities Select Committee.
- The Mandate will examine the directorate business support/admin across the organisation in order to identify possible opportunities for rationalisation, including examination of spans of control, structures and capacity.
- It has been noted amongst managers that we have never reviewed the whole organisation's business support/administrative function. Given the reduction in resources that have taken place operationally this is an opportunity to examine the impact that has had on business support teams.
- The aim is to deliver both financial and operational benefits to individual services leading to a saving of £50,000.

Member Scrutiny

- A Member commented that they were not familiar with staffing structure at present. An Officer explained that roles were being closely looked at, as traditional admin roles were crossing over to operational areas too.
- A Member asked if pooling business support with neighbouring authorities would be an effective way to make savings. We were told that collaborative working was being covered by other mandates, and this this specific mandate was covering areas where collaboration was not an opinion at present.
- It was commented that the report did not have sufficient information in place to allow proper scrutiny to take place at present.

The Committee resolved to support the mandate but did not feel that there was sufficient information at present.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Strong Communities Select Committee held at County Hall, Usk on Thursday 22nd October 2015 at 10.00 am

Mandate B7 – Legal Services Review

- It was identified that during the next financial year there was potential for income via charging for legal services provided to other organisations.
- The Legal Team were looking to receive income from providing legal advice to Melin Homes on planning agreements and consider any other external work to reduce the net cost of Legal Services and Land Charges to the council. To build on the findings from the Legal Services Review which aims to ensure that the council maximises opportunities to reduce its spend on legal advice through reducing the need to purchase external independent legal advice whilst maximising any income generation opportunities.
- There is a potential to generate initial income up to £25,000 for the council (but this may need to be netted off any costs of appointing a further legal officer, if required), with further scoping of potential work required.

Member Scrutiny

- A Member questioned if the legal team would need to employ more staff. The Officer replied that once they were clearer on Melin's exact requirements, the staffing figures would be addressed accordingly.
- It was asked if there was a successful model in neighbouring authorities we could look to emulate. We were informed there were various business models. We were told about the trading arm created by Kent C.C. and advised that Lincolnshire and District councils had joined forces to provide public sector advice.
- It was asked if a potential market had been identified and we were advised this is at the very early stages at present.
- A concern was raised by a member that by supplying legal services that we would be taking business away from local businesses. In answer we were told that as a Council we had to be more socially entrepreneurial, employing a business-like discipline. It was felt that the type of legal advice the council would be looking to offer was currently offered by larger legal companies in Bristol and Cardiff, therefore not taking work away from local firms

The Committee agreed to support the mandate.

Mandate B8 - Promoting responsible business waste management

- The restriction of the commercial disposal of waste at Civic Amenities sites. To ensure that Household Waste Recycling Centres are used only by householders and therefore introducing a ban at the sites for vans and trailers.
- This proposal ensures that the principle of Producer Pays is introduced at the Household Waste Recycling Centres and thereby promotes responsible waste management and efficient use of resources by businesses who are currently using the sites.

Member Scrutiny

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Strong Communities Select Committee held at County Hall, Usk on Thursday 22nd October 2015 at 10.00 am

- It was clarified that when the waste was delivered to Dragon Waste, the waste became theirs, with their charge back costs being looked at.
- A Member commented that fly-tipping was on the increase.
- It was asked if MCC could have collaborative working with Newport City Council. The Officer answered that this was a possibility, with it potentially having an impact on our recycling levels.
- A member questioned improving the current basic provision offered. We were told that the current contract expires 2017, and this has not gone out to tender as yet.

The Committee agreed to support the mandate.

Mandate B11 – Leadership Team Restructure

- The objective of this mandate is to build upon the already significant re-adjustments made to senior management structures within the Council aimed at flattening tiers, reducing hierarchy and driving ongoing efficiency savings.
- The first structural re-design carried out by the Chief Executive in 2010 alluded to the need for staffing structures to constantly adapt and adjust to a 'permanent state of transition'. This mandate aims to further advance this and to ensure that as the whole organisation works to become more efficient and effective, corresponding changes are made to systems and structures to support purpose, priorities and values-driven leadership.
- The proposal is for comprehensive re-adjustment of structures, posts, roles and functions, so that the organisations' leadership, values, alignments, processes and structures are fit for purpose as we adapt to further waves of change and instability and continued financial turbulence. Our aim ongoing, is to create a whole new cost structure for our organisation and as such we must in-build the ability of our staff teams to be nimble, fleet of foot and flexible. This is more than just re-jigging posts and structures to achieve a financial efficiency – the fundamental aim is to create organisational structures, systems, processes and behaviours that are capable of demonstrating 'council of the future' capabilities.
- People are our best resource and we need to ensure they are playing to their strengths and are positioned to serve our organisation and our communities in the most effective ways. This proposal is entirely in the spirit of our People and Organisational Development Strategy and our aim to create the whole-organisation conditions that allow people to connect to their purpose in order to deliver sustained improvements for our residents, businesses, partners and communities.

Member Scrutiny

- The Committee were concerned that savings maybe duplicated across portfolios. The Officer answered that the posts in question were clear and that no double accounting would take place.

The Committee agreed to support the mandate.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Strong Communities Select Committee held at County Hall, Usk on Thursday 22nd October 2015 at 10.00 am

Mandate B12 – Second phase review of grants/subsidies to third sector discretionary bodies

- Purpose of the mandate is to ensure that grants and support given to third sector organisations are proportionate and deliver against the organisation's strategic aims and objectives. In 2014 a wide ranging review of the grants provided by MCC was undertaken this ensured that the remaining grant recipients were working in line with the organisation's specific aims and objectives. This review recognises that continued delivery whilst clearly acknowledging that the quantum available to third parties should be reduced in line with the budget pressures MCC is experiencing.
- To reduce the quantum of funding available to a range of third sector organisations by 18% and to stop the funding of a Healthy at Home Funding stream to Care and Repair.

Member Scrutiny

- A question was raised regarding the self-reliance status of the Borough Theatre. It was advised that dialogue had taken place with the theatre advising funding cannot be maintained and advice will be given to help them with creating a self-sustainable business model.
- The Cabinet Member advised that there was a 3 year deal with CAB with 10% cut each year with a future £5,000 cut as a result of this mandate which they are managing.
- A Member commented that the ideal outcome was to help create self- sustaining organisations.

The Committee resolved to support the mandate and agree that we cannot keep subsidies ongoing.

Mandate B13 - Highways Infrastructure – income generation

The mandate advises the opportunity for increased revenue income through advertising on the public highway, car parks, vehicles, buildings etc. and revenue from additional car parking and changes to the car park regime (requires capital investment and a new car park order)

Member Scrutiny

- A member questioned why there were no adverts on the side of the refuse lorries. The Officer advised that this was currently being explored, the priority for the advertising space will be given to local businesses.
- The order for car parking will be a county-wide order, with each town car park addressing its own different demands.

The committee resolved to support the mandate.

Mandate B14 – Ground maintenance – Funding review

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Strong Communities Select Committee held at County Hall, Usk on Thursday 22nd October 2015 at 10.00 am

- The mandate advises the stop of purchasing bedding plants and subsequent management costs (watering etc.) and revert to using wild flower seeds for displays.
- Change to highway verge cutting regime, Continue with current verge mowing practice (2 cuts not 1).
- Safety will always remain a priority and this will be monitored and action taken as appropriate within existing resources (as now). Finally MCC has worked in partnership with Green Fingers on the Linda Vista site for many years and a strong relationship has been established. As the expansion of this partnership MCC will no longer undertake the routine maintenance of the gardens as this will be undertaken by Green Fingers. MCC will retain the strategic and commissioning role with a view to expanding and building on this partnership including the Friends of Linda Vista and other parties as appropriate. The saving is made through the release of a vacant post within the team as half a FTE post used to oversee Linda Vista.

Member Scrutiny

- A member questioned the difference in quality of displays throughout the County. It was advised that several seed mixes had been trialled.
- It was asked by a Member if mulching machines were used with cut grass. It was advised that the height of cut would have to be raised, and trials were currently ongoing.
- Several questions were asked regarding the 1 cut, especially on B roads, as it was felt that it made the County untidy and caused a danger regarding visibility.

The Committee agreed with the mandate introduction of wild flower planting rather than annual bedding. But the majority of the committee do not support the mandate in terms of hedge and highway verge cutting.

Mandate B15 - Highways Maintenance – Review

- The proposal is to reduce the highways section budget whilst seeking to protect basic service levels for essential safety services.
- Reduction in County Highways Operations budget by reduction in operatives (3), vehicles and materials.

Member Scrutiny

- Members asked if the Council had sufficient raining and asked if there were issues with Health & Safety and training. The Officer answered that for winter maintenance the staff needed specific training.
- It was questioned if the vehicle needed to be removed from the fleet or could it be used on a standby basis. We were told that less crew meant we could reduce our fleet accordingly.
- Clarification was asked for where the 30K saving would be found. The officer advised we would have physically less vehicles, whether it was hired or owned by the council, the saving would be made by not replacing vehicles.

Following a vote the majority of the Committee resolved to not support the mandate

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Strong Communities Select Committee held at County Hall, Usk on Thursday 22nd October 2015 at 10.00 am

Mandate B16 – Flexible Employment options

- The Mandate plans to generate awareness with staff who are interesting in accessing the Authority's flexible benefits and employment packages, notably in the form of negotiating reduced hours, taking unpaid leave or purchasing additional annual leave.
- Take-up would in turn lead to savings for the Authority whilst supporting staff to be able to have flexible working arrangements.

Member Scrutiny

- A Member commented that staff were currently working above and beyond their current roles.
- An Officer commented that duplicated Committees would need to be looked at.

The committee resolved to support the mandate.

Mandate B17 – Business rate evaluation

- This is a one off saving resulting from backdated successful business rate appeals on council properties.
- Budget for refunds received, following appeals to the Valuation Office, for Business Rates paid by the Authority in respect to the properties that it owns.

Member Scrutiny

- A member asked if the work undertaken by Cooke and Arkwright could be taken in house. The officer answered there were no plans to do so.

The committee resolved to support the mandate.

Mandate B19 - Property Services & Facilities Management review

- This proposal is seeking to help reduce the MTFP deficit by introducing a range of efficiencies to the Property and Facility Management service.
- The PS&FM manpower budget will be reduced by £35,000. The Resources, Office Services and Facilities Management teams will be amalgamated into one unit responsible for reception services, administration, finance, and post and facilities management at Usk HQ.
- The number of vehicles and associated fuel and maintenance costs will be reduced by sharing transport resources between the catering and cleaning services, £10,000.
- The supplies and services budget will be reduced by £20,000.

Member Scrutiny

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Strong Communities Select Committee held at County Hall, Usk on Thursday 22nd October 2015 at 10.00 am

- A Member asked if the staff move from Innovation House to Usk was built into the in the figures in the mandate. The officer confirmed that was the case and hoped that the move would take place by 1st April 2016.
- It was clarified that Magor 1 we own and Magor 2 is leased.

The committee resolved to support the mandate.

Mandate B21 - Town and Community Councils

- This is a whole-authority mandate but specifically relates the Council's priority around 'maintaining locally accessible services'. Since the majority of these mainly discretionary services relate to Enterprise and Operations.
- Contribution to specific services which would otherwise be cut such as community hubs, museums and street sweeping.

Member scrutiny

- It was asked if our PTU would become a stand-alone trading company. It was felt that there was not a clear divide between ourselves and Newport City Bus

The committee resolved to support the mandate.

Mandate B22 – Collaboration and realigning structures in operations

- Estimated £30k from collaboration in 16/17 and £70k from realignment of duties to reduce professional/technical salary budget within Highways section.
- Quick wins on collaboration for 2016/17 sharing posts.
- Collaboration between public bodies to share resources thereby improve efficiency, value for money etc.
- Restructuring of staff and services within the authority to reduce resources whilst retaining service provision.

Member scrutiny

- A Member commented that cluster groups need to be created so that resources were shared and considered equally.
- It was asked if Community and Town councils were being spoken to. An officer confirmed that engagement was taking place to encourage communication between councils.
- The lists needed to be circulated.

The committee resolved to support the mandate.

Mandate B23 – Discretionary Fees and Charges

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Strong Communities Select Committee held at County Hall, Usk on Thursday 22nd October 2015 at 10.00 am

- Increasing fees and charges budgets by 10% rather than 2.5% included in the MTFP model, so an extra 7.5%. Consideration needs to be given to increasing customers and/or increasing charges.
- During public consultation meetings in previous budget consultations, members of the public expressed a preference for charges to increase rather than cutting services due to the reduction in resources available to the Council

Member scrutiny

- A Member commented that public seem happier to see fees increased rather than lose services.

It was commented that there was not enough information at present and it is difficult to say support at this time. The Chair asked for the Mandate to be revisited.

4. DATE OF NEXT MEETING

We noted future meeting of Strong Communities Select Committee as:

- Special – 24th November 2015 at 2pm (pre-meeting 1.30pm)
Pressure Mandates – PTU and Waste

The meeting ended at 1.35pm.

This page is intentionally left blank

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Adults Select Committee
held at County Hall, Usk on
Tuesday 13th October 2015 at 10.00 a.m.**

PRESENT: County Councillor P. Farley (Chair)

County Councillors: R. Chapman, R. Harris, M. Hickman, P. Jones and A. Wintle.

ALSO IN ATTENDANCE:

County Councillor G. Burrows, Cabinet Member for Social Care, Safeguarding and Health attended the meeting by invitation of the Chairman.

County Councillor V. Smith.

CO-OPTED MEMBERS:

Mrs. D. Hudson
Mr. D. Hill

OFFICERS IN ATTENDANCE:

Julie Boothroyd	-	Head of Adult Services
S. Welton	-	Lead Commissioner – Transformation
M. Howcroft	-	Assistant Head of Finance
A. Evans	-	Customer Relations Manager
C. York	-	Group Manager Service Development and Commissioning
N. Perry	-	Democratic Services Officer
H. Ilett	-	Scrutiny Manager

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillors P. Murphy and R. Edwards.

2. DECLARATIONS OF INTEREST

There were no declarations of interests made by Members.

3. MINUTES

The Committee resolved to confirm and sign the minutes of the meeting of Adults Select Committee held on 1st September.

MONMOUTHSHIRE COUNTY COUNCIL**Minutes of the meeting of Adults Select Committee
held at County Hall, Usk on
Tuesday 13th October 2015 at 10.00 a.m.****4. TURNING THE WORLD UPSIDE DOWN****Context:**

We received a presentation from the Lead Commissioner – Transformation and the Group Manager for Service Development and Commissioning in order to update the Adults Select Committee on the process of transformational change of at home support.

Key Issues:

The Position Statement and Way Forward Document outlined the scale of the challenge to turn the world of at home support upside down, the efforts made to date, as well as the plan to make this a reality.

Officers were seeking the support of Adults Select Committee to:

- Change the conversation about the way at home support is offered through the independent sector;
- Build relationships with like-minded providers and start to experiment about providing at home support in a very different way under very different commissioning conditions and thereby really start Turning the World Upside Down.

Member scrutiny:

Members commended the Officers on an excellent presentation.

A question was raised regarding how Officers saw the integration of Health and Social Care. We heard that the presentation had recently been presented to the wider workforce, and staff had been challenged to consider how we would see our in-house provision integrate with the rest of the market. The model pushed officers to consider how we could achieve a better integrated service. It was recognised that the market was largely broken and the model would see the integration of providers.

A Member requested further information on the 21 providers who had shown interest in the model. We heard that not all of the interested providers were local and it was not expected that all would come together. It was expected there would be more than enough providers to work with. Positive conversations had been held with people and organisations who understood the model.

A Member questioned should the model be implemented would the current five main supporters be replaced by many smaller supporters. In response we heard that Officers were unable to predict what would happen but were aware that a one size fits

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Adults Select Committee held at County Hall, Usk on Tuesday 13th October 2015 at 10.00 a.m.

all approach was not appropriate. It was explained that a metaphor of a patchwork quilt was used to describe the future arrangement.

The Cabinet Member for Social Care, Safeguarding and Health commended Officers on the transformational work and looked forward to see the future progress.

A Member raised a concern surrounding the financial problems providers were experiencing at the current time. The Lead Commissioner for Transformation explained that was the reason behind trying to change relationships. There was understanding from both sides regarding constraints and both sides would work together to find a mutually satisfactory arrangement, creating a good relationship based on trust. The Head of Adult Services noted cost of care was a huge issue but it was not thought that the new model would cost more.

Recommendations:

The report recommended that Adults Select Committee endorsed the approach to Turning the World Upside Down and review progress and the approach at regular intervals.

Committee's Conclusion:

Chair's Summary:

In conclusion the Chairman noted:

- The Committee encouraged Turning the World Upside Down to move forward.
- Members had discussed reflection and would want to follow up with scrutiny based contribution.
- Officers were asked to consider if Members could sample some of the techniques used, to get an idea of the new way of working. It was noted that the techniques may be beneficial to all Members.

5. DRAFT BUDGET PROPOSALS 2016/17

Context:

The Assistant Head of Finance presented the report in order to provide detailed draft proposals on the budget savings required to meet the gap between available resources and need to spend in 2016/2017, for consultation purposes.

Member Scrutiny:

MONMOUTHSHIRE COUNTY COUNCIL**Minutes of the meeting of Adults Select Committee
held at County Hall, Usk on
Tuesday 13th October 2015 at 10.00 a.m.**

The Chairman thanked the Assistant Head of Finance for the report, and acknowledged that the other Select groups would also have the opportunity to scrutinise their areas of the report.

The Head of Adults Services explained that with regards to the £1.4 million Medium Term Financial Plan mandate signs were good from the Adults Services perspective. One area of the savings was Mardy Park Resource Centre, another being practice change. There were concerns surrounding the issue of the living wage.

A Member questioned if Monmouthshire County Council could set up its own agency in terms of the expected negative impacts surrounding the living wage. In response the Head of Adult Services explained that some other authorities were bringing more of the market share back into their organisation, and there were thoughts of how MCC could extend into that also.

The Assistant Head of Finance provided clarification regarding the living wage. We heard that the living wage was set higher than that set by the Central Government. MCC currently pay £7.65. Central Government aspirations were to move from £7.20 to £9.00 over a period of 4 years. The calculation centred round directly paid staff, and not supporting agencies.

Members expressed concerns that providers may be coming into the market and could overlap smaller organisations. The Head of Adult Services explained that there were not many big providers and the focus centred on building relationships with external partners.

Recommendations:

The report recommended that Adults Select Committee scrutinise the budget saving proposals for 2016/2017 released for consultation purposes and provide their response by 30th November 2015.

Committee's Conclusion:

Chair's Summary:

The Adults Select Committee considered the budget proposals for 2016/17 and recognised the potential for the thinking behind the "Turning the World Upside Down" project to potentially mitigate some of the future financial impact.

Members recognised that work continues within the framework that had previously been scrutinised and recognised that there were no major changes envisaged to the current direction of travel.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Adults Select Committee
held at County Hall, Usk on
Tuesday 13th October 2015 at 10.00 a.m.

The Committee resolved to accept and note the report.

6. SOCIAL SERVICES ANNUAL COMPLAINTS REPORT

Context:

We received a report from the Customer Relations manager to provide Adults Select Committee with information on the number and types of complaints, comments and compliments received and dealt with from 1 April 2014 until 31 March 2015.

Key Issues:

All Local Authority Social Services are required to follow the new Social Services Complaints Procedure (Wales) Regulations 2014 and The Representations Procedure (Wales) Regulations 2014.

Guidance is also issued under Section 7 of the Local Authority Social Services Act 1970. This means that local authorities must comply with it.

The report outlined that there had been 24 complaints, 71 comments and 95 compliments, several examples of each were provided.

Members Scrutiny:

The Chairman noted that adjustments had been made to the report to reflect suggestions at previous discussions.

It was recognised that many of the complaints and comments were centred round communication issues.

Where complaints were made regarding the administration of medication, this would be followed up with disciplinary action.

Complaints and comments were distinguished depending on how the service user wished to pursue the issue. Where people passed comment, investigations would still be carried out.

In terms of comparison with neighbouring local authorities, Monmouthshire had a low number of complaints. The Customer Relations Manager explained that regular

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Adults Select Committee
held at County Hall, Usk on
Tuesday 13th October 2015 at 10.00 a.m.**

meetings were held with an All Wales Complaints Group, and a report submitted to Welsh Government quarterly.

In terms of other areas of the Council, Children's Services received comments regarding the same issues. Whole Authority complaints mainly referred to communication issues.

Recommendations:

Members were recommended to note the contents of the report.

Committee's Conclusion:

Chair's Summary:

The Chairman expressed the thanks of the Committee for the report.

The Committee recognised that MCC fared well in comparison to neighbouring authorities, but it was acknowledged that there was a recurring issue surrounding communication.

The Committee recommended initial and ongoing training in terms of communication.

Overall the Committee were content and resolved to accept the report.

7. WORK PROGRAMMING

We noted the Adults Select Committee Work Programme. In doing so we noted that the meeting scheduled for 20th October 2015 had been cancelled.

A Member of the public had requested a meeting to discuss Adult Learning. Members felt, in light of the satisfactory Estyn outcome this was unnecessary at this time.

We noted that the next ordinary meeting would be held on Tuesday 8th December at 10.00am.

The meeting ended at 12:50 pm.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Special Meeting of the Children and Young People Select Committee held in the Council Chamber, County Hall, The Rhadyr, Usk on Wednesday 21st October 2015 at 2.00p.m.

PRESENT: County Councillor P. Jones (Chairman)

County Councillors: P.S. Farley, R.G. Harris, S.G.M. Howarth and M. Powell.

ALSO IN ATTENDANCE:

County Councillors: D. Blakebrough, E. Hacket Pain and P. Murphy and V.E. Smith.

ADDED / CO-OPTED MEMBERS:

M. Fowler (Parent Governor Representative)
K. Plow (Monmouthshire Association of School Governors)

OFFICERS IN ATTENDANCE:

S. McGuinness	-	Chief Officer, Children and Young People
K. Beirne	-	Chief Officer, Enterprise
I. Saunders	-	Head of Leisure and Culture
T. Thomas	-	Youth and Community Service Manager
J. Robson	-	Head of Finance
N. Wellington	-	Finance Manager
S. Randall Smith	-	Head of Resources and Achievement
H. Illett	-	Scrutiny Manager
S. King	-	Senior Democratic Services Officer

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillors P. Clarke, L. Guppy, M. Hickman and D.W.H. Jones.

2. DECLARATIONS OF INTEREST

County Councillor R.G. Harris declared a personal and prejudicial interest pursuant to the members' code of conduct in relation to Item 3 B20 mandate. Councillor Harris left the meeting during discussion of the mandate.

County Councillor M. Powell declared a personal interest pursuant to the members' code of conduct in relation to ALN provision at Deri View Primary School, as a School Governor.

Minutes of the Special Meeting of the Children and Young People Select Committee dated 21st October 2015 - continued

Mr M. Fowler declared a personal interest in relation to ALN provision as a parent of a statemented child.

3. DRAFT BUDGET PROPOSALS 2016/17 FOR CONSULTATION

We received a report from the Head of Finance in which Select Committee Members were provided with detailed draft proposals on the budget savings required to meet the gap between available resources and need to spend in 2016/17.

Report explains background for budget proposals of 2016/17 and the period of consultation runs up to end of November. Mandates are work in progress, the report provided an opportunity for members, staff and public to influence what goes in to final proposals.

Headlines identified:

- MTFP gap over £11 million over 4 years, based on assumptions and pressures in report.
- Report focuses on next years budget 2016/17 position, £3 million gap. £844,000 already identified as savings, but there are still savings.
- It's about understanding context and issues surrounding it and to welcome alternative ideas to meet the gap.

Committee scrutiny:

- Concerns were expressed that there would be less cash for schools. This was as a result of cash flat line and inflation was not in the model.

We resolved to receive the report and noted its content.

4. SERVICE AREA BUDGET MANDATES

We welcomed Officers who presented the budget mandates and we heard the proposals before the Committee were invited to ask questions.

During discussion the following points were noted:

i) Mandate B1 - Assess the feasibility to establish a Not for Profit Service Delivery Model

- Purpose of mandate is so that select committee members are presented with relevant budget aspects, within the remit of the Children and Young People select committee.
- Outline problem that will be addressed through the mandate, trying to sustain access to locally significant services, this is a priority of the organisation.
- Targeted reduced services, huge scope to integrate an offer which is growing.
- There is a need for income generation and using assets to make money

Minutes of the Special Meeting of the Children and Young People Select Committee dated 21st October 2015 - continued

- Return on investment generated by visitor economies and main part is that a lot of time spent with front line and staff are stretched beyond. Massive income targets which have been increased year on year, based on facilities and capital investment we have saturated markets. Need to change format and current restraints on way of working.
- Future options approach to bring services together in a more effective way.

Member scrutiny:

- A member queried whether schools would be subjected to a form of charge for using leisure facilities and members were mindful that charges should not be significantly increased as to dissuade customers from using facilities. We were informed that partnerships between schools and leisure facilities had to be developed, this involved appropriate dialogue with stakeholders and ensuring correct agreements were in place.
- There was a need for market forces to be considered, this was to ensure that prices were not excessively increased to dissolve market competitiveness.
- Members were reminded that it was imperative to make a change, as there were significant risks to the services as a result of doing nothing.
- Options for alternatives were provided, which included not for profit companies, commercial opportunities, leisure and school budget combined.
- The first cohort would be undertaken and if there were successes then introduction of other services would follow.
- Clarification was requested regarding acronyms. The term 'TECKAL' was defined as not having to go through EU procurement processes for a company to delivery services.
- In response to a question regarding outdoor education, we were advised that outdoor education has undergone review, which is near to completion and would contribute to new vehicle going forward. Subsidy levels are questionable but moving forward, adult market and commercial opportunities are ones to focus on. There are very different offerings on each site, multitude of opportunities.
- Outdoor education needs to be about the mass market, and support museums, youth service etc. the services make a massive contribution in terms of wellbeing.
- We discussed the possibility of collaborative working with other authorities for outdoor sites, which included specialised activities and income generation.
- A question was raised in relation to how accountability and scrutiny would work, particularly where some areas were statutory and not discretionary. We welcomed further discussions and clarity to look at accountability and scrutiny, for example, if youth is not part of directorate but part of new company. It was important for good scrutiny and governance arrangements to be in place at the outset.

Minutes of the Special Meeting of the Children and Young People Select Committee dated 21st October 2015 - continued

- Officers confirmed that it was anticipated services would become more accountable as there would be a need to prove outcomes and achievements.
- Services were well known and recognised within the authority, there were no apparent concerns of services losing identity and autonomy through change. Officers welcomed services being developed and opportunities to access resources, which would ordinarily not be available within a smaller service/organisation.

ii) Mandate B20 – Review of service provision for children with special education needs with the authority

- County Councillor R. Harris left the meeting during discussion of this item.
- Process was to reform ALN provision across the authority. Two stages of ALN had been undertaken, the purpose of the mandate is for Deri View to be considered and to consult on closure of 24 place facility.
- Service provisions were considered and Deri View usage had reduced significantly.
- Reasons for closure had been supported by parents of children, with mild to moderate needs, which could be incorporated into mainstream school provision.

Member scrutiny:

- The committee wanted to be reassured that there was confidence in proposals being cost effective. In response, we were advised that the proposals were based on needs of children in Monmouthshire. ALN had not been reviewed for a number of years and there was a need to meet requirements, through improved adaptation and change.
- As part of the 21st Century Schools project, the Cabinet Member confirmed ALN facilities would be included within the four comprehensive schools. The review included regional provisions, which would ensure that provision was replicated in the North and South of the county.
- In terms of costs associated for redundancy, considerations would be given so that these were minimised as much as possible, they would be achieved through the current £300k allocated to all schools to support redundancy costs.
- The authority had a responsibility to redeploy employees where possible. The authority were charged with supporting schools and cross directorate work was a factor.
- In relation to concerns expressed regarding cost of floor space, the Chief Officer reiterated that as part of the ongoing strategic review of education, a fundamental part was looking at estate and where there are surplus. The

Minutes of the Special Meeting of the Children and Young People Select Committee dated 21st October 2015 - continued

Welsh Government requirement for this aspect to be considered was also being addressed.

- The process of consultation would commence, with the needs of the children at the centre and will work with school to make transition as smooth as possible. Work would be undertaken with parents to ensure most suitable timescales were used.

iii) Mandate B23 – Discretionary Fees and Charges Review

- Feedback from previous consultation with public, prefer charges to be increased than services cut. Therefore, required to look at discretionary fees and charges.
- Already 2.5% increase assumed in budget model, this increased up to 10%. Cabinet agreed income generation strategy, being more innovative but will take time for fruition.
- Schedule to mandate gives all fees and charges, as well as a target figure. Services areas will consider how this will impact and how it will be delivered.
- Flexibility for services to look within 10% increase.
- Some of the services are within remit of this Select committee.
- The Cabinet member advised that it was not anticipated for school meals to be increased by 10%. Possibility of looking at increased adult meals, or work within school meals to assist with functions so that an income stream could be generated. Welcome select committee views.

Member scrutiny:

- The Cabinet member advised that officers had provided detailed information in earlier agenda item. It was made clear that it was in mind of officers that there was a point that increased point couldn't go beyond. It is not a proposal for prices to be increased to 10%, it shows potential of what could be achieved.
- In response to a request for clarification regarding SLA arrangements between leisure and schools, we noted that these were in place with primary schools for swimming, but not for secondary.
- A member highlighted that the figures should be included and form part of public consultation. The Cabinet member confirmed that this would be considered and discussed with public and consultation/engagement sessions.
- General concern expressed by committee, that members would be strongly dismayed if cumulative effect would bring disadvantages to children and their parents.
- Chair agreed that there were specific areas which would affect children and young people.

**Minutes of the Special Meeting of the Children and Young People Select
Committee dated 21st October 2015 - continued**

Committee's Conclusion:

Chair's Summary:

Thanks to Joy and team for production, for officers and Cabinet members.

Understand difficulty of remit, not easy to cut for income generation and budget.

Overall committee agree mandates in principle, but would like issues discussed to be considered and the effects they have on children and young people (school meals, outdoor education, activities outside schools).

Committee concern scrutiny of new models is sufficient to ensure accountability. Do not want to lose sight of outcomes and achievements in future.

Welcomed future items to be considered by the committee, strategic review of schools, Mounton House and charges.

The next meeting would be held on 2nd November 2015 at 2.00pm, items included EAS and safeguarding prior to Estyn visit.

The meeting ended at 3.45pm.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Meeting of Economy and Development Select Committee held at County Hall, Usk held on Wednesday 4th November 2015 at 10.00am

PRESENT: County Councillor S. Jones (Chairman)

County Councillors: D. Dovey, J. Prosser, A. Wintle, D. Evans, S. White and B. Hayward.

ALSO IN ATTENDANCE:

County Councillors: A. Easson and R Greenland

OFFICERS IN ATTENDANCE:

Kellie Beirne	Chief Officer, Enterprise
Joy Robson	Head of Finance/Section 151 Officer
Ian Saunders	Head of Tourism, Leisure and Culture
Ian Bakewell	Housing and Regeneration Manager
Hazel Ilett	Scrutiny Manager
Paula Harris	Democratic Services Officer

1. APOLOGIES FOR ABSENCE

We received apologies from County Councillor D. Edwards

2. DECLARATIONS OF INTEREST

None received.

3. SCRUTINY OF THE BUDGET PROPOSALS FOR 2016/2017 RELATING TO THE REMIT OF THE ECONOMY & DEVELOPMENT SELECT COMMITTEE

We welcomed a report from the Head of Finance to provide detailed draft proposals on the budget savings required to meet the gap between available resources and need to spend in 2016/17, for consultation purposes and to consider the 2016/17 budget within the context of the 4 year Medium Term Financial Plan.

Members were recommended to scrutinise the budget savings proposals for 2016/17 released for consultation purposes and consider what alternative proposals could be submitted by 30th November 2015.

Members were made aware that in January 2015, Cabinet approved a balanced budget for 2015/16 and acknowledged an indicative MTFP position which forecast the gap in resources over the remaining three year period as £10 million. Each year the MTFP model is rolled forward to present a 4 year position and this produced a gap of £13 million, based on original assumptions contained in the model.

Cabinet received a further report on the MTFP in June, agreed some revised assumptions and assessed the level of pressures that needed to be considered. Work has continued over the summer to refine the modelling assumptions and outline the income generation or savings proposals that will need to be considered.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Meeting of Economy and Development Select Committee held at County Hall, Usk held on Wednesday 4th November 2015 at 10.00am

Member Scrutiny

During discussion of the report, Members raised the following:

- A Member asked for a breakdown of the figure of £400, 000. The Head of Finance answered that the figure was made from a number of sources including an increased collection rate (now 98.5%), new properties and that the demand for Council Tax rate reduction had dropped.
- A Member questioned if we could quantify the impact the living wage in later years. It was answered, that in terms of Council staff we are already committed to paying the living wage so the impact would not be felt until later years when the Government has indicated it will rise to £9 per hour. It has been estimated in the MTFP an extra pressure of £58,000 in 2018/19 and another £112,000 in 2019/20. There are other impacts included in pressures, contracted out care, this has been included for next year. It was advised that this subject had been discussed in the Adults Select Committee.

Members supported the content of the report, acknowledging that the Adults Select Committee had discussed the Living Wage pressure in greater detail and that Strong Communities Select Committee had scheduled a Special Meeting to discuss 2 pressures relevant to their remit: Waste and Passenger Transport Unit.

SERVICE AREA BUDGET MANDATES

We welcomed Officers who presented the budget mandates and we heard the proposals before the Committee were invited to ask questions.

During discussion the following points were noted:

Mandate B1 – Assess the feasibility to establish a Not for Profit Service Delivery Model (Tourism and Leisure)

- The aim is to move the services inside tourism, leisure and culture into a new delivery model (trust) operating at arm's length from the council. The trust will be commercially driven via a trading company whilst ensuring local services are maintained and improved.
- The new trust will provide employment, training and ensure the service are run with quality. Many of the services included in the model do provide positive outcomes to communities.
- A trust model would pay reduced rate of NNDR. While benefitting the trust this would reduce the tax take that is available for redistribution to other public services in Wales including Monmouthshire.

Member Scrutiny

- A Member questioned that a large part of the saving was from the NNDR and asked how sustainable that was. It was explained that in the next six months would be a period for ground working the project, setting up the basic structure. The saving on domestic rates would allow officers the ability to meet a target while building the model, deciding if it should be an employee mutual or co-operative company. The intention is to take pressure off staff by rationalising buildings and saving business rates, the new model would have charitable status which would allow 80% business rate reduction.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Meeting of Economy and Development Select Committee held at County Hall, Usk held on Wednesday 4th November 2015 at 10.00am

- It was also questioned what the impact on the community be, would there be a reduction in service or increase in fees. It was answered that it was difficult to ascertain the impact at present, but it was felt that continuing to provide services without change would be reckless and would result in a loss of services.
- A Member questioned the reorganising CMC2. An Officer advised that that a new company structure needs to be set up to take delivery of services and that it could be possible to reformat an existing model, there are no plans to move services into CMC2.
- A Member stated that it was felt that Town and Community Councils had not been made adequately aware of the impact of the changes taking place. The Officer advised that the message they were keen to deliver was that next year, support was needed to keep services locally. The intent was not to run things globally, as each town may want to run their services differently. The aim is to remove barriers from community roles.
- It was asked by a Member if Council owned properties were being utilised to their full potential. An Officer answered that their team was looking at commercial opportunities for buildings.

The committee resolved to support the mandate.

Mandate B3 – Training Service Consolidation

- Targeted recurrent annual savings of £50,000 with effect from 1st April 2016. Note that this is an outline mandate. The full mandate and business case will be developed and finalised in time to allow implementation for 2016/17.
- To consolidate the offer for existing training functions across the authority into one training service.
- The proposal looks to identify efficiencies through the authority's disparate training functions being consolidated into one service offer. The proposal would also look to ensure that the limited training resources of the authority are focused both on the core training needs of the organization/customer base as well as sourcing opportunities to generate external training income.

Member Scrutiny

- A Member commented that it made sense to rationalise but was concerned about the accessibility of services to the Community. It was answered that Critical Mass would allow the Council to do this via the Community Apprentice programme.
- It was questioned if the existing Communications and Marketing teams had capacity. We were told that in 2014 money was released by Cabinet for a specialised marketing person, but we still need to invest in areas where we do not have the relevant expertise.
- A Member mentioned the high cost of training the trainers and asked if outsourcing training and becoming an enabling County, encouraging private jobs would be beneficial. An Officer replied that the Authority was not looking to make investments but trying to be more efficient by trying to reduce overheads.
- When asked by a Member how confident they were with the ideas for savings in the Mandate an Officer replied that they were not savings, but income and the ideas came from staff who had identified where opportunities for savings could be made.

The committee resolved to support the mandate.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Meeting of Economy and Development Select Committee held at County Hall, Usk held on Wednesday 4th November 2015 at 10.00am

Mandate B4 – SRS (Shared Resources Service) Business Development Options

- The SRS is taking lead responsibility for delivery of the mandate. Monitoring and evaluation will be undertaken by the Authority's Digital and Technology team within the Enterprise Directorate.
- A move to off premise cloud solutions by the constituent authorities signed up to the SRS will in turn and in time release rack space that can be offered to commercial customers. This will result in income generation and resultant profits to be shared by authorities.
- The proposal looks to ensure that the Authority's digital data is stored in the most efficient and secure location, that in turn will release rack space to be sold commercially to public sector or commercial organisations.

Member Scrutiny

- A Member raised concerns regarding security. It was answered that the Cloud model was tried and tested, with technology advancing all the time. There were no plans for all data to be held in the Cloud, with Operational and Enterprise information prioritised at this time.
- A Member asked where was the Cloud based, and who looks after it. It was explained that it works on the principle of mass aggregation of data, using Microsoft's model Azure as an example, the virtual service is run out of a super data centre in Dublin, with Microsoft's second data centre in The Netherlands.
- It was questioned if we owned the SRS Building. It was answered that we co-owned the brand and the identity of SRS, however the building is owned by Torfaen, bought with grant money that Torfaen was able to access.

The committee resolved to support the mandate.

Mandate B5 – Community Asset Transfer

- This budget mandate proposes the transfer of 2 council owned properties into community ownership.
- This mandate proposes that transfer of 2 assets which currently facilitate the provision of local services. Melville Theatre is a single storey circa 1898 property located on the outskirts of the town centre in Abergavenny. The property is grade II listed and is occupied by Regulatory Services, Gwent Careers and Gwent Theatre. Green fingers and Dance Blast also occupy self-contained buildings within the curtilage of the site.
- Chepstow Drill Hall is a single storey property situated at the rear of Chepstow Museum. The property is occupied by Chepstow Town Council and Chepstow Boxing Club.
- Should we proceed with a transfer of the asset to local community organisations (which are able to demonstrate a robust and viable business case) the Council will be ensuring the sustainability of local facilities whilst reducing its revenue operating costs.

Member Scrutiny

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Meeting of Economy and Development Select Committee held at County Hall, Usk held on Wednesday 4th November 2015 at 10.00am

- Assurances were sought that when assets were transferred that the County could safeguard the use of the facility. In reply we were told that when transferring assets we need to future proof them, so that we still leave opportunities available but in such a way that we do not compromise the ability of the transferee to generate their own income.
- A Member commented that helping with business plans would be fruitful as we need organisations to be sustainable long term.

The Committee agreed to support the mandate.

Mandate B6 – Community Infrastructure Levy

- £50k reduction in spend on infrastructure from 16/17, with spending replaced by S106/CIL funding streams.
- Better use of Community Infrastructure Levy (CIL) and S106 Developer Planning Contributions to reduce MCC infrastructure capital and revenue costs on more strategic projects by £50k.
- S106 and (in the future) CIL monies are collected for a variety of infrastructure projects to offset the additional impact of new development. Some S106 money is currently spent on small scale community level projects or on multiple small scale leisure facilities, e.g. small equipped play areas. Money is allocated following community engagement and bids from interested groups, which is good practice.
- However, the resultant infrastructure is not always the best solution in terms of cost-effectiveness or wider community benefit. Contributions could instead be directed towards more strategic improvements that would benefit a larger number of people. Moreover, these schemes could be financed via S106/CIL monies and therefore reduce the financial burden from other MCC budgets. It is from these areas that the £50k budget mandate saving would be achieved.
- The scope of S106 contributions are tightly controlled by regulations and the contribution must be necessary to make the proposed development acceptable in planning terms. In other words it must be used to fund essential infrastructure, e.g. additional school places, affordable housing, leisure provision to make that development acceptable, and not on wider 'nice to haves'.
- The emerging Community Infrastructure Levy operates like a roof tax on new development, with contributions held centrally for MCC to decide how they are spent on infrastructure projects from an approved list (Regulation 123 list). The CIL regulations require that a meaningful proportion (15%) of CIL income goes to the community in which the development is located. It is anticipated that these funds will be administered by the Town or Community Council for that area. This can be spent by the TC/CC on local infrastructure projects and offers an opportunity for some infrastructure to be devolved to TC/CCs and funded via the 15% CIL contribution rather than being administered and funded by the County Council. It is anticipated that CIL will be adopted by MCC in mid 2016/17. Experience from other Local Planning Authorities (LPAs) is that very little income is received during the first couple of years

Member Scrutiny

- It was asked what happens to small Community Councils with large developments, what they spend the money on. It was answered that Officers were looking to get Whole Place embedded so there are frame works and priority projects in place for when the money becomes available.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Meeting of Economy and Development Select Committee held at County Hall, Usk held on Wednesday 4th November 2015 at 10.00am

- A Member commented on the impact of Wards who will not benefit from 15% CIL as there is no opportunity for development. An Officer replied that Town and Community Councils should be encouraged to work as Clusters.
- The committee resolved to support the mandate with further decision on CIL on the 26th November 2015.

Mandate B9 – Planning Service – Income Generation

- This Mandate proposes to increase Development Management income line by £40k (net) due to Welsh Government decision to increase mandatory planning application fees from 01/10/15
- Increasing the budgeted income line for Development Management (N120) will reduce the net costs of providing the Planning service.
- Fee income comes from a combination of measures:
- Statutory planning application fees. These are set by the Welsh Government. As of 01/10/15 planning application fees are being increased by, on average, 15%. Based on the average annual fee income over the last five years, this 15% increase amounts to an additional £69.5k per annum;
- An additional £5k per annum is predicted based on a new charge for discharging planning conditions;
- The Council currently provides a fee-earning discretionary pre-application advice service. New legislation makes this a mandatory service, and as such the Welsh Government will set the fees. Fees proposed via a current consultation, if imposed, would result in a £5k reduction in income against current income levels;
- The increased planning fees are accompanied by new regulations that require the application fee to be refunded if applications are not determined within a 24 weeks of the agreed deadline (or 16 weeks for some applications). Every effort will be made to avoid having to pay a refund, and this budget mandate assumes that no refunds are payable. It would only take one large application to incur a refund to negate the whole £40k income increase proposed by this budget mandate.
- Carl Sergeant, Welsh Minister for Planning and Natural Resources, has written to all Local Authorities in August 2015 stressing the importance of ensuring planning services are properly resourced and advising that the 15% application fee increase is expected to be used to secure service improvements for customers. Consequently, while this budget mandate offers a £40k budget saving (by increasing the budgeted income and therefore reducing the net cost of the service), the remaining £29.5k is retained to fund service improvements and as a contingency given significant budget line increases in the last two years.
- It is worth noting that, in collating evidence for the 2015 planning application fee increase, the Welsh Government confirmed that application fees meet just 60% of the cost of delivering the planning service. Consequently, even with the 15% fee increase, the service will not be cost neutral.

Member Scrutiny

- A Member raised concerns regarding the use of retrospective planning applications.
- It was mentioned that the Mandate was reliant on the housing market.
- A Member commended the work of the Planning Department.

The committee resolved to support the mandate.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Meeting of Economy and Development Select Committee held at County Hall, Usk held on Wednesday 4th November 2015 at 10.00am

Mandate B10 – Extension of shared lodgings housing scheme

- The Housing (Wales) Act 2014 has created a statutory duty from 27th April 2015 for the Council to prevent homelessness, which effectively extended the statutory homeless duty, which remains in place. The new duty to prevent homelessness applies to all households. As has historically been the case, there continues to be an on-going shortage of accommodation that can be used to discharge the respective duties, which has previously been the reason for the need to use B & B, albeit this need has been significantly reduced.
- Although the Housing (Wales) Act 2014 now allows the Council to discharge the said duties using private rented housing, which is a helpful provision for the Council, the Act also, together with the Code of Guidance and the Homeless (Suitability of Accommodation) (Wales) Order 2015 has increased the requirements of the Council and the need to fulfil on the suitability of accommodation for applicants eg relevance of proximity to schools, employment, health facilities, affordability, support infrastructure etc. The availability of private rented housing in Monmouthshire (as is the case with social housing) continues to be limited. At the time of writing there is a significant need for family accommodation in Monmouthshire and currently there are 8 family households waiting for accommodation available, five of which are needed in Chepstow. Providing single person's accommodation is also a challenge.
- It is therefore, a priority of Housing & Communities to strengthen links with the private rented sector. Work on this has already started through the establishment of a joint Private Sector Housing Team with Torfaen County Borough Council. A key component of the link with the private sector is the Shared Housing Scheme, which has been operational since 2013. A wider intention is to establish a landlord 'offer' that will effectively package the benefits a landlord can secure through working with the Private Sector Housing Team. The option for a landlord to offer a property for use by the Council for Shared Housing will form part of the offer.
- This mandate proposal, therefore, is to continue developing and expanding the existing House-share scheme.
- It is also proposed to widen the direct provision of the Housing Solutions Team by applying the Shared Housing learning and experience together with the additional capacity and resilience of the Private Sector Housing Team, to develop a Private Leasing proposal for consideration. The availability of Private Leasing for Monmouthshire through the Council will not only add to the range of options currently available for private landlords but will also add to the wider attractiveness and marketability of the landlords offer. It is vital that private landlords do not regard accommodating vulnerable households as a risk and are reassured and have confidence in working with the Council
- The different service strands provided by the Private Sector Housing Team provides building blocks for potentially establishing a Lettings Agency in the medium term, where a charge could be levied. This would need to be agreed by Torfaen County Borough Council under the current arrangements.

Member Scrutiny

- Members acknowledged that recent joint scrutiny of housing by Adults Select Committee and Strong Communities Select Committee had provided answers to many questions, however, the Committee welcomed the extra income and additions to the portfolio.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Meeting of Economy and Development Select Committee held at County Hall, Usk held on Wednesday 4th November 2015 at 10.00am

The committee resolved to support the mandate.

Mandate B18 – Strategic Property Review

- This Mandate proposes to reduce property holding costs, maximise the use of and generation of income from the Councils property portfolio.
- Revenue is being allocated to hold properties which diverts income from front line service delivery, ongoing financial pressures and good asset management practices require that the property portfolio is regularly reviewed. This is to ensure that it is fit for purpose, meets the needs of service providers and users and income streams are being maximised whilst expenditure is minimised.
- This proposal identifies a number of opportunities to reduce holding costs through the relinquishing of leases, maximising the occupancy of staff at County Hall and rationalising our depots holdings. Revenue generation will be through the creation of arm's length companies that enable us to let and manage our property assets within a commercial environment and the identification of additional rental generation opportunities.

Member Scrutiny

- A Member commented that closer scrutiny was required as the Mandate was just a principle at present.
- A question was asked about increasing the flexibility of agile working. An Officer agreed that some areas were sensitive to agile working, but alongside the implementation of this Mandate adjustments to the policy would be made.
- It was asked by a Member if the extra staff being based at Usk would result in more Car parking spaces. In answer we were told that taking J block from Coleg Gwent comes with 50 car parking spaces being given back. Also we are looking to encourage use of lift shares, pool cars, public transport and agile working.

The committee resolved to support the mandate in principle, with closer scrutiny required.

Mandate B23 – Discretionary Fees and Charges

- Increasing fees and charges budgets by 10% rather than 2.5% included in the MTFP model, so an extra 7.5%. Consideration needs to be given to increasing customers and/or increasing charges.
- During public consultation meetings in previous budget consultations, members of the public expressed a preference for charges to increase rather than cutting services due to the reduction in resources available to the Council

Member scrutiny

- The Committee felt this was an excellent mandate.

The committee resolved to support the mandate.

4. DATE OF NEXT MEETING

We noted future meeting of Economy and Development Select Committee as:

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the Meeting of Economy and Development Select Committee
held at County Hall, Usk held on
Wednesday 4th November 2015 at 10.00am**

- Special – 16th November 2015 at 2pm (pre-meeting 1.30pm) with Planning Committee invited.
- Economy and Development Select Committee Thursday 26th November at 10am.

The meeting ended at 12.15pm.

This page is intentionally left blank

Select Committee Summary – Mandates 16/17

Number	Name	Strong Communities	Children & Young people	Economy & Development
B1	Not for profit Service Delivery Model – Leisure, Tourism & Youth		<p>Committee agreed to support the proposal of the mandate.</p> <p>The committee would like further discussion as more detail became available particularly around accountability scrutiny and governance and where we hold statutory responsibility for services. They would also like the issues to be discussed and considered with regards to the effects this would potentially have on children and young people. i.e. activities outside school.</p>	<p>The committee agreed to support the mandate proposal.</p> <p>Questions were raised about the impact on the community and whether there would be a reduction in service or an increase in fees.</p>
B2	Rationalise business support	The committee agreed to support the mandate but did not feel there was sufficient information in place to allow proper scrutiny.		
B3	Training Services consolidation			<p>The committee agreed to support the mandate proposal</p> <p>A Member commented that it made sense to rationalise but was concerned about the accessibility of services to the Community.</p> <p>A Member mentioned the high cost of training the trainers and asked if outsourcing training and becoming an enabling County, encouraging private sector jobs would be more beneficial? When asked by a Member</p>

				how confident they were with the ideas for savings in the Mandate an Officer replied that they were not savings, but income generation.
B4	SRS Business Dev			<p>The committee agreed to support the mandate proposal</p> <p>A Member raised concerns regarding security. It was answered that the Cloud model was tried and tested, with technology advancing all the time. There were no plans for all data to be held in the Cloud, with Operational and Enterprise information prioritised at this time.</p>
B5	Community Asset Transfer			<p>The committee agreed to support the mandate proposal</p> <p>Assurances were sought that when assets were transferred that the County could safeguard the use of the facility.</p> <p>A Member commented that helping with business plans would be fruitful as we need organisations to be sustainable long term.</p>
B6	Community Infrastructure Levy			<p>The committee agreed to support the mandate proposal with further decision on CIL on the 26th November 2015</p> <p>It was asked what happens to small Community Councils with large developments, what they spend the money on. A Member commented on the impact of Wards who will not benefit from 15% CIL as there is no opportunity for development.</p>
B7	Legal Services	Committee agreed to support the proposal of the mandate.		

B8	Promoting responsible business waste	Committee agreed to support the proposal of the mandate.		
B9	Planning Services – Income Gen			<p>The committee agreed to support the mandate proposal.</p> <p>A Member raised concerns regarding the use of retrospective planning applications. It was mentioned that the Mandate was reliant on the housing market. A Member commended the work of the Planning Department.</p>
B10	Extension of shared lodging.			<p>The committee agreed to support the mandate proposal.</p> <p>Members acknowledged that recent joint scrutiny of housing by Adults Select Committee and Strong Communities Select Committee had provided answers to many questions, however, the Committee welcomed the extra income and additions to the portfolio.</p>
B11	Leadership Team structure Review	<p>Committee agreed to support the proposal of the mandate.</p> <p>The committee wanted to ensure no double counting would take place.</p>		
B12	2 nd phase – review of subsidies	<p>Committee agreed to support the proposal of the mandate. The committee agreed that we cannot keep subsidies ongoing. The ideal outcome was to help create self-sustaining organisations.</p>		
B13	Highways infrastructure	Committee agreed to support the proposal of the mandate.		

	income generation.	Question was asked regarding if we could explore advertising on the side of refuse lorries.		
B14	Grounds funding review	Committee agreed with the mandate proposal with regards to wild flower planting rather than annual bedding. But the majority of the committee do not support the mandate in terms of hedge and highway verge cutting.		
B15	Highways maintenance review	Following a vote the majority of the committee resolved not to support the proposal of the mandate.		
B16	Flexible Employment Options.	Committee agreed to support the proposal of the mandate.		
B17	Business Rates Evaluation appeals	Committee agreed to support the proposal of the mandate.		
B18	Strategic Property Review			<p>The committee agreed to support the mandate in principle, with closer scrutiny required.</p> <p>A Member commented that closer scrutiny was required as the Mandate was just a principle at present.</p> <p>A question was asked about increasing the flexibility of agile working. It was asked by a Member if the extra staff being based at Usk would result in more Car parking spaces.</p>
B19	Property Services & Facilities review	Committee agreed to support the proposal of the mandate.		
B20	Service provision ALN		Committee agreed to support the proposal of the mandate.	
B21	Town and	Committee agreed to support the		

	community Council	proposal of the mandate. However requested further information on what would be stopped if community councils didn't contribute.		
B22	Collaboration and realigning structures in Operations.	Committee agreed to support the proposal of the mandate.		
B23	Discretionary fees and income	The chair asked for the mandate to be revisited. They felt there was not enough information at present and that is was difficult to support the proposal without further information.	Committee agreed to support the proposal of the mandate. They would also like the issues to be discussed and considered with regards to the effects this would potentially have on children and young people i.e school meals.	The committee agreed to support the mandate. The Committee felt this was an excellent mandate.
Adults Select	No current mandates proposed for 16/17 for direct delivery by Adults Services. All members of Adults Select Committee to scrutinise the budget savings proposals for 2016/2017 and provide their response by 30th November 2015 to Claire Robins.			
Final Mandate Select	16th December 2015 – Joint Select to review all revised mandates and receive copies of all updated mandates following full engagement and consultation with communities, staff and members in line with engagement and consultation plan for 2016/17 mandates.			

This page is intentionally left blank

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Joint Select Committee held
at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Wednesday, 16th
December, 2015 at 10.00 am**

PRESENT: County Councillors: D. Dovey, D. Evans, P. Farley, S. Howarth, P. Jones, S. Jones, M. Powell, V. Smith, K. Williams, A. Wintle, P.A.D. Hobson, G. Burrows, P. Clarke, P.A. Fox, R.J.W. Greenland, E. Hacket Pain, S.B. Jones, P. Murphy, J. Prosser and B. Strong

OFFICERS IN ATTENDANCE:

Hazel Ilett	Scrutiny Manager
Kellie Beirne	Chief Officer, Enterprise
Cath Fallon	Head of Economy and Enterprise
Tracey Harry	Head of Democracy and Regulatory Services
Roger Hoggins	Head of Operations
Sarah McGuinness	Chief Officer, Children & Young People
Will McLean	Head of Policy & Engagement
Joy Robson	Head of Finance/Section 151 Officer
Robert Tranter	Head of Legal Services & Temporary Monitoring Officer
Nikki Wellington	Finance Manager
Nicola Perry	Democratic Services Officer
Deb Hill-Howells	Head of Community Led Delivery
Rob O'Dwyer	Head of Property Services and Facilities Management
Ian Saunders	Head of Tourism, Leisure and Culture
Sharon Randall-Smith	Head of Achievement and Attainment

APOLOGIES:

Councillors A. Easson, D. Edwards, R. Edwards, R. Harris, M. Hickman, D Husdon, C Robertshaw (Parent Governor Representative), A. Webb and S. White

1. Election of Chair

We elected County Councillor S.G. M. Howarth as Chairman.

2. Declarations of interest

We received declarations of interest from the following Members:

County Councillor P. Farley declared a personal, non-prejudicial interest as a Chepstow Town Councillor.

County Councillor P. Jones declared a personal, non-prejudicial interest as a member of the Raglan Village Hall Association.

County Councillor D. Dovey declared a personal, non-prejudicial interest.

County Councillor D. Dovey declared a personal, non-prejudicial interest.

Any further declarations would be made under the relevant item.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Joint Select Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Wednesday, 16th December, 2015 at 10.00 am

3. Final Scrutiny of the Budget Mandates for 2016-2017

The Chairman welcomed Members and Officers to the Joint Special Meeting of the 4 Select Committees, convened to engage with Scrutiny Members on the final budget mandates that would be presented to Cabinet on 6th January 2016.

We were advised by the Chairman that individual Select Committees had previously scrutinised budget mandates relevant to their remit and that the purpose of the meeting today was:

- To update Members on the budget position and the updated settlement.
- To provide an overview of budget mandated that had been revised since the initial scrutiny.

We were advised that the Committee would be scrutinising, in particular, the following mandates:

B5, B11, B12, B14, B15, B20 and B21.

The Chairman invited the Leader to introduce the Cabinet's budget and to outline their priorities for delivering services in the difficult financial climate.

The Leader expressed thanks to Officers for work done to date, and Members who had met with members of the public during consultations, particularly noting County Councillor V. Smith who had attended every function.

To provide context we were informed that the Authority had consulted on a budget with a £6.7 million gap, and there were difficult mandates in place to aim to cover that gap. It was expected that there would be a gap of £1.7 – £3 million with additional pressures being identified.

We heard that the expected settlement from Welsh Government would be a 1.4% cut, but there were thought that there may be a 3.1% cut. It was agreed that conversations were needed regarding the discrimination against rural authorities.

Members were advised to take time to read the Continuance Agreement, which outlines how we see us going forward to 2017.

The Chairman invited the Cabinet Member for Resources to update Members on the budget process undertaken this year to engage with the public in producing the budget mandates.

Members received a presentation from both the Cabinet Member and the Head of Finance, to outline the steps taken.

Members were taken through the revised mandates, and were invited to ask questions following each mandate. We were advised that Cabinet Members were present to answer questions on policy and the proposed budget, while officers were present to answer any detailed questions on the mandates.

Mandate B5 Community Asset Transfer - The savings have increased as income generation targets as we plan to enter into a competitive process to identify suitable partners that may wish to work with us

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Joint Select Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Wednesday, 16th December, 2015 at 10.00 am

to optimise use of our prime assets for community large scale events and other income generation activities.

Concerns were raised that more work had been carried out regarding Melville Theatre rather than Chepstow Drill Hall. We were advised that the Drill Hall would not be neglected. The Cabinet Member expressed that he was keen to ensure that officers would take deep interest to facilitate the transfer. Officers confirmed that a formal process had not been embarked upon regarding either building. Members would look forward to formal consultations.

A Member raised a question regarding the Melville Theatre and referred to a point made by the Leader that facilities would not be closing. Assurance was requested from the Cabinet Member that the course of action being taken in this area would lead to that effect. The Cabinet Member explained that due to the change in the financial situation we were struggling with discretionary services, but we were taking the hard option of avoiding cutting and closing, and exhausting every available option to find the right fit for Monmouthshire.

There remained a concern that the discussion could create a misleading impression and the Drill Hall was not liable to be closed. It was felt that the nature of the activities there, and the commitment around it, could make it an ideal candidate. The Cabinet Member expressed that the Drill Hall was in a class of its own which had created a community asset with community involvement, and should be used as an example of a community asset.

Clarification was sought that the mandate was to increase the income expectation in terms of the revisions made, and delaying the savings until the 2017/2018 period. The Chief Officer for Enterprise explained that there was no delay but were looking to up the number of delivery for 2016/2017. The title of the mandate had been changed to reflect asset optimisation.

It was questioned if we were creating a kind of 'reference bible' to provide a list of processes for organisations. In response we heard that there the following were in place:

- Community Asset Transfer Policy, included within the Asset Management Plan.
- A formal application process which detailed the hurdles that people may need to go through.
- A GAVO appointed officer who oversees and helps community groups take the journey through the Community Asset Transfer Policy.

It was suggested that we could create FAQs to assist these processes.

The Chairman advised that Members were content with the mandate and expressed good wishes to Officers and Communities for the future.

Mandate B11 Leadership Team Structure Review - An increase in original budget savings by further aligning organisational efficiency and maintaining focus on preserving frontline delivery.

Members had received a presentation from Public Health the day previously and one of the topics discussed was the health of the workplace. The point was raised that the unintended consequence of the restructure could be added pressures to staff. In response the Leader explained that we are an efficient Council which already had the lowest proportion of staff ratio to 10,000 population. The Leader was extremely mindful to the pressures in the organisation. There was a need to accelerate work around collaboration to alleviate the pressures.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Joint Select Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Wednesday, 16th December, 2015 at 10.00 am

The Cabinet Member for Resources added that the issue was being monitored closely on the Health and Safety Working Group.

The Chief Officer for Enterprise noted that in terms of stress in the workplace some of the rationale behind making the amendments was with staff wellbeing and pressures in mind, and it was important to make modifications.

Members questioned where the original £225,000 savings in the mandate had been derived from, and requested further information on the reorganisation.

The Leader confirmed that as elected members we held trust in Chief Officers to make judgements around staffing management, noting that Members could set policy and direction.

The Committee resolved to accept the mandate, noting that further information would have been appreciated. A written explanation from the Chief Executive would be appreciated also.

Mandate B20 Phase 3 of Additional Learning Needs Review - Savings for 2016 will be in line with statutory consultation timescales. The savings have been realigned in line with updated timescales. In addition there are further savings identified to meet the MTFP and these include updating pricing policy for external providers and a delegated funding formula review based on current residential provision.

Where necessary, Members declared a personal, non-prejudicial interest.

Members noted that the mandate referred only to Mounton House in the context of funding but it reads as though we are actually running it down with a view to closing. Further information on the future of Mounton House was requested, as it was felt we should be improving the facility.

The Cabinet Member for Education explained that the review would be undertaken whether or not the budget takes place. Phase 1 had been completed and we were now looking at Deri View and other such facilities in the County in phase 2. How we could utilise Mounton House to its full potential would be undertaken in phase 3. There was an element of ALN which was decreasing but increasing in other ways. Fundamental work had started but as the work progressed Members would receive further information. It was explained that the needs of children at Deri View had changed over the last 10 years. Our philosophy as an Authority is to provide mainstream support, and most young people with mild to moderate needs were catered to in mainstream, which explained why the facility at Deri View was under-utilised.

It was thought that the mandate documentation could be misleading and could appear to be more conclusive.

The Chief Officer for Children and Young People confirmed that the mandate was a response to a decline in residential numbers, and a decline in demand from other authorities.

Members expressed that the need for the phase 3 review was urgent and requested a timeline. The Cabinet Member explained that where changes were being taken into consideration, there was statutory adherence to protocol, and it was being looked into as quickly as possible.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Joint Select Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Wednesday, 16th December, 2015 at 10.00 am

A Member noted that the engagement survey results stated that 58% were against the mandate and a twitter poll survey said 70% were against the mandate. The Member questioned the Cabinet Member and the Chief Officer what the reaction to these results had been. In response the Chief Officer explained that as a reaction to the results the consultation time had been lengthened regarding Deri View, and we were committed to absorbing all responses received. The Cabinet Member confirmed that consultation was a protocol and meetings had been held with staff, governors and parents on 12 occasions and it had been made clear that all views were vital to the process. All the information was essential to making a decision regarding the proposals.

The Leader commented that the questions in the surveys had not been detailed enough, and maybe not that helpful. It had been interesting to hear views of parents, and we were mindful of the assets we have. It was important to be prudent of the resources we have and was hoped that Phase 3 review would be all inclusive.

It was noted that Mounton House was not bottom of the list for review but Phase 3 would be considering ALN provision across the County. The Leader continued to explain that if Mounton House had been an excellent facility in the past and if continued to deliver the type of provision need going forward, that would be part of the assessment. The Leader stated that there was no intention that this was to be considered a way to run down Mounton House.

The Chairman noted that should the numbers not attend the facility it was difficult to sustain the facility, and therefore did not make good reading for the future.

The Cabinet Member explained that Deri View had 7 children in a 24 place unit, due to the unit not being fit for purpose. It was important to look at whether the provision was fit for purpose and with the review we would be able to say we were providing the best education for all children across the County.

Following a request for clarification, the Finance Manager explained that the original proposal for Deri View had been £200,000, because of the extended consultation it had now been reduced to £50,000.

Members agreed to accept the mandate but noted there were concerns over the future at Mounton House.

Mandate B23 Discretionary Fees and Income - *This mandate has now been incorporated into the fees and charges report that will be presented to Cabinet in January with other budget proposals.*

The Head of Finance explained that the idea of the mandate had been to increase discretionary fees and charges by 10%. More time was needed to analyse the potential impact might be, and to look more closely at benchmarking with other local authorities. The mandate was currently on hold and an additional £25,000 had been found which would be incorporated into the fees and charges report.

The Cabinet Member for Resources added that when the original mandate had come out there had been a schedule of charges which had recorded the 2.5% to increase prices by. An additional column had highlighted what the additional income would be if there was an increase of 10%. It was never the intention to increase all prices by 10%.

Members agreed to accept the mandate.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Joint Select Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Wednesday, 16th December, 2015 at 10.00 am

Following a short break we were advised that the following mandates would be discussed:

B12, B14, B15 and B21.

Mandate B12 Second Phase Review of Subsidies to 3rd Sector - *Continuing to work with 3rd sectors affected groups to understand any potential impact.*

The Head of Policy and Engagement highlighted concerns raised by the Access for All group, informing Members that there were increasing tensions regarding the aspirations to work with the 3rd Sector. Officers had spoken to all the affected groups and appreciated that the receipt of less money would never be received positively. However, all groups had valued early conversations and that we were looking to reduce rather than stop funding.

We heard that the list of groups and amount of funding was included on the mandate.

Members questioned if this was now a closed list, and suggested that there may be other groups which should be included. In response we were informed that the list was now closed but any suggestions of other organisations could be addressed with partners in the future.

The Leader informed Members that he had recently addressed the GAVO AGM and had explained the situation Monmouthshire was in, as had the Police and Health Services. There had been an acceptance of the situation and when asked no questions came from the floor regarding the proposals. Confidence had been taken that all were in a similar place.

A Member felt there were concerns for future years and highlighted the importance of remaining sustainable.

A Member raised concerns that the mandate seemed slightly imbalanced, particularly noting the CAB. The Cabinet Member explained that there had been an agreement that had lasted 3 years where funding reduced by 10% each year. CAB fully recognised that MCC had given as much as possible and were happy to embrace other sources of funding.

The Chairman summed up that the Committee accepted the mandate but noted that the grants would be welcomed by other organisations. It was hoped that these sectors could bridge the gap through other sources of funding.

Mandate B14 Grounds Funding Review – *Continue to work with community groups to ensure services are delivered.*

The Head of Operations explained that the mandate was made up of several parts: planting of wildflowers, using voluntary green fingers more extensively, and verge maintenance.

The mandate would work with Mandate B21 to work with Town and Community Councils.

It was noted that at Strong Communities Select Committee there had been concerns surrounding the second cut being withdrawn on the R routes regarding foliage falling on roads and cyclists having to

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Joint Select Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Wednesday, 16th December, 2015 at 10.00 am

move into the centre of the roads. It was noted that wildflowers would be brought back to Select Committee as would the voluntary green fingers.

Members agreed to accept the mandate.

Mandate B15 Highways Maintenance Review – *On target for full year savings in line with mandate proposal.*

Feedback from Select and consultations had been brought forward as the mandate in line with the Continuance Agreement.

Members questioned if where there were resources in place to address urgent situations. The Head of Operations advised that part of the exercise would be to look at all available resources, in terms of revenue and capital. Officers would work with Members to create priorities, and how money would be spent in the future. There may be a case of doing extensive patching work rather than full resurfacing work that had been done in the past.

A Member raised concerns regarding the provision for land slippage. The Head of Operations explained that previously the Capital Budget had been reprioritised in those circumstances. It may be a case of coming back to Members to discuss additional funding in those types of emergencies. In terms of physical resources there would always be enough people to make the road safe, ie closing the road. The level of flexibility would be reduced with the reduced budget but would be managed by officers.

There were concerns from Members if we were reducing too much and whether it was wise to be doing so at this time.

A Member raised concerns regarding the reduction of employees with the amount of people who may claim damage to cars due to pot holes. The Leaders explained that officers had to align with the Continuance Agreement, and therefore prioritise be keeping most used roads at the same standard as they are currently. It was not a case that less used roads would be closed, but that most used roads would be prioritised. It was recognised that there was less money and would therefore be a drop in standards.

A Member expressed that she felt unable to support the reduction in infrastructure, as it was considered a false economy and savings should be found elsewhere. It was felt that there should be a review of the service.

It was noted that the issue of climate change should be brought by WLGA to Central Government.

The Chairman summarised that not all Members agreed with the mandate but the mandate would go forward and future discussions would be welcomed.

Mandate B21 Town and Community Councils – *Continue to consult with Town and Community Councils*

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Joint Select Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Wednesday, 16th December, 2015 at 10.00 am

The Head of Operations explained that officers had been working with Town and Community Councils individually to discuss the initiative. Schedules of services at risk had been provided.

Where appropriate Members declared personal, non-prejudicial interests as members of Town Councillors.

A Member, wished to express that the ongoing dialogue was welcomed and the efforts of officers were appreciated.

The Leader wished to thank Town Councils and Community Councils who had committed and entered into dialogue. It was felt that a cluster of discussions needed to be encouraged and a maturity of debate needed to manifest.

A Member suggested that it would be helpful if it was explained what services would be unable to continue, if Town and Community Councils were not to provide the help required. It was confirmed that the information was available.

A Member expressed that he was unable to support due to the complexity of the issue. It was questioned where the Town and Community Councils would otherwise get the funding, suggesting there would be an increase in Council Tax. The Leader highlighted that the Town and Community Councils were accountable for some services and they needed to make decisions themselves as to whether services would continue.

A Member expressed that clusters were a good way to move forward, and it had worked well in the Severnside area.

It was noted that the mandate had also been in place last year but had not been achieved. The Cabinet Member felt confident that it could be achieved this year with the uptake of Town and Community Councils.

The Leader expressed that the expectation was a saving of £400,000, and the reality was that where this was not made service areas would be trimmed. The collaborative approach in communities was considered the best way to devolve responsibility and provide opportunity. It was important as an Authority to help facilitate the mature discussions needed.

We heard from the Head of Operations that both Town and Community Councils were contributing to or taking on services. There was an awareness of the issue, and Raglan had been very pro-active in moving this forward.

It was noted that Chepstow had made strides forward in taking responsibility for services. It was felt that it would be helpful if an indication whether efforts made were in line with what MCC were expecting.

Members expressed there was a need for better communication.

In summary, the Chairman noted that overall the mandate would be accepted, but Members were looking for continuity with Town and Community Councils where all were on a level playing field.

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Joint Select Committee held
at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Wednesday, 16th
December, 2015 at 10.00 am**

The meeting ended at 1.05 pm

This page is intentionally left blank

Appendix A7

Monmouthshire County Council

Directorate of Children and Young People

Schools Budget Forum Meeting Minutes

Draft Minutes of the Meeting held on Thursday the 16th November 2015
4.30 p.m. Usk

Present:

Messrs: Paul Wilding, Steve Hughes, Mr S. McLester, Mr J. Standerwick

Mesdames: Mrs B. Randall, Mrs J. Wilkie, Mrs M. Harris, Cllr E. Hacket Pain, Mrs A. Holloway, Mrs M. Powell, Mrs N. Sutherland, Mrs A. Waters, Mrs S. Gwyer-Roberts.

Advisors: Mr A. Evans, Ms T. Crane, Miss H. Barnard

Other people in attendance.

Cllr P. Murphy, Cllr P. Fox

1. To receive a presentation on Budget proposals.

Cllr P. Fox began with a summary of budget pressures stating £6.3 million for 16/17 and a further £11 million pressure over the next 4 years. The first public meeting was taking place tonight after the forum. The budget will be set after the Welsh Government evaluation of the comprehensive spending review.

Cllr P. Murphy delivered the presentation on budget proposals, highlighting the comparison per head on the funding with MCC receiving the least. Also noting we are way ahead of other authorities managing to do 'more' with 'less', expressing this will only go so far and if the savings are not made in the priority areas then services may close.

Cllr P. Fox summarised the current mandates for MCC. It was noted that a consultation process is underway to review the current funding arrangements of the Deri View Learning Resource Base.

Cllr P. Fox emphasised the needs of the learner were paramount therefore each child will be provided for. There is a need to do things in a different way, highlighting £920k overspend this year on children's services i.e. placements. Also stated if the current mandates are realised, there will still be a gap of £1.7million.

Mrs S. Gwyer-Roberts thanked Cllr P. Fox and Cllr P. Murphy for their input and delivery of presentation.

Mrs S. Gwyer-Roberts requested input from all members:-

Secondary governors' feedback:

Mr S. McLester suggested looking at services that cross the boundaries, questioning how we can look at this and how fast we can look at this, expressing the need of more support from the authority to do so.

Cllr P. Fox understood and questioned how to redesign services and how to move to more collaborative services. The suggestions were very welcomed and would like to be on the journey to keep a sustainable education service in the current climate.

Mr P. Wilding explained maintaining standards in schools close to the English border creates pressures which emphasises the importance of having good education unless pupils will be lost to those schools over the border.

Mr S. McLester stated there needs to be a balance, which requires ideas and cluster working. Need to avoid reinventing the wheel but not having same outcomes over the 4 clusters.

Mrs S. Gwyer-Roberts noted rationalisation of ICT and maintenance service - budgets with these services could be rationalised. Explained some clusters are operating more effectively than others and this requires open discussion to build on good models. Combining classes is very difficult i.e. in key stages. Happy to work with the cluster heads to work towards this.

Mrs M. Powell stated it was difficult with the size of MCC to amalgamate, maybe some areas i.e. languages could be amalgamated and/or taught online.

Mrs S. Gwyer-Roberts explained Spanish has previously been delivered through video conferencing – this didn't work as the course has to be delivered in person for learning language. Although amalgamation could be done for other topics. There are also impacts to consider.

Mrs A. Holloway stated that within ALN the pressure on staff becoming considerably tight.

Cllr P. Fox questioned the scope for federating? Are there opportunities – general feel for moving the debate on?

Mrs A. Holloway was uncomfortable with this, giving an example with the biggest primary school, that the Head Teacher's out of school time is significant. If we opt down the federation route who is going to do the high level meetings across the federation?

Mrs M. Harris explained cannot federate if you are a church school. Deri View became an alliance and found the time out of school for the Head Teacher was not acceptable. The Alliance was abandoned.

Mr S. Hughes explained the opportunity to utilise Mounton House for out of county placement ASD pupils to be educated in the school. Mounton House could be a big income generator again (as it was before). The future of Mounton House has been an ongoing issue.

Primary Headteacher feedback:

Mrs A. Waters stated many schools already cut to the bone with staff and doesn't see federations as savings in a primary school. We need to raise standards.

Mrs N. Sutherland noted we are compromising and also working hard and collaborating – this incurs costs by having to release staff to attend meetings.

Mr S. McLester stated the need to be led by improvements for outcomes for young people not cost.

Mr J. Standwerwick was in supports Mr S. Hughes from Mounton House, suggesting to maybe look at longer term costs. The EAS business model consortium is another management level over and above our school and county management level. There is a lot of cost and their mode of business is to find problems, criticize and generate more business. This has to be looked at, too many external people costing the education system money.

Mrs A. Holloway stated there have been significant improvements from the EAS service.

Cllr P. Fox explained a school improvement services was now non-existent within the Local Authority, as it is now for the EAS to provide this challenge to schools. The EAS have played a fundamental part of the improvements in schools.

Mrs S. Gwyer-Roberts agreed Mr J. Standerwick made a valid point in looking at value for money.

Mrs B. Randall explained that the Pupil Referral service role is about building capacity within schools.

Cllr E. Hackett Pain acknowledged this as a worthwhile debate and discussion. Within a cluster model there is more work that can be done in this area and needs someone to drive this forward. With regard to Federations, although not favourable, it is fit for purpose, although we need to establish where the saving would be with it. Would like a different approach to looking at Mounton House, stating also that the EAS is still evolving. Once Estyn inspection is complete, would like to undertake the strategic review of education, which will be a working group.

Mrs S. Gwyer-Roberts expressed the need to consider the type of people on these working groups.

Cllr P. Fox again thanked the members for the time given and offered to return to start deeper conversations.

Mrs S. Gwyer-Roberts wished Cllr P. Fox well with the Estyn inspection.

2. To receive and agree consent for apologies

Apologies for absence were received and consent accepted for Mrs S. McGuinness, Mr S. King, Cllr P. Clarke, Mr M. McCormick (Mr S. Hughes sent as a substitute), Mr J. Piper, Mr S. Linton, Mrs N. Wellington.

3. To approve the minutes of the meeting held on the 17th September 2015, draft copy attached.

The minutes were approved and signed as a true copy.

4. Matters arising.

Gwent Music – Mr A. Evans shared the individual levels of subsidy by school. It was noted that 16/17 was the third year of three where the service had been tasked to make £50k efficiencies, and that they had worked extremely hard with the Local Authority to date in order to make the required savings. In order to maintain the same level of service in 16/17, however, there were two options for the Forum to consider: we top slice the ISB and passport the £44k directly to Gwent Music; or schools to pass that level of cost onto parents.

This was debated and Mrs M. Harris explained that a high percentage of Deri View parents could never fund this if the charges were passed on.

Mr A. Evans explained that for the current level of subsidy to continue there would be an impact on other areas of the formula in order to compensate.

Mrs A. Waters stated it will be down to priority at individual school level.

Mr P. Wilding and Mr S. McLester both noted that unless we top slice, the future of the music service will be threatened.

The Forum therefore agreed to top slice so that schools would retain their level of subsidy.

5. To receive consultation responses for proposed formula changes.

Mr A. Evans informed members that only 9 replies were received.

Funding of teaching staff - all of those who responded were in favour. The forum therefore agreed for this element to be taken through the political process for approval and implementation.

Top up element for primaries – all of those who responded were in favour. The forum therefore agreed for this element to be taken through the political process for approval and implementation.

Funding of free school meals at primary school level – 8 responses yes – 1 no. Misunderstood the consultation and thought the FSM was being removed completely. Mr A. Evans explained that the matter had been clarified with the governing body concerned and it was noted that the governing body would have reversed its response if it had fully understood the proposal from the outset. The forum therefore agreed for this element to be taken through the political process for approval and implementation.

Mrs S. Gwyer-Roberts requested that we add an agenda item to a future meeting to discuss how we engage others in order to get a higher rate of response to consultation in future.

6. Proposed changes to formula change for Mounton House – permission to consult.

Mr A. Evans explained that Mounton House school has capacity to host 42 residential places – historically funding the school at that level. Proposal to fund on actual number of places, with a saving of £250k per annum. CYP Finance have already opened discussions with the school with regard to finding these efficiencies. Permission from the forum was requested in order to consult on this.

Mr S. Hughes explained that this is a dramatic cut to the school budget, impact on the ability of the school to retain its residential capability.

Cllr E. Hacket Pain explained how the ALN review had started and how it was developing.

Mr P. Wilding said that ALN needs to be reviewed as a whole.

Cllr E. Hacket Pain explained that this is stage 3 of the overall review.

The forum agreed to give permission to consult.

7. Quarter 2 financial update.

Mr A. Evans gave an update on the Q2 position for schools and central CYP. It was noted that the central CYP budgets were forecasted to be overspent by £197k but that the directorate was working extremely hard to close that gap by exploiting any options for efficiencies to be made. This was an improvement on the Q1 forecast of £77k and the directorate had been tasked with formulating a recovery plan to balance its budget by year end.

Members were reminded that, at the beginning of the 15-16 financial year, collective balances for all schools stood at £1,140k, and the number of schools in deficit had reduced to 5. The Q2 forecast indicated that collective balances are to reduce to £683k, this is an improvement of £105k to Q1, but that the number of schools predicting to be in deficit at year-end has risen to 6.

8. AOB

Mr S. McLester highlighted the pressure that Monmouth School were facing in 16/17 and beyond.

Mrs A. Holloway gave apologies for January meeting.

9. **Date of next meeting** – 14th January 2016
17th March 2016
16th June 2016

All at 4.30pm and all in Magor.

The meeting came to a close at 6.30pm.

Appendix A/8

Monmouthshire Engages Budget 16/17 Evaluation Report

Rhian Cook

Engagement and Communication Officer

Background

Monmouthshire County Council faces its biggest challenge date, to reduce costs and make savings, needing to make savings of £6,319 million. During the summer months officers across the authority have been working to identify options to address this challenge. The 23 mandate proposals were taken to Cabinet on October 7th and agreed by Cabinet this marked the start of the consultation process.

Monmouthshire Engages Budget 16/17 Consultation

Our brief was to produce a suite of communications and engagement mechanisms to attract members of the community to our engagement events and empower people to share their thoughts and feelings on how we are planning to deal with the financial challenges.

How did we do this?

We created opportunities for communities to become informed so that they were able to participate and engage with us at a level appropriate for them. Our mechanisms allowed people to receive as much or as little information as they felt necessary.

These included:

- Website Info: All 23 mandates and Future Generation (including Equality Impact) Assessment for each
- Drop in sessions with targeted groups e.g. Leisure Centre visitors
- Open meetings in our five towns
- Streaming a public meeting on our You Tube Channel.
- Targeted Access for All Meeting
- Additional Learning Needs sessions: teachers, governors and parents
- Drop in sessions in our communities
- Online survey via the MCC website
- Twitter poll
- Twitter Q+A's
- Facebook posts

Communication methods were key to providing as many people with the opportunity to become informed, involved and participate.

Our challenge was portraying the severity of the budget savings that have to be made. To do this we used:

- Posters
- Website
- Social Media
- Survey
- You Tube Channel

Posters

Inform: The posters were designed to try and convey the severity of the budget savings.

We provided concise information on the 4 mandates that we felt would have an impact on communities.

Get involved: The posters white text box also allowed us to tailor the information by town and session so we could promote what's happening where and when. Posters were distributed in all of our towns, by hand, sent out via email and posted on social media to entice people to attend our meetings and drop in's.

Participate: The posters provided information of where and when our public meetings and drop in session were taking place.

Website

Inform: We ensured our website had as much information about the mandates, meetings and a mechanism (survey) for people to have their say.

Two pages were dedicated to the Monmouthshire Engages:

Monmouthshire Engages 2016/17: Summaries of all 23 mandates were available and links to the Equality Impact/Future Generations Assessments for each on the page along with a link to the survey so people could have their say.

Get involved: We tried to make all the information provided was in an easy to understand format. Our page -

Monmouthshire Engages 2016/17 – How do I get involved? : Information on all of our public meetings, community drop in sessions, dates of the Twitter Question and Answer sessions, Access for All meeting information and PDF of all posters for each of the meetings and drop in sessions.

Participate: Our survey was available for people to do online.

Social Media

Inform: Our holding picture on both Face book and Twitter was consistent with the poster 'Our Biggest Challenge Yet'.

Get involved: We publicised every engagement session that we held on both twitter and Facebook. We wanted as many people to know about Monmouthshire Engages.

Currently we have **3,213 people liking our Facebook Page** and **12,520 followers on Twitter**. Each channel has a different demographic and we exploited this to promote Monmouthshire Engages Budget 16/17.

Participate: A link to the survey has been posted on both Twitter and Facebook.

Twitter: Twitter has been very useful in reaching out to people in our communities who may not have time, inclination or desire to attend a public meeting or drop in

session. The beauty of twitter is that it is instant, portable and available on many devices.

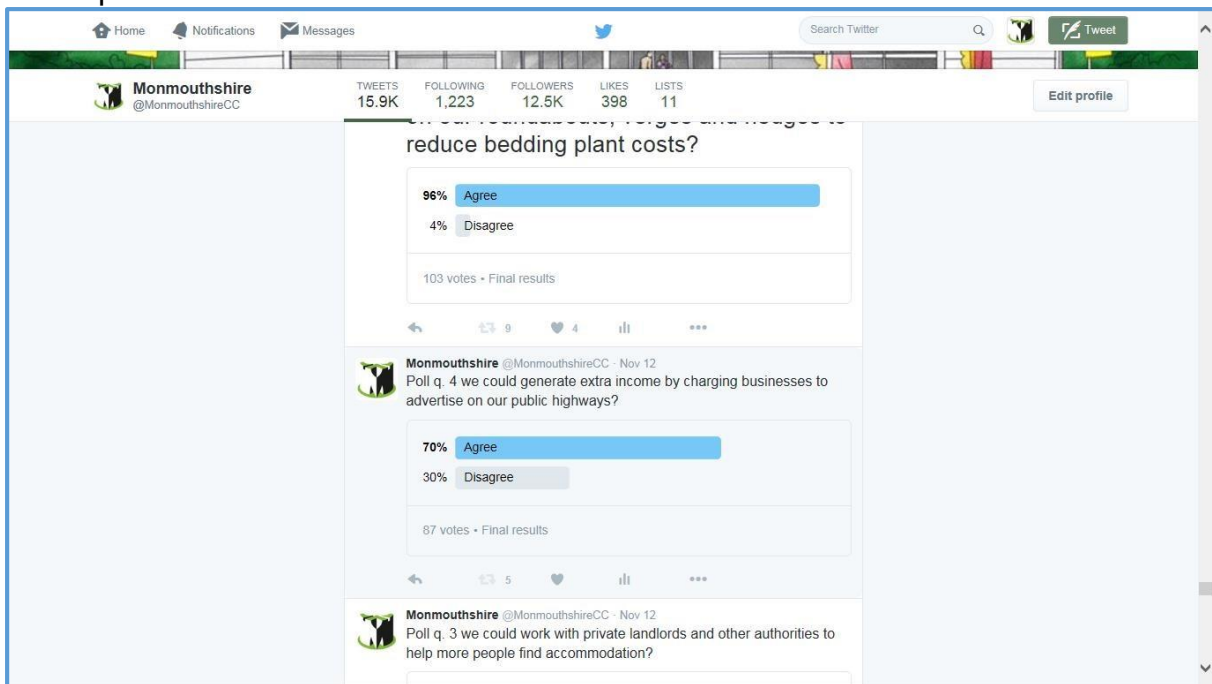
- Our demographics on Twitter:
- 53% Male
- 47% Female
- We have increased our followers by 485 over the past 90 days.
- Engagement rates have been positive as we have consistently kept people up to date with all of our engagement sessions.

Twitter Q+A

3 Twitter Question and Answer sessions took place, which proved effective but did not achieve quite the flurry of Twitter excitement as we had hoped and had had in previous years. The questions we received were specific and very useful and created some discussion. However we are constantly looking for new ways to engage using twitter.

Twitter Poll

We have for the first time used a Twitter Poll to gauge opinion on mandate proposals. It was used alongside other mechanisms, the poll proved popular and provided valuable information in an easy and instant format. An example of our twitter poll:



This proved to be a useful tool but in the future we will need to consider the phrasing of questions.

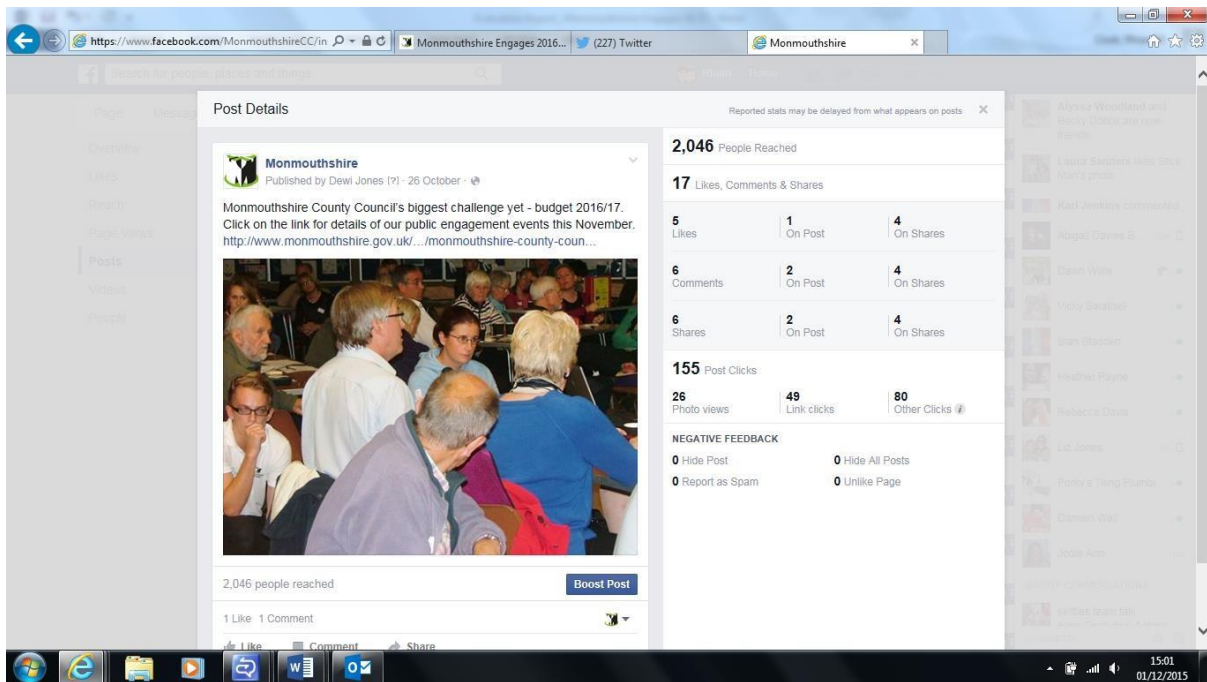
Facebook

Inform: We have used Facebook to share information via posters about our community drop on sessions and public meetings, links to our YouTube Channel – all the videos that we have produced for Monmouthshire Engages are available to watch at any time.

Get involved: We posted links to the online survey on face book. People are also able to comment which enables us to gather qualitative evidence.

Participate: The nature of Facebook as a social media channel means it is easy to share amongst friends, comment on posts and if you like our page you will see whatever we post. Alike Twitter Face book is accessible and available on many devices that are used by people of all ages, it too enables people who may not come along to our meetings to get involved by completing our survey or comment.

We started our Facebook campaign October 26th 2015 sharing our press release and marking the start of the engagement. This reached 2,046 people.



The screenshot shows a Facebook post from the page 'Monmouthshire'. The post text reads: 'Monmouthshire County Council's biggest challenge yet - budget 2016/17. Click on the link for details of our public engagement events this November. <http://www.monmouthshire.gov.uk/.../monmouthshire-county-coun...>'. The post includes a photograph of a group of people in a meeting. The engagement statistics are as follows:

2,046 People Reached		
17 Likes, Comments & Shares		
5 Likes	1 On Post	4 On Shares
6 Comments	2 On Post	4 On Shares
6 Shares	2 On Post	4 On Shares
155 Post Clicks		
26 Photo views	49 Link clicks	80 Other Clicks

Below the statistics, there is a 'NEGATIVE FEEDBACK' section with options: '0 Hide Post', '0 Hide All Posts', '0 Report as Spam', and '0 Unlike Page'. At the bottom of the post, it shows '2,046 people reached' and '1 Like 1 Comment'. A 'Boost Post' button is visible.

To reinforce Monmouthshire Engages and promote our series of community engagement session we shared a short film of our mandate owners – speaking at MCC staff conference we wanted to provide a personal, stark approach to our financial challenges.

This post reached 2,046 people. The film has had 328 views.

During our consultation period we have reached 24,453 people through Facebook posts alone.

YouTube

Inform: To make information more accessible we produced two short films which relayed the extent of our financial situation.

Film 1. Setting the scene: At our staff conference in September all of the mandate owners were present and provided information on their mandate proposals. This was filmed a short film was produced for our budget process. The film was used as an information sharing mechanism and was posted on our social media channels.

To date the film has had 328 view via our You Tube channel. This film set the scene and provided our communities to hear exactly what we are proposing.

Film 2 Monmouth shire Engages Budget We filmed our first public meeting at County Hall, Usk. The meeting provided the budget presentation and information by Cllr Phil Murphy.

Get involved: During the meeting the link to the You Tube channel was tweeted and posted on Face book. This enabled more people to watch the presentation from their own home that evening or at any other time. The link to the survey was provided and website link with all of the information to enable people to have their say without coming along to the meeting.

We have had positive feedback from the public about our many ways of communication during the budget process. Many felt that they were able to gain information when they needed it via our website, public meetings and social media.

'Great to see that MCC are open and transparent. Excellent use of video on the You Tube channel you can see it as it happens and the website you are able to see all of the ideas.'

Survey

Inform: When designing the survey we aimed to provide concise and clear information for our communities. Communities need to know what we are proposing, they also needed a mechanism to be able to comment and share their feelings about the ideas. The survey listed the 10 ideas that will most affect our communities.

We provided short summaries of the mandates that affected communities directly. There were 10 in total and we called them ideas to make it clear that the mandates were proposals and nothing had been decided. The information was gathered from the Mandate proposals and EQIA/FGE impact assessments.

Communities were able to share with their feelings by telling us if they:

- Agree**
- Disagree**
- How could we do this differently?**

This is the information that we provided.

The survey:

Idea 1 Saving £354,000 Leisure, Tourism, Youth Services and Cultural Services

We need to look at the way we deliver the services that make up our tourism, leisure, culture and youth services in a new way. We may have to look into a new delivery model such as a trust which would operate at arm's length from the council. The trust will be commercially driven via a trading company while ensuring local services are maintained and improved.

Idea 2 Saving £60,000 Community asset transfer of buildings in Monmouthshire

We are looking to transfer council owned buildings for example The Melville Theatre, Abergavenny and The Drill Hall, Chepstow to the community so that community ownership can take place. This will enable communities to deliver local services. It will help local communities to gain skills to manage the asset and deliver the service and ensure the service provision is modelled at the local level.

Idea 3 Saving £50,000 Shared Lodging Housing Scheme

We want people to be able to access more suitable accommodation within their communities more independently. We would like people accommodated in more stable local accommodation. We will working with private landlords and neighbouring authorities to make sure those who need homes get secure and stable homes.

Idea 4 Saving £75,000

Reduction in funding to voluntary organisations

We are aiming to reduce the funding we make available to third sector organisations. We will continue to support organisations but they will need to fit in with our priorities.

We are proposing to stop the funding of the Healthy at Home funding stream to Care and Repair. This service will be able to apply for funding from other sources.

Idea 5 Saving £150,000 Car Parks

Charging for advertising and increase of car park spaces

Idea 6 Saving £75,000 Highways.1

More wild flowers and local groups maintaining local grounds.

We propose to continue planting wild flowers on our roundabouts, verges and hedges which will reduce the need for bedding plants.

Linda Vista Gardens, Abergavenny will be maintained by Green Fingers. Green Fingers is a local initiative of The My Day My Life Centre, Abergavenny which supports people to learn new skills.

Idea 7 Saving £200,000 Highways.2

We are proposing to reduce staff, with a reduction of one vehicle and fewer materials available for the maintenance of county roads.

Services such as winter maintenance, snow clearing and emergency response will be maintained but staff may be required from the South Wales Trunk Road Agency, grounds maintenance and waste teams to supplement the county highways teams.

Idea 8 £140,000 Additional Learning Need Provision

We would like to review the current specialist provision we provide for children with special educational needs both within Monmouthshire and outside the local authority. We want to ensure that this provision is fit for purpose, meets the needs of our community, is robust and flexible and sustainable, both now and in the future.

We are proposing to close the special needs resource base at Deri View Primary School for pupils aged 4 to 11 years with moderate learning difficulties and social, emotional and behavioural difficulties.

Idea 9 £400,000 Town and Community Councils taking on some services

We would like to work with town and community councils to make sure services such as community hubs and museums continue to exist. This will maintain those local services each area feels to be of greatest importance.

Idea 10 £80,000

Waste and Recycling

Ban vans and trailers at Household Waste Recycling Centre

We would like our household recycling centres to be used for household waste and recycling only. We have noticed an increasing amount of business waste being dumped at our sites. To prevent this from continuing we are proposing a ban on vans and trailers at our household waste recycling centres.

The survey was available on our website, paper surveys were handed out and were completed with people who were willing to stop and listen to us at our community drop in sessions, they were provided at our public meetings and at the targeted groups we visited including leisure centres and the Access for All Forum.

Participate: 384 people completed our survey. Via the website or paper copies. The results are incorporated into the final results which will be broken down idea by idea.

Public Meetings

Inform We planned 5 public meetings that took place in each of our towns. Including Usk, County Hall. Cllr Phil Murphy led the audience through the journey of where we are financially at the moment what is planned and how we plan to make the savings via a power point presentation.

Get Involved The audience at each of the meetings were able to share their feelings on our mandates via a voting exercise, Q+ A session and surveys.

Participate Our attendance at our public meetings were lower than last year

2015	Attending
Usk	8
Abergavenny	42
Caldicot	25
Chepstow	13
Monmouth	19

However those who attended listened to our ideas and asked relevant questions that we have included in our mandate feedback.

Targeted Groups

In addition to the public meetings we set out to engage with specific groups of people who would be affected by some of the mandate proposals.

Users of our Leisure Centres

Mandate 1 – We visited our 4 leisure centres talking to mixed groups of people who use our services. From the everyday gym member, exercise referral groups and parents who were watching their children swim. Informal chats and surveys were used to inform and enable those who struggle to attend our public meetings to have their say.

Access for All Forum

Mandate 5, 12, and 14 were all of particular interest to the Access for All forum. The group gathered at County Hall during the day to listen and participate. The group welcomed the meeting and made positive contributions to the Monmouthshire Engages Budget engagement.

Deri View School

Mandate 20 Parents, Teachers and Governors were engaged as part of the Statutory School Closure Consultation. Each group met at the school with a member of the CYP, HR and engagement team.

Young People

Our county Youth Forum Engage 2 Change have been involved in planning young people event to inform young people in our schools about the budget proposals. The

E2C group have been informed and engaged about all of the ideas we have engaged the wider community.

The group discussed at length the mandates but felt that the mandate that would have the most impact was Mandate1. The group are planning the session to inform young people about all of the mandates but also focusing on Mandate 1 to assess their current understanding of the services affected. The session will look into their feelings about what positives the services provide and what they think the services need to look like in the future. This engagement could also form a basis for ongoing consultation and the group could be a point of contact to obtain young people's views in the planning and evolution of Mandate1.

Feedback

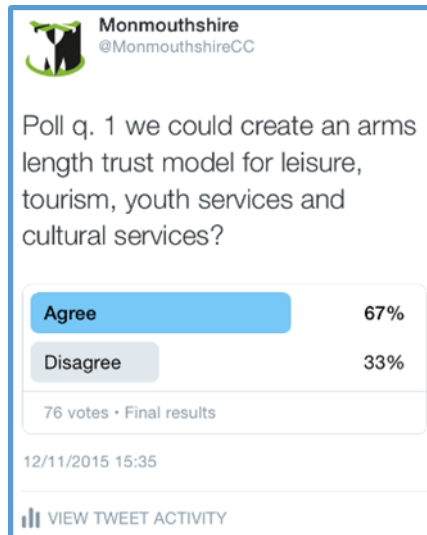
Mandate 1

Leisure, Tourism, Youth Services and Cultural Services.

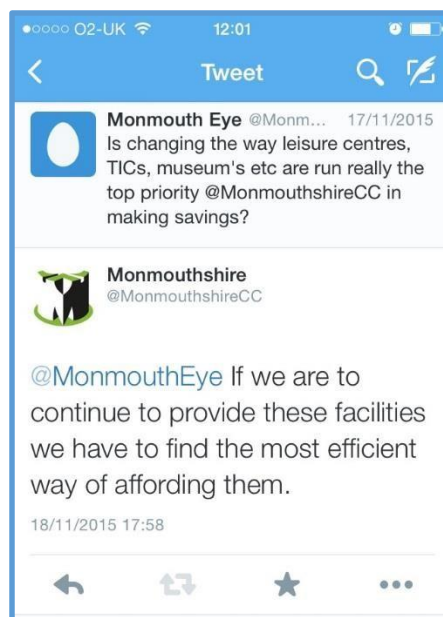
Unanimous agreement in the Trust plus Model at all of our public meetings.

Survey Results: Agree 76% Disagree 24%

Twitter Poll: Results: 67% Agree 23% Disagree



During our twitter Q+A these issues were also raised.



There were many questions and comments raised in the survey regarding this mandate.

Research and Development about the Trust Model

- Have you tested the market to see if there is a market for trust models?
- Have you had an opportunity to consult with neighbouring communities?
- Need to have a look at any other council that is run in that way to see advice before proceeding.
- Many trusts are struggling so it isn't a quick win e.g. Birmingham
- Perhaps look at the Turkish model of mixing tourism & skill development on high value craft goods?
- Could you provide evidence that setting up a trust maintains services and saves money? don't just do it because others do
- This model is used elsewhere Highland Hi Life for example.

More information about the Trust Model

- Will the trust work like a charitable trust?
- I am unsure how trust and trading are the same thing? It could work for tourism but it could lead to price hikes if an element of profit had to be shown in other areas. If the trust fails the council will either need to pick up the pieces or let facilities go to the wall.
- Does 'arm's length' still mean council involvement? I feel it would be best handled by a commercial company totally! It can be marketed properly and form links with Welsh promotion websites/social media.
- How will the trust make money if the council can't? There is no point doing this if there is no chance for the trust to make a profit either
- If you do go ahead with this idea you need to ensure that savings are met and services maintained. It is all too easy for a trust to start off with good intentions but the results can end up with services suffering.
- Let natural market forces determine need and profitability of each part of the service What are the set up costs? What is the time scale for completion?
- You need to explain the delivery model further, trust and trading company? What does that mean?
- Sounds overly complex, not sure it'd save money, but if financially responsible due diligence is done then I agree.
- It needs to be a not for profit
- Leisure and tourism is a huge positive to this area for local business etc. This would need to be carefully managed so that trading companies don't take advantage and benefit financially to the financial detriment to residents and visitors.
- Trading for profit- too difficult to effectively financially monitor to provide appropriate services.
- Not sure about a trading company.

Will the new model increase prices?

- Concerns from users of the exercise Referral Scheme
- Currently excellent, but expensive
- Concerned that trust model may increase prices.
- Worried that this will make visiting the leisure centres more expensive. Price increase is a major issue for me.
- The prices would be too high and not affordable for residents.
- Will there be price increase for me? I want to continue to come to the fit for life class?

- My concern is keeping leisure and youth facilities accessible at a fair price otherwise you end up with more pressure on the NHS. Reduce admin costs and inspections.
- In theory this is a good idea, but commercially driven enterprises usually just look for profits, so the danger is that many of the facilities such as free swimming for the under 16 during the holidays, may disappear and this could be disadvantageous for the families on low incomes
- The current service provision is brilliant. I don't think enough detail has been provided for me to have a strong opinion. A trust structure implies that standards would be maintained but anything that is commercially driven usually means cuts/ job losses somewhere. I'd be prepared to pay £2-£4 more per month for my children's swimming lessons.

Membership Offer

- Questions were raised about the accessibility of the service. Users of the exercise referral scheme wanted reassurance they would be able to sue the new service as they do now. Their health dictates how often they use the leisure centre. They like going when they can and enjoy the classes.

A perception that changes could lead to poor service

- Commercially driven via a trading company immediately conjures problems only money making services and will be provided and for an increase £ impact on users for less quality.
- This privatisation and will lead to poorer services for more money.

What happens if it fails?

- Passing leisure to a trust – what is the fall-back position? Does the council have a fall back plan – what if the trust falls into difficulty does the council wash its hands.

How will this model transfer to work for the Youth Service?

- This service should bring funds into the area i.e. tourism. Surely youth services are the responsibility of the council they are the future of Monmouthshire.
- Leisure could be operated by a trust but youth services need to be central.
- TLC and youth service are such an integral part of safeguarding for young people across the community.

General Comments to make savings

- Bring the highest earners in the council down a pay grade; remove some middle management that aren't required. Voluntary redundancy
- Cut back on senior managers
- Stop wasting money in other areas
- There are other services we could cut instead

Disagreement with the proposal

- Leave well alone
- Keep it in house
- Council must remain at the helm or private enterprise rides roughshod over less commercial aspects
- Has not worked in all subcontracted services. just wastes money

Agreement for the proposal

- Yes if you can attract grant funding
- A commercial scheme focused on delivering quality and value for money and contributing some of the profit to the community.
- Facilities in Monmouthshire are behind the times any profit needs to be invested to improve
- If the alternative is no leisure centre then it must be good.
- The council, should maintain Leisure and tourism services, in order to provide the quality services expected. MCC should look at alternative options such as just handing over the museums to not for profit organisations. I would be cautious that this would be lost in applying a different model.
- It would depend on how it is done. If careful consideration on the way this trust is put together and run it could be a good thing.
- Beef up what you already do
- It can only get better. Equipment and cleaning need to be better

Maintaining skills and knowledge

- Job security of staff? Funding isn't for wages/ Salaries - how will salaries be protected?
- You should employ the people that the trust would employ if they are able to do the job better
- Culture and tourism are important, the council should employ well paid, knowledgeable people to lead these areas, a Trust is not the answer due to their focus on profit-culture is vital to the community; to further learning and understanding.

How will decisions be made?

- Long as the decision making process is not bogged down with committee meetings for the sake of meetings.
- Concerns over trustees being landed with liability.

Involve communities

- Involve service users in all provision and have representatives on the trust.
- Needs to be inclusive of all the community. No concrete suggestions but must ensure you involve residents.
- Involve youth in planning. Concerned about process increasing especially for families with children you need to encourage families and get kids fit and healthy.
- Trust must also include proportionate representation of the community
- Engage with local communities via Community Councils to own local aspects of these areas

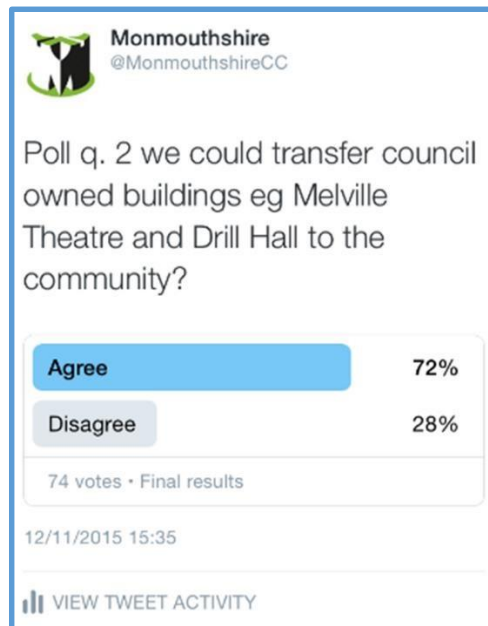
Involve local businesses in taking the model forward

- Realistically local businesses (hotels, pubs, shops etc.) are the main beneficiaries of attracting tourism so they should have a greater degree of financial responsibility to pay for the associated services. □ Concentrate on Welsh culture and the art

Mandate 5

Community asset transfer of buildings in Monmouthshire

Agreement of community asset transfer mandate at all of our public meetings.



Survey Results: Agree 86.2% Disagree 13.8%

Twitter Poll results: 72% agree 28% disagree

Twitter Q+A: 'Could this include land for 'community farming and growing not just incredible edible plots'?



Comments that have been raised are:

Groups need support to make the buildings sustainable:

- It is important for local communities to be able to approach the council with requests to utilise underused buildings as opposed to the council choosing which ones they no longer wanted and offering them up for negotiation.
- I think these kind of services still need to retain some level of professionalism, maybe a mix of the two? With an element of community ownership too?
- Letting them have a free lease is one thing but giving away a building for free is mad, if they fail what happens to the building?
- This needs to be done responsibly to ensure the transfer is successful

- Need to support to be self-sufficient with the correct support from MCC.
- Will some communities be able to consistently raise the funds needed to manage and maintain these buildings or will they fall into disrepair?
- I'm not sure local communities could tackle the maintenance and management of these kinds of buildings.
- Will support will be given to the community to be trained effectively to ensure that the theatre is properly supported.
- Only if the communities are willing and able to make a success of this.
- Empower local community groups will encourage growth with support from local authorities should continue
- If local groups able to take them on. Transition Town could get involved? But may need start-up and continuing support
- Communities need to help to manage the transfer.
- Ensure there is plenty of interim support + long term contact for advice, etc.
- This will be good as long as it is managed properly and profits are used to further improve these facilities.
- However need some funding provided for maintenance.
- Volunteers are not well informed of the commitment and liability.
- Speak to local youth groups etc and see what their needs are
- The community would need help to do this successfully so I'd suggest a transition period for smooth transfer.

General comments

- This is a short sighted saving how are they going to fund it?
- This is more or less the case in Usk already. I think this is the case of a theatre it is ambitious. The council is for all and should keep its assets. What about Park Street?
- Again, once handed over I think scope for public involvement will dwindled
- Where is the community group which could run the whole of the building which is currently partially used as The Melville Theatre?
- Consider selling property too
- Get rid of as many 'bricks & mortar' as possible!
- Handing services over to community groups is a way of offloading responsibility and without support they are likely to fail. Community run services present two major issues, 1.the people most likely to have the time to services are the retired and or well off, this creates an imbalance in the community. 2. These services are paid for via taxes, so residents are already paying for the services AND having to deliver them, prompting many to ask "why are we paying for this twice?' Spend less on developing branding such as 'whole place' which means nothing to the majority of residents and invest the money in developing services staffed by knowledgeable staff. Will anyone want to run them?
- Communities have enough to do and my experience of community engagement with mcc has been appalling.

This basically means handing over to volunteers to run and manage buildings.
Where are all these volunteers coming from?

- You need to not only listen to what residents need but act on it. In Usk you have taken away our venue for girl guiding and rangers without offering viable alternative. Offering County Hall as a venue to children is NOT viable alternative. All other buildings have been investigated but cannot be taken up for various reasons mostly that there are no available time slots.
- Please leave Chepstow ABC there.
- Sounds like a good plan!
- The only publicly owned buildings should be for services which you are legally required to provide.

How will this mandate be monitored?

- My concern is the state of repair and maintenance applicable to individual buildings □
But what about maintenance of the buildings?
- This might also close the buildings due to lack of funds.

Comments about Melville Theatre Abergavenny

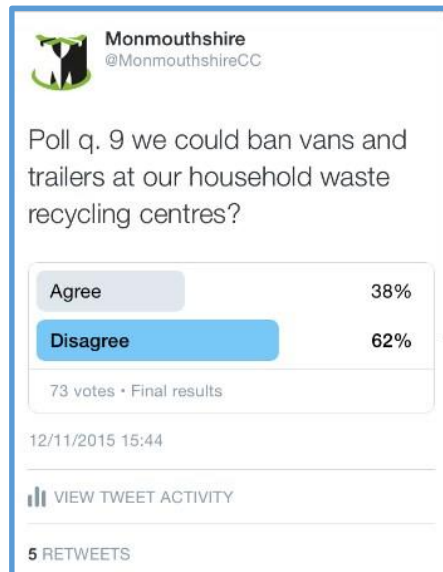
- Melville Theatre should be sold there is already a community venue at the old park street school.
- Support for projects such as the Melville us one of the reasons we have local government!
- The Melville theatre, originally came under the auspices of the LEA, and as such should revert to the former
- Who will be in charge of this venue?

Mandate 8 Ban on vans and trailers at Household Waste Recycling Centres

Overall agreement at our public meetings on the proposal to ban vans and trailers at household waste and recycling centres. However our twitter poll shows a difference of opinion and they voted against the proposal.

Survey Results Agree 60.8% Disagree 39.2%

Twitter Poll : Agree 38% Disagree 62%



Comments that have been raised:

An increase fly tipping:

- This will lead to more fly tipping. This would need to be cleared and ensue a cost.
- Wouldn't this increase the amount of illegal tipping? If banned they will fly tip □ Will increase fly tipping!
- Will this increase fly tipping/ are there other options for businesses to get rid of their waste?
- This proposal will result in fly tipping
- This waste will end up being dumped. Who will clear it? An unintended consequence could be an increase in fly tipping. A ban would increase fly tipping.
- Concerned this will increase fly tipping
- Simply ask about the waste instead of encouraging people to fly tip their waste. How else are bulky items meant to be disposed of sensibly??
- Could see an increase in fly tipping and therefore higher clean-up costs
- Some people have vans or trailers and are not a business. This will result in fly tipping increasing which will cost more to clean up.
- Will encourage fly tipping, which will cost council more to clear up
- As long as it's not dumped elsewhere
This could lead to more fly tipping.
- This will increase fly tipping which costs to clear. Would this result in more fly tipping?
- So long as more rubbish is not just dumped!

- Will this increase more fly tipping, for an example of fly tipping The Moors Rd it appears to be jobbing builders /DIY people? MCC must have more stringent monitoring of the location.
- I thought that business was charged. This proposal would encourage fly tipping.
- The concern is that fly tipping would increase exponentially which will then cost more to clean up

Charge businesses to dispose of waste.

- Charge them to dump rubbish
- Charge them?
- Why? If it's recycling why not charge them a nominal fee and ensure that you attain recycling targets
- Why not charge vans and trailers to increase income streams?
- Charge more ££'s add £10 charge
- Charge vans had they enter or refuse entry
- Small charge for vans etc. for using this service.
- We should be looking at ways we can generate income from the waste. Then we would want to encourage more use not less. We could still charge for commercial waste.
- One day opening for contractors to ensure payment
- Consider a small charge for larger vehicles
- Work WITH people and screen vehicles/waste coming into the site. The guys at 5 Lanes are pretty good at this already.
- All rubbish has to go somewhere. Business users could be charged a nominal amount for trade waste and this could generate income.
- Charge for vans or they will just fly tip and the council will have to spend more to deal with that
- Charge them or you spend more on fly tipping
- I use a trailer for household waste - maybe charge trailers £5
- Charge the businesses. Ask for proof of residence before anything g can be dumped
- Charge extra rather than ban
- Make it easy to recycle by accepting them but charge a fee (electronic so minimal cost)
- Charge reasonable rates for business use.
- Make them pay!
- Afraid it could be 'dumped' elsewhere. Charge them to use the centre.
- Charge them an annual/monthly fee
- Why not just make a charge for businesses? If you ban them the incidence of fly tipping is likely to increase, as the businesses will necessarily still produce the waste, and they do need to be able to dispose of it somewhere.
- Charge them and/or limit days they are allowed
- Charge the vans/trailers a fee. They have to get rid of rubbish somewhere.
- Could they not be charge van rates on site? Potential for fly -tipping if banned maybe and that expensive too.
- Make a charge for a van or trailer regardless whether business or not.

Information and guidance required for privately owned trailers and vans

- Subject to exemption for privately owned trailers and vans.
- Need some way of allowing private domestic waste to be taken in a van / trailer, don't just ban them outright
- Perhaps people should be challenged but my household has a van and a small car in it. If I need to take anything for recycling I would not be able to get it in my car
- Vans are fine as a lot of people drive a van instead of a car, sign written vehicles should not be allowed on to the premises without a charge though
- But how will large household items be disposed of without a trailer or van??
- Perhaps ask for ID at centres of people who you think may be trading as a business.
- Some people only have vans and no car so how are they going to dispose of waste. The amount of waste will not go down just more trips
- This will impose on private households who are renovating and community projects.
- Renovating a home would be classed as a business which it is not
- Bring in ban, but householders able to apply for a one time licence for trailer/van use
- What about householders who only own a van. Where will they be able to recycle their household waste? Not sure how many service providers would use this service would it be worthwhile?

Agreement that facilities should be for domestic use:

- Facilities should be domestic only.
- Don't create additional facilities but charge for business waste and restrict to community
- Private vehicles with trailers will reduce fly tipping. Short sighted to ban them! Ban businesses instead.

Support businesses in disposing of their waste – promote how they can do this.

- Promote and encourage places where trade waste can be disposed - there needs to be sufficient places for trades to dispose of waste. Concerned that this will encourage fly tipping.
- More work needed with local business, agree that large companies should not take advantage of these facilities but please ensure small and independent workers are not penalised.
- Voluntary contribution from businesses to advertise at the tip as an incentive to get more businesses to use it legitimately, really need to avoid fly tipping.
- Not solving the real problem - if commercial waste is being dumped, then they need to be charged - a ban does not increase revenue which should be the aim
- However, businesses will find a way around this and use cars instead. How are businesses (builders etc.) supposed to get rid of the rubbish?
- Difficulty is where businesses will e.g. businesses take their waste. Could lead to more fly tipping. Small businesses will be charged a reasonable sum - obviously they will pass this charge on to customers in their bills.

Work in partnership with other authorities

Share with other authorities

General comments about our waste and recycling system

- Current recycling and rubbish collection is a fiasco. Whole system needs overhaul.
- I use Llanfoist a lot using a trailer to transport household and garden waste to save cleaning my car. The problem is that business waste is driven in vans from all over Gwent and Powys as no checks are made. This is well known in the business community to save dumping costs. Some travel from Bristol. There is also no checks on what goes into skips unlike other councils as the staff chat and are disinterested. This must cost MCC a lot of money!
- Who else and where else would this rubbish go and make sure there are better checks made about the vans and trucks that are entering look at our neighbours in Coleford they have a good system where as vehicle reg is taken and you have to book you van in.
- We lived in Exeter and the local recycling centre allowed vans to drop off material which is then sold to generate income. Plaster board and rubble was charged at £1 a bag to cover costs. All that will happen if vans are banned it will increase fly tipping, also people with vans who aren't builders will be penalised. Also there was a shop to sell things that are going to be thrown away.
- Use a permit system similar to Torfaen rather than a straight ban

Mandate 10 Shared Lodging Housing Scheme

This mandate is generally supported at all of our public meetings.

Survey Results: Agree 77.8% Disagree 22.2%

Twitter Poll: agree 84% disagree 16%



Comments that have been raised:

Effective Monitoring of tenants

- Concerns were raised over the people who will be staying in the accommodation.
- I agree, but there must be a caveat in that shared lodgings are not always suitable for young and/or vulnerable people.
- Needs effective monitoring.
- Seems a good idea as long as children are not put at risk.

Effective monitoring if landlords

- How do you ensure quality and equality of provision by private landlords?
- Private landlords should not profit from people hardship.
- Must monitor private landlords
- Along as its regulated
- Not really sure. My guess is you are proposing multiple tenancies. If i were a landlord I'd be worried about the damage and who is responsible.
- Provided that local landlords are closely monitored

Utilise buildings that are empty

- Use buildings that are not in use.
- Accept lower spec accommodation
Ensure council properties are utilised properly e.g rehousing single older people who currently live in 2/3 bed council properties

- You need to link in with Supporting People services to ensure this sort of provision remains viable

Appropriate rental costs

- Private land lord's rents should be capped or even reduced. Rental prices have gone up and up over recent years.
- It is cheaper for council housing to be used rather than private rental fees.
- Not for profit landlords required.
- Needs to remain centrally controlled to avoid profiteering.
- Needs to be non-profitable to prevent abuse of the system.
- Public housing should remain public, private landlords will push up rents and the tax payers expense
- Offering it to private landlords will allow them to hike prices as they will realise, Monmouthshire will have to accommodate people

Independent Living in the community

- I think consideration needs to be given to the neighbours.
- How will the independent living be managed?

Agreement with the mandate

- Sharing services is a good idea but such improve not - area to improve, not just a cost cutting area.
- Not sure it'll save money, but if it does I agree.
- Joined up working with CSL's as per joint waiting lists
- Run it yourself as private is not secure or stable
- The idea of having lodging houses conjures up the image of low quality 'digs' and problematic properties. Maybe more could be done to encourage 'rent a room' schemes in the wider community.

Disagree with the mandate

- Huge potential for abusing the system with this idea. Not transparent and difficult to control. Must be not for profit.
- What is this to do with budgets?
- People would be housed in hovels
- People need to work hard to get mortgages. I had to work hard to get mine and people should not have houses thrown at them
- Forget the whole idea

Build more social housing

- Build more council run Homes
- We need more social housing; build more affordable housing; build more social housing.
- National council house scheme is needed
- Quality of stock is too poor
- This I would imagine would cost more in the long run. We need more affordable housing
- Why isn't the council building houses, they can get special mortgage rates ☐
Why not invest in building affordable purpose built homes for the rental market.

Mandate 12 Reduction in funding to voluntary organisations

There is a reluctance by some groups such as The Access for All Form to reduce funding to voluntary organisations. This is naturally a sensitive subject for a group that rely on the help and support of third sector organisations.

At the other public meetings there was no strong objection or feelings for the reduction to voluntary organisations.

This was not included in our Twitter Poll Survey

Results: 66% agreed 34% disagreed.

Comments that were raised:

Voluntary organisations affected need support

- Advice and support is needed to groups who are losing funding to help obtain funding from other sources.
- Investment in the third sector can have positive long term savings if made effectively. It is important to ensure that the third sector is supported in ways that can make the organisations more sustainable in the long term.
- Need to check if the exact criteria and services provided to avoid duplication.
- Write to provision that the groups that help the most vulnerable people to retain funding.
- Focus on recruiting and training to take over services. I think they should try to raise more funds themselves.
- Agree but you need to help the third sector to enable them to seek alternative funding perhaps appoint a fundraising officer
- Important they these groups have access to other funding sites.
- As long as these organisations are helped to find alternative funding streams.
- Strengthen GAVO funding database and support by re-investing some of the savings

Disagree that care and repair funding is reduced

- Don't agree older people need help to remain independent.
- Why cut Care and Repair? Is there any guarantee it will get funding elsewhere. The work it does is, as I understand it, very close-effective at enabling elderly people to stay in their own homes.
- Care and repair is vital for some

Agree that Care and Repair funding is reduced

- Many people are able and willing to pay for services care and repair fitted a stair rail - we offered to pay but we were refused. Not everyone over 75 is poor!
- Sad but i agree.
- The care and repair services offered appear to be of low standard and not wholly accountable.
- Don't know how many third sector orgs you support. Agree should fit your priorities
- Make sure that funding is associated with well-being outcomes
- I would prefer to see staff keep their jobs rather than money be used for voluntary organisations. At the same time, voluntary organisations should be encouraged but seek their funding elsewhere.
- Good idea

Agree to a point, but the authority needs to consider the needs of the community and ensure corporate priorities reflect these needs

- Cut all 3rd party funding
- There are definitely other organisations that can fill in the gap here.

Savings made with the reduction

- As long as money saved on cut backs is utilised in equally beneficial ways

Disagree with the mandate

- Voluntary sector is life blood of communities you should cut your own costly services
- Will definitely hit the worse-off. Safeguard health charities
- Savings could be made else were this will affect elderly and vulnerable people.
- This goes against one of Monmouthshire's priorities, no one left behind

General comments

- We fit with all your priorities but have had no support. This is an empty promise and i would like to see scrutiny processes in place to test your engagement.
- This could cost more in long term as the council will have to replace gaps that will no longer be run by charities etc.
- You have a lot of voluntary organisations doing the job of the council
- Voluntary organisations are the backbone of the community. At a time when funding is being reduced more money should be given to empower these organisations into the future.
- This would need full discussion with all concerned.
- Voluntary organisations are being relied on more and more by local authority's government agencies. This saving could be made by reducing salaries, bonus packages and relying on vol sector more effectively.
- Find this reduction from percentage of proportional reduction in executive salaries and bonus packages.
- Increasingly voluntary organisations provide services that the council government should provide anyway. More contribution are needed from the public which already have reduced funds.

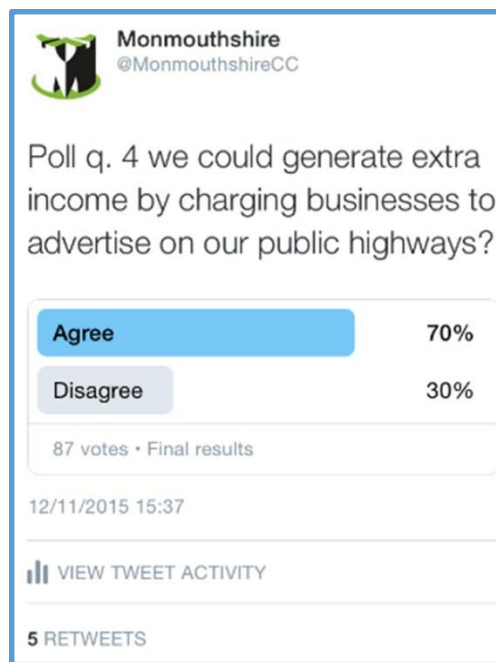
Mandate 13

1. We propose to generate extra income by charging businesses to advertise on our public highways.
2. We want to increase the number of car parking spaces.

This mandate received general agreement at all of the public meetings. There were some discussions with concerns being raised.

Survey Results: Agree 78.3% Disagree 21.7%

Twitter Poll: 70% agree 30% disagree



Comments:

Advertising Agree with the mandate to increase income generation

- Advertising even charging a small amount will increase revenue.
- Advertising schemes voluntary organisations will also increase revenue.
- It sounds good in principle - but will this be linked to the size of businesses? A small family business might lose out by not being able to advertise. What sort of advertisements are you intending on developing - there is currently far too many signs and placards etc on our streets and highways now, that you become blind to so many adverts
- We need to look at all opportunities for generating money from advertising.
- This could be done on LC sites, hubs etc
- Should be standard it would be very welcome
- Business should be able to place a sign outside their premises without payment

Concerns of the size of the boards:

- Can you reassure that the advertising will not be huge billboards that will be graffiti?
 - As long as that doesn't mean too much advertising
- Modest size signs.

Increase graffiti:

- Some road signs across the county are defaced - who is responsible for removing graffiti?
- Signs will be a temptation for young people to deface.

Signs will distract

- Many people felt that the signs would be a distraction and may become a cause of road accidents.
- Advertising on roadsides is a distraction to drivers
- It's a distraction.
- Advertising likely to detract from environmental quality
- Concerned that they will distract drivers
- This will make Mon a really messy. County and a site for rubbish dumping □
Don't advertise- where is this, America?
- Roads are already too cluttered
- Too much signage for drivers already this will cause even more accidents

Impact on the environment and landscape

- Don't ruin the environment for a few extra quid!
- On condition such advertising does not spoil/interrupt our beautiful countryside!
- Too much like America what about neon signs?
- Do not use the Monmouthshire countryside into a giant advertising bill board!
- In favour as long as advertising does not spoil our countryside or greenspaces.
- This will ruin the look of the town and countryside roadways
- Advertising doesn't sound very good to me, too much clutter on roadsides already. Presumably income wouldn't be that significant.
- Be mindful of how this is done as Monmouthshire is renowned for its natural beauty
- We do not want eye sores

Advertising on buses

- Buses more important than car parking
- I don't disagree although I have concerns that we may cheapen the county with adverts therefore if they are limited to buildings, buses, etc and was pleased that carpet company adverts on green spaces were removed.

Increase of car parks

- More parking is always good
- Increase of parking spaces is vital.

Cost of parking

- Parking is over charged already costing us visitors
- Specifically with car parks, it should be easier to pay for parking charges, e.g., via a mobile or app. Also, they should not introduce third party management (e.g., Parking

Eye) as their profits skim money from the council coffers. In addition, such companies are known to have dubious practices when dealing with the public at large thereby leading to bad feeling regarding parking charges as a whole.

- Parking charges are high enough - this will drive up costs for ALL households.
- Do to the large rural area and poor bus services I believe that the car parks should be free for the first 3 hours then large fees to discourage people who car share leaving theirs in the car parks whilst travelling into Cardiff/Newport to work.
- All parking should be charged at standard rate
- More parking but 1 1/2 hour free parking to boost local business.
- Don't put the cost up or people won't park
- Even £1 is a lot for some people. There should be an hour say last hour of the day when parking is only 50pm an hour.

Car park spaces

- What about buying your own car parking space or follow the example of Cwmbran Shopping.
- More car parking spaces will bring more people into the community. Advertising will generate income.
- Carparks could be made profitable

Park and Ride

- Chepstow M48 junction needs a park and ride, this could be profitable for the council.
- Promote using public transport.

Work with Third Sector

- Car parks in Cardigan were transferred to a community organisation. They use the money generated to re-invest in the local town. This is one way where MCC can support the 3rd sector to be more sustainable and perhaps take on some council services. It is about give and take and if you want the 3rd sector to take on services then they need ways to generate income.

Free Parking

- Free parking for all areas in the shires
- People would come to Monmouthshire if they didn't have the hassle of paying for car parking. Look at Cwmbran
- Parking should be free or a lot cheaper, to encourage business to locate here and encourage people to shop (see Cwmbran vs Newport) □ Car parking good but first hour needs to be free.

Disabled Spaces

- Please don't charge for disabled parking spaces
- Why do we continue to give the disabled free parking they have as much income and in some cases more?

Mandate 14

More wild flowers and local groups maintaining local grounds.

Unanimous agreement of community asset transfer mandate at all of our public meetings.

Survey Results : Agree 94.3% Disagree 5.7%

Twitter Poll: 96% agree 4% disagree



This mandate has had very positive feedback. Since the summer months we have had very happy communities sharing their photos and stories on social media. It is clear that our communities would like to see it continue.



Comments:

Maintenance of Linda Vista Gardens by Green Fingers

- Will 'friends of groups' be able maintain the gardens compared to other groups
- Do not agree with Green Fingers taking over Linda Vista. Not all of us want, or feel comfortable working with people with learning needs/disabilities, etc
- It is disingenuous to suggest that Linda Vista Gardens can be maintained by Green Fingers. Yes, they may be able to help. As do the Friends of Linda Vista Gardens. Help, not do it all.
- Green fingers is a fantastic service but the individuals undertaking the work are not being paid to do this. Therefore some of the most vulnerable members of society are being taken advantage of and used effectively as slave labour. An appalling way to save money.
- But make sure these groups are supported and not just used a free workers.

In agreement of more wild flowers

- Inspired and has been a real pleasure this year. Can the model for the garden /public spaces be rolled out?
- This seems a win win !
- There is also the Growing Space Company that supports people with mental ill health whom could also be involved. We still need the verges at junctions kept clear - particularly the dual carriage way junctions on roundabouts that didn't get cut enough this year, and became a hazard due to the height of the grass blocking view
- Fantastic idea! Utilise local schools - school children, scouting, guides, youth centres - 'From seed to flower initiatives'
- Please don't stop doing this.
- I think the wild flower idea is fantastic! A great big well done to those who came up with that idea, I would like to see more! Even now in November the roundabouts are still
- Sounds good as long as it's cost effective
- Agree with the "wild" planting
- Guerrilla gardening is an excellent alternative to the madness of municipal planting ☐ Excellent idea!

- The amount of these wild flowers areas could be reduced and further reduced - yes keep and main roundabouts but could be reduced elsewhere for further savings.
- Many elderly /vulnerable people and tourists like to spend time sitting in Linda Vista Gardens to admire its beauty - this is advantageous to their well being
- Love the wild flowers
- Think there is a real opportunity to promote this wider Why not have these areas sponsored?
- This is a very good example of saving and using the Community to help More of this, please. It is so very important.

Communities need support to grow their own flowers

- Local communities have limited time and resources for some service provision. What you are proposing will be wholesale cuts in services through back door Need to be maintained when flowers die.
- Utilise school children and youth groups, scouts, guides, youth clubs to allow children an opportunity to develop new skills.
- A Green fingers group could be formed in each town
- Could agricultural colleges be encouraged to utilise the students to learn whilst performing this for the communities
- Great idea - but communities need to help and guidance to help them start growing wild flowers.

Disagreement of wild flowers

- Wild flowers cost more than shrubs
- We really can't be affording all the plants etc. exhibited in, say, Chepstow for example
- We rely on tourism for attracting people into our county and cutting the use of bedding plants has a negative effect on keeping people happy. The natural flowers look very scruffy to me and within a few years the native weeds will dominate the planted flowers and become very ugly.
- Better though if you could let the natural flora return rather than planting - and not in little patches, but get rid of the grass altogether. I have a feeling this is rather amateur and the issues not well understood.
- The wildflowers look nice when they are in bloom but look awful the rest of the year.
- Stop wasting money on flowers
- The wild flowers at present are dug up and redone every year, should replace with perennial plants and shrubs which are low maintenance Dangerous when it grows out of hand Why plant any flowers?
- Stop the stupid boxes for Abergavenny in bloom no1 cares
- Organise for current council supervisor to assist as part of routine parks services Forget the whole idea.
- I'd much rather see my local roads in a better condition before looking at flower beds Definitely a waste of money!
- Wild flowers are not needed on roundabouts. It was absolutely fine when they were just grass. I don't agree with using these people for free labour council workmen could work a full day 5 days a week.

Mandate 15 Reduction in Highways staff and vehicles

There were questions raised and discussion at our public meetings about this mandate. The outcome of the survey is mixed however communities who completed our survey were in agreement of making savings but concerned that services they rely on in rural areas would be affected.

Survey Results: Agree 50.7% Disagree 49.3%

Twitter poll: Agree 23% disagree 77%



Comments:

Agreement with the mandate

- This is a good idea as long as the cover provision is made.

Disagreement with mandate

- You are turning the country back 20 years in terms of quality of services. It will cost the public more in terms of repairs and cost the council more in the long run when things fall into a poor state.
- Why are you wasting money letting staff take vans home, staff that are not on call and some of these live out of county (free transportation paid for by us) This doesn't sound a worthy cut back.
- False economy will lead to more accidents.
- Not sure that this isn't poor short-term thinking - with higher costs building up for the future
- I think this could compromise safety. In addition I pay enough road and council tax and expect to have these roads maintained to a satisfactory level
- Disagree with such a large proportion, couldn't you ask for each community to set a small budget for winter maintenance in their area and reduce the staffing level by less?

- Sub-contractors are not a long term saving.
- The service needs to remain how it is no alteration
- Disagree with less road maintenance

Roads are currently in poor condition

- Roads are in a poor state of repair in many areas. Do repairs properly in the first instance to avoid repeat visits.
- Well maintained roads are fundamental to economic sustainability
- The road network is already suffering from lack of maintenance, reduction in staffing could cause more claims and thus cost more in the long run.
- Roads are in an abysmal state already
- Monmouthshire roads are already in a very poor condition we need more staff and materials not less.
- More concentration on the current condition of public highways, repairs must be increased.
- Roads are already poorly maintained, motorists pay too much now and get nothing in return.
- Road maintenance is already poor and underfunded
- Roads are bad anyway so cannot accept further downgrade.
- There are many roads in the county that require attention due to poor repair/maintenance
- There are severe problems with the importance put on various issues with road keeping frequent lack of gritting
- Our country lanes and a/b roads are in an awful state already due to lack of maintenance! Make use of people sentenced to community service - they could clean the drain covers for example.

Roads still need to be maintained

- Roads are vital for the success of the county and must be priority
- Highways teams need to be looked after. Without them the roads would be blocked.
- Highways are very important, personally I do not agree with this at all.
- Maintaining the highways is a fundamental requirement of the county. Reducing manpower and vehicles can only lead to a deterioration in the roads, which will be more costly in the long run. employing contractors is likely to be more expensive
- More money needs to be spent on the roads they are in a poor state due to lack of years of funding.
- The roads are an important part of the county infrastructure □ Maintain existing services at the least.
- Make the roads fit for use
- People that live in the countryside get very little for their council tax surely the service should be maintained?
- It is essential in rural areas that roads are well kept and well maintained i.e. kept clear of snow. I am against reduction of staff as our roads are the main artery into England and Wales
- This puts rural people in more danger than urban populations. These people are already scares as it is in the countryside. You are just keeping the people in the cities happy

Implication on staff

- Do not reduce jobs

- Need more staff here and also much better safety signs and controls when men are working on the road or hedge and grass cutting at the side .I do not think the council follows its own safety rules on this issue

Work with neighbouring authorities

- Reduction in road funding has already been too great. No further reductions please! Sharing services and resources with other, neighbouring councils would be preferable.
- Merge with neighbouring authorities or full time to 0.8 contracts
- Centralise the salt /snow clearing duties to all original Gwent councils is Torfaen, Blaenau Gwent, this will reduce white collar staff but keep the guys driving the trucks.
- Study how the teams work. Introduction of Lean Methodology to find where work streams can be adjusted.

Role of volunteers and communities to work with us to maintain services

- Residents having access to grit to grits roads esp. in more rural areas
- Agree with reduction in winter maintenance it should be up to communities and individuals.
- What about the role of local groups of volunteers in this area of maintenance?

Comments to make savings

- How about reducing the top heavy structure if management instead of cutting materials available.
- Not sure, but I think well end up paying more to other private companies to do the jobs that the teams currently do.
- Again buying in will result in people charging over and above for poor quality service, just because they can
- This is very short sighted and would cost more in the long term - also would have an impact on emergency services. I don't see how this could be considered.

Mandate 20

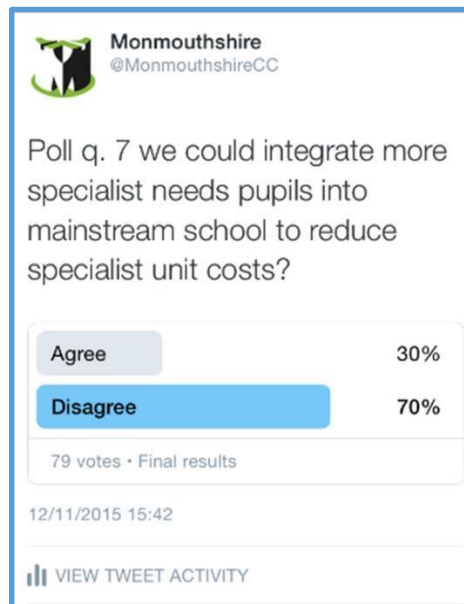
Review of the current Additional Learning Need specialist provision

General consensus at public meetings was disagreement.

This is also reflected in all of our engagement mechanisms both online survey and twitter poll.

Survey Results: Agree 41.3% Disagree 58.7%

Twitter Poll: Agree 30% Disagree 70%



Targeted engagement also took place with groups affected by this mandate teachers, governors and parents.

Concerns and comments raised at group session with parents:

The School

- Deri View is not being promoted as a school of excellence by Monmouthshire County Council even though it provides a high standard of learning and support for pupils with additional learning needs.
- Plans for pupils with specialist needs – how will they receive the support they need without the unit?
- The school will never be at full capacity by closing the unit less children will go there.

The Consultation Report

- Figures in the report are not accurate.
- There is a feeling that the decision to close the unit has already been made.
- Where the savings are made – how will transferring staff to other schools make savings?
- School was shown in a poor light this will discourage other parents who may wish to send their child to the school.
- Children not yet of school age with additional learning needs

- Children with additional learning needs attend the Acorn Centre and there are pupils in the schools nursery who are not included in the report as needing support.
- Where children will go when they leave the Acorn Centre and Nursery
- The nurture and supportive environment they receive at the moment will reduce if they learn in a mainstream environments.

Pupils with additional needs learning in mainstream school

- Lack of 1-1 Support in main stream school
- Support plans need to be in place for the children who have additional needs when they are placed in mainstream classes.
- The needs of the pupils are talked of as being met in mainstream school – how can you monitor this?
- Children who are in mainstream school will suffer academically due to disruption of pupils with additional needs learning in the same classroom.
- Teaching staff will become distracted by having other adults (Teaching assistants) in the class room when they are teaching.
- The level of support children with additional learning needs will receive will be of lower quality.
- Children need to be nurtured and supported from an early stage this cannot be carried out in a mainstream class.

Pupils with specialist need

- The provision for children who need specialist support who cannot learn in mainstream school has not been considered.

Autistic children

- Transporting autistic children to a school 20 mins away will be detrimental to their learning and emotional health.
- The report has not taken the needs of autistic children
- Transporting children to other resource units e.g. Overmonnow Primary School
- Money will not be saved if the you have to transport pupils to schools out of catchment
- What will happen when these units become oversubscribed?

The future of additional learning needs provision

The lack of Special Need Units from 3 in the county to 2 if Deri View closes will not be enough for the future. □ More and more houses built will increase the number of children in our schools.

Comments raised through wider engagement

Disagreement of the mandate

- I think this is an outrage
- Protecting our children and supporting families must be a priority surely?
- There is already adequate provision,
- Cut costs elsewhere e.g. Senior council staff
- Disagree whole heartedly with this until you provide a full and proper replacement for the invaluable provision.
- We need to support most vulnerable and this should not be a budget cut area
- This is a retrograde step which will lead to children with special needs travelling long

- Why are we supporting children out of the area? Distances for schooling out of county, with extra transport costs.
- The costs to the school budget for a fully inclusive approach to meet the needs of SEN pupils would not be saving money. This money would still need to be spent so that it does not have a detrimental effect on other pupils. Specialist support is necessary and valuable and the Local Authority has a duty of care to all children and young people. This would potentially have a negative effect to many pupils not just SEN

Agreement of the mandate

- You should be reviewing and ensuring services are robust at all times, not just now money needs to be saved. Families with children with special needs need support, I'm not against closing down a poor service so long as a better one is made available.
- As long as the needs of all these children are met at facilities close enough for the families to manage on a daily basis then that will be fine. Otherwise definitely not.
- Agree a review a good idea. Promotion of dyslexic friendly status and training for all teachers in school for a more integrated, cohesive experience. (can only speak from experience with dyslexia provision)
- As long as education is provided elsewhere.

Concerns over the additional provision for pupils

- As long as provision elsewhere
- As long as provision is made for these children elsewhere
- You are failing to realize how many children need support. In the future, it'll cost u dearly
- This service is essential for many children unless another school is provided.
- Where will pupils go? What will the building be used for? Will there be empty classrooms it's a new school!
- As long as more will have adequate provision.

Families and children need to stay in and get support in their own community

- Families need appropriate support locally
- Outrageous to consider sending such young children even further afield. How are they meant to build relationships with local friends
- Not enough help for parents of children with additional learning needs.
- This will just build problems for the future with disaffected children fed up with education. This needs more money. These are our children.
- The impact on these students moving to a new school and environment is unfair and also it will have an impact on the parents having to travel further afield to have their children in safe care.
- I feel that young children with additional learning needs to be with their community where it matters both for transitions between home life and school. Each child is a very individual case so where it may seem fit for one it may not be fit for others and I feel that some of these children need to bead happy within their lives and teach them true life skills.
- If the children can be accommodated elsewhere then ok.

Consider volunteers to help support pupils who need 1-1 support

- Keep this unit open, look for sponsoring or volunteer to support. I for one I work with special needs children & could volunteer a Friday afternoon. With collaboration of parents and support

Increase in children being diagnosed – will their provision for more pupils?

- Too many children are diagnosed with SEN as an ex teacher we taught within large classes in the schools.

Disruption from pupils with ALN in mainstream classes

- Children still require 1to1 in mainstream classes which costs more than units and disrupts the mainstream classes
- You must not affect the learning of 'normal' children
- Pupils who need 1-1 support may disrupt the pupils in mainstream.

Need for centralised school to enable pupils with special need to learn

- Deri view never catered for pupils with SEBD we need a proper special school in Monmouthshire for primary pupils and secondary school provision in the county for pupils to move onto. They should not have to go out of county. In the long run this would save money in the placements and transport out of county.
- Also need to look at remaining small mainstream schools in Monmouthshire with high costs per pupil (staffing/premises) and surplus places and consider closing them and transferring pupils to larger schools such as Deri View which still has a large number of surplus places itself.

Maintain provision whatever the cost

- Find a way. Increase council tax, increase parking charges, levy a community tax on local businesses operating above a certain turnover, turn off street light, do whatever is necessary but do not have those children already suffering suffer even more due to lack of funds.
- Children and their education must come first.
- No this is already massively under resourced and not scratching the surface how can a reduction event be considered?
- Strongly disagree. ALN children need such funding to achieve

Work with neighbouring authorities

- Join up with neighbouring councils

Agree with ALN pupils learning in mainstream school

- Provide integration within the usually classes instead of segregating SEN pupils but still keep original staff for extra support within classrooms
- I think we need to look at a different approach to helping children with Learning difficulties we need to look carefully before labelling children as " Special Needs"

Disagree with ALN pupils learning in mainstream school

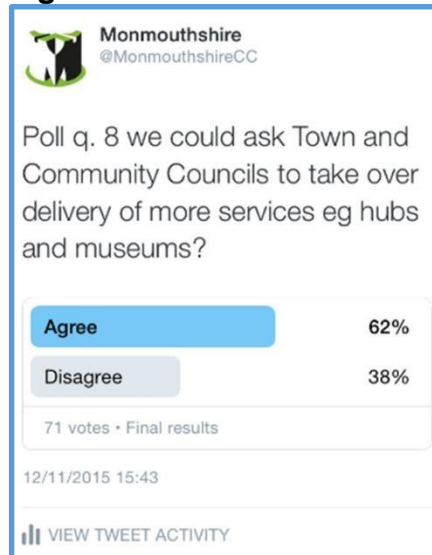
- Some children need 1-1 support and cannot deal with mainstream
- Totally disagree too many children need specialist support and this cannot be provided in mainstream classes.

Mandate 21 Town and Community Councils

Whilst there is a general agreement with this mandate there are concerns about the ability of town and community councils to take over the delivery of services

Survey Results: Agree 84.1% Disagree 15.9%

Twitter Poll: Agree 62% disagree 38%



Comments:

Communities need to work together

- Communities know their communities best!
- Mutual Liaison between HQ and localities
- Involve community involve local community I.e. volunteers e.g. Usk Hub ☐
Room for improvement with better toilets.
- Agree in part, but some areas have been let down by the council and are still waiting for community provision, such as community centre in Magor & Undy.
- In Usk this has largely occurred with the exception of the library.
- Local autonomy is generally a good thing
- Should be encouraging communities and not councils to take on these responsibilities

Questions about the impact of maintaining services

- Don't be so stingy. Local communities won't be able to raise the cash necessary by themselves.
- Where will the extra funding come from?
- As long as they have the correct funding
- Basically agree but I make a plea that town/community councils retain ownership of t/heir local services. The way that T/C was portrayed was that there would be a % taken by MCC it is impossible that this idea is dispelled.
- As long as there is the capability and capacity within local councils and communities to do this.

Impact on precept:

- Then the costs will come to us via the precept. Are town councils really up to the task? I would rather development trusts take on these sorts of initiatives and money paid to them either from the precept or increased council tax.
- This would result in community councils needing more money and so they would ask for more money from council tax payers. Not fair on us ☐ Concerned about increase of precept.
- Precept will increase if this happens.
- Concerned that inefficient and perhaps incompetent community councils could end up costing use more through their precept.
- Will precepts have to increase making the Community Councils look like the bad guys?
- Need more support
- Private sector involvement

Skills and training to empower councils and communities

- Most do not have skills and in effect you would pass on increased costs to them ☐ Give volunteers incentives to volunteer to get more people involved.
- Fully involve residents/interested parties all the way through the process.
- Town councils should be more involved.
- Town council needs to join twenty first century to make this plan work ☐ Assist community groups to manage dedicated community buildings.
- I believe that in theory, this is a good idea, but I do not think most town and community councils have the knowledge or ability to take on such large services.
- You are expecting volunteer councillors to take on a lot of responsibility. Will you also be passing on the part of the council tax that funds these services?

Less town and community councils

- Money could be saved by having less town and community councillor a, mayors and all the trappings they are not needed and don't provide anything useful.
- They need to prioritise just like every other public sector service. However where possible they should contribute rather than take them on as this will probably end up more costly. Possibly organising on a regional basis less spend on admin and more on direct services
- What you really mean is that services will have to be cut but you will be able to blame local communities. In addition, i have no faith in our local town council to do anything proactive with service provision
- I think we should merge Councils why do we need a 2/3 tier system?
- Talk to smaller Community Councils, not just towns, about savings and cluster working
- I would remove town and parish councils and use the money we pay them for services provided by MCC

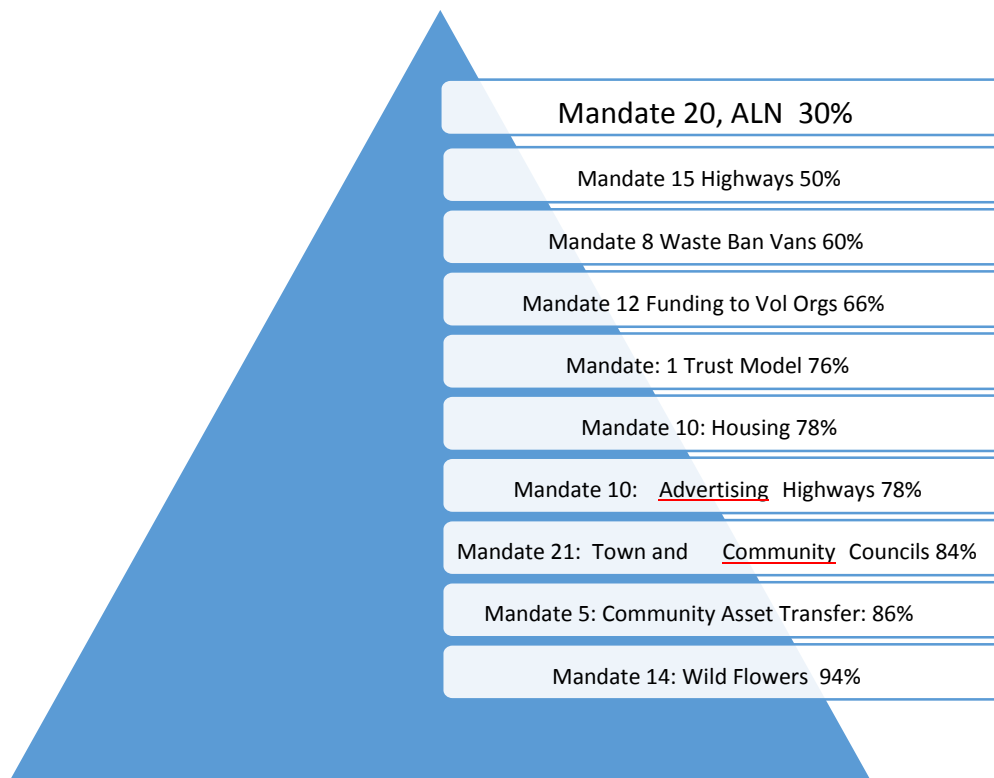
Concerns about maintaining services

- Privatised them. If they do not stand up commercially why fund them through council funds? This sort of money can be redistributed to keep Deri View open for example!
- These will be unable to survive without council financial support.
- Agree in helping if it helps to keep them open.

- This will mean giving responsibility for a statutory service to town councils avoiding county councils responsibilities. You are passing any blame for not providing the services to someone else, as usual.
- Not a clear question, need clarity - what is a 'community hub'? How can town and community council run them better than the local authority? Some services such as libraries are statutory and need to be adequately run and funded by the local authority. Why should residents continue to pay some of the highest taxes in Wales when the local authority is considering handing over services to others to run?
- What else would you do close them all?
- But less emphasis on these services, the majority of people will not be able to access museums and such in 9-5 hours so why have them open during those times, perhaps just open this as a weekend service

An overview of the survey results in agreement of all mandates:

% of people agree with mandate



Our communities felt that the majority of our ideas were practical and a common sense approach to making savings.

The mandate people agreed with the most is Mandate 14 Wild Flowers this is a positive and reinforces our knowledge that our communities love our wild flowers. Whilst Mandate 5, 21 and 10 are ideas that communities welcome to ensure that services continue to exist. The people that we have talked have welcomed us informing them of the possible changes to the way some services may be delivered but still continuing to prioritise those that are important to our communities such as education and social care.

The mandate that has had the most disagreement is Mandate 20. This mandate affects families in Monmouthshire and is an emotive subject to go out and talk to those affected about. The engagement with all groups affected has been positive and led by the Additional Learning Needs Team.

Recommendations

The engagement methods that we have used to inform and engage our communities this year have been good but we have noticed that some methods are maybe better used for specific areas of our communities.

We are always looking for new ways to engage and will use our knowledge to improve on and expand future engagement.

Public Meetings

Our public meetings have continued to have low attendance numbers in some of our towns. We should look reducing the number of public meetings so that there would be one in the north of the county and one in the south.

The use of live streaming at the Usk meeting was a good method of capturing the information we are providing and enabling people to watch it on our You Tube Channel at a later date. We would like to continue this method.

Community Engagement

We continued this year to visit our towns, in some areas we used the exhibition trailer. The trailer proved a useful attraction. We have also invested in a Monmouthshire Engages Pop Up banner which we have also taken on our travels across the county.

The exhibition trailer is something we would look to use more of in the future.

The possibility of better positioning in our towns and working with our partner organisations such as ABUHB to work with them if they are engaging in Monmouthshire.

Targeted Engagement

Our engagement with those affected by some of the changes we are proposing was effective however this could be expanded on for future engagement. We will continue to work with community groups, friends of groups and individuals that would welcome information and the opportunity to share their thought and feelings on particular issues. We found our engagement in leisure centres very useful, this also opened up ways for people who may not have had the chance to participate such as parents and older people.

Our work with the Access for All Forum continued this year and enabled many people to attend a meeting in the daytime. This group welcomes information from Monmouthshire County Council. Many members of the Access for All Forum are member of a variety of groups such as Action 50+, People First – a disability support group have discussed the budget in their meetings. This members came along to the group already informed. We

will continue to work with the group. There are many other groups such as The Parent Network, who we can work with in the future to engage as widely as possible.

Social Media

As the world evolves and technology is becoming relied on more and more to inform and engage we have tapped in to this more and more to engage with our communities. Both Twitter and Face book were very positive methods this year. We will definitely continue to enhance our use of social media. The Twitter poll proved popular and very engaging. Face book is a platform that is used widely and we have found that posting films creates many likes and shares. This is very positive and we will continue to use this in the future.

Online Survey

Our online survey was an asset to capturing information. We will continue to enable as many people to participate in our engagement and the survey was yet another mechanism for people to share their thoughts.

Website

This year we aimed to be as open and honest. Mandates, EQIA/FGE's were available on Monmouthshire Engages pages of the website. 564 people visited this page, we will aim to expand on this in future. The website was promoted via social media and our leaflets.

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Joint Advisory Group held
at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 26th October,
2015 at 10.00 am**

PRESENT: County Councillor P. Murphy (Chairman)
County Councillor A. Easson (Vice Chairman)

County Councillors: D. Dovey, E. Hacket Pain and J. Higginson

OFFICERS IN ATTENDANCE:

Kellie Beirne	Chief Officer, Enterprise
Roger Hoggins	Head of Operations
Jan Davies	Trade Union Representative
Richard Garner	Trade Union Representative
Peter Short (Trade Union)	Trade Union Representative
Rowena Hayward (Trade Union)	Trade Union Representative
David Gunter (Trade Union)	Trade Union Representative
John Pearson	Local Democracy Manager

APOLOGIES:

Councillors J. Crook

1. Declaration of Interest

None received.

2. To confirm and sign the minutes of the Joint Advisory Group of 15th June 2015

The committee approved the minutes of the previous meeting.

3. Draft Budget Proposals 2016/17 for Consultation

The chair summarised the current budget position being as tough as its ever been with next year likely to be even harder but focus is needed just to get through this year. The mandates being presented are ideas and not firm proposals which contain a number of assumptions rather than definitive details. However, mandates may become proposals given the need to save money. The chair informed the committee that there is a reliance on external money through raising charges for fees and services and bringing money in from external sources. There is a current deficit of £1.7 million out of the £6.4 million savings required, further details on the deficit savings will be brought to a future meeting of the committee.

The Chair worked through the budget summary list and gave an overview of the proposals contained in each mandate.

Mandate 2a and 2B– Increase in residential/nursing & domiciliary care fees due to introduction of the Living Wage

Members of the trade union queried why this area was receiving greater levels of market protection to other areas of the Council. The Chief Officer for Enterprise informed the committee that the authority must conform to certain standards and expectations of the service area which

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Joint Advisory Group held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 26th October, 2015 at 10.00 am

the authority has little control. There is still no firm date to implement the living wage in the service area but its expected to be from 1st April 2016.

Whilst the Trade Union agree with the points raised by the Chief Officer, they queried the process of the Government reducing funding to local authorities whilst implementing the living wage at the same time, which must be met by the local authority who forward that funding to the private sector to deliver the service. If the service was delivered in house the minimum wage would already apply across the board to those who are providing the service.

A discussion then took place around the legal requirements of the authority with examples of case law from other local authorities provided to support the need to move to the living wage.

Mandate 2C – Waste and street services

A brief overview of the mandate was provided by the Head of Operations which include a need to update the fleet of vehicles operated by the authority, an increase of the number of properties that use the service as well as an overall increase in waste from households. The mandate assumes 0% uplift in contract fees unless the contract is aligned to a specific inflation index. The Head of Operations also informed the committee of the potential for a 25%-30% reduction in the grant funding in coming years which will affect the service across Wales and local authorities are trying to include the costs associated with the service in the RSG to minimise the impact.

Members queried whether initiatives could be introduced to reduce the level of waste being generated but were informed the issue isn't the amount of waste generated by households but the additional packaging with goods that is increasing the overall load.

Mandate 2d – Passenger transport unit school transport

The Head of Operations briefed the committee on the budget pressures in the passenger transport unit and the increase in costs associated with additional learning needs transport. Initiatives were put in place to alleviate the pressure in this area which had not been successful and has therefore continued to overspend. Other budget issues relate to Welsh School Transport and the failing to realise potential income.

Members queried the additional pressure placed on the passenger transport unit budget due to the closure of Deri View School and whether it should be the education department who should be funding the transport for school related journeys. The Cabinet Member for Education advised the committee that the closure of the school has minimal impact as children at the school were already scheduled to attend other schools and the overall cost of the service is a council issue and is not directorate specific.

The Head of Operations informed the committee that the passenger transport unit provide both school transport as well as public transport and public transport may need to be reviewed in future years but the current mandates only relate to school transport.

Full Mandates / Budget Summary

B1 – Assess the feasibility to establish a not for profit service delivery model (tourism, leisure and culture)

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Joint Advisory Group held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 26th October, 2015 at 10.00 am

Members of the trade unions informed the committee that they have a lot of experience in these types of business models being run in other local authorities but wanted clarity on the scope of the mandate and how many staff are effected as the plan appears large compared to a trust associated with purely leisure centres.

The Chief Officer for Enterprise advised the committee that the mandate is advancing and changing constantly. Whilst the terms trust is the recognised terms other business models are being considered such as mutual or co-operatives which are owned by the staff. There is between 200 and 300 staff effected by the proposals in the mandate. The Chief Officer confirmed that the Council is liaising with other authorities with experience in setting up these business models to learn for their experiences. The committee were also informed that staff effected by the mandate are keen to move to a new service model which should help to alleviate some of the constraints and issues the services are currently facing.

Members questioned the effect on school services using leisure facilities where they would not be operated by the local authority anymore and whether they would still be available for use and would there be additional costs associated with it? The committee were informed that there are service level agreements in place between leisure and education which would need to be reviewed and firmed up to ensure continuous arrangements are in place that suit everyone.

Members also queried the capacity of a trust to support staff through a subsidiary rather than directly through the local authority and who would the trust be responsible for reporting to given the level of council investment. The Chief Officer informed the committee that the trading element of the trust lies with them and would be its responsibility to make a profit and that reporting responsibilities would be included in the governance arrangements as the subsidiary is established.

B2 – Rationalise Business Support Teams

The trade union queried whether the review is county wide or specific to County Hall. The committee were informed that the review is looking across the board with chief officers and whether there is the option of reduced or flexible hours that can be implemented to reduce the potential for job losses.

Members also queried the effect of the increase in support functions amongst staff due to reductions already implemented and their capacity to cope and continue to support. The Chief Officer informed the committee that it is looking at general support rather than specific support services.

B12 – Second phase review of grants/subsidies to third sector discretionary bodies

The chair informed the committee that most third sector organisations are voluntary run with little staff resource and means they will need to look at other sources of income. Abergavenny Theatre will see an impact in a cut in its funding and will need to move to a more sustainable model for the theatre.

Members of the committee did not want to see a reduction in the funding levels to CAB's. The chair informed the committee that councillors are attending meetings and informing groups of the reductions and other potential sources of income to allow them to accept a reduction in funding rather than a total withdrawal of funding.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Joint Advisory Group held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 26th October, 2015 at 10.00 am

B13 – Highways Infrastructure – Income Generation

The committee were informed of a provisional list of 140 sites for potential advertising and are currently reviewing those sites with planning. Following public consultation some sites have been amended or removed to ensure they are in keeping with its surroundings.

B14 – Grounds Maintenance – Funding Review

The committee were informed that there are possible staffing implications with this mandate due to the withdrawal of Chepstow sexton service which has been withdrawn so will continue for the time being. Currently any funding issues have been managed with vacancies not being filled and retirements. To ease the burden further there is potential for reviewing charges for services in the future.

B15 – Highways Maintenance Review

Mandate proposes a reduction in three staff, two will be funded by SEWTRA going forward and no compulsory redundancies are anticipated due to the retirement of other posts. It is still a priority to retain emergency response service for winter maintenance and training of other council staff to support the service.

The committee queried whether apprentices could be employed to support the service going forward. The Head of Operations informed the committee that they are hoping to take on two apprentices in the waste department this year but there are still cost implications for the council in employing apprentices.

B16 – Flexible Employment Options

The trade unions raised concerns around this mandate with regard to the same level of work needing to be complete but fewer staff available to do it as well as questioning the additional welfare support that will be available to support staff. The Chief Officer for Enterprise agreed with the concerns of the trade union and confirmed that take of flexible employment will be on a voluntary basis but will need constant reviewing to ensure capacity is available.

B19 – Property Services & Facilities Management Review

The committee were informed that there are no direct staffing implications associated with this mandate but are reviewing how the estate is managed. Trade union raised concerns around sudden decisions being made with regard to accommodation that are not being filtered down to staff. The chair agreed to put this as a standard item on the agenda for future meetings to keep members updated.

Any other business

The trade unions raised a general query regarding the implementation of the National Living Wage which will rise from £7.20 to £9 per hour by 2020 and whether this is being factored in to the Medium Term Financial Plan of the authority. The Chief Officer for Enterprise confirmed that the MTFP contains pressure relating to the increase in the national living wage up to 2020.

4. To note the date and time of the next meeting of the Joint Advisory Group as 25th January 2016 at 10:00am at County Hall, Usk

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Joint Advisory Group held
at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 26th October,
2015 at 10.00 am**

The meeting ended at 12.05 pm

This page is intentionally left blank

Appendix B1 – Response to Welsh Government on the Provisional Settlement

Simon Edwards
Local Government Funding and
Performance Branch,
Welsh Government,
Cathays Park,
Cardiff.
CF10 3NQ

Your Ref/Eich Cyf:
Our Ref/Ein Cyf:
Date/Dyddiad:
File Ref:
The Person dealing with
this matter is/ Y
Person sy'n delio gyda'r
mater yma yw:
Tel/Ffôn: 01633 644270
Fax/Ffacs: 01633 644260
e-mail address/ cyfeiriad
e-bost Monmouthshire.gov.uk

Dear Mr Edwards,

Re: Provisional Local Government Settlement 2016/17

Thank you for the opportunity to comment on the Provisional Settlement announced recently. This response has been endorsed by Monmouthshire County Council's Cabinet and provides the views of members.

Obviously, the All-Wales provisional settlement announcement is a matter of concern, coming as it does, after a difficult settlement last year and the prospect of still difficult times to come, particularly for Monmouthshire. The Council is very conscious of the pressures on household budgets and so the Council is doing its utmost to deliver a balanced budget but this will inevitably put pressure on Council Tax rises.

When comparing like for like, Monmouthshire's reduction is 3.1%. As there is no floor the provisional settlement this has done nothing to alleviate our position as the worst funded Council in Wales per head of population. In addition, looking forward to 2017/18 and beyond, the prospect of continuing to receive one of the worst settlements in Wales each year for Monmouthshire, means that key services are facing extreme pressure.

As a rural authority we fully support the attached proposal for a Rural Stabilisation Grant submitted to the Minister by the WLGA and would emphasise the following points:

- There is clear evidence that many rural issues are underplayed in the Welsh Index of Multiple Deprivation which impacts on the formula and leads to a concern on a lack of indicators to identify specific rural issues.
- In terms of the 2016/17 provisional settlement this has left rural authorities such as Monmouthshire with greater reductions than the average.
- The distribution of reductions across Wales around an average reduction of 1.4% with a range of 4% is excessive for a small country.
- The introduction of a Rural Stabilisation Grant for 4 rural authorities with the greatest reductions, could limit these reductions to a more manageable level and would not affect the settlement of other authorities. Limiting the reduction to 2.5% would cost £4.74 million, and Monmouthshire would welcome this amendment.

Monmouthshire notes the priority afforded to education and social care budgets. However in a reducing resource envelop there is a need to distinguish between protecting services and protecting budgets. Every service area needs to be looked at and ways of improving efficiency and effectiveness implemented which enables budgets in education and social care to be contained whilst still providing priority outcomes. Providing Authorities with the maximum flexibility to manage their budgets in this way would be welcomed.

Monmouthshire supports and encourages the transfer of specific grants into the settlement and is disappointed that more progress has not been made in this regard. All Council areas have some level of need and the grant regime fails to recognise this in some instance (for example Communities First). If there are opportunities to put more grants into the final settlement this would be welcomed providing it continues to be distributed on the same basis as the original grant to prevent large changes at a very late stage in the process.

On capital account, the settlement does not address the previous reductions in capital funding and is still therefore a serious concern, especially as it comes at a time when councils are struggling to raise capital receipts from asset sales. The need to invest in priority areas such as 21st Century Schools, waste management, carbon reduction and infrastructure remains high, with WG support remaining a critical success factor.

Despite the fact that the reasons for the low settlement are both known and understood, it is difficult to reconcile the revenue and capital settlements with the increasing expectations and demands on local council services are continuing to grow. Councils will face difficult decisions in reconciling budgets next year and in the medium term and it is important that the WG recognises the need for difficult decisions, is supportive of local authorities facing difficult times and does not promote undeliverable policy expectations. This is a time for us all to work together to minimise the consequences of the downturn in public finances on the most vulnerable in society and to send clear and consistent expectations to the public we exist to serve.

Yours sincerely,

Councillor Philip Murphy – Cabinet Member

Our Ref/Ein Cyf:
Your Ref/Eich Cyf:
Date/Dyddiad:
Please ask for/Gofynnwch am:
Direct line/Llinell uniongyrchol:
Email/Ebost:

ST/SJ

15 December 2015
Steve Thomas
029 2046 8610
steve.thomas@wlga.gov.uk



WLGA • CLILC

Jane Hutt AM
Minister for Finance & Government Business
Welsh Government
Cardiff Bay
Cardiff
CF99 1NA

Dear Minister

Rural Stabilisation Grant

The WLGA's Rural Forum met yesterday and considered the case for a Rural Stabilisation Grant. They have tasked me to write to you setting out a proposal for consideration. During the discussion, members wanted to highlight the position in rural authorities which are consistently receiving the lowest average RSG settlements. They also highlighted additional pressures that are faced in providing community-based social services for older people over large geographic and sparse areas. As a result they are seeking a mechanism to address this.

Annexed to this letter is a paper for your consideration which is self-explanatory. The Rural Forum respectfully request that you give due consideration to this case set out and thank you for examining this issue.

Yours sincerely

Steve Thomas CBE
Chief Executive / Prif Weithredwr

Steve Thomas CBE
Chief Executive
Prif Weithredwr

Welsh Local Government
Association
Local Government House
Drake Walk
CARDIFF CF10 4LG
Tel: 029 2046 8600

Cymdeithas Llywodraeth
Leol Cymru
Tŷ Llywodraeth Leol
Rhodfa Drake
CAERDYDD CF10 4LG
Ffôn: 029 2046 8600

www.wlga.gov.uk



WLGA Paper

Proposal for a Rural Stabilisation Grant

Jon Rae and Steve Thomas CBE
029 2046 8620 – jon.rae@wlga.gov.uk

Proposal

Following the publication of the WLGA Manifesto “Localism 2016” there is an acceptance across all councils that the funding formula which underpins the distribution of the Revenue Support Grant (RSG) is becoming outdated and requires overhaul. The WLGA has commissioned the leading academic Professor Tony Travers to chair an Independent Commission for Local Government Finance which is taking evidence on this along with examining other issues around the sustainability of the system. This will report in 2016.

Equally in 2012 WLGA’s Rural Forum commissioned a report from the Oxford Consultants for Social Inclusion (OCSI) “Getting the Measure of Rural Deprivation Wales”. This found clear evidence that many rural issues are underplayed in the Welsh Index of Multiple Deprivation which impacts on the formula and leads to concerns on a lack of indicators to identify specific rural issues, such as sparsity, employment access and quality, housing affordability, access to services, and cost of living. There is also a formula “squeeze” occurring as population growth in urban areas outstrips that in rural Wales in turn impacting on revenue distributions to education and other key functions. The disparities in the provisional settlement for 2016/17 see these issues becoming further pronounced.

Summary

This paper sets out a two option proposal for a Rural Stabilisation Grant that would in effect limit the reductions in the local government revenue settlement at 2.5% and 3.0% respectively. The two options would:

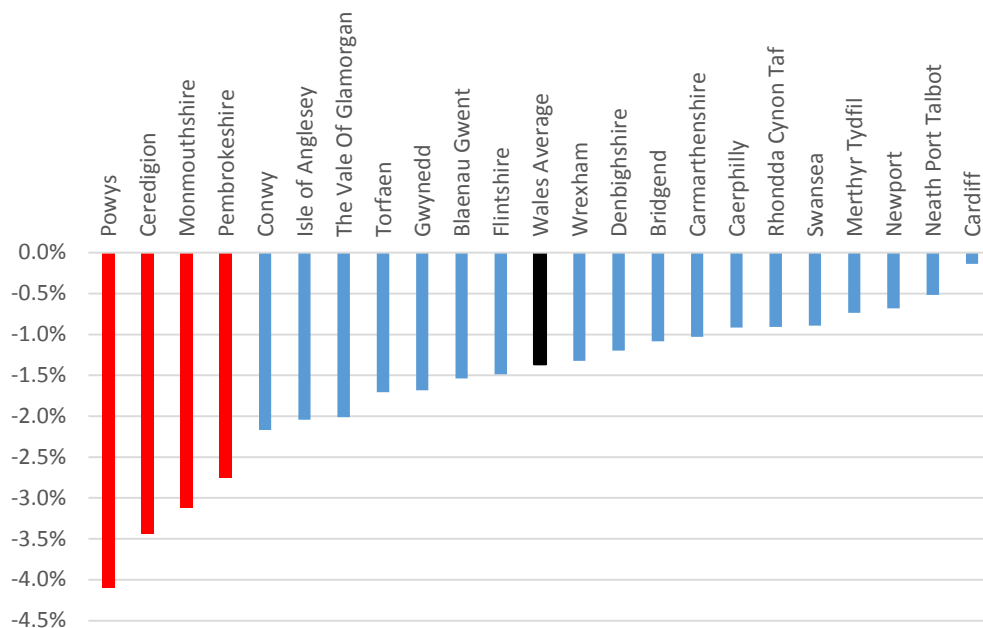
- limit the reduction in Aggregate External Finance (AEF) for **4 rural authorities to 2.5% and would cost £4.74m**, or
- limit the reduction in AEF for **3 rural authorities to 3.0% and would cost £2.48m**

Background

The local government settlement announced on 9 December produced a range of reductions in core funding (AEF) that varied between -0.1% in Cardiff to -4.1% in Powys. The overall reduction was less than the local government community had anticipated.

WLGA has worked in advance with Welsh Government to examine key pressures notably in social care which the latter has recognised. The settlement outcome is therefore one which has been welcomed by a majority of councils, but as stated the disparity between settlements in urban and rural areas is widening.

Figure 1: Range of reductions in AEF 2016-17



However, the settlement left 7 rural authorities with reductions greater than the Welsh average. Figure 1, above, shows 4 rural authorities clearly clustered at the bottom of the range: Powys, Ceredigion, Monmouthshire and Pembrokeshire. Three further rural based authorities namely Conwy, the Vale of Glamorgan and Ynys Mon are slightly better placed although their presence confirms the main thesis of this paper around rurality and the formula.

WLGA Leaders across the political spectrum, representing both rural and urban areas, are concerned about the impact on local public services in the effected authorities. The WLGA is proposing the creation of a **Rural Stabilisation Grant** that would limit the reductions to more manageable levels.

Table 1 below presents two options for a Rural Stabilisation Grant. The first option would, in effect, limit the reduction to 2.5% and would cost £4.74m. The penultimate column shows Powys as the main beneficiary at £2.81m, and the remaining £1.93m shared between Ceredigion, Pembrokeshire and Monmouthshire.

The second option limits the reduction to 3.0% and would cost £2.48m. Raising the threshold lowers the cost. The last column shows Powys would benefit by £1.93m, and the remaining £0.55m shared between Ceredigion and Monmouthshire.

Table 1: Aggregate External Finance for 2015-16, 2016-17 and costings for two options.

Unitary authority	2015-16	2016-17	Amount req'd to limit AEF reductions to:	
	final AEF*	provisional AEF	2.5%	3.0%
Powys	175,692	168,488	2,812	1,933
Ceredigion	100,010	96,570	939	439
Pembrokeshire	161,375	156,932	409	0
Monmouthshire	94,379	91,439	580	109
Amount required for Rural Stabilisation Grant			4,740	2,481

* Based on table 1a of the LGF settlement tables, 15-16 base adjusted for OA Grant

Proposal and Limit of Grant Funding

It is proposed that the WLGA Rural Forum debate these options and may wish to submit both options to Welsh Government for consideration. The absence of a floor funding mechanism in the provisional settlement does provide an opportunity to examine these issues without recourse to affecting the settlements of other authorities all of whom are seeking budget reductions. If Ministers are persuaded by this proposal it may require some further detailed work in terms of its impact on future settlements. As such we are proposing that this proposal is for 2016-17 only and further discussions would be required about its status as a small specific grant of becoming part of the RSG.

In any case the work of the Distribution Sub Group (DSG) is addressing a potential systematic deficiency in the funding formula. This is linked to the additional costs of providing domiciliary and community-based social services in relation to those travelling over a large geographic area. The successful conclusion of this work would largely address this issue for 2017-18 and beyond, subject to the validation of the method by the WG's Local Government Finance team.

Recommendation

Members' views are sought on the options in this paper. (If approved by the Rural Forum the paper should also be reported to the WLGA Management and Audit Sub-committee)

Appendix B2 WELSH LOCAL GOVERNMENT SETTLEMENT 2016-17

Provisional

Table 1c: Aggregate External Finance (AEF) per capita, by Unitary Authority, 2016-17

Unitary authority	Provisional AEF (£000s)	Provisional AEF per capita (£)*	Rank
Isle of Anglesey	91,925	1,310	12
Gwynedd	166,990	1,356	9
Conwy	149,429	1,287	13
Denbighshire	139,602	1,454	6
Flintshire	184,743	1,196	19
Wrexham	169,761	1,200	18
Powys	168,488	1,252	17
Ceredigion	96,570	1,269	14
Pembrokeshire	156,932	1,263	15
Carmarthenshire	251,685	1,333	10
Swansea	307,754	1,255	16
Neath Port Talbot	205,567	1,457	4
Bridgend	187,508	1,311	11
The Vale Of Glamorgan	150,443	1,167	20
Rhondda Cynon Taf	353,769	1,500	2
Merthyr Tydfil	89,188	1,485	3
Caerphilly	263,293	1,455	5
Blaenau Gwent	109,252	1,576	1
Torfaen	129,296	1,405	7
Monmouthshire	91,439	994	22
Newport	209,133	1,388	8
Cardiff	426,285	1,162	21
Total Unitary Authorities	4,099,052	1,309	

* Based upon 2011-based, 2016 population projections

Appendix C SPECIFIC GRANTS 2016/17

Provisional

Table 9: List and estimated amounts of Grants for total Wales

Existing Grant name	£m	
	2015-16	2016-17
Adult Community Learning	3.737	N/A
Armed Forces Day Funding	0.020	0.020
Business Improvement Districts	0.203	N/A
Cardiff Bay Legacy Funding	6.253	6.146
Communities First (Clusters)	31.781	N/A
Communities LIFT ¹	0.944	0.992
Community Cohesion Grant	0.360	N/A
Domestic Abuse Service Grant - CORE	1.244	N/A
Education Improvement Grant for Schools ³	142.594	N/A
Families First	43.422	36.152
First World War Commemoration ¹	0.214	N/A
Flying Start Revenue Grant	77.401	76.051
General Teaching Council for Wales ^{1 3}	6.000	N/A
International Education Programme ¹	0.665	N/A
Local Service Board Development Grant (LSB)	0.669	N/A
Mentoring & Networking Support for Head Teachers ^{1 2 3}	0.100	0.000
One Voice Wales ¹	0.093	N/A
Out of School Childcare Grant	2.300	2.300
Post-16 Provision in Schools	104.544	N/A
Pupil Deprivation Grant ³	81.457	89.246
Pupil Deprivation Grant (Communities First)	1.601	N/A
Regional Collaboration Fund ^{2 3}	5.174	0.000
Remploy ESG	0.213	0.115
School Uniform Grant	0.736	0.736
Schools Challenge Cymru ^{1 3}	15.600	15.000
Successor Outcome Agreement Grant ⁴	31.100	0.000
Supporting People	123.688	124.488
Town Centre Partnerships	0.422	0.422
Welsh Language Promotion & Facilitation (LA Element) ¹	0.375	0.401
Youth Crime Prevention Fund	4.900	N/A
Animal Health & Welfare Framework ¹	0.500	N/A
Bus Revenue Support	0.550	0.000
Bus Revenue Support (Traws Cymru)	1.500	2.071
Bus Services Support Grant	25.000	25.000
Ceredigion Oil Buying Syndicate ²	0.059	0.000
Concessionary Fares Scheme	60.500	N/A
CyMAL	1.693	N/A
Development of the Seren Network ^{1 3}	0.300	0.100
Single Environment Grant	67.310	63.000
Heads of the Valley & Bridgend Effect Project ¹	0.219	N/A
NDR Open for Business Scheme ¹	0.250	N/A
NDR Retail Relief Scheme 2015/16 ^{1 2}	18.700	0.000
New Developments	0.395	N/A
Private Water Supply Risk Assessment ^{1 2}	0.004	0.000
Road Safety Grant	2.000	2.000
SBRI Innovation Catalyst Programme - Local Authorities	0.600	0.200
Travel Plan Co-ordinators	0.125	0.125
Wales Transport Entitlement Card	0.200	0.200
Young Persons Discounted Bus Travel Scheme/Youth Concessionary Fares	5.000	9.750
Youth Entrepreneurship in FHE ^{1 3}	0.926	0.819
Youth Work Strategy Support Grant	2.756	N/A
Delivering Transformation Grant ³	2.770	N/A
Deprivation of Liberty Safeguard ^{1 3}	0.200	0.230
Social Care Workforce Development Programme	7.149	7.149
Substance Mis-use Action Fund ³	22.663	22.663

Note: The information shown above details the grants where the amount that Total Wales will receive in 2015-16 and estimated amounts for 2016-17 are known. It is important to note that amounts for future years are indicative at this stage and are liable to change. Formal notification of grant allocations is a matter for the relevant policy area.

N/A = figures not available at time of publication

1. New Grant in 2015-16
2. Grant Ending in 2016-17
3. Grant is paid on a regional basis
4. Transferring into Settlement for 2016-17

APPENDIX D/1

	Original	December	Revised	Revised			Revised
Summary table of pressures	2016/17	2016/17	2016/17	2017/18	2018/19	2019/20	Total
	£000	£000	£000	£000	£000	£000	£000
Demographics - managed through practice change		-	-	-	-		-
Pension auto enrolment	0	0	0	913	92		1,005
Increase in employers national insurance	968	968	968				968
Cost of Local development plan	125	125	125				125
Childrens social serivces - Cabinet report	483	483	483				483
Childrens services additional pressure	0	1,000	1,000				1,000
SCH Contract inflation care fees - residential	784	784	684				684
SCH Contract inflation care fees - domicillary care	347	347	247				247
Waste	1150	1,370	1,260	311			1,571
PTU	355	355	355	30	47	72	504
Provision for redundancy (reserve funded 16/17)	0	0	450	250	250		950
National Living Wage impact		0	0	0	58	112	170
Living wage foundation increase from 1st April		0	68				68
SWFA precept		0	34				34
Welsh Language - compliance with standards		45	45				45
Treasury pressure	100	100	0				-
Legal services pressure		0	75				75
Total Pressures	4,312	5,577	5,794	1,504	447	184	7,929

Excluding schools
Reserve funded

- 217
- 1,482

This page is intentionally left blank

Appendix D2

Pressure Mandate Proposal Number :

Pressure Mandate Title : Children's Services

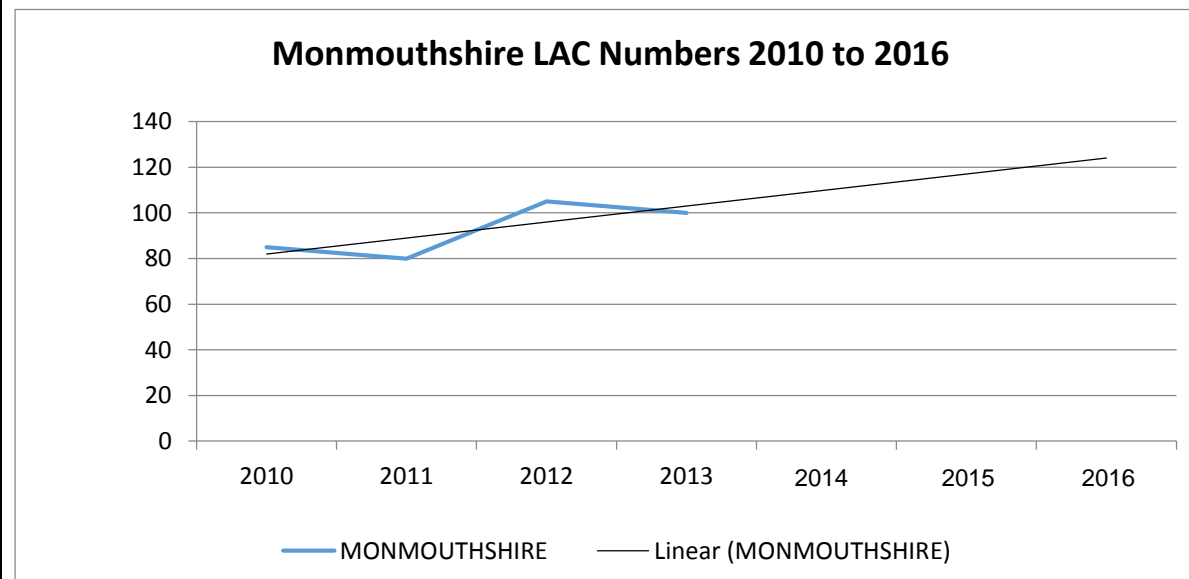
All information requested must be completed on the proposed mandate to enable the Cabinet to decide whether to proceed with the proposal.

Mandate Completed by	Tracy Jelfs
Date	25 th November 2015

Why is this pressure required?

SERVICE DEMAND

As at Month 6 LAC demand reached 121. In July 2014 a three year projection for LAC numbers was submitted as part of the MTFP exercise as shown in the below graph demonstrating that LAC numbers could rise to 122 by 2016.



This was costed at a potential impact on the bottom line £902K. This pressure did not feature in the MTFP and as a result the external placement budget has a current overspend prediction of £823K. A more recent LAC projection for the next three years up to 2018/19 has been cast showing numbers are set to increase to around 133 and as a result demonstrate the pressure requirement.

LEGAL DEMAND

Court proceedings continue at month 6 the activity was proceedings for 12 families initiated and 9 families concluded. There was a request during summer 2014 for additional legal support as there was increasing number of cases, costs for C2 applications and use of barristers. Additional capacity has been in place since approx. October 2015. A review of C2 applications and the use of barristers will take place in December; however, it may be too early to evidence a reduction in the use of barristers at this stage.

STAFFING DEMANDS

Unprecedented sickness/ absence over the summer months in the service, combined with some vacancies, resulted in an increased reliance on agency workers, particularly in FST. Children's Services are required to have cases allocated to safeguard children and to comply with statutory processes and therefore the service is unable to leaving vacancies open until they are recruited to via normal channels or workers return from sick leave. However, every staff absence is assessed to see whether caseloads can be absorbed within the teams, prior to consideration of the use of agency staff. Recruitment is ongoing to fill posts as quickly as possible. There are a number of staff who are still off sick for a range of reasons. Children's Services staff monitor and progress absence with colleagues in Employee Services and a workforce plan is being put in place but the children's services workforce on a sustainable footing in the short to medium term. It is recognised that the workforce in the service needs to be stable to continue development and progression.

The table below shows the month 7 position regarding agency staff across Children's Services and the reason for the agency costs.

	<u>Agency Staff</u>	<u>Approx Saving from</u>	<u>Net Agency</u>
<u>Summary by Reason for using Agency Staff</u>	<u>Forecast</u>	<u>Established Post</u>	<u>Staff Cost</u>
Maternity Cover	39,800	(23,547)	16,253
Sickness Cover	191,345	(14,882)	176,463
Vacant Post Cover	174,712	(105,938)	68,774
Extra capacity	64,611	0	64,611
	470,468	(144,367)	326,101

All absence is monitored regularly between Team Managers, Service Mangers and Employee Services. Staff are returned to work as soon as possible with a phased return. We are then able to step down agency workers as and when appropriate. We currently have one member of staff on a phased return and one commencing a phased return from next week.

We have completed a round of adverts at the end of November 2015, which resulted in one candidate going forward to interview in mid-December. The advert has continued, but it is not likely that this will be successful due to the time of year. In January 2016 we will re-advertise.

The risk regarding recruitment is that there will be a low response to adverts. However, from experience the service often sees an increase in applications after Christmas, as students progressing through towards the end of their Social Work Degree are more likely to apply. This however would not resolve the issue, as Newly Qualified Social Workers (NQSW) cannot deal with Court and child protection cases as per requirements from the Care Council for Wales, which registers Social Workers.

Currently a model is being developed, which will consider the cost and benefits of developing a bespoke NQSW model for Monmouthshire, which will give the service a continued progression of newly qualified staff into the more complex work and will also give a focus on more input to families at the Child in Needs stage of the service, thus increasing prevention opportunities where possible. This model would require some agency workers during the first year to cover the first cohort in their development year with the authority.

It is recognised that a more consistent and stable workforce will assist in developing the staff group moving forward, currently training and development resources are at risk of being wasted as agency staff leave the service as people return from sick leave etc.

Table of Movements (Cumulative) for Identified Risk Areas

Budget Heading	Month 6 (Under)/Over Spend	Month 7 Cost Movement	Month 7 (Under)/Over Spend
In-House Fostering	156,000	(26,000)	130,000
Legal Costs	18,000	NIL	18,000
External Placements	823,000	58,000	881,000
YP Accommodation	(96,000)	4,000	(92,000)
Totals	901,000	36,000	937,000

The movement from month 6 to month 7 demonstrates the volatility in the budget due to a child's assessed need and appropriate placement options.

How much pressure is there and over what period?

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

Mandate lead(s)
Claire Marchant and Tracy Jelfs

Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?		
Name	Organisation/ department	Date

Has the specific budget pressure been consulted on?		
Function	Date	Details of any changes made?
Department Management Team	monthly	Continued review of expenditure
Other Service Contributing to / impacted	n/a	
Senior leadership team	monthly	Continued review of expenditure
Select Committee	December 2015	Service and financial plan will be presented
Public or other stakeholders	n/a	
Cabinet (sign off to proceed)	January	Service and financial plan will be presented

Will any further consultation be needed?		
Name	Organisation/ department	Date

Final pressure approved by Cabinet	Date:
---	--------------

1. Vision and Outcomes of the Pressure Mandate

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly does it impact on service performance within the immediate service area or any impact on other services provided by the authority / any other providers. In doing so, the pressure mandate must be tested against the equality impact assessment and sustainable development impact assessment and must consider impact in relation to the new Future Generations Bill.

What are the outcomes of investing in the identified pressure?
The Authority is required to comply with its statutory safeguarding and corporate parenting statutory responsibilities. All the funding pressures are as a result of work that is a statutory requirement and is necessary to safeguard children and young people. Therefore, none of these tasks can be suspended or delayed to save money. Demand remains high, with a number of cases requiring immediate filing to Court, such as, non-

accidental injuries and cannot be dealt with as a child in need or via child protection plan. Some of these cases have progressed from no intervention (level 1) straight into high level Children's Services (level 4) without any prevention taking place, due to the severity of the abuse/risks to the child or young person.

In Children's Services to comply with our statutory responsibilities each child has an assessment and we are required to meet identified needs from assessment, which may be monetary, provision of services, sign posting to other services etc. For children who are subject to Court processes we are required to pay for each hearing and to meet any direction from the Court, for example, external and specialist assessments as part of care proceedings. Therefore the costs vary for each case.

There are 64 children and young people in external placements ranging from secure to agency foster placements. The costs within this cohort are variable depending on needs and type of placement.

The Council agreed in April 2015, to fund additional posts to assist in developing and strengthening fostering and associated services, e.g. psychology support. There is a significant increase in SGO's, with evidence from workers that there would be more if there were sufficient support in place. An SGO worker has commenced with the service to develop this area of provision. Capacity has been increased to assess generic carers as much of the previous capacity dealt with Court demands to the detriment of the recruitment of generic foster carers. These workers have been recruited and will start work in the near future. Alongside this further psychology capacity has been funded to work with foster carers to increase skill levels to enable carers to deal with complex children, which it is envisaged will reduce moves for LAC children.

Expected positive impacts

- Services will be provided to children and young people to keep them safe and maximise their potential and well-being.
- Workforce becomes more stable with a low turnover of staff which will in turn improve morale and result in better outcomes for children and young people
- Transport move away from internal operating costs and internal movement of funds will reduce bureaucracy

Expected negative impacts

Additional costs to the Local Authority as a result of the pressures.

The service would continue to overspend with unrealistic targets

There would be increasing needs of children and young people, which would not be addressed.

Staff retention would suffer with more staff leaving. There is a national shortage of Social Workers, so staff would have opportunities in other areas.

If the pressure is not addressed this would come to the attention to the inspectorate and judiciary.

Local and national trends are not recognised by MCC of the needs of children and young people.

2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

What is the evidence for the pressure? How has it been estimated?

Children's Services have provided evidence of cost pressures in DMT, SLT, Select etc. over the past months as they have become clear, on a monthly basis. Children's Services are able to advise on current costs and current demand. SLT have also been advised on a number of occasions that demand is not known regarding what will come through into the service at any given time and what the changes to care plans may be as a result of significant events for young people, for example, risk taking behaviour which can result in either a secure placement or a mental health section. A mental health section, would be at no cost to the LA and a secure accommodation order would cost in the region of £6000 per week.

LAC has increased over the past year. Going forward it is predicted that this will increase as noted above, which will continue demand on the service in this high cost area. It is evident from individuals case needs that the complexity continues to rise. In some cases it is evident that they have not been known to prevention services prior to input from Children's Services, because the incident that has arisen is so severe that it would not be appropriate to deal with issues in any other way than via statutory intervention.

Costs have been estimated from unit costs at month 6, which have been in place for 18 months in Children's Services and are adjusted every quarter following budget review. There can be a level of variance in the unit cost dependent on the types of placements in each quarter. Therefore we may have a low number of children coming into a LAC provision, but the cost variance may be significant.

The table below provides a cost projection for Children's Services:

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

The figures noted below as at month 7 and as per the Month 7 Executive Summary

Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year			Total pressure proposed
				15/16	16/17	17/18	
Legal Costs	181,630	18,000		18,370			
Agency Costs	0	326,101		326,101	130,440		
External Placements	2,577,324	881,000		930,000	881,000		
Transport	135,993	103,007		103,007	77,360		

3. Actions required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the mandate.

Action	Officer/ Service responsible	Timescale
Service and Financial Performance Accountability	Tracy Jelfs	Monitor on a monthly basis
Quality and Effectiveness of Social Work Practice	Tracy Jelfs	Monitor on a monthly basis
Capacity and Capability of the Workforce	Peter Davies/ Tracy Jelfs	Monitor on a monthly basis
Improved Commissioning	Claire Marchant	Monitor on a monthly basis
Contracting Officer to review external placement costs	Claire Marchant	Monitor on a monthly basis
Review of SLA and admin fees with Passenger Transport Unit	Richard Cope	Monitor on a monthly basis
Consider effective strategic commissioning around care leavers and parent and baby placements	Claire Marchant	Monitor on a monthly basis
External residential provision % costs paid by health	Claire Marchant/ Tracy Jelfs	Monitor on a monthly basis

4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed mandate successfully. For example new expertise and knowledge etc..

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)
Contracting Officer to review external placements, with a view to scrutinising costs. Commence January 2016	Short term contract for commissioning cover	A maternity vacancy will be used to cover this requirement in the short term whilst the capacity within the commissioning function within SCH is reviewed.

Capacity required to assist with the development of effective strategic commissioning around care leavers and parent and baby placements	Kellie Beirne has advised capacity could be available via SOLACE	
Focused HR support to Children's Services to assist with recruitment and development	Further discussions are required to identify the right capacity to develop the children's services workforce.	

5. Measuring performance on the mandate

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the mandate where appropriate.

Focus- Budget / Process / Staff / Customer	Indicator	Actual 2016/17	Actual 2017/18	Actual 2018/19	Target 2016/17	Target 2017/18	Target 2018/19
Workforce	Tracker evidencing progress on recruitment						
External Placements	P and V IFA spreadsheet						
Finance	The monthly executive report will link in forecast outturn on the main cost drivers with activity data and outcomes against targets.						

Page 162

6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions
Financial Pressure	Operational	There is a risk that the reduction in looked after children predicted in the model underpinning the Plan will be	High	Actions in service and financial plan

		delayed or not delivered and consequently a greater net increase and base budget pressure		
Workforce Capacity	Operational	<p>There is a risk that the improvements to practice will be delayed as a consequence of continued challenges in recruiting and developing sufficient numbers of social workers with the skills needed to respond to need/demand. The actions within the developing workforce plan for children's services mitigate this risk.</p> <p>That there will be in an increase in staff leaving MCC</p> <p>Children will have multiple changes of social workers and this will destabilise children's well-being</p>	High	Workforce plan required
Service Capacity	Operational/ Strategic	This plan is predicated on a strategy of early intervention and prevention which requires a review of current investments from core budgets and funded through specific grants. There is a risk that reductions in specific grants and difficulties in decommissioning existing services, will mean the full	Medium	Commissioning actions will address this

		spectrum of early intervention and prevention services cannot be commissioned to create safe alternatives in the timescale.		
Transport	Operational/ Strategic	12.5 % internal admin costs to be removed reducing the 16/17 target overspend by £25K New plans and strategy for procurement does not realise savings Demand increases for transport	Medium	
HR capacity	Operational/ Strategic	Ability of HR colleagues to effectively cover case work and developmental needs. Consistent knowledge and input to understand the needs of the service from HR.	High	Monitored via Workforce Tracker
LAC numbers will vary	Operational/ Strategic	This plan is based on a LAC population of 133. Risks are therefore evident if this number increases. The case complexity of each child or young person is unknown. Therefore, the needs and type of placement may be in-house, external or high cost residential. This level of variance results in significant gaps in ability to forecast costs.	High	

7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
LAC projection based on past influx of numbers into the service.	We know from past years that LAC numbers continue to rise on both a local and national level. We have used past trends to plot over the next three years how numbers as predicted to increase. Based on a similar exercise in 2014 it would seem that predictions are becoming a reality.	SCH DMT
Complexity of children who are LAC	When costing up the three year projected increased LAC numbers we have used the unit costs based on the current split and mix of placements. If that mix changes then the predicted cost of 133 LAC in three years' time could be much greater. The complexity of anticipated cases is difficult to estimate so the current situation has been used in the absence of further evidence to support an alternative approach.	SCH DMT

8. Options

Prior to the pressure mandate being written, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded. (see options appraisal guide for further information)

Options	Reason why Option was not progressed	Decision Maker
End contracts of agency staff in Children's Services	This would leave in excess of 200 cases unallocated and no throughput of cases. This will not comply with MCC's statutory requirements. This has also been assessed to consider varying % of reduction in agency workers, this would have resulted in caseloads escalating further and unallocated cases. We would be at risk of charges from Court.	DMT
Move children to cheaper placements	This would not be in the child's best interest, could result in judicial consequences e.g. judicial review. The high cost specialist placements are not plentiful and these types of placements are hard to source. There are risks associated with high risk young people, such as child death etc.	DMT
Consider charging for	Currently not possible due to current legislation. Awaiting final version of Social	DMT

services to Children with Disabilities	Services and Wellbeing Act to consider this further in 2016.	

9. Monitoring the pressure mandate

The pressure mandates must be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure mandate, including the performance being achieved and the level of impact.

This will be evaluated via the framework noted in section 5. This will be scrutinised via CSLT, DMT and SLT.

The finance monthly executive report has been expanded and will be presented to DMT each month.

Appendix D/3

Pressure Mandate Proposal Number :

Pressure Mandate Title : Increase in residential/nursing care home fees due to introduction of the Living Wage

All information requested must be completed on the proposed mandate to enable the Cabinet to decide whether to proceed with the proposal.

Mandate Completed by	<i>Tyrone Stokes</i>
Date	<i>10th September 2015</i>

Why is this pressure required?

Current discussion is on the removal of the 1.7% non-pay budget inflation factor from the 2016/17 MTFP on the basis of present low to near zero RPI.

Within the SCH 2016/17 budget we have a £10,186,788 third party budget covering payments to residential/nursing care homes for the elderly supporting 280 placements as at 31st March 2015.

Work we have done with the Adult Residential and Nursing care home sector through the "Fair Fee" exercise tells us that care providers have a cost base of 70% wages not sensitive to RPI but sensitive to wage increases, in this mandate Living Wage.

In this year's budget the Chancellor announced the introduction of the Living Wage being the lowest hourly rate paid for work being £7.20 in 2016 rising to £9 in 2020.

We are unable to mitigate this increase and are contractually bound to reflect in our fees. The reason why we cannot mitigate this increase is that four years ago the Council agreed to undertake the fair fee exercise to defend the Council against a judicial review in not considering the true costs of running a care homes in its fees. Two Authorities namely Pembrokeshire and Vale of Glamorgan did have a judicial review and in the case of Pembrokeshire, led to a million plus sum in fines and legal costs and the back payment in increased fees.

Our fair fee toolkit does sufficiently safeguard the Authority from a potential judicial review but ties us into the need to understand the costs pressures that face care homes and to reflect this in our fees paid to homes. The fair fee toolkit uses the minimum wage as a base which will now be replaced by the Living Wage.

How much pressure is there and over what period?

£10,186,788 is 70% linked to pay/minimum wage and based on the introduction of the £7.20 per hour Living Wage to replace the current £6.50 minimum wage, this will be an 11% increase to be reflected in our fees paid. The 11% will equate to £784,383 for 2016 increasing to

38% in 2020 (£9 per hour Living Wage) equating to £2,709,686.

Directorate & Service Area responsible

SCH and Community Care

Mandate lead(s)

Tyrone Stokes

Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?

Name	Organisation/ department	Date
Mark Howcroft	Assistant Head of Finance	20 th July then challenge panel 4 th September
Joy Robson	Head of Finance	20 th July then challenge panel 4 th September
Simon Burch	Former SCH Director	20 th July
Julie Boothroyd	Interim SCH Director	20 th July

Has the specific budget pressure been consulted on?

Function	Date	Details of any changes made?
Department Management Team		
Other Service Contributing to / impacted		
Senior leadership team		
Select Committee		
Public or other stakeholders		
Cabinet (sign off to proceed)		

Will any further consultation be needed?

Name	Organisation/ department	Date

Final pressure approved by Cabinet

Date:

1. Vision and Outcomes of the Pressure Mandate

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly does it impact on service performance within the immediate service area or any impact on other services provided by the authority / any other providers. In doing so, the pressure mandate must be tested against the equality impact assessment and sustainable development impact assessment and must consider impact in relation to the new Future Generations Bill.

What are the outcomes of investing in the identified pressure?

The outcome will allow the directorate to maintain contractual and legal obligations to meet cost pressures on its providers, maintaining a quality of provision for vulnerable people in the Community

Expected positive impacts

Harbour good relations with providers and sustain a viable market which can meet cost pressures through increases in minimum wage to care staff.

Expected negative impacts

If we cannot meet Living wage increases to providers we risk a judicial review by the Courts from providers due to the Council not being in a budget position to accommodate cost pressures.

2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

What is the evidence for the pressure? How has it been estimated?

Evidence for the pressure is based on the introduction of the Living Wage hourly rate of £7.20 in 2016.

Estimate has been calculated from the Authority's fair fee toolkit.

The total estimated pressure is £784,383 but a decision has been taken to opt for the high risk mitigation of reducing this pressure by £100,000 (£200,000 mitigation in total across domiciliary care and residential care sectors).

Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year			Total pressure proposed
				15/16	16/17	17/18	
Community Care	£10,186,788	£684,383	0	n/a	£684,383	£	£684,383

3. Actions to required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the mandate.

Action	Officer/ Service responsible	Timescale
There are two distinct areas of action: -		
Action 1 – Work with providers to gauge the level of workers under 25, any mitigation from future tax assistance by the Chancellor and VAT reclaims are maximised. Industry advice will be obtained from consultants such Rockhaven Healthcare Ltd to fully understand and maximise opportunities.	Shelley Welton and Tyrone Stokes	31 st March 2016
Action 2 – Embark on a piece of work to understand, review and scrutinise rate increases thereby entering negotiations to limit any impact.	Ceri York and Shelley Welton	Initial scoping by 31 st March 2016

4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed mandate successfully. For example new expertise and knowledge etc..

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)

5. Measuring performance on the mandate

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the mandate where appropriate.

Focus- Budget / Process / Staff / Customer	Indicator	Actual 2016/17	Actual 2017/18	Actual 2018/19	Target 2016/17	Target 2017/18	Target 2018/19

6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions
<ul style="list-style-type: none"> The number of people aged 25 and under is not known and any there is a risk we might over-estimate. There may be no compensatory tax breaks announced by the Chancellor. Many providers will not wish to take the opportunity to reconfigure to enable the recovery of VAT. Some providers have an active self funding market and may decide not to seek business from the Council thus placing areas where it is difficult to attract providers at greater risk. 	Both		<p>In considering the likely reductions that could result from undertaking these two courses of action it is suggested:</p> <ul style="list-style-type: none"> A confident estimate: £100,000 With some risk of non-achievement: £150,000 With a high risk of non-achievement of all mitigations: £200,000 <p>The decision at SLT has been taken to opt for the high risk action which spans both the National Living Wage pressures so £100,000 will be attributed to the Domiciliary care</p>	<p>Reduce the amount reflected in rates paid to providers by:</p> <ul style="list-style-type: none"> Factoring in people who are under 25 who will not qualify for the National Living Wage. Assuming that the Chancellor of the Exchequer will introduce measures such as tax breaks to offset some of the effects of the National Living wage for providers. <p>Making strenuous efforts to encourage providers to alter their status to enable them to recover VAT. Many of the care management arrangements in</p>

<ul style="list-style-type: none"> • Much of the 'right sizing' work has already been undertaken so the likelihood of identifying significant reductions is limited. • Providers may decide not to accept Monmouthshire's business. Many of the spot purchase arrangements are in place to accommodate gaps in the market. • Some potential savings from reducing rates could be double-counted as they may have already been attributed to a separate adult services mandate. • Future transformation approaches are based on good relationships and this approach could put these at risk. 			<p>pressure and the other £100,000 to the residential care pressure.</p>	<p>Social Care and Health are individually negotiated. Whilst it is fully expected that providers will uplift the set rates to reflect the National Living Wage, Officers have agreed to undertake a process to review and scrutinise rates that appear to higher than the norm with a view to negotiating a reduced increase.</p>
--	--	--	--	--

7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker

8. Options

Prior to the pressure mandate being written, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded. (see options appraisal guide for further information)

Options	Reason why Option was not progressed	Decision Maker
Do not reflect Living wage increases in our fee toolkit	Face judicial review from care providers	Julie Boothroyd

9. Monitoring the pressure mandate

The pressure mandates must be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure mandate, including the performance being achieved and the level of impact.

This page is intentionally left blank

APPENDIX D/4

Pressure Mandate Proposal Number :

Pressure Mandate Title : Increase in Domiciliary Care provider fees due to introduction of the Living Wage

All information requested must be completed on the proposed mandate to enable the Cabinet to decide whether to proceed with the proposal.

Mandate Completed by	<i>Tyrone Stokes</i>
Date	<i>10th September 2015</i>

Why is this pressure required?

Current discussion is on the removal of the 1.7% non-pay budget inflation factor from the 2016/17 MTFP on the basis of present low to near zero RPI.

Within the SCH 2016/17 budget we have a £8,822,039 third party budget covering payments to domiciliary care agencies providing 9,532 weekly hours of care as at 31st March 2015.

For 2016/17 the current minimum wage of £6.50 per hour will be replaced by the Living wage of £7.20 per hour rising to £9 per hour in 2020, which is a direct cost to providers and impacts on our fees.

In his budget statement this summer, the Chancellor announced that the current minimum wage will be replaced in 2016 with the Living wage of £7.20 per hour increasing to £9 per hour by 2020. Recent information gathered shows that these agencies can no longer bear the cost of wage increases and in order to sustain a supply market in this sector, we will need to reflect any future rises in our fees.

The United Kingdom Homecare Association (UKHCA) has sent out recent research suggesting a domiciliary care hourly fee rate of £16.70 be charged for domiciliary services. This research has been quoted by one of our major domiciliary care agency in a letter to Paul Matthews. If we compare the UKHCA rate against our current average framework rate of £12.52 per hour, this is over £4 per hour less. This mandate is not seeking to address this difference but to only acknowledge the Living wage increase from the current £6.50 minimum wage.

How much pressure is there and over what period?

£346,965 for 2016/17 just to address the introduced Living wage rate of £7.20

Directorate & Service Area responsible

SCH and Community Care
Mandate lead(s)
Tyrone Stokes

Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?		
Name	Organisation/ department	Date
Mark Howcroft	Assistant Head of Finance	20 th July then challenge panel 4 th September
Joy Robson	Head of Finance	20 th July then challenge panel 4 th September
Simon Burch	Former SCH Director	20 th July
Julie Boothroyd	Interim SCH Director	20 th July

Has the specific budget pressure been consulted on?		
Function	Date	Details of any changes made?
Department Management Team		
Other Service Contributing to / impacted		
Senior leadership team		
Select Committee		
Public or other stakeholders		
Cabinet (sign off to proceed)		

Will any further consultation be needed?		
Name	Organisation/ department	Date

Final pressure approved by Cabinet	Date:
---	--------------

1. Vision and Outcomes of the Pressure Mandate

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly does it impact on service performance within the immediate service area or any impact on other services provided by the authority / any other providers. In doing so, the pressure mandate must be tested against the equality impact assessment and sustainable development impact assessment and must consider impact in relation to the new Future Generations Bill.

What are the outcomes of investing in the identified pressure?

To ensure we have a market that will contract with the Authority and provide sustainable services.

Expected positive impacts

Harbour good relations with providers and sustain a viable market which can meet cost pressures through the introduction of the Living wage to care staff.

Expected negative impacts

Domiciliary care agencies will decide not to contract with Monmouthshire and of those that do, face financial hardship. Over the past 12 months four agencies have gone financially insolvent and we are currently working with two who are on the edge of insolvency.

2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

What is the evidence for the pressure? How has it been estimated?

Evidence for the pressure is based on the introduction of the Living Wage hourly rate of £7.20 in 2016 and research issued by the UKHCA. We have determined the pressure using the weekly care hours provided.

The total estimated pressure is £346,965 but a decision has been taken to opt for the high risk mitigation of reducing this pressure by £100,000 (£200,000 mitigation in total across domiciliary care and residential care sectors).

Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year			Total pressure proposed
				15/16	16/17	17/18	
Community Care	£8,822,039	£246,965	0	n/a	£246,965	£	£246,965

3. Actions to required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the mandate.

Action	Officer/ Service responsible	Timescale
There are two distinct areas of action: -		
Action 1 – Work with providers to gauge the level of workers under 25, any mitigation from future tax assistance by the Chancellor and VAT reclaims are maximised. Industry advice will be obtained from consultants such Rockhaven Healthcare Ltd to fully understand and maximise opportunities.	Shelley Welton and Tyrone Stokes	31 st March 2016
Action 2 – Embark on a piece of work to understand, review and scrutinise rate increases thereby entering negotiations to limit any impact.	Ceri York and Shelley Welton	Initial scoping by 31 st March 2016

4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed mandate successfully. For example new expertise and knowledge etc..

Page 178

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)

5. Measuring performance on the mandate

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the mandate where appropriate.

Focus- Budget / Process / Staff / Customer	Indicator	Actual 2016/17	Actual 2017/18	Actual 2018/19	Target 2016/17	Target 2017/18	Target 2018/19

6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions
<ul style="list-style-type: none"> The number of people aged 25 and under is not known and any there is a risk we might over-estimate. There may be no compensatory tax breaks announced by the Chancellor. Many providers will not wish to take the opportunity to reconfigure to enable the recovery of VAT. Some providers have an active self funding market and may decide not to seek business from the Council thus placing areas where it is difficult to attract providers at greater risk. Much of the 'right sizing' work has already been undertaken so the likelihood of identifying significant reductions is limited. Providers may decide not to accept Monmouthshire's business. Many of the spot purchase arrangements are in place to accommodate gaps in the market. 	Both		<p>In considering the likely reductions that could result from undertaking these two courses of action it is suggested:</p> <ul style="list-style-type: none"> A confident estimate: £100,000 With some risk of non-achievement: £150,000 With a high risk of non-achievement of all mitigations: £200,000 <p>The decision at SLT has been taken to opt for the high risk action which spans both the National Living Wage pressures so £100,000 will be attributed to the Domiciliary care pressure and the other £100,000 to the residential care pressure.</p>	<p>Reduce the amount reflected in rates paid to providers by:</p> <ul style="list-style-type: none"> Factoring in people who are under 25 who will not qualify for the National Living Wage. Assuming that the Chancellor of the Exchequer will introduce measures such as tax breaks to offset some of the effects of the National Living wage for providers. <p>Making strenuous efforts to encourage providers to alter their status to enable them to recover VAT. Many of the care management arrangements in Social Care and Health are individually negotiated. Whilst it is fully expected that providers will uplift the set rates to reflect the National Living Wage, Officers have agreed to undertake a process to review and scrutinise rates that appear to higher than the norm with a view to</p>

<ul style="list-style-type: none"> • Some potential savings from reducing rates could be double-counted as they may have already been attributed to a separate adult services mandate. • Future transformation approaches are based on good relationships and this approach could put these at risk. 				negotiating a reduced increase.
--	--	--	--	---------------------------------

7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Page 180

Assumption	Reason why assumption is being made (evidence)	Decision Maker

8. Options

Prior to the pressure mandate being written, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded. (see options appraisal guide for further information)

Options	Reason why Option was not progressed	Decision Maker
Do not reflect Living wage increases in our fee	Care agencies face financial hardship, domiciliary care business in no longer viable in Monmouthshire	Julie Boothroyd
Increase eligibility criteria	Previous raising of eligible criteria has not materialised savings. Adult services approach to manage practice is by maximising support from family and community before providing formal services, which has resulted in Community	Julie Boothroyd

	Care delivering to budget, despite demographics and increased complexity pressures. In addition, mandate 34 has addressed the raising of eligibility criteria to removing the 'moderate' threshold.	
Reduce services provided	As with above this is addressed in mandate 34 and mirrors our current direction of travel. At present we are looking to support service users through community support, small local enterprises and community co-ordination that will see less reliance on formal support and a more blended approach for people to remain safe and connected to communities.	Julie Boothroyd

9. Monitoring the pressure mandate

The pressure mandates must be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure mandate, including the performance being achieved and the level of impact.

This page is intentionally left blank

Appendix D/5

Pressure Mandate Proposal Number :

Pressure Mandate Title : Waste and Street Services

All information requested must be completed on the proposed mandate to enable the Cabinet to decide whether to proceed with the proposal.

Mandate Completed by	Rachel Jowitt
Date	09/12/15

Why is this pressure required?

The pressure is required to meet the increased expenditure in recycling and waste management for 2016/17 and is made up of several different components that are outside the control of Waste and Street Services. These include the following :-

- 1.) MRF Costs – In 2012-13 the Council made a £350k saving with the introduction of a £0 MRF contract. However since that time MRF capacity has been greatly reduced, new regulations have imposed burdens on the MRF sector and most of all the global economic downturn has had a very serious negative impact on commodity prices and therefore the value of recyclates. A procurement exercise has been undertaken and it is forecast that expenditure over 2016-17 will amount to **£715,000**.
- 2.) Sustainable Environment Grant – WG have indicated (with the RSG publication on 9/12/15) that a 6.4% reduction will be applied to the grant. Whilst MCC still has to determine the distribution of the grant (sustainability, countryside, flooding, waste & local environmental quality) the vast majority has been spent within recycling and waste. A 6.4% cut amounts to a **£121,833** reduction. This is better than the 10%+ cut that was anticipated. In the modelling however, given indications from WG a 10% reduction has been modelled in subsequent years.
- 3.) Fleet & impact of route optimisation - The budget mandate was ambitious and unfortunately due to leases having been bought out in previous years the revenue saving from removing leasing costs could not be made. The Council in effect has had that benefit in previous years. The vehicle stock is now aging and an assessment by Transport is that 5 RCVs need to be replaced. In addition it has been acknowledged that the route optimisation project has placed too much stress on our workforce and therefore needs to be re-run and pressures reduced. Therefore 1 further vehicle is needed to remove this pressure. 6 vehicles, lease cost of £25k = £150k. 8 posts were removed through the route optimisation process. With the introduction of a new vehicle that needs to be manned – cost of a crew (driver + 2 loaders) = £71k. running costs of a vehicle (insurance, fuel etc) = £30k. Total from pressure = **£251,862**
- 4.) Additional households/increases in waste & contract indexation. – Waste production is linked to economic growth and number of households. Over last two to three years there has been a steady increase in both. The increase in waste tonnages and associated costs between 2013/14 and

2014/15 of 3000 tonnes were largely offset through the reductions in disposal costs and savings through the interim disposal contract with Cardiff Council and Viridor Trident Park (Prosiect Gwyrdd). Increases in waste streams have been assumed in the financial modelling and therefore overall contracted price. There are also pressures based on the indexation mechanisms used in contracts (usually a formula linked to RPIx, fuel prices etc.). Based on previous year's 2.5% has been modelled. Some of these costs are mitigated through the full introduction of Project Gwyrdd and the Welsh government gate fee support. This is also mitigated through a reduction by Cardiff Council on the Project Gwyrdd Management Contribution which is £20k less than anticipated through prudent management of current budget. Total pressure = **£166,207k**

Summary table:

MRF Contract	£715,000
Sustainable Environment Grant 10% reduction	£121,833
Fleet & impact of route optimisation	£251,862
Increasing waste & contract indexation	£166,207
Total	£1,254,902.95

These costs are for 2016-17 only. Further pressures have been identified for 2017-2019 amounting to £677k (£344k in 2017-18 and £333k in 2018-19). This is mainly due to the MRF contract, contract indexation (e.g. Project Gwyrdd will cost more in 2017-18 than 2016-17 as we will have had the benefit of a reduced fee and increasing waste), increasing waste arisings and a continued reduction in the grant.

It is recognised that these are major pressures facing the service – amounting to £1.25m in 2016-17. Savings have been proposed such as a Van Ban at CA sites and a further increase in the garden waste charge to mitigate these impacts. These are included in the savings mandates of the MTFP. Also included in the MTFP are the income proposals for fees and charges.

In addition the service is going through a comprehensive review of which the preliminary findings were reported to Cabinet in early 2015. The review is to be concluded in the next few months with a report to Select Committee in January and a final report to Cabinet in Mar 2016. The initial findings did demonstrate that savings could be made through a full switch to kerbside sort. However this is a major change for the authority and one that would need to be carefully considered in light of the public's support for our current service and its high performance. Work is ongoing to attempt to reduce the pressure and meetings are taking place with major contractors in coming weeks to try and identify solutions.

How much pressure is there and over what period?

£1.28m for 2016-17 with a further £677k modelled for 2017-19 based on service as usual.

Directorate & Service Area responsible

Waste and Street Services

Mandate lead(s)

Rachel Jowitt & Carl Touhig

Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?

Name	Organisation/ department	Date
Joy Robson, Mark Howcroft, Marie Bartlett	Finance	17 th February 2015
As above	Finance	7 th September 2015

Has the specific budget pressure been consulted on?

Function	Date	Details of any changes made?
Department Management Team		
Other Service Contributing to / impacted		
Senior leadership team		
Select Committee	24/11/12	
Public or other stakeholders	30/11/12	Met with Welsh Government to discuss grant and the wider review. No indication on grant cut provided.
Cabinet (sign off to proceed)		

Page 185

Will any further consultation be needed?

Name	Organisation/ department	Date
Welsh Government		WG has organised a meeting on 1 st October with the minister to discuss the grant.

Final pressure approved by Cabinet

Date:

1. Vision and Outcomes of the Pressure Mandate

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly does it impact on service performance within the immediate service area or any impact on other services provided by the authority / any other providers. In doing so, the pressure mandate must be tested against the equality impact assessment and sustainable development impact assessment and must consider impact in relation to the new Future Generations Bill.

What are the outcomes of investing in the identified pressure?
Investment in the identified pressures will enable waste to continue to be managed within budget and remain high performing. Without the investment then consideration would have to be given to what service could be provided taking into account statutory requirements and public needs.
Expected positive impacts
Waste continues to provide the same level of services to the residents of Monmouthshire.
Expected negative impacts
Failure to meet statutory functions and targets resulting in potential recycling infraction fines.

2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

What is the evidence for the pressure? How has it been estimated?
Continual pressures are being monitored in year and have been reduced through 2015-16. The pressures have been reduced from Month 2 due to continued suppressed fuel prices and 20 members of staff opting out of the MCC pension (resulting in Super Ann savings). The 2016-17 pressures are outlined in detail above and the 2017-18 pressures are based mainly on increasing waste arisings & contract indexation.

Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year			Total pressure proposed
				15/16 forecast at month 6	16/17	17/18	
Waste	4,579,808			4,600,510	£5,788,742.95	£6,132,982.47	£1,622,142.47

3. Actions to required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the mandate.

Action	Officer/ Service responsible	Timescale
Recycling Review – potential savings from source segregated collections are being investigated with WRAP, WLGA, WG	Rachel Jowitt	January - Mar 2016
Procuring MRF contract to establish actual market position and cost	Carl Touhig	October 2015
Reducing waste production by limiting trade and cross-border traffic on CA sites	Carl Touhig	April 2016
Exploring the early splitting of food and green waste over 2016 to reduce expenditure on treatment.	Rachel Jowitt	Depends on vehicle procurement and existing contract flexibility

4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed mandate successfully. For example new expertise and knowledge etc..

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)
Advice on appropriate structure of future configuration and delivery model of service	WG are offering support through the Waste Programme, but this can have quite a narrow focus	

	and not look at alternative, innovative models of delivery	
Legal – appropriate contracts in place for service management	MCC use an external legal advisor to help formation and delivery of contracts. This does have a cost, but until the delivery model has been determined will be unable to quantify	
Market expertise	Support needed to access the appropriate and quality markets . WG and WRAP advice, but also Council may look to do its own – but will need some advice and access as this will be new territory	

5. Measuring performance on the mandate

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the mandate where appropriate.

Page 188

Focus- Budget / Process / Staff / Customer	Indicator	Actual 2016/17	Actual 2017/18	Actual 2018/19	Target 2016/17	Target 2017/18	Target 2018/19
Customer	Customer satisfaction bi annual survey						
Budget	Budget contained						
Process	Efficiency savings continually reviewed						

6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions
If the investment is	S/O	WSS have successfully	Risk to services is low if	Will continue to work with WRAP, WLGA and WG

allocated the waste services will remain as they are currently		delivered budget savings of almost £2m in efficiency last 3 years. These savings have been realised corporately but changes outside of LA control require re-investment of a proportion of those savings	investment occurs. Risk to services is high if there is no re-investment	on Recycling Collections Review and ensure any potential savings identified are brought forward to Members. Will continue to look for efficiency savings in operations and through procurement of new contacts. Will continue to look for potential for income generation.

7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
Assumption on waste increase	Monmouthshire saw a decrease in tonnages linked to the recession and these were artificially continued with the introduction of residual waste limits. Growth during previous year is above national average but is similar to the growth when compared to 3 year average. However it must be noted that should tonnages increase more than modelled in year pressures will emerge. On the flip side, if tonnages are less then pressures are reduced.	Carl Touhig
Assumptions on contract indexation rates	Contracts have indexation included within them. The average for the last few years has been applied	Rachel Jowitt
Reduction in grant for 17-18	WG have proposed a 6.4% cut to the grant for 16-17. National negotiations are taking place to transfer the grant into the RSG and the Minister has given in principle agreement subject to a protocol being agreed between LG and WG. However it is anticipated that the grant will be reduced by 10% per annum from 2017 irrespective of transfer to settlement.	Rachel Jowitt

--	--	--

8. Options

Prior to the pressure mandate being written, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded. (see options appraisal guide for further information)

Options	Reason why Option was not progressed	Decision Maker
Further efficiency savings in operational delivery	WSS have achieved almost £2m in operational efficiency savings in last 3 years. Further savings could only be achieved through ceasing services. The majority of waste services are statutory functions and options are very limited.	Carl Touhig
Withdrawal of certain services	MCC has embarked on the debate of cost v performance in order for waste to offer more savings or reduce pressures. Commitment at the moment is to maintaining the high performing effective service that is provided. In addition any withdrawal of service would need to be weighed up against the impact on performance and potential cost of any fines imposed by WG. Therefore it has been decided prior to the Review reporting that the service will be run as now.	Rachel Jowitt

Page 190

9. Monitoring the pressure mandate

The pressure mandates must be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure mandate, including the performance being achieved and the level of impact.

Pressure Mandate Proposal Number :
 Pressure Mandate Title : Passenger Transport Unit – School Transport

All information requested must be completed on the proposed mandate to enable the Cabinet to decide whether to proceed with the proposal.

Mandate Completed by	<i>Richard Cope</i>
Date	<i>22.05.15</i>

Why is this pressure required?

Existing budgets do not reflect the current demands on all aspects of Passenger Transport Services. The requirement to provide transport to pupils within the County is increasing gradually yet budgets in this area are continuously having to make large savings. Making these savings has proved impossible over the last few years especially as decisions to provide some non-statutory transport have been made within other Directorates, with the onus then falling on Passenger Transport to provide and fund this.

How much pressure is there and over what period?

The total pressure in relation to the Passenger Transport Unit is £641,000 This pressure is detailed as follows:

Mandate saving of £150,000 relating to SEN transportation. The budget was removed from Passenger Transport Unit allocation in 2013-14 via the MTFP process – This saving is not achievable as the responsibility for SEN transportation lies with the Children and Young Peoples Directorate and many pupils need singular transportation due to Risk Assessments undertaken.

New Welsh School, Duffryn – Overall additional cost approx. £311,000 over a six year period. The school is opening in September 2016 therefore 2016/17 additional cost will be approx. £25,000.

Increasing income budgets through the MTFP has not allowed for expenditure budgets to increase at the same level. To generate additional income you need to incorporate increases in additional expenditure which have not been reflected in the budgets previously. This has amounted to understated budgets of approx. £180,000

Directorate & Service Area responsible

Chief Executives Directorate - Operations

Mandate lead(s)

Richard Cope

Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?

Name	Organisation/ department	Date
Roger Hoggins	MCC – CEO’s - Head of Operations	Ongoing
Sharon Randall-Smith	MCC – CYP – Head of Achievement and Attainment	Ongoing
Stephanie Hawkins	MCC – CYP – Principal Officer – ALN	Ongoing

Has the specific budget pressure been consulted on?

Function	Date	Details of any changes made?
Department Management Team	Monthly	No Changes
Other Service Contributing to / impacted	Monthly	Changes have been implemented but have not been successful
Senior leadership team	Monthly	No Changes
Select Committee		
Public or other stakeholders		
Cabinet (sign off to proceed)		

Will any further consultation be needed?

Name	Organisation/ department	Date
Sharon Randall-Smith	MCC – CYP	Ongoing
Senior Leadership Team	MCC	Ongoing
Cabinet Members	MCC	Ongoing

Final pressure approved by Cabinet	Date:
---	--------------

1. Vision and Outcomes of the Pressure Mandate

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council’s key priorities and strategic outcomes. Similarly does it impact on service performance within the immediate service area or any impact on other services provided by the authority / any other providers. In doing so, the pressure mandate must be tested against the equality impact assessment and sustainable development impact assessment and must consider impact in relation to the new Future Generations Bill.

What are the outcomes of investing in the identified pressure?

The overall outcome would be that the service budget better reflects the actual costs of running the service. It is hoped that this pressure would then be mitigated unless changes in pupil numbers increase.

Expected positive impacts

That 2016/17 would show a better overall outturn position as opposed to showing a large over spend position in 2014-15

Expected negative impacts

The possibility that Additional Learning Needs transportation continues to increase at the same levels, then the budget requested will not be sufficient to cover these costs. These costs are out of the Passenger Transport Units hands as they do not make the decision on what pupils need transportation, this responsibility lies with the Children and Young Peoples Directorate.

2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

What is the evidence for the pressure? How has it been estimated?

SEN Savings – £150,000 This was a saving originally put in the MTFP in 2013-14 and therefore removed from Passenger Transport budgets. The current budget for SEN transport is £1,161,000, transporting 154 pupils at the moment with an average cost of £7,538 per pupil. However, these costs continue to rise as additional pupil's needs are identified. This process is carried out by Children and Young Peoples Directorate with Passenger Transport having no control over who or how these pupils are transported. This pressure will exist in 2015-16 however, it has not been included in the 15-16 column below as it is understood this mandate relates to pressures for 2016-17 onwards. There is a proposal by CYP to change their strategy for SEN pupils so this pressure can be reviewed once the new strategy has been agreed and once 21st century schools programme is implemented.

A new Welsh School is being built in Duffryn, Newport and is due to open in September 2016. Currently pupils are transported to the Welsh School in Pontypool, however, once this school opens transport will need to be provided to both schools which means a dual provision and additional costs. Estimated pupil figures are: Sept 2016 15 pupils, Sept 2017 33 pupils Sept 2018 58 pupils Sept 2019 77 pupils Sept 2020 108 pupils Sept 2021 130 pupils. After looking at the locations involved in picking up these children it has been calculated that by September 2018 there will be a requirement for two coaches plus a feeder bus to transport these children. It is estimated that providing transport for these pupils over a 6 year period would cost approximately £340,000. The costs for which have been estimated as starting at £25,000 in Year one or September 2016 and

increasing year on year. However, the dual provision will decrease to the Welsh School in Pontypool by £29,000 but this will not start to take effect until 2020 when a reduction in the size of vehicle will be possible.

Income targets have been increased year on year via the MTFP however, expenditure budgets have not increased in line with this making the ability to generate this additional income without increasing costs over and above current budgets unachievable. This pressure will exist in 2015-16 however, it has not been included in the 15-16 column below as it is understood this mandate relates to pressures for 2016-17 onwards. Examples of budgets which do not currently reflect the actual spend associated with generating the budgeted income levels and are directly attributable to this are staff costs specifically overtime (private hire transport on weekends and out of normal hours, covering sickness and holidays) £110,000 related budget £30,000 additional fuel costs £60,000 full budget £310,000 but this includes fuel for statutory home to school/college transport as well and other vehicle costs including maintenance, spare parts etc. £40,000 full budget £440,000 but again this included home to school/college transport provision.

Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year			Total pressure proposed
				15/16	16/17	17/18	
SEN Savings	Overall Budget £1,161,000	£150,000			£150,000		£150,000
New Welsh School – Duffryn – Total estimated additional costs £200,000 over 6 year period.	£0 as this transport is not currently included within the budget as it will be an entirely new provision.	£311,000 split as follows: £25k 16/17 £30k 17/18 £47k 18/19 £72k 19/20 £75k 20/21 £62k 21/22			£25,000	£30,000	£311,000
Under budgeted expenditure levels	Main PTU Income Budget £ 1,077,812	£180,000			£180,000		£180,000

Page 194

3. Actions required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the mandate.

Action	Officer/ Service responsible	Timescale
To look at current policies. A number of changes have been put forward to members on non-statutory elements which are waiting for decisions on consultation.	Richard Cope/Roger Hoggins	Policy changes have to be agreed and published by 1 st October preceding

		implementation in the following September.
Increase income through private hire and contracts and collaboration with other Authorities	Richard Cope	Looking to increase income once suitable premises found. Collaboration with another authority is currently being looked at which may make some additional savings
Route Optimisation – A review of school transport routes is ongoing and through the CTX software system there is a route optimisation planning facility which may make savings in the future	Richard Cope	Ongoing to maximise bus utilisation and minimise costs
Seek to find new depot premises in collaboration with Transport Department and possibly other Local Authorities. Develop a business case for maintenance and expansion of private hire services.	Richard Cope/Debbie Jackson	Currently seeking suitable premises but unable to find something that fits requirements at an affordable cost

4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed mandate successfully. For example new expertise and knowledge etc.

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)
New depot premises to allow the fleet to expand and increase income levels and contracts undertaken.	Currently seeking suitable premises at an affordable cost level.	

5. Measuring performance on the mandate

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the mandate where appropriate.

Focus- Budget / Process / Staff / Customer	Indicator	Actual 2016/17	Actual 2017/18	Actual 2018/19	Target 2016/17	Target 2017/18	Target 2018/19

6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions
Vulnerable Pupils	Operational	Individual provisions and risk assessments may be required for SEN pupils	High	Individual risk assessments are carried out but this may lead to individual transport provision or specialised escort provision. Where possible we will keep individual contracts to a minimum.
CYP Control over SEN transport provision	Strategic	Statutory requirement for statemented pupils and individual cases can occur during the budget year.	High	Unable to mitigate against this as there is no control over the number of pupils and it is a statutory requirement to provide the transport.
Grant Reductions	Strategic	We are guided by Welsh Government and the amount of grants received. Reductions have been made year on year and there is no guarantee of continued grant funding.	Medium	Some Public and community transport service withdrawals would be required if grants are reduced or removed.
Operator availability	Operational	Ongoing issues with current operators on the framework. Tender bids are reducing	Medium	Where possible costings on returned contracts are looked at by in house provision. And benchmark of costs comparison carried

		and contracts are being returned. The availability of operators in this area is reducing and ultimately if the operators are not available then the statutory duty to provide transport still exists.		out notwithstanding that for statutory transport this has to be provided.

7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker
Welsh School Provision	That pupils currently attending Ysgol Gyfun Gwynllw will continue into post 16 education. The current numbers on role pupils attending Ysgol y ffin school in years 1-5 will transfer to the new Duffryn Welsh Medium Secondary School	Pupils/parents/ school and student access unit CYP

Page 197

8. Options

Prior to the pressure mandate being written, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded. (See options appraisal guide for further information)

Options	Reason why Option was not progressed	Decision Maker
A review of SEN pupils transported was undertaken	A number of individual transport provisions were amalgamated to Headlands School Penarth and Caldicot SNU. These were run for a short period, however issues occurred whereby, escorts were assaulted, pupils were fighting and vehicles were damaged and new risks assessments had to be carried out which indicated that individual transport should be resumed.	CYP/PTU/School
Welsh school Provision	A consultation was undertaken by CYP on this and after appraisals it was decided to invest in Duffryn Site which would require separate transport , current provision to Ysgol Gyfun Gwynllw from the south of the county will	CYP/PTU/Members

	continue until July 2022 , after this the pressure will reduce as transport will then be to just the one establishment from the south of the county. We did have shared provision with Newport City Council to Gwynnllw but when numbers increased this was no longer viable as two vehicles were required..	
--	--	--

9. Monitoring the pressure mandate

The pressure mandates must be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure mandate, including the performance being achieved and the level of impact.

Appendix D/7

Pressure Mandate Proposal Number :

Pressure Mandate Title : Legal service pressures

All information requested must be completed on the proposed mandate to enable the Cabinet to decide whether to proceed with the proposal.

Mandate Completed by	<i>Tracey Harry</i>
Date	<i>14/122015</i>

Why is this pressure required?

The council is facing increasing numbers of childcare cases that require significant input from the legal team, which, with the current compliment of childcare specialists is unsustainable. Consequently there has been a reliance on external legal support, at a cost, and the speed of response has been compromised. In addition the requirement for legal support in other areas of social care are not being met as effectively as they should be due to the pressure within childcare. To address this issue a temporary childcare solicitor was appointed, in September2015. The appointment has already made a significant positive input in improved speed of response and has processed 4 care applications with another 2 pending having avoided instructing counsel in any of these cases therefore avoiding the additional costs associated with counsel. A normal case load is 7 so already within a few months the additional resource has been fully applied in dealing with children services casework.

The current head of legal is performing, in addition to his substantive role, the statutory role of monitoring officer, since the retirement of the previous monitoring officer. Given the operational demand pressures placed on the head of legal there is insufficient capacity to undertake developmental activities needed to ensure the service is fit for purpose in the current financial climate and in a position to provide the legal support that will be needed to support the transformational agenda that the council is engaged in.

How much pressure is there and over what period?

£29k recurrent to fund a full time monitoring officer.

£46k recurrent to fund a full time childcare solicitor – the funding of an additional childcare solicitor will result in a reduction in use of external legal support and the improved speed in response will enable children social services to improve their systems which will result in cost avoidance and improved operational efficiency.

Directorate & Service Area responsible

Chief Executives
Mandate lead(s)
Tracey Harry

Have you undertaken any initial consultation on the need for this pressure to be included in the MTFP?		
Name	Organisation/ department	Date
Chief executive		

Has the specific budget pressure been consulted on?		
Function	Date	Details of any changes made?
Department Management Team		
Other Service Contributing to / impacted		
Senior leadership team		
Select Committee		
Public or other stakeholders		
Cabinet (sign off to proceed)		

Will any further consultation be needed?		
Name	Organisation/ department	Date

Final pressure approved by Cabinet	Date:

1. Vision and Outcomes of the Pressure Mandate

Give a business context for the budget pressure. This must pick up on the vision and what the new / improved / reduced service will look like in the future including the anticipated experience of users. It must also consider any impact on the Council's key priorities and strategic outcomes. Similarly does it impact on service performance within the immediate service area or any impact on other services provided by the authority / any other providers. In doing so, the pressure mandate must be tested against the equality impact assessment and sustainable development impact assessment and must consider impact in relation to the new Future Generations Bill.

What are the outcomes of investing in the identified pressure?

Improved legal response to increasing child care cases requiring significant legal support. Greater resilience within the legal team freeing up resources to meet other demands for legal input.

Additional capacity for additional development and support to the transformational agenda and opportunity to explore commercial income generation from working with external public service providers.

Expected positive impacts

Improved legal input into complex childcare cases that will reduce requirement for additional external legal counsel and improved operational efficiency within the childcare service leading to better outcomes for children at risk.

Less reliance on external legal support (at significant cost). Opportunity to explore opportunities to generate income from provision of legal advice to external agencies.

Expected negative impacts

Page 201

2. Pressure proposed

Show how the budget pressure has been evidenced and will increase the current service budget. This must cover each year implicated. This section must also cover any other efficiency that will arise from the pressure.

What is the evidence for the pressure? How has it been estimated?

Additional Salary costs associated with funding the two posts.

Service area	Current Budget £	Proposed Cash Pressure £	Proposed non cash efficiencies – non £	Target year			Total pressure proposed
				15/16	16/17	17/18	
Legal Employee Budget	£478,252	£75,000			£75,000		£75,000 recurring from 16-17.

3. Actions to required to minimise the pressure

Describe the key activities that will be undertaken to minimise the investment required and the action holders. This includes any actions contributed to by other services. Give the timescales to complete the work. This must also factor in any business activities that will need to be done differently or cease in order to achieve the mandate.

Action	Officer/ Service responsible	Timescale
n/a		

Page 202

4. Additional skills/ business needs

Describe any additional skills, resource and capability needed in order to carry out the proposed mandate successfully. For example new expertise and knowledge etc..

Any additional capability required	Where will this come from	Any other resource/ business need (non-financial)

5. Measuring performance on the mandate

How do you intend to measure the impact of the investing in the pressure identified? This will include budget measures and further possible measures that cover process, staff and customers. Targets need to be set over the duration of the mandate where appropriate.

Focus- Budget / Process / Staff / Customer	Indicator	Actual 2016/17	Actual 2017/18	Actual 2018/19	Target 2016/17	Target 2017/18	Target 2018/19
process	Monitor the spend on external legal advice in children services						
budget	Additional income generated through provision of legal advice to external agencies	25					

6. Key Risks and Issues

Are there any potential barriers and risks that will need to be managed in delivering the outcomes expected from investing in the pressure identified, including any negative impacts identified in section 1 that need to be accounted for. Also, set out the steps that will be taken to mitigate these.

Barrier or Risk	Strategic/ Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low) Based on a score assessing the probability & impact	Mitigating Actions
Unable to recruit to monitoring officer role		Salary offer is uncompetitive		advert –
Childcare cases continue to increase and even with additional resource cannot meet demand – therefore requiring additional external advice.		Childcare cases have increased consistently over time		Closer working between legal and children services to improve processes and timescales leading to better outcomes.

7. Assumptions

Describe any assumptions made that underpin the justification for the option.

Assumption	Reason why assumption is being made (evidence)	Decision Maker

8. Options

Prior to the pressure mandate being written, an options appraisal will have taken place. Summarise here the outcome of the Options considered and detail the rationale on why they were disregarded. (see options appraisal guide for further information)

Page 204

Options	Reason why Option was not progressed	Decision Maker
Utilise other authority childcare legal support	Already do this but capacity in other Is's also stretched	
Share a monitoring officer	Statutory role that needs to be provided – ability to service two sets of councils meeting not possible.	
Purchase external childcare legal expertise from an independent private provider	This option is too expensive.	


9. Monitoring the pressure mandate

The pressure mandates must be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition the action plan, performance measures and the risk assessment must be transferred into the service plans for the business area in order to monitor and challenge the delivery of the pressure mandate, including the performance being achieved and the level of impact.

This page is intentionally left blank

Appendix E Mandates 2016/17

Resource scoping and financial position – Dec 2015

Mandate Details					Finance			Finance
Mandate Number	Mandate	Mandate Lead	Original Savings 16/17	Revised Savings 16/17	Additional Resources 16/17 £	Anticipated Capital Investment requirement 15/16 £	Anticipated Capital Investment requirement 16/17 £	
B1	Alternative Service Delivery Model	Ian Saunders	£354,000	£120,000	£60,000	£0	£1,000,000	Alternative service delivery model project team currently scoping delivery plans. Anticipated go live date from April 2017. Finance savings re-adjusted to reflect updated timeline.
B2	Rationalise business support teams	Tracey Harry	£50,000	£50,000	£0	£0	£0	Review of business support teams ongoing.
B3	Training Services Consolidation	Peter Davies	£50,000	£50,000	£0	£0	£0	Cost benefit analysis to be undertaken as part of the project, and a detailed option appraisal to identify market need and profitability prior to any investment. Any associated investment costs to be included as part of overall net savings identified.
B4	SRS ICT Business Development Options	Peter Davies	£100,000	£0	£0	£0	£0	A fuller assessment of risk together with financial modelling and a more developed understanding of the stages needed in order to release net savings to the Authority has resulted in a prudent view being taken to re-profile savings such that they commence in 2017/18 rather than 2016/17.
B5	Community Asset Transfer	Deb Hill Howells/ Ben Winstanley	£60,000	£160,000	£0	£0	£0	The savings have increased as income generation targets as we plan to enter into a competitive process to identify suitable partners that may wish to work with us to optimise use of our prime assets for community large scale events and other income generation activities.

B6	CIL	Mark Hand	£50,000	£0				This mandate has moved into 17/18 mandates as not achievable in 16/17.
B7	Legal Services	Rob Tranter	£25,000	£25,000	£0	£0	£0	Further negotiations with Melin Homes on service needs and details of SLA.
B8	Promoting Responsible Business Waste	Rachel Jowitt	£80,000	£80,000	£0	£0	£0	On target for full year savings.
B9	Planning Services - Income Generation	Mark Hand	£40,000	£40,000	£0	£0	£0	This is in line with Welsh Government policy that came into force in October 2015.
B10	Extension shared lodgings housing scheme	Ian Bakewell	£50,000	£50,000	£0	£0	£0	This is an increase on current service model. On target for full year savings.
B11	Leadership Team Structure Review	Paul Matthews	£225,000	£315,000	£0	£0	£0	An increase in original budget savings by further aligning organisational efficiency and maintaining focus on preserving front line delivery.
B12	Second Phase Review of subsidies to 3rd sector.	Will McLean	£75,000	£75,000	£0	£0	£0	Continuing to work with 3rd sectors affected groups to understand any potential impact.
B13	Highways Infrastructure Income Generation	Roger Hoggins	£150,000	£150,000	£0	£0	£0	Continue to monitor any potential risk regarding planning approval for advertisements, this could impact on the income if permission is delayed.
B14	Grounds - funding review	Rachel Jowitt	£75,000	£75,000	£0	£0	£0	Continue to work with community groups to ensure services are delivered.
B15	Highways maintenance - review	Roger Hoggins	£200,000	£200,000	£0	£0	£0	On target for full year savings in line with mandate proposals.
B16	Flexible employment options	Peter Davies	£50,000	£50,000	£0	£0	£0	This mandate is being considered in conjunction with B2. Managers will need to be supported with its delivery to ensure no operational impact.
B17	Business rates Evaluation - Appeals	Ruth Donovan	£140,000	£140,000	£0	£0	£0	Current analysis indicates on target for full year savings.

B18	Strategic Property Review	Deb Hill Howells/ Ben Winstanley	£160,000	£60,000	£0	£1,100,000	£0	Following further examination of adaptation / refurbishment costs potential savings relating to 16/17 and been reduced. The current projected capital costs will be updated following more options being explored.
B19	Property Services and Facilities Management review	Rob O'Dwyer	£100,000	£100,000	£0	£0	£0	This mandate has a correlation with mandate B18, delayed relocation of staff to Usk may have an impact on facility management savings identified.
B20	Phase 3 of Additional Learning needs review	Sharon Randall Smith	£200,000	£550,000	£54,000	£0	£0	Savings for 2016 will be in line with statutory consultation timescales. The savings have been realigned in line with updated timescales. In addition there are further savings identified to meet the MTFP and these include updating pricing policy for external providers and a delegated funding formula review based on current residential provision.
B21	Town and Community Councils	Kellie Beirne/ Roger Hoggins	£500,000	£400,000	£150,000	£0	£0	Continue to consult with town and community councils. If services have to be reduced there may be resulting redundancy costs
B22	Collaboration and realigning structures in operations	Roger Hoggins	£100,000	£100,000	£0	£0	£0	Financial savings due to Newport/MCC shared Passenger Transport Unit (PTU)
B23	Discretionary Fees and Income	Joy Robson	£498,599	£25,200	£0	£0	£0	This mandate has now been incorporated into the fees and charges report that will be presented to Cabinet in January with other budget proposals
			£3,332,599	£2,815,200	£264,000	£1,100,000	£1,000,000	

This page is intentionally left blank

Appendix F - Responsible Financial Officers Opinion

1.1 The 2003 Local Government Act imposes a number of statutory duties on a Councils Responsible Financial Officer (RFO). Guidance on these duties is contained within LAAP Bulletin 55 and the CIPFA Statement on the Role of the Finance Director, compliance with which has been supported by the Councils Audit Committee. The primary duties are for me, as RFO, to provide a view on the robustness of the budget process, budgetary risk and the adequacy of reserves and balances.

1.2 Robustness of the budget process

1.3 In terms of robustness of the budget process, I have placed reliance on the work carried out by members of the Strategic Leadership Team in their Directorates involving budget managers, the performance team and devolved accountants. The process has been properly rigorous with notable elements of good practice. These include;

- The use of the Councils Medium Term Financial Plan as an integral part of budget planning
- Inclusion of all Councillors through a Joint Select Committee to which all Members were invited.
- Cabinet ownership of budget principles and assumptions through the development of the Medium Term Financial Plan
- Anticipating likely and known events through the application of appropriate indices for base costs.
- Applying rigour via officer challenge sessions, Directorate Management Teams, Chief Officers, Strategic Leadership Team and Cabinet Member scrutiny.
- Comparing year on year budgets by using 2014/15 outturn and 2015/16 budget monitoring data.
- Providing Select Committees with opportunity to look at and scrutinize current budgets, gaining an understanding of the budgets within the remit of their Select committee.
- Engaging with the public at numerous events throughout the County in November and through the use of social media, sharing the budget ideas and gathering further ideas from the public.
- Consulting on budget proposals with the Schools Forum and Trade Unions and Business Ratepayers.
- Providing opportunities for public consultation, via the web site, You Tube presentations and Twitter.

- Communicating emerging Settlement considerations to Cabinet members.
- Being clear on risks and assumptions within budget proposals and identifying the links with the corporate priorities of the Council.
- Ensuring all members are involved in the budget setting process by establishing that budget and Council Tax settings is a function of full Council.

1.4 There are a number of explicit risks in the budget proposals now presented given the reduction in the settlement for next year and in the medium term. Risks have been identified as the budget proposals have been put together and are captured as part of the Authority's risk register. Outlined below are the key risks and how they are being managed:

- Some services may become financially unsustainable in the short to medium term as a result of reducing budgets and increasing demand. Some identification of evidenced based pressures in relation to the financial impact of increasing demand in children's social services, has been included in the current budget process. In addition, some risks have in part been mitigated by the protection given to these areas in the sense that budget savings have been more heavily weighted to other areas of the budget. However, given the current year position against the budget in some of these areas, this potential pressure will require careful monitoring over the course of the financial year so that problems can be highlighted early and any appropriate corrective action taken. Monitoring of progress against existing mandates that are part of the MTFP will be undertaken and progress reported to Cabinet and Select Committee quarterly. Engagement with the public, members and community groups on emerging proposals for the future years of the MTFP will continue so that proposals to balance the MTFP will be agreed taking into account the need to match the expected performance targets with adequate resources. Consideration will be given to how best to use capacity fund and any external funding sources to supplement the change programme required. The particular pressure in Children's social services needs to be managed with the implementation of a three year service and financial plan to ensure the service is able to deliver a balanced budget and continue to develop workforce practice.
- Directorates are being required to manage some pressures within their service areas as only significant pressures have been highlighted and included in the budget build. Whilst individually these pressures are relatively small, in total there is a considerable pressure to be managed alongside the achievement of the budget saving proposals contained as part of this budget.

- A number of the savings/efficiency proposals involve the generation of income, changes to current structures, systems and processes or have implications for service design involving other partners or organisations. These savings involve higher levels of risk than those which broadly maintain current arrangements. At the practical level these risks begin with the income targets not being achieved, possibility of slippage and disruption in the transition from old to new arrangements resulting in further pressures to be managed in the year in which savings are budgeted to be made. There is a need to ensure that the detailed business cases that will deliver the MTFP are fully costed, stress-tested and managed. Clearly robust and timely monitoring of the delivery of the savings in the budget will be critically important in order to manage the potential for these risks to materialize. In terms of income streams an action plan to deliver the Income Strategy needs to be undertaken.
- Late notification of grant funding streams being removed or reduced. This is particularly an issue where the expenditure backing this grant is in the form of permanent staff. These will need to be managed on a case by case basis, with the default position being that if the grant ceases the activity also ceases unless a business case can be built that justifies the maintenance of the activity, the expenditure and identifies a means of funding this expenditure following the loss of grant income
- Underlying assumptions built into the budget are not borne out next year. For example the pay award for 2016/17 has not yet been agreed. All budgets will not receive budget to cover the full extent of inflation factors next year if they turn out as expected. This puts further pressure on service budgets to find efficiencies savings to manage this shortfall. There is an expectation that this would need to be managed within overall directorate budgets.
- Uncertainty of when Prudential borrowing will impact on the revenue account resulting from progressing the 21st Century schools programme following further development of the detailed programme being submitted to the WG. The capital programme proposal seeks to mitigate this risk by establishing authority to generate capital receipts to offset the need to borrow, however this carries with it its own risk in the current economic climate.
- Treasury estimates established in the budget are based on cashflows, timing of capital spend, forecast interest rate levels and predicted trigger points for converting variable loans to fixed rate loans. There is inherent uncertainty and risk attached to each variable. The Authority has also recently approved a change in its MRP Policy and is yet to receive a view from External Audit on this change. The Authority has established a Treasury Equalisation reserve to mitigate the potential impact caused by significant variations to the year on year budget.

Contributions from the reserve are used to even out the variation in the MTFP model.

- General pressures on school budgets indicated by the number of schools with deficit budget management plans. As previously identified, schools have been protected from the level of savings required from the rest of the Authority. The LEA will be working closely with schools to help costs savings to be established. However, it is understood that some schools will still need to establish budget management plans, any resulting redundancies will need to be met from the budget established for this purpose.
- The risks on the capital side are largely around the difficulties in achieving the level of capital receipts required to fund future capital investment. If receipts are not achieved, other funding streams need to be sought which may include prudential borrowing with its consequent impact on the revenue budget. Also there is a risk that the funding envelop for 21st century schools may not be sufficient and further work will be required to establish schemes can be delivered within the original budget set. In addition there are significant pressures highlighted of a capital nature that will not be met as the priority is to invest in 21st century schools.

1.5 Whilst the above risks in the 2016/17 budget have been identified, the main budgetary risks going forward in for the MTFP will also need to be managed and outlined are as follow:

- The authority is unable to deliver its political priorities in the future because it does not yet have clarity on its future business model or longer term financial plan. While work is continuing on the need to address the longer term issue of a reducing resource base as part of the MTFP, these are often only looking 2-3 years ahead which will mean the authority does not have a longer term financial plan and its current business model could become unsustainable in the long term. The Councils partnership administration continuance agreement sets clear priorities and performance expectation in line with these resource priorities, this only extends to 2017. The introduction of the Well-being of Future Generations Act requires us to plan on a decadal and generational basis and our current models do not extend to this timeframe. Action is required to develop and specify the business model for the authority in the long term, to ensure the Councils key delivery strategies Improvement Plan, MTFP, People Strategy, Asset Management Plan and iCounty Strategy all align to this model and to extend planning timelines for council's key strategic documents to ten years.
- Any impact arising from the Williams review, and the shape of Local government in Wales in the future and any new legislation impacting on the services provided by Local Authorities.

- Very low settlements projected for the medium term
- The revenue implications of 21st Century Schools, where the source of capital is uncertain given the medium term national forecast for significant funding reductions.
- The financial, service and strategic implications of service transformation, including shared services, greater partnership working with both public and private sector
- The national and local emphasis on increased waste diversion
- The deteriorating condition of local roads, associated infrastructure and property
- The ageing population
- Continued uncertainty in financial markets

1.6 Adequacy of reserves

- 1.7 The MTFP has established the principles for general and earmarked reserve utilization. The level of the **general reserve** at £6.9 million is of concern being just above the minimum prudent level. The final revenue budget proposals do not include any requirement to use the general reserve to balance the budget in 2016/17. As the MTFP is updated as new information becomes available the position regarding the use of reserves will need to be reviewed.
- 1.8 Included with the general reserve are the school based reserves. There has been a slight recovery over recent years with the result that Monmouthshire's schools based reserves are no longer the lowest in Wales.
- 1.9 The 2016/17 budget recommendations anticipate some use of **earmarked reserves** to support the budget saving proposals and to even out one off expenditure items over the MTFP. Earmarked reserves have been established over time for the purpose of future utilisation, and whilst not currently earmarked for use provide a level of contingency for some of the risks associated with the budget recommendations highlighted in this report.
- 1.10 Earmarked reserve usage over the MTFP is projected to decrease the balance on earmarked reserves from £10.9 million at the start of 2015/16 to £5.2 million at the end of 2019/20. Taking into account that some of these reserves are specific, for example relating to joint arrangements or to fund capital projects, this brings the usable balance down to £4.2 million.
- 1.11 The forecast use of reserves in the current year, 2015/16, means that by the end of 2016-17 the Council is likely to utilise over 48% of the useable earmarked reserves brought forward from 2014-15, based on approvals to use

reserves so far. Further reserve usage is anticipated before the end of the year, in particular redundancy costs in relation to Community Hubs which will need approval (£305k) and is likely to extinguish the Redundancy and Pensions reserve.

1.12 Given the forecast use of earmarked reserves, in order to ensure adequacy of reserves for the MTFP, the following change in practice has been approved:

- Increase workforce planning and redeployment to reduce the need for reserves to cover redundancies
- Any request for reserve funding must first explore whether existing budgets, or external funding sources can be used for the proposal accepting this may require a change in priorities if existing budget are used
- Use of reserves to implement budget savings must use the saving first to repay the reserve
- IT investment bids will need to be considered in the core capital programme when the IT investment reserve is extinguished, this may necessitate displacing some of the core capital programme allocations depending on the priorities agreed

1.13 A revaluation of the insurance reserve requirement is to be commissioned in the third quarter, and the work undertaken in the 4th quarter so that the figures will be current and available for 2015/16 closure. This may give scope to re-designate some of this reserve but this is subject to the outcome of the work outlined.

1.14 The above action is needed a slow down in the use of ear marked reserves through the above mechanisms, otherwise consideration would need to be given to budgeting to replenish reserves or including in the base budget, requests that would normally have been funded by reserves, both of which will increase the resource gap in the MTFP.

1.15 Whilst every effort will be made to avoid redundancy costs a budget has been included in the MTFP relating to these costs as they are a recurring expense in the current climate. Protection of Employment policy will be used to ensure redundancy is minimised, however, it is expected there may be some that are inevitable and a separate budget will be required for this, possibly in the region of £450,000 per year, most of which will require reserve funding and so replenishment of the Redundancy and Pensions reserve will be required to facilitate this.

1.16 The volatility of the Children's social services budget is going to be supplemented for 2016/17 with further funding, however it is proposed to earmark the Priority Investment Reserve for next year to cover further pressures if they are not able to be contained.

- 1.17 The resulting impact on earmarked reserves would be to take the usable balance down further by the end of the MTFP period.
- 1.18 My judgement, taking into account the budget forecast, the corporate budget position, the quantum of earmarked reserves as well as the General Reserve is to certify reserves as adequate presently. However, given that the financial outlook is not set to improve significantly in the medium term, it is vital that the reserve position continues to be closely monitored. This will require continued sound budget management in future years of account and close Cabinet scrutiny of any further proposals to utilise reserves in the coming months. Further savings need to be identified so that the use of the general reserve can be minimized.
- 1.19 The provisional schedule of reserves estimated at the end of the financial year is included as an appendix to the budget report.

J Robson
Responsible Financial Officer

This page is intentionally left blank

Prudential Indicators for Capital Programme Proposals 2016/2020

Local Authorities determine their own programmes for capital investment in fixed assets. The Prudential Code is the code of practice supporting local authorities in taking decisions and underpins the system of capital finance. The key objectives of the Prudential Code are to ensure, within the Prudential Framework, that capital investment plans of the Authority are affordable, prudent and sustainable.

To demonstrate that local authorities have fulfilled these objectives, the Prudential Code sets out the indicators that must be used, and the factors that must be taken into account. These indicators are reported below based on actual, current and planned capital budget proposals as in the proposed 2016/2020 capital medium term financial plan.

Importantly, it should be noted that the proposed supported and unsupported borrowing results from the current and future capital budget proposals:

Borrowing budgeted in the capital budget proposals 2016/17 to 2019/20 is as follows: The 2016/17 figures are inclusive of slippage from 2015/16 as identified and reported as part of the month 6 capital monitoring process.

- General Unsupported borrowing of £1,000,000 2016/17 to 2019/20.
- 21st Century Schools – budgeted unsupported borrowing of £18,596,000 (including slippage) in 2016/17
- £2,420,000 of supported borrowing in 2016/17 to 2019/20 which assists in financing the core capital programme and is funded through Revenue Support grant from the Welsh Government.

Capital Expenditure

The actual capital expenditure and financing (excluding vehicle leasing) that was incurred in 2014/15 and the estimates of capital expenditure and financing for the current year and future years that are recommended for approval are:

	2014/15 Actual £000	2015/16 Estimate £000	2016/17 Estimate £000	2017/18 Estimate £000	2018/19 Estimate £000	2019/20 Estimate £000
Capital Expenditure	13,772	24,756	42,274	29,567	8,192	5,391

The estimate of capital expenditure for the 2015/16 and 2016/17 financial years includes allowance for slippage of expenditure from the 2015/16 capital programme that was forecast at month 6 capital monitoring.

As stated in the Capital programme budget proposals the medium term programme has been drafted, and a programme constructed for the next four years. There will be opportunity for the programme to be reviewed annually.

Ratio of financing costs to net revenue stream

Estimates of the ratio of financing costs to net revenue stream for the current and future years, and the actual figures for 2014/15 are:

	2014/15 Actual %	2015/16 Estimate %	2016/17 Estimate %	2017/18 Estimate %	2018/19 Estimate %	2019/20 Estimate %
Ratio of financing costs to net revenue stream	6.23	6.53	4.78	6.31	6.54	6.49

The estimates of financing costs include current commitments and the proposals in this budget report and are based on the actual and anticipated borrowing, net of investments.

Capital Financing Requirement

Estimates of the end of year Capital Financing Requirement for the Authority for the current and future years and the actual Capital Financing Requirement at 31 March 2015 are:

	2014/15 Actual £000	2015/16 Estimate £000	2016/17 Estimate £000	2017/18 Estimate £000	2018/19 Estimate £000	2019/20 Estimate £000
Capital Financing Requirement	122.9	113.3	124.8	121.1	118.0	116.0

The Capital Financing Requirement measures the authority's underlying need to borrow for capital purposes. In accordance with best professional practice, Monmouthshire County Council does not associate borrowing with particular items or types of expenditure, other than under its current policy for determining its Minimum Revenue Provision. The authority has an integrated treasury management strategy (last

approved on 26th February 2015 by Council) and has adopted the CIPFA Code of Practice for Treasury Management in the Public Services.

The Council manages its treasury position in terms of its borrowings and investments in accordance with its approved treasury management strategy and practices. In day-to-day cash management, no distinction can be drawn between revenue and capital cash. External borrowing arises as a consequence of all the financial transactions of the authority and not simply those arising from capital spending. In contrast, the Capital Financing Requirement reflects the authority's underlying need to borrow for a capital purpose.

CIPFA's Prudential Code for Capital Finance in Local Authorities includes a key indicator of prudence where Gross External Borrowing does not, except in the short term exceed the total of Capital Financing Requirement. This is the case for the preceding year plus the estimates of any Capital Financing Requirement for the current and next two financial years.

Net external borrowing is the borrowing budgeted to finance the capital programme (Gross External borrowing) offset by the levels of cash and investments.

	2014/15 Actual £000	2015/16 Estimate £000	2016/17 Estimate £000	2017/18 Estimate £000	2018/19 Estimate £000	2019/20 Estimate £000
Net External borrowing	76.2	95.0	95.0	106.3	108.0	106.0
Gross External borrowing	100.6	100.0	105.0	116.3	118.0	116.0
Capital Financing Requirement	122.9	113.3	124.8	121.1	118.0	116.0

The Head of Finance, as the Authority's S151 officer, reports that the Authority had no difficulty meeting this requirement in 2014/15, nor are any difficulties envisaged for the current or future years. This view takes into account current commitments, existing plans, and the proposals in this budget report.

Authorised Limit for External Borrowing

In respect of external debt, it is recommended that the Council approves the following Authorised Limit for its total external debt gross of investments for the next four financial years.

	2014/15 Limit set £000	2015/16 Limit set £000	2016/17 Estimate £000	2017/18 Estimate £000	2018/19 Estimate £000	2019/20 Estimate £000
Borrowing	134.6	137.1	134.0	145.3	147.0	139.0
Other long term liabilities	2.6	2.6	2.6	2.6	2.5	2.5
Total	137.2	139.8	136.6	147.9	149.5	141.5

These limits separately identify borrowing from other long-term liabilities. The Council is asked to approve these limits and to delegate authority to the Head of Finance, within the total limit for any year, to effect movement between the separately agreed limits of borrowing and other long-term liabilities, in accordance with option appraisal and best value for money for the authority. Any such changes made will be reported to the Audit Committee or Council at the next opportunity following the change.

These limits are consistent with the authority's current commitments, existing plans and the proposals in this budget report for capital expenditure and financing, and with its approved treasury management policy statement and practices. They are based on the estimate of the most likely, prudent but not worse case scenario, with sufficient headroom over and above this to allow for operational management, for example unusual cash movements.

Page 22

Operational Boundary for External Debt

The Council is also asked to approve the following Operational Boundary for external debt for the same period.

	2014/15 Limit Set £000	2015/16 Limit Set £000	2016/17 Estimate £000	2017/18 Estimate £000	2018/19 Estimate £000	2019/20 Estimate £000
Borrowing	113.6	120.2	113.0	124.3	126.0	118.0
Other long term liabilities	1.1	1.1	1.1	1.1	1.0	1.0
	114.7	121.3	114.1	125.4	127.0	119.0

The proposed Operational Boundary for external debt is based on the same estimates as the Authorised Limit but reflects the estimate of the most likely, prudent but not worst case scenario, without the additional headroom included within the Authorised Limit to allow, for example, for unusual cash movements and equates to the maximum of external debt projected by this estimate.

The Operational Boundary represents a key management tool for in-year monitoring by the Head of Finance. Within the Operational Boundary, figures for borrowing and other long-term liabilities are separately identified. The Council is asked to delegate authority to the

Head of Finance, within the total Operational Boundary for any individual year, to effect movement between the separately agreed figures for borrowing and other long term liabilities, in a similar fashion to the Authorised Limit. Any such changes will be reported to the Audit Committee or Council at the next opportunity following the change.

The Council's actual external debt at 31 March 2015 was £101.8 million, comprising £100.6 million borrowing and £1.2 million other long-term liabilities. It should be noted that the actual external debt is not directly comparable to the Authorised Limit and Operational Boundary, since the actual external debt reflects the position at one point in time.

In taking its decisions on this budget report, the Council is asked to note that the Authorised Limit determined for 2016/17 would be the statutory limit determined under section 3(1) of the local Government Act 2003.

Incremental impact of new capital investment decisions on Council Tax

A key measure of affordability is the incremental impact on the Council Tax, and the Council should consider different options for its capital investment programme in relation to their differential impact on the Council Tax.

The incremental impact works on the basis that supported borrowing is funded through Revenue Support Grant. The calculation is therefore determined by establishing the revenue impact of:

Page 223

- Unsupported borrowing – in terms of interest payments and the statutory Minimum Revenue Provision (MRP)
- Any revenue savings or costs that have been identified and that will result from capital schemes being delivered

The current capital budget proposals, using current information available, would have the following impact:

	2014/15 Actual £ p	2015/16 Estimate £ p	2016/17 Estimate £ p	2017/18 Estimate £ p	2018/19 Estimate £ p	2019/20 Estimate £ p
Effect on Band D Council Tax	12.23	(0.04)	35.84	1.67	(0.30)	1.86

The notable incremental impact in 2016/17 is due to the high level of borrowing required to fund the 21C schools programme. The credit in 2015/16 is due to the low level of borrowing applied to the capital programme.

Joy Robson
Responsible Financial Officer

This page is intentionally left blank

APPENDIX H1 - USE OF RESERVE FOR REVENUE BUDGET PURPOSES 2016/17

Item	2016/17		Reserve
	£000	£000	
	To	From	
COUNCIL FUND			
Net contribution to/from Council Fund	0	0	
EARMARKED RESERVES			
General Earmarked reserve use			
Contributions from:			
Vehicles (residual value advance)		67	Invest to Redesign Reserve
Innovation & Marketing Business Case		210	Invest to Redesign Reserve
Pension Strain Costs		772	Redundancy and Pensions Reserve
Children's Services Temporary Staff		169	Priority Investment Reserve
Elections		100	Elections Reserve
Total contribution from Earmarked Reserves	0	1,318	
Contributions to:			
Repayments to reserve for amounts provided in earlier years	-73		Invest to Redesign Reserve
Election costs	-25		Elections reserve
Grass routes buses reserve	-5		Grass Routes buses reserve
Total contribution to Earmarked Reserves	-103	0	
Earmarked reserve support for revenue budget	-103	1,318	
Capital reserve funding		504	Capital Investment Reserve
Total Earmarked Reserve Contributions	-103	1,822	

This page is intentionally left blank

APPENDIX H2 - RESERVE BALANCES 2016/17

Account	C/F	2015/16				C/F	2016/17			C/F	2017/18			C/F	2018/19			C/F	2019/20		
		Contributions To (rev)	Contributions From (rev)	Contributions from (Cap)	Capital Slippage		Contributions To	Contributions From	Contributions To		Contributions From	Contributions To	Contributions From		Contributions To	Contributions From	Contributions To		Contributions From	Contributions To	Contributions From
Council Fund																					
Council Fund (Authority)	-6,990,868					-6,990,868			-6,990,868			-6,990,868			-6,990,868			-6,990,868			-6,990,868
School Balances	-1,140,032					-1,140,032			-1,140,032			-1,140,032			-1,140,032			-1,140,032			-1,140,032
Total Council Fund	-8,130,900	0	0	0	0	-8,130,900	0	0	-8,130,900	0	0	-8,130,900	0	0	-8,130,900	0	0	-8,130,900	0	0	-8,130,900
Invest to Redesign	-1,483,521	-49,396	706,763	100,000	311,278	-414,876	-72,508	277,442	-209,942	-134,779	62,797	-281,924	-170,681	48,129	-404,476	-132,378	20,079	-516,775			
IT Transformation	-639,840		73,200	250,000	97,341	-219,299			-219,299			-219,299			-219,299			-219,299			
Insurance and Risk Management	-2,250,388					-2,250,388			-2,250,388			-2,250,388			-2,250,388			-2,250,388			
Capital Receipt Generation	-460,342		233,357			-226,985			-226,985			-226,985			-226,985			-226,985			
Treasury Equalisation	-990,024					-990,024			-990,024			-990,024			-990,024			-990,024			
Redundancy and Pensions	-599,936		325,434			-274,502		771,521	497,019		202,484	699,503		163,978	863,481		88,038	951,519			
Capital Investment	-1,620,945	-15,500		489,541		-1,146,904		503,541	-643,363		14,000	-629,363		14,000	-615,363		14,000	-601,363			
Priority Investment	-1,973,294		1,408,274			-565,020		168,861	-396,159			-396,159			-396,159			-396,159			
Museums Acquisitions	-59,798					-59,798			-59,798			-59,798			-59,798			-59,798			
Elections	-83,183	-25,000				-108,183	-25,000	100,000	-33,183	-25,000		-58,183	-25,000		-83,183	-25,000		-108,183			
Grass Routes Buses	-160,615	-5,000	25,913			-139,702	-5,000		-144,702	-5,000		-149,702	-5,000		-154,702	-5,000		-159,702			
Chairman's	-36,754					-36,754			-36,754			-36,754			-36,754			-36,754			
Youth Offending Team	-382,226					-382,226			-382,226			-382,226			-382,226			-382,226			
Building Control	-490					-490			-490			-490			-490			-490			
Outdoor Education Centres	-190,280					-190,280			-190,280			-190,280			-190,280			-190,280			
I Learn Wales	-48,674					-48,674			-48,674			-48,674			-48,674			-48,674			
Total Earmarked Reserves	-10,980,311	-94,896	2,772,941	839,541	408,619	-7,054,105	-102,508	1,821,365	-5,335,248	-164,779	279,281	-5,220,746	-200,681	226,107	-5,195,320	-162,378	122,117	-5,235,581			
TOTAL USEABLE REVENUE RESERVES	-19,111,211	-94,896	2,772,941	839,541	408,619	-15,185,005	-102,508	1,821,365	-13,466,148	-164,779	279,281	-13,351,646	-200,681	226,107	-13,326,220	-162,378	122,117	-13,366,481			

This page is intentionally left blank

Appendix I - Revenue Budget Summary 2016/17

	October & December 2016 Cabinet proposals					Final Settlement Changes		Full Cost MTFP Base Budget Adjustments	January 2016 Cabinet and Final budget recommendations to Council				
	Indicative Base Budget 2016/17	Proposed savings	Identified Pressures	Council Tax Income	Proposed Budget 2016/17	Adjustment to AEF	Settlement pressures / adjustments		Changes to Pressures	Changes to Savings	Further Efficiency Savings	Final amendments	Final budget recommended
Net Expenditure Budgets													
Children and Young People	50,900	-490	55	0	50,465	0	0	116	0	0	-110		50,471
Social Care and Health	37,374	-640	2,896	0	39,630	0	0	587	-200	0	0		40,017
Enterprise	8,697	-1,309	333	0	7,721	0	0	391	0	484	0		8,596
Operations	15,983	-1,000	2,012	0	16,995	0	0	440	-110	0	0		17,325
Chief Executive's unit	7,198	-569	180	0	6,809	0	0	-74	75	0	0		6,810
Corporate Costs & Levies	19,715	-222	1	0	19,494	0	0	-704	452	197	0	-13	19,426
Sub Total	139,867	-4,230	5,477	0	141,114	0	0	756	217	681	-110	-13	142,645
Appropriations	9,472	-2,136	100	0	7,436	0	0	-645	0	0	0		6,791
Contributions to Earmarked reserves	127	0	0	0	127	0	0	-24	0	0	0		103
Contributions from Earmarked reserves	-488	0	0	0	-488	0	0	-410	0	0	0	-420	-1,318
Total Net Proposed Budget	148,978	-6,366	5,577	0	148,189	0	0	-323	217	681	-110	-433	148,221

Page 229

Funding Budgets

Aggregate External Financing (AEF)	-90,356	0	0	0	-90,356	-1,083	0	0	0	0	0		-91,439
Council Tax (MCC)	-44,909	0	0	-600	-45,509	0	0	-2	0	0	0	433	-45,078
Council Tax (Gwent Police)	-9,836	0	0	0	-9,836	0	0	0	0	0	0		-9,836
Council Tax (Community Councils)	-1,870	0	0	0	-1,870	0	0	0	0	0	0		-1,870
Total Funding	-146,971	0	0	-600	-147,571	-1,083	0	-2	0	0	0	433	-148,223
Headroom/-shortfall	2,007	-6,366	5,577	-600	618	-1,083	0	-325	217	681	-110	0	-2

	Council Tax 2015/16	2016/17 tax base	Council Tax 2016/17	%age increase
Council tax recommendations	1,094.98	45,102	1,138.23	3.95%

This page is intentionally left blank

Appendix J1 - Capital Budget Summary 2016 to 2020

	Indicative Budget 2016/17	Indicative Budget 2017/18	Indicative Budget 2018/19	Indicative Budget 2019/20
	Including 2015/16 Provisional Slippage			
Asset Management Schemes	1,929,278	1,929,278	1,929,278	1,929,278
School Development Schemes	36,285,429	24,225,699	2,851,368	50,000
Infrastructure & Transport Schemes	2,308,941	2,240,740	2,240,740	2,240,740
Regeneration Schemes	247,346	0	0	0
Sustainability Schemes	0	0	0	0
County Farms Schemes	300,773	300,773	300,773	300,773
Inclusion Schemes	850,000	850,000	850,000	850,000
ICT Schemes	0	0	0	0
Vehicles Leasing	1,500,000	1,500,000	1,500,000	1,500,000
Other Schemes	352,736	20,000	20,000	20,000
TOTAL EXPENDITURE	43,774,503	31,066,490	9,692,159	6,890,791
Supported Borrowing	(2,406,000)	(2,406,000)	(2,406,000)	(2,406,000)
Unsupported (Prudential) Borrowing	(19,596,108)	(908,000)	160,632	(1,000,000)
Grants & Contributions	(13,444,765)	(8,069,759)	(1,464,000)	(1,464,000)
Reserve & Revenue Contributions	(501,541)	(12,000)	(12,000)	(12,000)
Capital Receipts	(6,326,089)	(18,170,731)	(4,470,791)	(508,791)
Vehicle Lease Financing	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
TOTAL FUNDING	(43,774,503)	(31,066,490)	(9,692,159)	(6,890,791)
(SURPLUS) / DEFICIT	0	0	0	0

Appendix J2 - Schools capital programme (includes Raglan)	Financial Year 2015/16	Financial Year 2016/17			Financial Year 2017/18	Financial Year 2018/19	Total
	Budget Utilised £	Proposed Slippage B/F £	Indicative Budget £	Total Budget £	Indicative Budget £	Indicative Budget £	£
Expenditure:							
Monmouth Comprehensive School - 1600 Place	6,121,782	15,789,218	(2,806,307)	12,982,911	18,537,319	2,370,060	40,012,072
Monmouth Comprehensive School - Leisure		0		0	1,168,000		1,168,000
Caldicot Comprehensive School - 1500 Place	6,592,015	15,318,985	7,175,241	22,494,226	4,470,380	431,308	33,987,929
Welsh Medium Secondary Schools	500,000	2,500,000	(2,000,000)	500,000			1,000,000
Raglan	1,808,932	0	112,500	112,500			4,551,000
Feasibility - Monmouth	55,097	95,140		95,140			1,090,403
Feasibility - Caldicot	64,459	50,652		50,652			1,105,201
Total Expenditure	15,142,285	33,753,995	2,481,434	36,235,429	24,175,699	2,801,368	82,914,605
Financing:							
External Grant Funding	(9,859,041)	(10,908,203)	(825,216)	(11,733,419)	(6,605,759)	0	(29,744,719)
Monmouth Comprehensive School - 1600 Place	0	(1,000,000)		(1,000,000)	(17,341,000)	(2,370,060)	(20,711,060)
Caldicot Comprehensive School - 1500 Place	0	(8,891,000)	4,194,000	(4,697,000)		(1,591,940)	(6,288,940)
Welsh Medium Secondary Schools	0	(2,500,000)		(2,500,000)			(2,500,000)
Raglan	(1,161,681)	0	(56,250)	(56,250)			(2,300,999)
Feasibility - Monmouth	(83,578)	(56,000)		(56,000)			(139,578)
Feasibility - Caldicot	(56,375)	(50,652)		(50,652)			(107,027)
Proposed virement to maximise receipt usage	(4,001,573)		2,454,000	2,454,000	(320,940)		(1,868,513)
Capital Receipts	(5,303,207)	(12,497,652)	6,591,750	(5,905,902)	(17,661,940)	(3,962,000)	(33,916,117)
Unsupported Borrowing	19,963	(10,348,140)	(8,247,968)	(18,596,108)	92,000	1,160,632	(19,253,769)
Total Financing	(15,142,285)	(33,753,995)	(2,481,434)	(36,235,429)	(24,175,699)	(2,801,368)	(82,914,605)
(Surplus) / Deficit	0	0	0	0	0	0	0

Appendix J3 - Forecast Useable Capital Receipts

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

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

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

Appendix J4 - Capital Receipts Summary and Risk Factors

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

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

Risk Factor key:

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

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

Low - No major complications are foreseen for the transaction

Appendix J5 - Capital Pressures

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

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

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

This page is intentionally left blank

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

REPORT: Capital Budget Proposals 2016/17 to
2019/20
AUTHOR: Joy Robson
MEETING AND DATE OF MEETING: Council – 21st January 2016

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

Exemptions applying to the report:

Information relating to specific assets values of tenanted properties.

Factors in favour of disclosure:

Provides information on assets the Authority is proposing to sell.

Prejudice which would result if the information were disclosed:

Prejudice negotiations with tenants of County Farms.


My view on the public interest test is as follows:

Outweighed by need to exempt.

Recommended decision on exemption from disclosure:


To apply exemption.

Date: 16th December 2015

Signed: 

Post: Head of Finance

I accept/do not accept the recommendation made above.



Proper Officer

Date: 7/1/16.

This page is intentionally left blank

By virtue of paragraph(s) 14 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Appendix L1 Future Generations Evaluation of Capital MTFP



monmouthshire
sir fynwy

Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

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






Page 243

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	Local resources will be engaged to deliver the projects in the programme	
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)		

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This page is intentionally left blank



Subject: COUNCIL TAX REDUCTION SCHEME 2016/17

Meeting: Council

Date: 21st January 2016

Divisions/Wards Affected: All

1. PURPOSE:

1.1 The purpose of this report is to:

- present arrangements for the implementation of the Council Tax Reduction Scheme and to approve it for 2016/17
- affirm that, in the absence of any revisions or amendments, annual uprating amendments will be carried out each year without a requirement to adopt the whole Council Tax Reduction Scheme

2. RECOMMENDATIONS:

2.1 To note the making of the Council Tax Reduction Scheme and Prescribed Requirements (Wales) Regulations ("the Prescribed Requirements Regulations") 2013 by the Welsh Government on 26 November 2013.

2.2 To adopt the provisions within the Regulations above ("the Prescribed Requirements Regulations") and any 'annual uprating regulations' in respect of its Scheme for the financial year 2016/17 including the discretionary elements previously approved as the Council's local scheme from 1st April 2016.

3. KEY ISSUES:

3.1 On 22nd January 2015 Council adopted the Council Tax Reduction Scheme for 2015/16, in accordance with the Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013.

3.2 The Regulations approved by the Assembly are available as follows:

The Default Scheme

<http://www.legislation.gov.uk/wsi/2013/3035/contents/made>

The Prescribed Scheme

<http://www.legislation.gov.uk/wsi/2013/3029/contents/made>

The Amendment Regulations approved by the National Assembly on 11th January 2016 incorporating the uprated benefits from April 2016

<http://www.senedd.assembly.wales/documents/s47158/CLA626%20-The%20Council%20Tax%20Reduction%20Schemes%20Prescribed%20Requirements%20and%20Default%20Scheme%20Wales%20Amen.html?CT=2>

- 3.3 A failure to adopt a 'local' scheme by 31 January 2016 will result in the Default Scheme being imposed on the Council.
- 3.4 The Welsh Government's regulations for 2016/17 do not contain any significant changes for recipients of Council Tax reduction. Claimants can receive a reduction up to 100% of their Council Tax bill dependent upon their income and household circumstances.
- 3.5 Annual Uprating regulations to increase benefits and personal allowances from April 2016 within the Council Tax Reduction Scheme has been considered by a Plenary session of the National Assembly for Wales on 11th January 2016.

4. Background

- 4.1 It was reported to Council on 28th January 2013 that the Welfare Reform Act 2013 included provisions to abolish Council Tax Benefit on 31 March 2013. From 1 April 2013, the responsibility for arranging support towards paying Council Tax and the associated funding transferred from the Department for Work and Pensions (DWP) to local authorities in England, and to the Scottish and Welsh Governments. The UK Government's policy intention was to reduce expenditure on Council Tax and therefore to implement a 10 per cent funding cut.
- 4.2 The report to Council on 28th January 2013 referred to the Council Tax Reduction Scheme Regulations 2012 and the amending regulations 2013. Those regulations were for implementation during the 2013/14 financial year only and Council resolved to adopt a new scheme for subsequent years in accordance with new regulations approved by the Welsh Government.
- 4.3 The regulations for Council Tax Reduction include provision for support up to 100% of council tax. As noted when presenting this issue in January, the regulations control the implementation of reduction schemes across the whole of Wales and are designed to ensure that each local authority consistently provides support for Welsh taxpayers.

5. The Reduction Scheme and discretionary areas

- 5.1 Although a national scheme has been approved, within the Prescribed Requirements Regulations there is limited discretion given to the Council to apply additional discretionary elements that are more generous than the national scheme and which provide for additional administrative flexibility. Council approved the discretionary areas to be applied (listed in 5.2) following public consultation. It is not proposed to change them in any way therefore no further consultation is required at this stage.
- 5.2 It is recommended to adopt the Scheme in the Prescribed Requirement Regulations (as per paragraph 3.3 the regulations can be accessed via the link: - <http://www.assemblywales.org/bus-home/bus-business-fourth-assembly-laid-docs.htm?act=dis&id=251458&ds=12/2013>) and to exercise the previously approved discretions as follows:
- The ability to increase the standard extended reduction period of 4 weeks given to persons after they return to work where they have previously been receiving a council tax reduction that is to end as a result of their return to work - it is not recommended to increase the standard extended reduction period;
 - Discretion to increase the amount of War Disablement Pensions and War Widows Pensions which is to be disregarded when calculating income of the claimant - it is recommended to disregard the whole amount of War Disablement Pensions and War Widows Pensions;

- The ability to backdate the application of council tax reduction with regard to late claims prior to the new standard period of three months before the claim - it is not recommended to increase the backdated period;
- To provide above the minimum level of information to customers in order to ensure they are appropriately notified of their award in accordance with legislation - it is recommended that we maintain the current standard provision.

These discretions were approved by Council on 22nd January 2015.

- 5.3 There are no additional monies available from the Welsh Government to fund discretionary elements but they are allowed for within our existing budget.
- 5.4 Changes to pensions, benefits and allowances normally take effect every April and sometimes during the year. The scheme has to reflect the changes to benefits in order to adjust calculations of entitlement. This is part of normal Benefits administration. We are advised that the Council need to approve the annual uprating regulations each year without formal adoption of the whole scheme.
- 5.5 As the uprating of benefits is not an area of discretion the Council is not able to consult on it.

6. Resource Implications

- 6.1 From 2014/15 onwards the Council Tax Reduction Scheme was funded through RSG. The Council therefore need to manage the cost of the Scheme within it's annual budget.
- 6.2 Any additional costs for growth in caseload and/or increases in entitlement attributable to a rise in the overall level of Council Tax have to be managed and are built into our budget proposals for 2016/17.
- 6.3 This results in a provisional budget allocation, for 2016/17, of £6,258,072 (based on a 3.95% increase in Council Tax).

7. Sustainable Development and Equality Implications

- 7.1 There are no implications for sustainable development.
- 7.2 The scheme to be applied for 2016/17 does not contain any significant changes from the scheme which is currently operational.
- 7.3 The Welsh Government has undertaken a detailed 'regulatory' impact assessment, which includes equality impact assessment, but we understand that the findings reported were in line with their expectations.
- 7.4 Our Sustainability Community Officer has confirmed that under these circumstances there is no requirement to complete a Future Generations Evaluation.

8. Safeguarding and Corporate Parenting Implications

None

9. CONSULTEES:

Strategic Leadership Team
All Cabinet Members
Head of Legal

10. Background Papers:

None

11. Authors:

Joy Robson – Head of Finance

Richard Davies – Head of Benefits (Monmouthshire)

12. CONTACT DETAILS:

Email: joyrobson@monmouthshire.gov.uk

Tel: 01633 644270

Email: richard.davies@torfaen.gov.uk

Tel: 01495 742358

SUBJECT: ICT in Schools – Update to the Business Case

MEETING: COUNCIL

DATE: 21ST January 2016

DIVISION/WARDS AFFECTED: NONE

1. PURPOSE:

1.1 The purpose of this report is to update Council on the ICT in schools business case and the number of schools signing up to the ongoing SLA agreement with the SRS.

2. RECOMMENDATIONS:

2.1 That Council agree to continue with the phase 1 investment to upgrade ICT infrastructure in schools in the light of 3 schools declining to enter into the SLA agreement with the SRS.

3. KEY ISSUES:

3.1 In July 2015 Cabinet agreed the ICT in schools Outline Business Case and the funding arrangements for the upgrade and renewal of the ICT infrastructure in schools, enhancing the teaching and learning experience and bringing schools up to a common standard in line with WG and 21st century schools aspirations. The agreement was predicated on a 100% sign-up to an SLA agreement with the SRS, ensuring the substantial capital investment was sustainable going forward.

3.2 The deadline for schools to sign up to the SLA was initially set for the end of the summer term 2015, but was subsequently extended to the end of October 2015 in order to give school governors more time to make an informed decision. A comprehensive communication campaign with both schools and governors ensured that all queries were answered. Further detailed discussions ensued with a small number of schools after the deadline had passed, and in late November 2015 we finalised negotiations. Three primary schools, Goytre Fawr, Cantref and Llantilio Pertholey have declined the offer of an SLA and capital investment on the grounds that their current arrangements suit their needs. A further school currently has no pupils on its' role and is the subject of consultation on its' future, so will also not enter into an agreement.

3.3 There are several implications of a less than 100% sign-up, not least of all the agreement of Cabinet and Council that the significant up-front investment in upgrading the ICT infrastructure would not proceed without it. On 6th January 2016 Cabinet agreed the recommendations to proceed with the investment and the ongoing SLA even though not all schools have signed up.

3.4 Schools that have signed up are anxious that the infrastructure investment go ahead, as it is critical to the ongoing teaching and learning environment and the enablement of digital skills and expertise of young people. Without this investment there would be a continued decline in the ability

to keep up with digital technology and children will suffer for differing digital knowledge and skills when entering secondary education.

3.5 In the event that a decision is made not to proceed with the investment or SLA agreements in the light of a less than 100% sign up, it will be necessary for schools to procure alternative ICT provision in the external market in a very tight timeframe, with extra cost and disruption to the school.

3.6 The proposed SLA charges were originally estimated on the basis that all schools would sign up to the agreement. It is crucial that the SLA is sustainable in order to provide the appropriate level of support to enable schools to deliver digital teaching and learning. A reduction in SLA income could have an impact on the viability of the SLA. The estimated SLA charges consist of a fixed element to cover technician salaries, and capital replacement as well as a variable element to cover OVS licences and PSBA line rentals. The figures have been re-worked in detail, and have taken account of recovery of costs of the internet lines and security infrastructure for the 3 schools that have not signed up, as well as income from special schools that were not expected to be part of the agreement initially. The re-calculations indicate that the SLA is still viable at the charges estimated in March this year, and there will be no change to the charge to schools, other than index linking the charges each year.

3.7 It's important to note that delays in achieving sign-up to the SLA will have a knock on effect on the timescales for implementation of the Phase 1 infrastructure upgrade. Work will begin on phase 1 in January 2016 instead of the proposed target date of October 2015, and will be completed in the summer of 2016. Schools have been informed of the priority order for implantation of their equipment upgrade, SIMS in the classroom and migration of servers to the SRS.

4. REASONS:

4.1 The Outline business case was agreed on the basis that all schools will sign up to an ongoing SLA agreement with the SRS. All but 3 schools have signed up, and indications are that one school is to remain closed next year.

4.2 A recalculation of the SLA agreement has been undertaken to ensure it is still viable in the light of 3 schools not signing up to the agreement. This recalculation has indicated that the SLA is viable and it recommended that the programme of upgrading the ICT infrastructure proceeds.

5. RESOURCE IMPLICATIONS:

The resource implications are outlined in the report above in paragraph 3.6. There are no changes to the resources required for this project.

6. FUTURE GENERATIONS IMPLICATIONS:

The investment in ICT in schools will have a positive effect as outlined in the Future Generations report attached.

7. CONSULTEES: CABINET, SLT, All MCC schools, the SRS

8. BACKGROUND PAPERS: NONE

9. AUTHOR: Sian Hayward

10. CONTACT DETAILS:

Tel: 07971893998

E-mail: sianhayward@monmouthshire.gov.uk

This page is intentionally left blank








<p>Name of the Officer completing the evaluation Sian Hayward</p> <p>Phone no: 07971893998 E-mail: sianhayward@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal –</p> <p>To revise the ICT in schools outline business case in the light of a less than 100% sign up to the new SLA with the SRs</p>
<p>Name of Service</p> <p>ICT</p>	<p>Date Future Generations Evaluation form completed</p> <p>09/12/15</p>

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

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>Positive – The proposal is to invest in the upgrade of the schools ICT infrastructure and support, enabling better digital teaching and learning and equipping students with the digital skills to thrive and prosper.</p>	<p>In order to better contribute to the positive impacts it is necessary to ensure proper planning and performance management of the proposal.</p>
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>This will have a positive contribution to climate change in that digitization enables less waste in, travel, paper and print consumables.</p>	

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	No impact	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	This has a positive effect on the well-connected strand. Digital communications are essential in any community, with a vibrant home business community requiring digital expertise and support.	
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	No impact	
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	No impact	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	<i>This includes the protected characteristics of age, disability, gender reassignment, race, religion or beliefs, gender, sexual orientation, marriage or civil partnership</i>	

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Long-term Balancing short term need with long term and planning for the future</p>	<p>This proposal is to increase the digital teaching and learning and enhance the digital skills of young people. The proposals provide a platform to further develop digital teaching and learning.</p>	
 <p>Collaboration Working together with other partners to deliver objectives</p>	<p>We are working with our partners the SRS to provide this solution, and a similar proposal is in place in TCBC, enabling the SRS to provide resilience across both authorities in delivering schools ICT</p>	
 <p>Involvement Involving those with an interest and seeking their views</p>	<p>We have involved schools, central education and our partners the SRS at every step of the way. We have also consulted the EAS and linked in with the 21st century schools programme.</p>	
 <p>Prevention Putting resources into preventing problems occurring or getting worse</p>	<p>The proposal is to put a significant investment into the schools ICT infrastructure, preventing the decline of the schools equipment and communications networks.</p>	
 <p>Integration Positively impacting on people, economy and environment and trying to benefit all three</p>	<p>Investing in digital teaching and learning will have a positive impact upon the future digital economy and environment. Without the investment there will be a decline in the digital abilities not just of young people but also teachers.</p>	

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	None	None	None
Disability	None	None	None
Gender reassignment	None	None	None
Marriage or civil partnership	None	None	None
Race	None	None	None
Religion or Belief	None	None	None
Sex	None	None	None
Sexual Orientation	None	None	None
Welsh Language	None	None	None

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

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

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

Evidence from the schools and the SRS is that the current schools infrastructure is badly in need of renewing and upgrading. The current infrastructure does not support digital teaching and learning techniques and young people are reaching secondary education with differing levels of digital expertise. Audits of the infrastructure across the schools estate have been undertaken, and upgrading has been costed out to form the business case for the £885k investment proposals. This report is simply revising the original business case in the light of some schools opting out of the agreement.

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?

This report is to review the original Business Case agreed by Council and Cabinet in July 2015. The original benefits of the business case still stand, though in the light of a reduced sign-up to the agreement the financials of the SLA needed to be re-worked to ensure the SLA was robust and viable. There is no requirement to increase the charge to schools for the ICT provision.

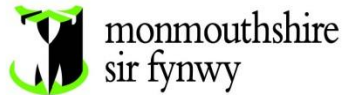
7. Actions. As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

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

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:

Will be reviewed as part of the implementation plan and periodical reports to cabinet on progress.



SUBJECT: CO-OPTION OF TWO MEMBERS ON TO THE EDUCATION ACHIEVEMENT SERVICE (EAS) AUDIT COMMITTEE

MEETING: COUNCIL

DATE: 22nd January 2015

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

To agree the appointment of two non-Executive Members on to the Education Achievement Service (EAS) Audit and Risk Assurance Committee.

2. RECOMMENDATIONS:

- 2.1 That the Council appoints two non-executive Members to represent the Council on the EAS Audit and Risk Assurance Committee. The EAS Audit and Risk Assurance Committee will ensure robust accountability for the governance, financial stability and strategic direction of the EAS.

3. KEY ISSUES:

- 3.1 The EAS was established following the Welsh Government's collaboration programme and is a single consortia body with the role of raising the standards of educational attainment across schools in the former Gwent area. The five partner authorities currently commission a school improvement service from the EAS utilising public funding.
- 3.2 As a registered company limited by guarantee delivering a critical service to five local authorities, there is a need to ensure that the company operates effectively and is transparent and accountable. The proposed EAS Audit and Risk Assurance Committee will be a key part of the Company's structure and will fulfil this role. This will enable local authority scrutiny committees to account for the performance and delivery of outcomes to young people.

4. REASONS:

- 4.1 The constituent local authorities of EAS each scrutinise the EAS in terms of their performance in raising educational attainment and Monmouthshire's Children and Young People's Select Committee have asked pertinent questions to ensure the company delivers outcomes for Monmouthshire's young people and value for money for the Council.
- 4.2 There is a need however for a formal overarching arrangement to focus on

the accountability of the EAS in relation to governance, finances, risk management and strategic direction, which would be best achieved via a joint arrangement, namely the EAS Audit and Risk Assurance Committee.

- 4.3 The terms of reference for the EAS Audit and Risk Assurance Committee are attached to this report, so that Members who may wish to be nominated can familiarise themselves with the role that they will play. It is anticipated that those nominated will periodically report to the Children and Young People's Select Committee to 'bridge the knowledge', to ensure a clear line of sight and to avoid any duplication in performing their distinct and respective remits.

5. RESOURCE IMPLICATIONS:

No financial implications arising from this report.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

None arising from this report.

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

None arising from this report.

8. CONSULTEES:

Rob Tranter, Temporary Monitoring Officer and Head of Legal Services
Paul Matthews, Chief Executive
Tracey Harry, Head of Democracy and Regulatory Service

9. BACKGROUND PAPERS:

Report of the Chief Executive on the Education Achievement Service
Governance Changes

10. AUTHOR:

Hazel Ilett, Scrutiny Manager

11. CONTACT DETAILS:

Tel: (01633) 644233

E-mail: Hazeilett@monmouthshire.gov.uk



Audit and Risk Assurance Committee

Establishment

The Education Achievement Service (EAS) Company Board wish to establish an Audit and Risk Assurance Committee to consist of two non-executive member from each of the five local authorities from the South East Wales Education (SEWC) region.

The Chair of the Committee will be derived from a Local Authority that is not currently chairing the Joint Executive Group (JEG) and the EAS Company Board.

Terms and Reference

The role and responsibilities of the audit committee are set out in these terms and reference and will be reviewed by the Company Board on an annual cycle or sooner if required.

1) Financial reporting, internal controls and external / internal auditors

- To monitor the integrity of the financial statements of the company.
- To review the company's internal financial controls.
- To monitor and review the effectiveness of the company's internal audit function.
- To make recommendations to the board in relation to the appointment of the external auditor and to approve the remuneration and terms of engagement of the external auditor.
- To review and monitor the external auditor's independence and objectivity and the effectiveness of the audit process, taking into consideration relevant UK professional and regulatory requirements.

2) Risk management

- Review and assess the risk management of the company.
- Review and monitor the processes for assessing the completeness of the risk portfolio and changes thereto and identifying emerging risks, as well as understanding how the risks are managed.

3) Compliance with law and regulations

- To monitor and review HR policy and procedures and applied across the company.

- To monitor and review compliance with the current Welsh language measures act.
- To monitor and review compliance with the Health and Safety Act and the risk assessments where appropriate.
- To monitor and review the corporate governance agreement to ensure compliance and fit for purpose. To include Members, local authorities, Directors / Chief Education Officers and officers.

4) Technology

- To review ICT policies to ensure compliance across the company.
- To review measures in place to protect against Cybersecurity.
- To review and monitor the measures in place to protect data privacy and compliance with the transfer of sensitive pupil information.

5) Conflict of Interest

- To ensure that Members, Directors / Chief Education Officers and officers are free from conflicts that compromise judgement.

6) Reporting on Impact and Value for Money

- To review the integrity of systems developed to measure impact and value for money the SEWEAS is having on local authorities, schools and children and young people.

7) Report to the board on how it has discharged its responsibilities



SUBJECT:	Future Generations Act: Scrutiny Arrangements
MEETING:	Council
DATE:	21st January 2016
DIVISIONS/WARDS AFFECTED:	All

1 PURPOSE

- 1.1 To advise Members of the requirements of the Future Generations Act in relation to Local Authority scrutiny and to guide Members on the establishment of fit for purpose scrutiny arrangements for Monmouthshire.

2 RECOMMENDATIONS

- (i) That the Council notes the new responsibility for Select Committees to ensure the principles of the Act are applied to policy and decision-making in Monmouthshire.
- (ii) That the Council agrees to the proposal recommended in this report to establish a bespoke scrutiny arrangement to scrutinise the Public Service Board (PSB) in line with the Acts' requirement.

3 KEY ISSUES

- 3.1 The Wellbeing of Future Generations Act achieved Royal Assent in April 2015 and the legislation comes into force in April 2016. The Act requires public bodies to improve social, economic, environmental and cultural wellbeing, by taking action in accordance with the sustainable development principle, aimed at achieving the 'Wellbeing Goals'.
- 3.2 The guidance (extract attached as Appendix A) advises that public bodies need to embed the Act within their existing corporate processes if they are to effectively carry out sustainable development. This requires the Council to integrate the thinking behind the Act into policy and decision making at every level and the Council's Select Committees to ensure that this occurs. Councils will be subject to review by the Future Generations Commissioner for Wales and for examination by the Auditor General for Wales in terms of their implementation of the Act.
- 3.3 The Act places a collective well-being duty on Public Service Boards, requiring each Public Service Board (PSB) to improve the economic, social, environmental and cultural well-being of its area by contributing to the achievement of the well-being goals through preparing a wellbeing assessment and publishing a well-being plan in addition to producing annual reports. PSB's must also act in accordance with the sustainable development principle and the responsibility to ensure PSB's are challenged appropriately and supported to deliver these objectives has been given to local government scrutiny functions.

3.4 The Future Generations Act guidance states that;

“In order to assure democratic accountability, there is a requirement for a designated local government scrutiny committee of the relevant local authority to scrutinise the work of the public services board” (paragraph 163).

The Future Generations Act states that;

“where a local authority has more than one overview and scrutiny committee, the references in this part to its overview and scrutiny committee are to the committee that the local authority designates for the purposes of this section” (Section 35).

3.5 Whilst the guidance is something the Council only needs to ‘have regard to’, the Act is definitive and under Section 21 of the Local Government Act 2000, the Council must ensure a scrutiny Committee (new or existing) adopts the remit.

3.6 The full responsibilities for local government scrutiny functions are outlined in Appendix A, however, there are two distinct roles for Local government scrutiny:

- The scrutiny that would take place within the existing Select Committees to ensure the Council applies the principles of the Act to its own decisions and policy – this will require Members to ask different questions to ensure the Council is implementing the act across all that it delivers.
- Purposeful scrutiny of the PSB – this should be strategic and focussed on the work of the Public Service Board as a whole.

3.7 Monmouthshire County Council has volunteered to be part of the Welsh Local Government Association’s “early adopter” scheme, which offers support to help local authorities take steps in 2015/16 to prepare for the Act. Ensuring a ‘fit for purpose’ scrutiny arrangement is in place in readiness for the Act with Members who have been trained in this important role is a key priority.

3.8 Significant thought has been given to what would work best in Monmouthshire to provide both democratic accountability and multi-sector input into scrutinising the work of the PSB, ensuring statutory partners, invitees, and others could contribute and add value to scrutiny of the PSB. These issues are still to be determined, however, what is clear is that in order to avoid a scrutiny ‘bolt-on’ arrangement and to ensure that scrutiny can assist in shaping the evolving PSB, it is advisable to establish scrutiny arrangements at an early stage.

3.9 There are two options for scrutiny of the PSB that the Council could consider in line with the requirements of the Act:

3.10 Option 1: To allocate the new responsibilities to an existing Select Committee:

- Members have reflected that the current Select Committees are operating at full capacity ~ the concern would be that an existing committee may be overloaded and that there would be insufficient capacity to conduct the scrutiny effectively, the additional burden also conflicting with other scrutiny priorities.
- Members have advised that they do not consider this responsibility should sit within one Committee's remit, rather that it should be overarching of the 4 existing Select Committees.
- If an existing Select Committee were designated as a parent Select Committee with a Sub-Committee of that Select Committee established, in line with the constitution, Members would need to be drawn from the parent Select Committee with the following implications:
 - They Sub-Committee may not necessarily comprise of the appropriate Members – for example, the four Select Chairs would not be able to sit on the Sub-Committee and thus to oversee the work of the PSB and feed into their Select Committees as appropriate.
 - Some Members who may wish to sit on the Sub-Committee that would oversee the work of the PSB would be unable to do so because they are not Members of the parent committee.

3.11 Option 2: To allocate the new responsibilities to a bespoke PSB Select Committee:

- The new Select Committee would play a distinct and strategic role in scrutinising the work of the PSB, the establishment of a designated Select Committee offering it a sense of status and legitimacy.
- This would ensure clarity in terms of role - avoid the confusion of 'scrutiny of the PSB' with 'scrutiny of the Council's application of the Act to policy and decision-making'.
- A stand-alone Select Committee comprising the 4 Select Committee Chairs would provide genuine integration, providing direct links to the other Select Committees. The Select Chairs could refer detailed work to their Select Committees ~ the Members of that Select Committee would decide whether to accept the referral. Given that the legislation is overarching and will impact on all facets of the Council's work, this approach would bridge the knowledge across the Select Committees.
- Other Members could be appointed to ensure political balance, political groups nominating Members on the basis of 'their offer' and commitment to the role. Representatives from outside the Council could be co-opted as appropriate, embracing the spirit of the act.
- If the Select Committee Chairs agreed to rotate the Chairmanship of the Committee, there would be no additional SRA required (cost-neutral).

3.12 The recommendation based upon the above factors is for:

- A stand-alone PSB Select Committee to be established as soon as possible after a Council decision has been reached.
- The Select Committee to comprise 9 Members (in line with the other Select Committees), with the ability to co-opt non-voting Members as it sees fit.
- The four Select Committee Chairs to be standing Members of the new Committee with the remaining elected Membership politically balanced.
- The four Select Chairs to rotate the chairing at each meeting to provide strategic leadership (it is anticipated the Committee would meet four to five times a year). The rotated chairing would also negate the need to budget for another Special Responsibility Allowance.

3.13 If the Council agrees this option, an expert in Future Generations has agreed to work with Monmouthshire Members to design a 'Monmouthshire approach' to scrutiny of the PSB. This would provide an excellent opportunity for Members to proactively design an effective scrutiny arrangement based on the five sustainable development principles (involvement, collaboration, prevention, integration, long term). Members could consider multi-sector contribution via co-option of non-elected Members to ensure the Committee has the necessary expertise to ensure the spirit of the Act is genuinely implemented.

3.13 The success in delivering effective scrutiny of the PSB will hinge upon ensuring clarity of the terms of reference of the PSB Select Committee, ensuring the recruitment of suitable individuals to perform the role, establishing an arrangement that is overarching and adopting an integrated approach suitable for Monmouthshire. Appendix B provides greater detail on the parameters for Scrutiny.

4 REASONS

4.1 Scrutiny is a statutory function and performs a fundamental role in the Council's decision-making process. The new responsibilities for local government scrutiny functions arising from the Act requires the Council to ensure its' scrutiny arrangements are fit for purpose and can deliver these responsibilities effectively.

5. RESOURCE IMPLICATIONS

5.1 There are no direct implications arising from the report, providing the four Select Chairs rotate the chairing of any new Committee (negating the need for a further Special Responsibility Allowance. There is likely to be indirect implications on staff resources and these will need to be managed as appropriate.

6. SAFEGUARDING, SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS

6.1 There are no direct implications arising from the report.

7. CONSULTEES

Scrutiny Chairs Liaison Group
Head of Legal Services
Political Leadership Group

8. BACKGROUND PAPERS

None.

9. AUTHOR

Hazel Ilett
Scrutiny Manager

10. CONTACT DETAILS:

Tel: 01633 644233
E-mail: Hazeilett@monmouthshire.gov.uk

This page is intentionally left blank

Chapter 6 - Local accountability

161. Local integrated planning will only be effective if the members of the public services board take joint responsibility themselves for securing improvement, with local democratic processes providing appropriate challenge and support. For this reason, the Act gives the Welsh Ministers relatively few powers and relies predominantly on the role of local government scrutiny to secure continuous improvement.

162. The Welsh Ministers will not approve local well-being plans. Local well-being plans are the plans of the public services board members, locally owned and subject to local scrutiny. The Welsh Ministers instead have a power to direct a board to review its local well-being plan; or to refer a plan to the relevant local government scrutiny committee if it is not considered sufficient; for example, due to an adverse report by the Future Generations Commissioner for Wales or a concern statutory duties are not being met.

163. In order to assure democratic accountability there is a requirement for a designated local government scrutiny committee of the relevant local authority to scrutinise the work of the public services board.

164. While it will continue to be entirely legitimate for a subject scrutiny committee (such as a children and young people's scrutiny committee) to scrutinise the public services board's work in relation to a specific issue, it is important that one committee takes an overview of the overall effectiveness of the board. This is the reason one committee must be designated to undertake this work.

165. Overview and scrutiny functions: Each Local Authority must ensure its overview and scrutiny committee has the power to:

- a) review or scrutinise the decisions made or actions taken by the public services board;
- b) review or scrutinise the board's governance arrangements;
- c) make reports or recommendations to the board regarding its functions or governance arrangements;
- d) consider matters relating to the board as the Welsh Ministers may refer to it and report to the Welsh Ministers accordingly; and
- e) carry out other functions in relation to the board that are imposed on it by the Act.

166. The Local Authority will do the above through the 'executive arrangements' it is required to make under Part 2 of the Local Government Act 2000. Executive arrangements are arrangements for the setting up and operation by a Local Authority of an executive, which has responsibility for certain functions of the authority.

167. The designated committee will be provided with evidence in the form of the draft assessment of local well-being and, the draft local well-being plan (both of which

they will be formally consulted on) and copies of the final versions of both. It will also be provided with annual reports.

168. In addition, the committee will be able to draw on the published advice provided to the public services board by the Future Generations Commissioner for Wales.

169. The committee can require any member of the board to give evidence, but only in respect of the exercise of joint functions conferred on them as a member of the board under this Act. This includes any person that has accepted an invitation to participate in the activity of the board.

170. The committee must send a copy of any report or recommendation it makes to the Welsh Ministers, the Commissioner and the Auditor General for Wales.

Parameters for Scrutiny:

The following reflects early discussions with Members and colleagues on the potential parameters for local government scrutiny functions.

The Scrutiny Chairs and other elected Members have highlighted concerns in terms of whether the scrutiny function will have a statutory power to scrutinise the activities of PSB partners or whether work must be restricted to scrutiny solely of the work of the PSB (the Act only allows scrutiny of the PSB as a 'corporate body', not the individual members). Paragraph 169 of the Future Generations guidance states that;

“The committee can require any member of the board to give evidence, but only in respect of the exercise of joint functions conferred on them as a member of the board under this Act.”

Whilst it is the constituent bodies' individual and joint actions under the Act that would demonstrate the impact and outcomes achieved, there may be scope for the Select Committees to probe individual partners by inviting them to give evidence as to how the PSB is exercising its well-being duty in line with the PSB's wellbeing plan. Section 36 (1)(c) of the Act (in defining the PSB's well-being duty) refers to;

“The taking of all reasonable steps by members of the board (in exercising their functions) to meet those objectives.”

Furthermore, Select Committees can exercise their existing power under S21 (2)(e) of the Local Government Act 2000 to;

“Make reports or recommendations to the authority or the executive on matters which affect the authority's area or the inhabitants of that area”.

Terms of reference for any new arrangement would need to be discussed with the expert advisor who has agreed to work with Monmouthshire on a bespoke approach, however roles of the Scrutiny Committee designated to scrutinise the PSB are outlined in the guidance attached in Appendix A.

This page is intentionally left blank

Annual Report



Standing Advisory Council On Religious Education (SACRE)

1st August, 2014 - 31st July, 2015

Annual Report Of Monmouthshire County Council Standing Advisory Council On Religious Education (SACRE)

1st August, 2014 - 31st July, 2015

Contents

	Page
1. Executive Summary	4
2. Advice To The LA	
2.1 Locally Agreed Syllabus.	6
2.2 Standards in Religious Education	7
2.3 Methods of teaching and the choice of teaching materials	8
2.4 Teacher training	10
2.5 Collective Worship	11
2.6 Advice to the LA on other issues	12
3. Annexes:	
A) Number of meetings	16
B) The Composition of SACRE	16
C) Membership	17
D) Distribution of the Annual Report	18

1. Executive Summary

Summary of advice given to the LA:

- **RE Today Art in Heaven competition**

On SACRE's recommendation details of the RE Today Art in Heaven competition were sent to all schools.

- **Farmington Fellowship 2015 – 2016**

Opportunities provided through the Farmington Fellowship were distributed to all schools with the LAs support.

- **Holocaust Memorial Service**

All schools were provided with details of the 2015 Holocaust Memorial Service.

- **RE Celebration Days**

On SACRE's recommendation, the LA authority agreed to pursue the arrangement of RE Days for Year 6 pupils to attend at their cluster secondary school in 2016 / 2017.

- **Artefact Loan Service**

Due to the closure of the School's Library Service, the artefacts had since been handed back to the schools which had met the criteria of supporting the service since the start of the scheme.

- **Withdrawal Clause**

A guidance document for schools on managing the parental right of pupil withdrawal from RE is being prepared by the RE Consultant.

- **RE and the Welsh Baccalaureate**

SACRE recommended that the LA consults with schools on how the provision of RE will be managed alongside the introduction of the new Welsh Baccalaureate from September 2015.

- **RE News**

It was agreed to advise schools that the formerly published RE News was now available to view on line at the following address: www.religious-education-wales.org

- **Footballers in the Premier League**

SACRE commended the the CD Rom aimed at engaging boys in RE and this was subsequently made available to all schools and highly recommended as an excellent teaching resource.

- **SACRE RE News Bulletin**

The LA agreed to support the introduction of a termly SACRE RE News Bulletin and distribute to all schools via the Monmouthshire Headteachers' Association.

2. Advice To The LA

2.1 Locally Agreed Syllabus.

Date of adoption of current Agreed Syllabus: September 2008
Last review held: 24th January, 2008
Agreed Syllabus implementation date: September 2008

2008 Agreed Syllabus

Printed copies of the Agreed Syllabus were distributed to all schools within the authority. Each primary school received 2 copies with each secondary school receiving four copies. This is in addition to the electronic copy previously distributed.

The concepts and skills based Agreed Syllabus is fully in line with other curriculum subject documentation and the Foundation Phase. It is supported by comprehensive guidance material.

Training opportunities have been provided to support the implementation of the Agreed Syllabus for Foundation Phase and Key Stage 2. A course for Key Stage 2 / 3 was offered but was cancelled due to insufficient number of applicants. Secondary schools have been advised of other training opportunities.

Review

SACRE initiated a review of the 2008 Agreed Syllabus as required within the five year period. Teacher representatives on SACRE have considered the effectiveness of the Agreed Syllabus and reported back to SACRE at several meetings.

It was felt that overall the programmes of study are effective however, the Level Descriptions need to be reviewed and revised.

It was agreed that any changes made to the Agreed Syllabus for RE should be in line with the National Curriculum and therefore the review of the Agreed Syllabus would be ongoing until the outcome of the WG National Curriculum review and the review of the Foundation Phase was known.

In its spring and summer 2015 meetings SACRE received and discussed a presentation regarding the Curriculum Review: Successful Futures: Independent Review of Curriculum and Assessment Arrangements in Wales.

Members felt that the emphasis in the review regarding Religious Education was pleasing in that it was recommended that it remained a statutory subject on the curriculum. It was also positive that it was being recommended that religious education be placed in the Humanities area of Learning and Experience. It was noted that Religious Education was not a statutory function for nursery provision and it was hoped there was an opportunity via the Donaldson Review to change this. The Committee resolved to respond to the review as a SACRE before the 8th May 2015 deadline. The RE Consultant subsequently formulated a response to the review on behalf of Monmouthshire SACRE and this was submitted as part of the Great Debate consultation process.

SACRE will continue to monitor and respond to developments in this area.

2.2 Standards in religious education

Monitoring of Standards

The LA does not have a subject Adviser for religious education. An RE Consultant is employed to support SACRE. This does not allow time for extra activities and support such as visiting schools and monitoring provision. SACRE analyses school inspection reports and gleans what information it can in relation to religious education and collective worship. Since the 2010 inspection framework, this has become increasingly difficult with little or no evidence of religious education or collective worship contained within the reports. Therefore SACRE has in place a process of asking schools to provide their own evaluation of the provision of religious education and collective worship shortly after the school is inspected by Estyn.

Five nursery schools, one primary schools and one secondary school received inspections during this reporting period.

In considering the nursery inspection reports it was noted that legally, nursery schools are not required to provide religious education, however they are encouraged to do so alongside the rest of the Foundation Phase curriculum.

In nursery school 1, SACRE noted from the inspection report that the nursery's current performance and prospects for improvement were good. It was also noted that the nursery has good links with the community and that an appropriate range of learning experiences fosters children's spiritual, cultural, moral and social development effectively. For example, children celebrate a range of festivals from other cultures such as Divali and Chinese New Year.

In nursery school 2, SACRE noted from the inspection report that the playgroup's current performance and prospects for improvement were good and that arrangements to ensure children's spiritual, moral, social, and cultural development are good.

In nursery school 3, SACRE noted from the inspection report that the nursery's current performance and prospects for improvement were good and that learning experiences promote children's personal development well, including their spiritual, moral, social and cultural development.

In nursery school 4, SACRE noted from the inspection report that the pre-school's current performance and prospects for improvement were good and that learning experiences promote children's personal development well, including their spiritual, moral and social development.

In nursery school 5, SACRE noted from the inspection report that the nursery's current performance and prospects for improvement were good. It was also noted that suitable learning experiences promote children's personal development including their spiritual, moral, social and cultural development. Their awareness of the wider world is developed through celebrating festivals such as the Chinese New Year and Divali.

It was noted that nursery schools generally tend to do well at celebrating festivals and that a wider coverage of RE could be encouraged. The Monmouthshire Early Years Education Officer suggested that she could make the provision of religious education a focus of her regular visits to nursery settings in the summer term and report back to SACRE at a future meeting

The RE Consultant subsequently wrote to the under-five settings and schools to congratulate them on their good practice. A recommended resource list to further encourage provision of religious education was also included with the letter.

In the primary school report SACRE noted from that the overall performance was good. No reference had been made in the report regarding collective worship. The curriculum allows for the celebration of diversity and different cultures. The school had submitted a self-evaluation report however, the comments made were general across the curriculum and there had been no specific reference made in respect of religious education. The RE Consultant had written to the school and was awaiting a response.

It was resolved that the issues raised regarding self-evaluation could be discussed at the next meeting of the Monmouthshire Association of Primary Headteachers.

In the secondary school report SACRE noted that the school's current performance and prospects for improvement were adequate. There were no recommendations in the report regarding Religious Education or collective worship. Members were pleased to note that the school promotes equality and diversity through assemblies. Assemblies and tutorial sessions provide valuable opportunities for pupils to reflect on their spiritual and moral development.

A self evaluation of RE had been requested and would be submitted to the next SACRE meeting.

It was reiterated that members of the SACRE Committee were available to visit schools and talk to students about religious education and this would be communicated to the school.

2.3 Methods of teaching and the choice of teaching materials

Comprehensive advice on methods of teaching and the choice of teaching materials is provided by the authority. Schools also have access to the professional adviser to SACRE on an independent basis for individual school support.

- **2008 Support Material**

Foundation Phase

Comprehensive Foundation Phase support material entitled 'Think Topic' was distributed to all settings and schools within the authority in summer 2008.

The production of the material in the form of a CD and hard copy was a joint project with two other authorities. A working party of teachers, Foundation Phase Training Officers and the RE Consultant developed topic based support material with Religious Education included as appropriate. Additional religious education support material was included in the pack as it was recognised that this area of learning often needs additional guidance.

Key Stage 2 / 3

The Key Stage 2 / 3 Agreed Syllabus Support Material was made available to all schools in autumn 2008. The material includes an updated outline long term plan for Key Stage 2 'straight classes' and a long term plan for 'mixed classes' over a two year cycle. There are twelve units of work, six of which are exemplified with samples of pupils' work. All of the units promote a skills based approach to RE and provide a wealth of activities and specific learning objectives. The units are aimed to be supported by the use of the 'Developing Primary RE' series produced by RE Today Services and schools have been encouraged to invest in the purchase of these publications.

Key Stage 3 teachers should find the support material helpful in providing an insight into the provision of RE at Key Stage 2 and the quality and standards of pupils' work being achieved. Many of the units identify key resources and areas of exploration for Key Stage 3 which will effectively build on prior learning.

Feedback from schools using the support material has been extremely positive. Teachers have found the material easy to use and very effective in supporting a skills based approach to Religious Education. SACRE will continue to monitor the impact of the use of the material across schools within the authority.

- **RE Today publications**

To accompany the locally produced support material, schools were advised that it was highly recommended that they purchase the '*Developing Primary RE*' and '*Developing Secondary RE*'. A significantly reduced cost was negotiated with RE Today Services and schools were invited to place an order via the authority. Sixteen primary schools subsequently purchased the resources which have been cross-referenced with the Agreed Syllabus Support Material units of work.

- **Farmington Fellowship 2015 – 2016**

Opportunities provided through the Farmington Fellowship were distributed to all schools with the LAs support.

- **Holocaust Memorial Service**

All schools were provided with details of the 2015 Holocaust Memorial Service.

- **RE Celebration Days**

On SACRE's recommendation, the LA authority agreed to support the arrangement of RE Days for Year 6 pupils to attend at their cluster secondary school in 2016 / 2017.

- **Artefact Loan Service**

Due to the closure of the Schools' Library Service the comprehensive collection of religious education artefacts has been distributed amongst five schools within the county. The artefacts are available for other schools to borrow subject to making arrangements with the host school. To date, no other school had requested to loan the artefacts, however, each of the host schools is making good use of the resources with their pupils in their own schools.

- **RE News**

Schools were advised that the formerly published RE News was now available to view on line at the following address: www.religious-education-wales.org

- **Footballers in the Premier League**

The valuable resource pack for schools, produced by Mary Parry, the RE Adviser for Carmarthenshire, explores some of the issues of being a Muslim and a footballer. The CD Rom, aimed at engaging boys in RE, was made available to all schools and is highly recommended as an excellent teaching resource.

- **Withdrawal Clause**

The RE Consultant is writing a guidance document for schools on managing the right of withdrawal from RE. This will be offered to WASACRE as a resource to be shared with all schools across Wales.

2.4 Teacher training

WASACRE

It was noted that WASACRE had agreed to provide training courses for teachers across Wales and that a programme of possible courses was being considered. These would be made known to schools as soon as details have been finalised.

Local Consortium Training

It was agreed that as training courses for RE had not been provided locally for the last two years, the RE Consultant would consider arranging some courses for the next academic year. These would be facilitated by the South Wales Education Achievement Service and details would be made known to schools as soon as available.

2.5 Collective Worship

Inspection Findings

SACRE continued to analyse inspection reports in order to monitor the provision of collective worship in schools within the authority although evidence is limited. Self evaluation reports are requested from schools in order to provide details of collective worship provision.

One primary school and one secondary school received inspections during this reporting period. SACRE was pleased to note that neither of the reports stated that statutory requirements in relation to collective worship were not being fulfilled.

In primary school 1, SACRE noted from the inspection report that the “Provision for pupils’ spiritual, moral and social development is effective.” There was no direct reference to collective worship. The school’s own self-evaluation for collective worship was helpful and indicated good provision in this area.

In the secondary school report SACRE was pleased to note from the inspection report that “Assemblies and tutorial sessions provide valuable opportunities for pupils to reflect on their spiritual and moral development well.”

A letter was sent to each of the schools acknowledging their achievements.

Collective Worship Guidance

In 2010, locally produced guidance on the provision of collective worship was distributed to all schools within the authority together with Estyn’s Collective Worship Guidance document and the WASACRE guidance on sixth form provision.

On the recommendation of SACRE faith representatives, schools have also been advised that the guidance should prove useful to visiting clergy who contribute to the school’s collective worship.

In July 2012 the WASACRE Guidance on Collective Worship was distributed to all schools.

Christian Aid Assemblies

Details of Christian Aid Assembly ideas are forwarded to schools on a regular basis.

Determinations

SACRE did not receive any requests for determinations this year.

2.6 Advice to the LA on other issues

Local Issues:

Visit to Krakow

Forty Year 11 pupils from Caldicot School benefitted from a four day residential visit to Krakow where they met a survivor of the Holocaust. Pupils also visited Auschwitz / Birkennau. One of the evenings was spent having a meal at a kosher restaurant where pupils also enjoyed Jewish folk music.

Monmouthshire Equality and Diversity Group

SACRE is represented on the Monmouthshire Equality and Diversity Group by the RE Consultant who regularly attends meetings.

Monmouthshire SACRE Members support Blaenau Gwent School

Liz Arthur, RE Co-ordinator from Ebbw Fawr Primary School in Blaenau Gwent had organised an RE week and was most grateful to several Monmouthshire SACRE Members for attending and working with the pupils.

Mrs Jilani had worked with the nursery children and gave them opportunity to dress in traditional clothing. Children were shown books written in Arabic and had also written their names in Arabic.

The Reverend Peter Baines had undertaken a Bible Workshop with Year 6 pupils.

Mr Soam Sharma provided a workshop using the Map from Memory strategy encouraging the children to understand the different aspects and significance of items found at a Hindu shrine.

Sue Cave had also provided a workshop on Virtues and Values for pupils.

Secondary School Visit to Jerusalem

Mr. Andrew Jones, representative of the Teachers' Associations, provided an interesting presentation on a recent trip to Jerusalem, for Holocaust Studies.

During the presentation we were informed that:

- The Holocaust's unique dynamics must be observed while teaching the event.
- The story of Anne Frank was only one story within the Holocaust.
- The Holocaust must be contextualised within the larger historical framework.
- Holocaust Education was appropriate at KS3 and above.
- Graphic imagery should be used sparingly and carefully when teaching the Holocaust.
- Teachers must recognise that teaching the Holocaust could be controversial.
- The selection of appropriate methodologies was critical in developing units e.g. no role play!
- The vast numbers associated with the event must be accompanied by personal stories.

We were told that the trip was thought to be very beneficial and that applications could be made to attend annually, via the Holocaust Education Trust website www.het.org.uk. The website also provided helpful resources.

Pilgrimage to Haifa

SACRE received a presentation by Sue Cave regarding her nine day pilgrimage to Haifa in November 2014.

The presentation included photographs of the Bahá'í World Centre, situated in the Haifa-Akká area of northern Israel, and of the Shrine of the Báb on Mount Carmel, in Haifa, whose golden dome overlooks Ben-Gurion Avenue, and of the surrounding gardens.

We were informed that:

- Pilgrimage to the Holy Land is one of the holiest Bahá'í observances set down by Bahá'u'lláh, the Founder of the Bahá'í Faith and Messenger of God and to receive this bounty of visiting the Holy Places is an inestimable privilege, infinitely precious to every Bahá'í pilgrim.
- The purpose is to pray and meditate in the Sacred Shrine of Baha'u'llah, in Bahjí, which to Bahá'ís is the holiest spot on earth and the point towards which they turn in prayer each day, and in the Shrines of the Báb and 'Abdu'l-Bahá.
- There are no rituals but shoes are removed before entering the Shrines, dress is modest, and there is a special prayer that can be said in the Shrines.
- Pilgrims draw inspiration from the time spent at various historical sites associated with the lives of the Holy Family.
- Sue and her friend June returned home spiritually refreshed to continue to be of service to their fellow human beings and share the joy of their pilgrimage with family and friends.
- The historical association of the Bahá'í Faith with Israel dates back to when Bahá'u'lláh and his family were sent into exile from His native land of Persia (Iran) and arrived fifteen years later in 1868 as a prisoner in Akká, at the time a penal colony of the Ottoman Empire.
- During Bahá'u'lláh's exile, His followers would travel from Persia, sometimes for months and on foot, to visit Him in person. After His passing, Bahá'ís came from farther away, including the first group of Western pilgrims who arrived in 1898. The practice of pilgrimage to the Haifa-'Akká area has continued.
- In July 2008 the Shrines of Bahá'u'lláh and the Báb were added to the United Nations' World Heritage list, recognised for their "outstanding universal value" as part of humanity's cultural heritage. They are the first sites connected with a religious tradition born in modern times to be added to the list, which is maintained by UNESCO, the United Nations Educational, Scientific and Cultural Organisation.

On behalf of the SACRE Committee, the Chairman thanked Sue for providing an interesting and informative presentation.

RE and the Welsh Baccaulaureate

It was reported that the new Welsh Baccaulaureate has impinged on RE time allocation in some schools across Wales. SACRE therefore recommended that the LA consults with Monmouthshire schools on how the provision of RE will be managed alongside the introduction of the new Welsh Baccaulaureate from September 2015.

One secondary school reported that from September 2015 all students will study RS Full Course which means that time has been gained due to the introduction of the Welsh Baccaulaureate.

Another secondary school reported that pupils who do not choose RS at Key Stage 4 study some RE via the Welsh Baccaulaureate which is taught by form tutors. However, this situation creates difficulty in monitoring the RE skills being covered.

In the third school within the LA all pupils will continue to do full course RS, however, teaching time has been reduced at Key Stage 4 from four hours a fortnight to three hours a fortnight teaching although this is not due to the Welsh Baccaulaureate.

Fourth school

In the fourth school, it was reported that the implementation of the new Welsh Baccaulaureate has had no impact on RS to date. The arrangements remain in place for all pupils to take either a short course in RS over two years or a short course in Year 10 with a further short course in Year 11.

National Issues:

Getting on Together Project (GOT)

SACRE member Andrew Jones from Caldicot School had been invited to Bradford City Council to present on the 'Getting on Together Project' which addressed ways of dealing with extremism.

WASACRE

Monmouthshire SACRE is a member of the Welsh Association of SACREs and its representatives regularly attend meetings. Nominated representatives of Monmouthshire SACRE at WASACRE meetings are Bahá'í representative Mrs. Sue Cave, Mrs. Sharon Perry-Phillips, teacher representative and Gill Vaisey, RE Consultant.

The LA funds supply cover and travel expenses for teacher representatives to attend WASACRE meetings.

Gill Vaisey also represents Monmouthshire on the WASACRE Executive Committee.

Presentation to WASACRE by Monmouthshire SACRE Members

At its Autumn 2014 meeting, members of Monmouthshire SACRE gave a presentation to WASACRE members describing their part in the successful Transition event where pupils from year 6 from each of the primary schools spent the day at their local secondary school and were involved in a variety of workshops, delivered by different faith group representatives. This opportunity allowed pupils to learn about and experience a number of different faiths in a fun and dynamic way.

A copy of the presentation is available on the WASACRE website for members to view, and to share with their SACREs as an example of the kind of work SACREs could do to support RE in their local schools.

It had been noted that Monmouthshire SACRE had a diverse membership which was commended and acknowledged as an asset to the work of the committee.

National Advisory Panel for Religious Education (NAPfRE)

The RE Consultant to Monmouthshire SACRE, Gill Vaisey, is a member of NAPfRE and regularly attends meetings on SACRE's behalf. In this way SACRE is able to keep abreast of developments in Wales and play a crucial role in informing decisions and policies that affect religious education.

Curriculum Review: Successful Futures: Independent Review of Curriculum and Assessment Arrangements in Wales.

SACRE received and discussed a presentation regarding the Curriculum Review: Successful Futures: Independent Review of Curriculum and Assessment Arrangements in Wales.

Having received the presentation, the following points were noted:

- The emphasis in the review regarding Religious Education was pleasing in that it was recommended that it remained a statutory subject on the curriculum.
- It was pleasing that it was being recommended that religious education be placed in the Humanities area of Learning and Experience.
- Sharon Perry-Phillips informed the Committee that religious education had become a part of the Humanities area in her school. It was noted that the experience gained from this had been invaluable.
- Religious Education was not a statutory function for nursery provision. It was hoped there was an opportunity via the Donaldson Review to change this.
- The Committee decided it wished to respond to the review as a SACRE before 8th May 2015. The RE Consultant subsequently formulated a response to the review on behalf of Monmouthshire SACRE and this was submitted as part of the The Great Debate consultation process.

NAPfRE met on 15th April 2015 to discuss the implications for RE of Successful Futures: Independent Review of Curriculum and Assessment Arrangements in Wales. Following a full day of analysis of the Review's recommendations, NAPfRE formulated its response to the Great Debate. The group will monitor further developments in the curriculum review and respond accordingly on an ongoing basis as appropriate.

3. Annexes

Annex A) Number of meetings

Monmouthshire SACRE met on three occasions this year:

7th November, 2014

27th March, 2015

5th June, 2015

Annex B) The Composition Of Monmouthshire SACRE

6 Representatives of the Local Education Authority

12 Representatives of Religious Denominations

7 Representatives of Teachers' Associations

2 Co-opted Places

The committee is also supported by the following officers:

Clerk to SACRE

School Improvement Officer responsible for RE

RE Consultant

Annex C) **Membership Of Monmouthshire County Council
Standing Advisory Council On Religious Education**

As at 31st July, 2015:

Representatives of the Local Education Authority:

Councillor E. J. Hackett Pain Chairperson
Councillor P. Clarke
Councillor D.W.H. Jones
Councillor B. Strong
Councillor A. Easson
Councillor J. George

Representatives Of Religious Denominations

Free Churches (4 places):

Gwent Baptist Association	The Reverend Dr. P. Baines
The Salvation Army	Major S. Wilson
2 vacancies	

Church In Wales	Mrs. V. Howells
Roman Catholic Church	Sister D. O'Donnell
Bahá'í	Mrs. S. Cave
Buddhist	Ngakma Shé-zér Chatral
Hindu	Mr. S. Sharma
Jewish	Mr. A. Davidson
Sikh	Mrs. N. Baicher
Muslim	Mrs. F. Jilani

Representatives Of Teachers' Associations

NASUWT	Mr. A. Jones
NAHT	Ms. A. Wiggins
ATL	Mrs. R. Davies
NUT	Mrs. C. Cooper
ATL	Mrs. S. Perry Phillips
NUT	Ms. M. Millington
NUT	Mrs. J. Thomas

Co-option

Mrs. K. Fitter
Mr. S. Mock

Officers:

Ms G. Vaisey	RE Consultant
Mrs. S. Randall-Smith	School Improvement Officer
Mrs. R. Williams	Clerk to SACRE

Annex D) **Distribution of the Annual Report**

A copy of this annual report has been sent to the following organisations:

- Monmouthshire County Council Full Council
- All Monmouthshire County Council maintained primary, secondary and special schools
- Voluntary Aided Schools in Monmouthshire
- University of Wales, Newport
- Welsh Government / DfES
- National Library of Wales

It has been made available to WASACRE and all Local Education Authorities in Wales via the Welsh Association of SACRE's website.

This page is intentionally left blank