

# Public Document Pack



Neuadd y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

Dydd Mercher, 17 Chwefror 2021

## Hysbysiad o gyfarfod

# Pwyllgor Dethol Economi a Datblygu

Dydd Iau, 25ain Chwefror, 2021 at 10.00 am  
Cyfarfod o Bell

## AGENDA

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

| Rhif Eitem | Eitem   | Tudalennau |
|------------|---|------------|
| 1.         | Ymddiheuriadau  |            |
| 2.         | Datganiadau o Fuddiant  |            |
| 3.         | Fforwm Agored i'r Cyhoedd                                     |            |
| 4.         | Caffael: Adroddiad cynnydd ar yr Adolygiad o'r Polisi Caffael | 1 - 16     |
| 5.         | Blaengynllun Gwaith Pwyllgor Dethol yr Economi a Datblygu     | 17 - 18    |
| 6.         | Cynllunydd Gwaith y Cyngor a'r Cabinet                        | 19 - 32    |
| 7.         | Cadarnhau cofnodion y cyfarfod blaenorol                      | 33 - 38    |
| 8.         | Cadarnhau dyddiad ac amser y cyfarfod nesaf                   |            |

**Paul Matthews**

**Prif Weithredwr**

## CYNGOR SIR FYNWY

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

Cynghorwyr Sir:

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

### **Gwybodaeth Gyhoeddus**

#### **Mynediad i gopiâu papur o agendâu ac adroddiadau**

Gellir darparu copi o'r agenda hwn ac adroddiadau perthnasol i aelodau'r cyhoedd sy'n mynychu cyfarfod drwy ofyn am gopi gan Gwasanaethau Democrataidd ar 01633 644219. Dylid nodi fod yn rhaid i ni dderbyn 24 awr o hysbysiad cyn y cyfarfod er mwyn darparu copi caled o'r agenda hwn i chi.

#### **Edrych ar y cyfarfod ar-lein**

Gellir gweld y cyfarfod ar-lein yn fyw neu'n dilyn y cyfarfod drwy fynd i [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk) neu drwy ymweld â'n tudalen Youtube drwy chwilio am MonmouthshireCC. Drwy fynd i mewn i'r ystafell gyfarfod, fel aelod o'r cyhoedd neu i gymryd rhan yn y cyfarfod, rydych yn caniatáu i gael eich ffilmio ac i ddefnydd posibl y delweddau a'r recordiadau sain hynny gan y Cyngor.

#### **Y Gymraeg**

Mae'r Cyngor yn croesawu cyfraniadau gan aelodau'r cyhoedd drwy gyfrwng y Gymraeg neu'r Saesneg. Gofynnwn gyda dyledus barch i chi roi 5 diwrnod o hysbysiad cyn y cyfarfod os dymunwch siarad yn Gymraeg fel y gallwn ddarparu ar gyfer eich anghenion.

# Nodau a Gwerthoedd Cyngor Sir Fynwy

## Cymunedau Cynaliadwy a Chryf

### Canlyniadau y gweithiwn i'w cyflawni

#### Neb yn cael ei adael ar ôl

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

#### Pobl yn hyderus, galluog ac yn cymryd rhan

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

#### Ein sir yn ffynnu

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

### Ein blaenoriaethau

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

### Ein gwerthoedd

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

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**SUBJECT: STRATEGIC PROCUREMENT – PROPOSED DISCHARGE OF SERVICES FOR MUTUAL BENEFIT**

**MEETING: ECONOMY AND DEVELOPMENT SELECT COMMITTEE**

**DATE: 25<sup>TH</sup> FEBRUARY 2021**

**DIVISION/WARDS AFFECTED: ALL**

**1. PURPOSE:**

- 1.1 Committee Members are asked to consider a proposal to collaborate with Cardiff Council, for mutual benefit, in the discharge and provision of procurement services.

**2. RECOMMENDATIONS:**

- 2.1 Committee to consider the proposal prior to it forming part of the 2021/22 Council budget setting process.
- 2.2 Subject to approval, Committee to consider receiving six monthly updates in the initial period of delivery.

**3. KEY ISSUES:**

- 3.1 Following a commissioned review of the Council's Strategic Procurement Service Atebion Solutions (Cardiff Council owned LA Trading Company) presented their findings. The review confirmed the Council's own recognition that it had limited capacity to influence behaviours relating to its £100m third party annual spend, particularly in determining how the spend supported the delivery of the Council's priorities i.e. Innovation; Economic, Social, Environmental and Cultural Well Being; Value for Money and Efficiency; Governance and Risk Management.
- 3.2 The review challenged the Council to determine what it wanted and expected its Strategic Procurement function to influence and deliver and suggested increasing the capacity of the team from the current 1 x Strategic Procurement Manager and 1 x Senior Strategic Procurement Officer to include an additional 3 x Category Specialists and a Business Systems Analyst at an approximate total cost £340k.
- 3.3 On reflection of the review findings, Senior Officers felt that the review did not really go far enough when considering the need to undertake a fundamental transformation of the Service in order to enable the Council to:
- Spend more wisely;
  - Improve procurement governance and subsequently reduce risk;
  - Be at the forefront of some of the burgeoning national regulations changes such as Socio Economic Duty;
  - Consider their next steps with regard to the proposed 'Themes Outcomes and Measures' a framework to measure social value from procurement alongside;
  - Increase the community benefits of Council contracts e.g. by creating local employment through apprenticeship opportunities, etc.
- 3.4 Over recent years the Council has stepped up its ambitions with regard to the Social Justice Agenda making a commitment to address inequalities in our county in order to make our society function better. Version Three of the Strategy to be presented to Cabinet in March

2021, provides the policy coherence for a number of targeted individual Action Plans namely Tackling Poverty and Inequality, Food Development and Homeless Transition. The Strategy advocates a need to help promote equitable prosperity in Monmouthshire, ahead of the new Socio-economic Duty, which will come into force in April 2021, and will require the Council to consider how its decisions might help reduce the inequalities associated with socio-economic disadvantage when making strategic decisions such as deciding priorities and setting objectives.

- 3.5 In a strategic procurement context, the Council will need to have a much stronger focus on local wealth creating opportunities i.e. changing the focus from assessments based purely on cost to moving towards value propositions that open up opportunities for local companies to bid for contracts facilitated through 'Meet the Buyer' events thus safeguarding local employment and generating additional job opportunities for local residents. Focus will also need to be given to the circular economy providing options for de-carbonisation through localised delivery systems, identifying opportunities for re-use and recycling, etc. Consideration will also need to be given to supporting the foundational economy for example enabling and enhancing local food supply chains for the local hospitality sector by strengthening local supplier support, encouraging recruitment into the local care sector via apprenticeships, supporting the local retail sector through marketing campaigns such as 'Shop Local, Shop Monmouthshire', etc.
- 3.6 All of the above would be difficult for the current small team to achieve therefore this proposal takes the findings of the review to the next level by asking Members to consider entering into a mutually beneficial collaboration with Cardiff Council (CC) initially for three years, assuming it is successful, this would move to a rolling contract. The Councils would collaborate in the discharge and provision of their procurement services which would be delivered by CC on behalf of both Councils. In so doing, MCC would delegate its procurement functions for the three year period under the Local Authorities (Executive Arrangements) (Discharge of Functions) (Wales) section 19 LGA 2000 Regulations although this does not prohibit MCC from exercising the Delegated Functions itself with agreement from CC.
- 3.7 This proposal will enable MCC to benefit from a bigger team, increasing from two to five, to include three new full time starters, managed by the award winning and highly respected Cardiff Council procurement service, which also includes:
- a Leadership and Management team which led the transformation of procurement within Cardiff and play a key role in leading procurement collaboration at a national level;
  - the technical capability, expertise and category specific knowledge available within CC's existing three Category Teams i.e. Social, Environment and Corporate; and
  - CC's Strategy and Policy Team which is recognised across Wales as leading the development and delivery of good practice in support of local and national priorities.
- 3.8 The proposed delegation is not a one way relationship – it will provide opportunity to share wider good practice with a greater focus on whole life cost and will help the Council to manage its procurement demand better by establishing and monitoring a contract/works pipeline.
- 3.9 Cardiff Council's Procurement Strategy and Policy Team are recognised across Wales as leading the development and delivery of good practice in support of local and national

priorities and have demonstrable experience in this field. In addition, this is a cost covering proposal rather than a profit making venture for CC.

- 3.10 This proposal is also timely as it aligns with the Council’s recent announcement of its leadership of InFuSe - the regional public sector skills innovation programme. InFuSe will provide a further opportunity to benefit from the proposal as its three work streams will be focusing on procurement, data analysis and research and development. Wider links with InFuSe are currently being made into the South East Wales Procurement Network, as lead Cardiff Council/WLGA will have an input into the programme development which will provide a training programme to drive further change into the organisation.
- 3.11 Informal consultations have taken place with the existing staff team and the Enterprise management team are now moving towards formal consultation with the staff and Trade Unions.

**4. EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):**

- 4.1 The assessment of Equality and Future Generations Evaluation (Appendix B) is summarised below for Members’ consideration:

This proposal seeks to work with a regional partner to mutual benefit. By doing so the Council is seeking to add value through Community Benefits i.e. Targeted training and employment; support local suppliers where practicable; minimising negative impacts of procurement decisions i.e. de-carbonisation / circular economy whilst also supporting the adoption of the Wellbeing of Future Generations Act by challenging decisions which could have a long-term detrimental impact.

**5. OPTIONS APPRAISAL**

5.1 Table One below therefore provides an options appraisal of the proposal:

| <b>Options</b>             | <b>Benefits</b>   | <b>Risks</b>  | <b>Comments/Mitigation</b> |
|----------------------------|---|---|----------------------------|
| Do Nothing                 | <ul style="list-style-type: none"> <li>Budget remains the same</li> </ul>                               | <ul style="list-style-type: none"> <li>Team remain under resourced</li> <li>Contract procurement remains with Officers across the organisation with limited specialist knowledge</li> <li>Lack of contract management leading to increased costs due to contract creep</li> <li>Limited opportunities to benefit the local supply chain and subsequently create jobs</li> </ul> |                            |
| Remain in house and invest | <ul style="list-style-type: none"> <li>Council retains autonomy</li> <li>Additional capacity</li> </ul> | <ul style="list-style-type: none"> <li>Total costs of additional staff will</li> </ul>  |                            |

|   |   |   |  |
|---|---|---|--|
|   |   | <p>need to be borne by MCC</p> <ul style="list-style-type: none"> <li>• Time factor associated with recruiting and training additional staff</li> <li>• Council's priorities i.e. Innovation; Economic, Social, Environmental and Cultural Well Being; Value for Money and Efficiency; Governance and Risk Management may remain largely unmet without a considerable training package to support the existing team</li> <li>• Wider benefits from greater use of the local supply chain may be lost</li> <li>• Risk of lack of progress</li> </ul> |  |
| Open procurement exercise to bring in alternative provider                | <ul style="list-style-type: none"> <li>• Consideration of whole of market</li> <li>• May provide opportunity for better deal</li> </ul>   | <ul style="list-style-type: none"> <li>• Time factor</li> <li>• Costs associated with undertaking a procurement of this nature i.e. legal, scrutiny of proposals</li> <li>• Unlikely to result in the cost covering model being offered by CC.</li> <li>• Private Sector Partner may not bring the knowledge, skills and experience that can be gained from a Local Authority</li> </ul>  |  |
| Mutually Beneficial delegation of procurement function to Cardiff Council | <ul style="list-style-type: none"> <li>• Award winning and highly respected procurement service;</li> <li>• Increased staff resource with technical capability, expertise and category specific knowledge;</li> </ul> | <ul style="list-style-type: none"> <li>• Service delivery levels are less than anticipated</li> </ul>   | <ul style="list-style-type: none"> <li>• Delivery plan to be produced</li> <li>• Regular Officer meetings</li> <li>• Regular Cabinet Member briefings and attendance at relevant Committees</li> <li>• Regular review of progress against</li> </ul> |



|  |  |  |   |
|--|--|--|---|
|  | <ul style="list-style-type: none"> <li>• Cost covering rather than profit making arrangement with CC</li> <li>• Improved understanding of Council's spend enabling insight into opportunities for savings with more accuracy</li> <li>• Improved contract management skills resulting in less contract drift and consequently budget savings</li> <li>• Reduced 'off contract' spend enabling accurate spend tracking and alerts to market savings</li> <li>• Speedier highlighting of issues of non-compliance to enable timely corrective action, resulting in savings;</li> <li>• Identification of cost reducing collaborative working/contract via consolidation opportunities;</li> <li>• Wider benefits to include local wealth creation benefits resulting from a greater use of the local supply chain alongside job creation opportunities such as apprenticeships, etc.</li> <li>• Opportunities for Monmouthshire businesses to benefit from Cardiff contracts</li> <li>• Revised MCC Policy aligned with evolving WG policy and guidance, specifically the Themes Outcomes</li> </ul> |  | <p>agreed objectives at the end of each year</p> <ul style="list-style-type: none"> <li>• Any disputes to be resolved by the Chief Officers/Service Directors and if that is not possible, CEOs.</li> <li>• Contract termination with one year's notice</li> <li>• Enables the Council to fulfil one its priorities i.e. Thriving and Well-Connected County: Action 10) The Council unlocks Economic Value of its Spending Power: Review our procurement spend, improve analysis of expenditure and build local supply chains where possible</li> </ul> |
|--|--|--|---|

|  |                                      |  |  |
|--|--------------------------------------|--|--|
|  | and Measures<br>(TOMs)<br>Framework. |  |  |
|--|--------------------------------------|--|--|

## 6. REASONS:

6.1 The Council's current annual third party spend is £100m per year and in the current climate this can't be an area that can be left to chance any longer. The current team is currently too under resourced and has limited:

- Capacity to influence spend and procurement strategy & policy across the organisation;
- Category specific knowledge, especially in relation to Social Care;
- Insight into spend categorisation;
- Capacity to analyse data on key contracts and spend with key suppliers;
- Capacity to effectively contribute towards the strategic direction of the organisation;
- Opportunity to engage with local suppliers to the benefit of the local economy.

## 7. RESOURCE IMPLICATIONS:

The total cost of the proposal is £319k per annum for three years and equates to 0.3% of the Council's annual third party spend. The cost is split as follows :-

- Existing MCC Budget £112k
- Additional Pressure £207k

Costs have been determined on a cost covering basis and have been based on staffing both teams and will be shared on an 80/20 split with CC based on % of third party spend i.e. £400m CC/ £100m MCC.

As the proposal seeks to transform the Council's Strategic Procurement service, apart from the cost of the statutory provision that the service is delivering, costs can be capitalised and therefore have been included as a variance pressure as part of the 2021/22 Budget setting process as indicated in Table Two below. Costs for years two and three will be built into the MTFP.

**Table Two – Breakdown of Proposed Costs**

|                          | <b>Existing Budget 20-21</b> | <b>New Budget Requirement 21-22</b> | <b>Variance (Pressure) 21-22</b> |
|--------------------------|------------------------------|-------------------------------------|----------------------------------|
| <b>MCC Staff</b>         | 112,361                      | 112,361                             | 0                                |
| <b>Cardiff Proposal</b>  | 0                            | 207,490                             | 207,490                          |
| <b>Total Exp</b>         | <b>112,361</b>               | <b>319,851</b>                      | <b>207,490</b>                   |
| <b>MCC Rebate Income</b> | <b>-78,500</b>               | <b>-78,500</b>                      | <b>0</b>                         |
| <b>Net Budget</b>        | <b>33,861</b>                | <b>241,351</b>                      | <b>207,490</b>                   |
|                          |                              |                                     |                                  |

## 8. CONSULTEES:

Senior Leadership Team;  
Cabinet;  
Social Justice Advisory Group;  
Strong Communities Select

**9. BACKGROUND PAPERS:**

n/a

**10. AUTHORS:**

Cath Fallon (Head of Enterprise and Community Animation)

**11. CONTACT DETAILS:**

E-mail: [cathfallon@monmouthshire.gov.uk](mailto:cathfallon@monmouthshire.gov.uk) Tel: 07557 190969

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

|   |   |
|---|---|
| <p><b>Name of the Officer</b> Cath Fallon</p> <p><b>Phone no:</b>07557 190969<br/><b>E-mail:</b> <a href="mailto:cathfallon@monmouthshire.gov.uk">cathfallon@monmouthshire.gov.uk</a></p> | <p><b>STRATEGIC PROCUREMENT – PROPOSED DISCHARGE OF SERVICES FOR MUTUAL BENEFIT</b></p> |
| <p><b>Name of Service:</b> Enterprise and Community Animation</p>   | <p><b>Date:</b> Future Generations Evaluation 11<sup>th</sup> February 2021</p>         |

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**NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc.**

- 1. 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                       | Each new proposal will need to be assessed individually to consider if it impacts disproportionately on any particular group. | The purpose of this proposal is the transform the current Strategic Procurement Function of the Council and therefore no negative impacts are anticipated in relation to this particular group. | Increased procurement expertise in social care would ensure that social services budgets can be used more effectively to support services including vulnerable children, older people and those with disabilities’. |

| <b>Protected Characteristics</b> | <b>Describe any positive impacts your proposal has on the protected characteristic</b>   | <b>Describe any negative impacts your proposal has on the protected characteristic</b> | <b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b> |
|----------------------------------|--|--|--|
| Disability                       | Each new proposal will need to be assessed individually to consider if it impacts disproportionately on any particular group,        | As above   | As above   |
| Gender reassignment              | Each new proposal will need to be assessed individually to consider if it impacts disproportionately on any particular group,        | As above   | Positive impacts of the proposal will be addressed on an on-going basis                                      |
| Marriage or civil partnership    | Each new proposal will need to be assessed individually to consider if it impacts disproportionately on any particular group,        | As above   | As above   |
| Pregnancy or maternity           | <i>Each new proposal will need to be assessed individually to consider if it impacts disproportionately on any particular group,</i> | As above   | As above   |
| Race                             | <i>Each new proposal will need to be assessed individually to consider if it impacts disproportionately on any particular group,</i> | As above   | As above   |
| Religion or Belief               | <i>Each new proposal will need to be assessed individually to consider if it impacts disproportionately on any particular group,</i> | As above   | As above   |
| Sex                              | <i>Each new proposal will need to be assessed individually to consider if it impacts disproportionately on any particular group,</i> | As above   | As above   |
| Sexual Orientation               | <i>Each new proposal will need to be assessed individually to consider if it impacts disproportionately on any particular group,</i> | As above   | As above   |

| 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? |
|---------------------------|--|---|---|
| Welsh Language            | <i>Each new proposal will need to be assessed individually to consider if it impacts disproportionately on any particular group,</i>                             | As above  | As above  |
| Poverty                   | <i>The Proposal presents an opportunity for local wealth creation by increasing spend in local supply chains thus increasing local employment opportunities.</i> | As per Age Line above   | As per Age Line Above   |

**2. Does your proposal deliver any of the well-being goals below?**

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| Well Being Goal  | Does the proposal contribute to this goal? Describe the positive and negative impacts.   | What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?  |
|--|--|--|
| <b>A prosperous Wales</b><br>Efficient use of resources, skilled, educated people, generates wealth, provides jobs | This proposal supports: <ul style="list-style-type: none"> <li>Working with a regional LA partner and as part of the Cardiff Capital Region to attract high skill, high wage jobs;</li> <li>Providing learning, training and employability opportunities for 11 to 24 year olds to reduce the number of young people who are not in employment, education or training and providing access to the labour market for people with disabilities and care leavers</li> <li>Developing, and acting upon, options to improve access to job opportunities in the county to include</li> </ul> | Where opportunities arise more specific details regarding contributions to the wellbeing goals will be identified through regular reviews of activities. |



| Well Being Goal  | Does the proposal contribute to this goal?<br>Describe the positive and negative impacts.   | What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?  |
|--|---|--|
|  | providing work placements, traineeship and apprenticeship opportunities.  |  |
| <b>A resilient Wales</b><br>Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)       | This proposal advocates taking a place based approach, working with local supply chains to reduce carbon emissions to ensure local biodiversity and ecosystems are enhanced and maintained. | As above   |
| <b>A healthier Wales</b><br>People's physical and mental wellbeing is maximized and health impacts are understood  | n/a   | n/a  |
| <b>A Wales of cohesive communities</b><br>Communities are attractive, viable, safe and well connected  | The proposal sets the scene for to sustain local businesses to ensure local communities remain viable and productive.   | Where opportunities arise more specific details regarding contributions to the wellbeing goals will be identified through regular reviews of activities. |
| <b>A globally responsible Wales</b><br>Taking account of impact on global well-being when considering local social, economic and environmental wellbeing | The proposal supports the adoption of the Wellbeing of Future Generations Act – challenging decisions which could have a long-term detrimental impact                                       | As above   |
| <b>A Wales of vibrant culture and thriving Welsh language</b><br>Culture, heritage and Welsh language are promoted and protected. People                 | n/a   | n/a  |



| Well Being Goal   | Does the proposal contribute to this goal?<br>Describe the positive and negative impacts.                                     | What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?  |
|---|---|--|
| are encouraged to do sport, art and recreation  |   |  |
| <b>A more equal Wales</b><br>People can fulfil their potential no matter what their background or circumstances | This proposal seeks added value through community benefits i.e. generating targeted training and employment and opportunities | Where opportunities arise more specific details regarding contributions to the wellbeing goals will be identified through regular reviews of activities. |

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

| Sustainable Development Principle  | Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.  | Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?  |
|--|--|--|
|  <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p> | This proposal seeks to transform the Strategic Procurement function providing opportunities for a 'Thriving and well-connected community; through local wealth creation opportunities. | New activities associated with this proposal will be expected to produce a Future Generations Evaluation when they are brought to Cabinet or council for a decision. |
|  <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>      | This proposal seeks to address a complex problem by working collaboratively with another regional LA for mutual benefit.   | New activities associated with this proposal will be expected to produce a Future Generations Evaluation when they are brought to Cabinet or council for a decision. |
|  <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>         | N/a  |  |

| Sustainable Development Principle   | Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.   | Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?  |
|---|---|--|
|  <p>Putting resources into preventing problems occurring or getting worse</p>  | <p>This proposal advocates working as part of the Cardiff Capital Region to attract high skill, high wage jobs to ensure that people have the opportunity to raise their household income. It also looks to identify options to improve access to job opportunities in the county and other areas to include providing work placements, traineeship and apprenticeship opportunities whilst taking positive action as a Council to encourage other public partners and businesses to do so.</p> | <p>New activities associated with this proposal will be expected to produce a Future Generations Evaluation when they are brought to Cabinet or council for a decision</p> |
|  <p>Considering impact on all wellbeing goals together and on other bodies</p> | <p>The opportunity to develop a new way of working will provide the opportunity to better connect wellbeing outcomes internally and to other partners and bodies.</p>   | <p>As above</p>  |

**4. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Social Justice, Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?**

|                | 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?           |
|----------------|--|--|--|
| Social Justice | <p><i>This proposal supports the policy position and strategic context for Social Justice activities within the Council by opening up local wealth creation opportunities.</i></p> | <p>The purpose of this proposal is to be inclusive to all therefore no negative impacts are anticipated.</p> | <p>Where any negative impacts are identified the team will seek to address them by taking an inclusive approach.</p> |

|                     |  |   |   |
|---------------------|--|---|---|
| Safeguarding        | <i>During the delivery of the programme of activities associated with the proposal, safeguarding will be at the forefront to ensure that any future service delivery promotes 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> | The purpose of this proposal is to be inclusive to all therefore no negative impacts are anticipated in relation to this particular activity. | Where any negative impacts are identified the team will seek to address them by taking an inclusive approach. |
| Corporate Parenting | n/a  | As above  | As above  |

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

This policy is founded upon the following:

- The Wellbeing of Future Generations Act;
- Prosperity for All;
- The Well-being Assessment and the Population Needs Assessment;
- Equality Act 2010;
- The Equality and Human Rights Commission’s “Is Wales Fairer 2018” report;

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

This proposal seeks to work with a regional partner to mutual benefit. By doing so the Council is seeking to add value through Community Benefits i.e. Targeted training and employment; support local suppliers where practicable; minimising negative impacts of procurement decisions i.e. de-carbonisation / circular economy whilst also supporting the adoption of the Wellbeing of Future Generations Act by challenging decisions which could have a long-term detrimental impact.

**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 |
|---------------------------------------|--|--------------------|----------|
| Seek considered views of the proposal | Economy and Development Select Committee – 25 <sup>th</sup> February | Cath Fallon        |          |
|                                       |  |                    |          |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |

**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: | February 2022. |
|--|----------------|

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

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| Version No. | Decision making stage | Date considered                      | Brief description of any amendments made following consideration |
|-------------|-----------------------|--------------------------------------|--|
| 1           | <i>Scrutiny</i>       | <i>25<sup>th</sup> February 2021</i> |  |
|             |                       |                                      |  |
|             |                       |                                      |  |
|             |                       |                                      |  |

## Monmouthshire's Scrutiny Forward Work Programme 2021

| Economy Select Committee       |                                       |   |                           |  |
|--------------------------------|---------------------------------------|---|---------------------------|--|
| Meeting Date                   | Subject                               | Purpose of Scrutiny   | Responsibility            | Type of Scrutiny                       |
| 23 <sup>rd</sup> February 2021 | Local Development Plan<br>WORKSHOP 6  | Infrastructure 2 - Primary Health Care  | Mark Hand<br>Rachel Lewis | Scrutiny Workshop ~ Policy Development |
| 25 <sup>th</sup> February 2021 | Procurement                           | Progress report on the Review of Procurement Policy.  | Cath Fallon               | Policy Development                     |
| 9 <sup>th</sup> March 2021     | Local Development Plan<br>WORKSHOP 7  | Infrastructure 3 - Local Transport Plan, sustainable transport  | Mark Hand<br>Rachel Lewis | Scrutiny Workshop ~ Policy Development |
| 23 <sup>rd</sup> March 2021    | Local Development Plan<br>WORKSHOP 8  | Adopted NDF and implications for the RLDP (once published Early 2021)   | Mark Hand<br>Rachel Lewis | Scrutiny Workshop ~ Policy Development |
|                                | City Deal                             | Hear from programme director ahead of Gateway Review  |                           |  |
| 20 <sup>th</sup> April 2021    | Local Development Plan<br>WORKSHOP 9  | Preferred Strategy  | Mark Hand<br>Rachel Lewis | Scrutiny Workshop ~ Policy Development |
|                                |                                       |   |                           |  |
| 25 <sup>th</sup> May 2021      | Local Development Plan<br>WORKSHOP 10 | Landscape and natural environment – including: <ul style="list-style-type: none"> <li>• GW /GB</li> <li>• GI</li> </ul> | Mark Hand<br>Rachel Lewis | Scrutiny Workshop ~ Policy Development |
|                                |                                       |   |                           |  |
| 13 <sup>th</sup> July 2021     | Local Development Plan<br>WORKSHOP 11 | Affordable housing 2 – with viability evidence  | Mark Hand<br>Rachel Lewis | Scrutiny Workshop ~ Policy Development |

## Monmouthshire's Scrutiny Forward Work Programme 2021

|                                  |   |  |                           |   |
|----------------------------------|---|--|---------------------------|---|
|                                  |   |  |                           |   |
|                                  |   |  |                           |   |
| <b>12 October 2021</b>           | <b>Local Development Plan<br/>WORKSHOP 12</b> | Once Candidate Sites have been assessed:<br>Site allocations (residential, employment, tourism,<br>renewable energy) | Mark Hand<br>Rachel Lewis | Scrutiny Workshop ~ Policy<br>Development |
|                                  |   |  |                           |   |
|                                  |   |  |                           |   |
| <b>28<sup>th</sup> June 2022</b> | <b>Local Development Plan<br/>WORKSHOP 13</b> | Deposit Plan Member workshop   | Mark Hand<br>Rachel Lewis | Scrutiny Workshop ~ Policy<br>Development |
|                                  |   |  |                           |   |

### Future Meeting Items: Agreed Scrutiny Focus

- Affordable housing, transport and the LDP
- Tourism and enterprise
- Business and Enterprise Strategy
- Asset Investment Strategy and progress of projects

### Items to diarise:

- Supplementary Planning Guidance on S106 Agreements
- Flooding ~ Invite National Resources Wales
- Car Parking Review

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

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

| Committee / Decision Maker | Meeting date / Decision due | Subject   | Purpose  | Author                  | Date item added to the planner | Date item originally scheduled for decision |
|----------------------------|-----------------------------|---|--|-------------------------|--------------------------------|---|
| Council                    | 01/10/23                    | LDP for Adoption  |  | Mark Hand               | 23/01/20                       |   |
| Council                    | 01/02/23                    | LDP submission for examination                                  |  | Mark Hand               | 23/01/20                       |   |
| Council                    | 01/07/22                    | LDP Deposit Plan endorsement for consultation                   | Endorsement of Deposit Plan  | Mark Hand               | 23/01/20                       |   |
| Cabinet                    | 01/12/21                    | Review of Monmouthshire's Destination Management Plan 2017-2020 | Purpose: to approve the revised Destination Development Plan   | Matthew Lewis           | 22/09/20                       |   |
| Cabinet                    | 01/09/21                    | LDP Preferred Strategy endorsement post consultation            |  | Mark Hand               | 20/05/20                       |   |
| Cabinet                    | 02/06/21                    | Budget Monitoring outturn report                                | The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2020/21 financial year | Peter Davies/Jon Davies | 02/04/20                       |   |
| Cabinet                    | 05/05/21                    | Active Travel Network Maps                                      |  | Paul Sullivan           | 13/11/20                       |   |
| Council                    | 01/05/21                    | LDP Preferred Strategy endorsement for consultation             |  | Mark Hand               | 21/09/20                       |   |

|         |          |   |   |                            |          |  |
|---------|----------|---|---|----------------------------|----------|--|
| Cabinet | 14/04/21 | Shire Hall / Monmouth Museum – to consider the outcome of the feasibility study |   | Matthew Lewis/Ian Saunders | 05/02/21 |  |
| Cabinet | 14/04/21 | Welsh Church Fund Working Group meeting   | The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting 9 held on 4th March 2021 | Dave Jarrett               | 02/04/20 |  |
| Cabinet | 14/04/21 | Play Sufficiency Action Plan  |   | Mike Moran                 | 14/10/20 |  |
| Cabinet | 14/04/21 | Abergavenny CRC (Racecourse Farm)   |   | Mike Moran                 | 14/10/20 |  |
| Council | 11/03/21 | Appointments to outside bodies  | To appoint a representative to the Wye Navigation Advisory Committee  | Matt Gatehouse             | 08/02/21 |  |
| Council | 11/03/21 | Council Tax Resolution Report   |   | Ruth Donovan               | 02/04/20 |  |
| Council | 11/03/21 | Treasury Strategy report  |   | Jon Davies                 | 15/12/20 |  |
| Council | 11/03/21 | Constitution Review   |   | Matt Phillips              | 14/08/19 |  |
| Council | 11/03/21 | The Annual Pay Policy   |   | Sally Thomas               | 11/02/21 |  |
| ICMD    | 10/03/21 | disposal of land for consideration  | Awaiting notification re inclusion DEFERRED UFN   | by Cllr Murphy/ Ben Thorpe | 09/02/21 |  |



|         |          |   |  |                            |          |          |
|---------|----------|---|--|----------------------------|----------|----------|
| ICMD    | 10/03/21 | Wye Valley AONB Management Plan 2021-26   |  | Matthew Lewis/Richard John | 10/02/21 |          |
| ICMD    | 10/03/21 | SPG S106 Supplementary Planning Guidance  | To Clarify how S106 contributions are calculated/ <b>deferred from 13/1/21 and 24/02/21</b>  | Phil Thomas/Mark Hand      | 01/05/19 |          |
| Cabinet | 03/03/21 | •EAS Business Plan  |  | Sharon Randall Smith       | 21/09/20 |          |
| Cabinet | 03/03/21 | Final revenue and capital budget proposals  |  | Peter Davies               | 21/09/20 |          |
| Cabinet | 03/03/21 | Social Justice Strategy Update  |  | Cath Fallon                | 17/09/20 |          |
| Cabinet | 03/02/21 | Welsh Church Fund Working Group meeting   | The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting 5 held on 14th January 2021 | Dave Jarrett               | 02/04/20 |          |
| Cabinet | 03/02/21 | Apprenticeship Pay Rates  |  | Gareth James               | 08/01/21 |          |
| Cabinet | 03/02/21 | Outdoor Adventure Provision at Gilwern  |  | Marie Bartlett             | 30/11/20 | 30/11/20 |
| Cabinet | 03/02/21 | Proposed Disposal of MCC Cottages   |  | Nicola Howells             | 15/12/20 |          |
| ICMD    | 27/01/21 | Approval on Local Government (Wales) Act 1994 - The Local Authorities (Precepts) (Wales) Regulations 1995 | Deferred from 13/1 to 27/1   | Jon Davies                 |          |          |

|         |          |  |   |                              |          |  |
|---------|----------|--|---|------------------------------|----------|--|
| Cabinet | 20/01/21 | •Draft revenue and capital budget proposals for consultation                       |   | Peter Davies                 | 21/09/20 |  |
| Cabinet | 20/01/21 | Chippenham Mead Play Area, Monmouth  |   | Mike Moran                   | 15/12/20 |  |
| Cabinet | 20/01/21 | Play Area Assessments and Future Play Area Policy                                  | to advise members of play area assessments carried out last year and suggest a rationalisation of provision                                     | Matthew Lewis                | 22/09/20 |  |
| Cabinet | 20/01/21 | BUS EMERGENCY SCHEME (BES) – REQUEST TO ALL COUNCILS TO SIGN UP TO THE BES2 SCHEME |   | Roger Hoggins                | 24/12/20 |  |
| Council | 14/01/21 | Council Diary 2021/22  |   | Nicola Perry                 |          |  |
| Council | 14/01/21 | Council Tax Reduction Scheme   |   | Ruth Donovan                 | 07/04/20 |  |
| Council | 14/01/21 | Annual Safeguarding Report   |   | Jane Rodgers                 | 21/09/20 |  |
| ICMD    | 13/01/21 | Minerals Regional Technical Statement Second Revision (RTS2)                       |   | Rachel Lewis                 | 17/12/20 |  |
| ICMD    | 13/01/21 | Museum Service Collection Review   | To propose the deaccessioning of and disposal actions for the proposed items in line with Section 4 of the Museums Association Disposal Toolkit | Matthew Lewis/Rachael Rogers | 22/09/20 |  |
| ICMD    | 13/01/21 | Minimum Energy Efficiency Standards in the Private Rented Sector                   |   | Gareth Walters               | 15/12/21 |  |

|         |          |  |  |                         |             |  |
|---------|----------|--|--|-------------------------|-------------|--|
| ICMD    | 13/01/21 | Staffing Changes: Business Support                                       | To seek approval for the voluntary redundancy of the Chief Executive's Personal Assistant, reducing the cost of administrative support arrangements for the senior management team and contribute to budget savings during the 2021-22 financial year./Paul Jordan | Matt Gatehouse          | 15/12/21    |  |
| Cabinet | 06/01/21 | Budget Monitoring Report - month 7 (period 2)                            | The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2020/21 financial year.  | Peter Davies/Jon Davies | 02/04/20    |  |
| Cabinet | 06/01/21 | RIPA Policy  |  | Matt Phillips           | 21/10/20    |  |
| Cabinet | 06/01/21 | Gypsy Traveller Accommodation Assessment 2020                            |  | Mark Hand               | 23/06/20    |  |
| ICMD    | 23/12/20 | Wye Valley AONB Management Plan 2020-2025                                | To approve the review of the Wye Valley AONB Management Plan 2020-2025 <b>Deferred awaiting new date</b>   | Matthew Lewis           | 22/09/2020/ |  |
| Cabinet | 16/12/20 | Welsh Church Fund Working Group meeting                                  | The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting 7 held on 3rd December 2020   | Dave Jarrett            | 02/04/20    |  |
| Cabinet | 16/12/20 | Proposal to pause work on a proposed Development Company                 |  | Deb Hill Howells        | 21/10/20    |  |
| Cabinet | 16/12/20 | Local Housing Market Assessment Update                                   |  | Mark Hand               | 04/11/20    |  |
| Cabinet | 16/12/20 | Growth Options to Cabinet for endorsement for non-statutory consultation |  | Mark Hand               | 21/09/20    |  |
| Cabinet | 16/12/20 | Review of school places in Caldicot town                                 |  | Matthew Jones           | 21/10/20    |  |

|         |          |   |   |                 |                     |  |
|---------|----------|---|---|-----------------|---------------------|--|
| ICMD    | 09/12/20 | Shire Hall/Monmouth Museum  | Paul Jordan   | Matthew Lewis   | deferred from 11/11 |  |
| IMCD    | 09/12/20 | Consultation on Local Government (Wales) Act 1994 - The Local Authorities (Precepts) (Wales) Regulations 1995 | To seek Member approval of the proposals for consultation purposes regarding payments to precepting authorities during the 2021/22 financial year as required by statute.   | Jon Davies      |                     |  |
| IMCD    | 09/12/20 | Council Tax base and associated matters   | To agree the Council Tax Base figure for submission to the Welsh Government, together with the collection rate to be applied for 2021/22 and to make other necessary related statutory decisions                              | Ruth Donovan    | 02/04/20            |  |
| Council | 03/12/20 | Corporate Joint Committee: Consultation Response'   | To discuss and endorse a council response to consultation about draft regulations which will create four regional Corporate Joint Committees. These are a statutory mechanism for regional collaboration by local government. | Matt Gatehouse  | 16/10/20            |  |
| Council | 03/12/20 | Updated Asset Investment Policy   |   | Peter Davies    | 21/09/20            |  |
| Council | 03/12/20 | Statutory Director of Social Services annual report   |   | Julie Boothroyd | 14/08/20            |  |
| Cabinet | 02/12/20 | InFuSe  |   | Cath Fallon     | 10/11/20            |  |
| Cabinet | 02/12/20 | Clydach Ironworks Enhancement Scheme Revision/S106 Funding, Cae Meldon  |   | Matthew Lewis   | 22/09/20            |  |
| ICMD    | 25/11/20 | Homesearch Allocations Policy and Amendments  | INCLUDED ON 11/11 AGENDA  | Louise Corbett  | 22/10/20            |  |
| ICMD    | 11/11/20 | WELSH LANGUAGE COMMISSIONER'S MONITORING WORK 2019-20   |   | Matt Gatehouse  |                     |  |

|         |          |  |  |                             |          |  |
|---------|----------|--|--|-----------------------------|----------|--|
| ICMD    | 11/11/20 | LDP Annual Monitoring Report/ and Annual Performance Report for Planning Service |  | Rachel Lewis/Phil Thomas    | 19/10/20 |  |
| ICMD    | 11/11/20 | Housing Register Review  |  | Mark Hand                   | 23/06/20 |  |
| Cabinet | 04/11/20 | Outdoor Adventure Service  |  | Marie Bartlett/Ian Saunders | 13/10/20 |  |
| Cabinet | 04/11/20 | Public Service Ombudsman's annual letter   | To provide Cabinet with a copy of the Public Service Ombudsman's annual letter to inform understanding of the council's performance in handling complaints | Matt Gatehouse              | 09/09/20 |  |
| Cabinet | 04/11/20 | Welsh Church Fund working group  | The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting 4 held on 22nd October 2020             | Dave Jarrett                | 02/04/20 |  |
| Cabinet | 04/11/20 | Three Fields Site Magor – Lease Arrangements                                     |  | Mike Moran                  | 14/10/20 |  |
| Cabinet | 04/11/20 | Coronavirus Strategic Aims: Progress and Next Steps                              | To provide an overview of progress against the strategic aims set by Cabinet in July, and communicate an updated version of the plan on a page             | Matt Gatehouse              | 26/08/20 |  |
| Cabinet | 04/11/20 | Section 106 Funding – The Hill, Abergavenny                                      |  | Mike Moran                  | 20/02/19 |  |
| Council | 22/10/20 | Corporate Plan Annual Report 2019/20   |  | Richard Jones               | 25/08/20 |  |
| Council | 22/10/20 | MCC Audited Accounts (formal approval)   | To notify Council of completed Audit process and resultant accounts - To go to Audit Committee   | Peter Davies/Jon Davies     | 02/04/20 |  |

|         |          |   |                         |                         |          |  |
|---------|----------|---|-------------------------|-------------------------|----------|--|
| Council | 22/10/20 | ISA 260 report - MCC Accounts - attachment above  | Deferred from september | Peter Davies/Jon Davies | 02/04/20 |  |
| Council | 22/10/20 | Future Data Hall and Data Hosting Arrangements  |                         | Peter Davies            | 16/09/20 |  |
| Council | 22/10/20 | LDP revised Delivery Agreement including LDP timetable and community involvement strategy |                         | Craig O'Connor          | 03/07/20 |  |
| Cabinet | 21/10/20 | Revenue and Capital Monitoring 2020/21 Forecast Outturn Statement – Month 5               |                         | Peter Davies            | 16/09/20 |  |
| Cabinet | 21/10/20 | MTFP and Budget Process 2021/22 to 2024/25  |                         | Peter Davies            | 16/09/20 |  |
| Cabinet | 21/10/20 | Review of Garden Waste Service  |                         | Laura Carter            | 23/07/20 |  |
| ICMD    | 14/10/20 | PUBLIC TOILET PROVISION - GRANTS TO LOCAL COUNCILS AND FUTURE PROVISION IN ABERGAVENNY    | DEFERRED                | Roger Hoggins           | 25/09/20 |  |
| ICMD    | 14/10/20 | Closure of Capita Gwent Consultancy and distribution of Reserves                          |                         | Roger Hoggins           | 25/09/20 |  |
| ICMD    | 14/10/20 | Extension of PSPO   |                         | Andrew Mason            | 23/09/20 |  |
| Cabinet | 07/10/20 | Future Data Hall and Data Hosting Arrangements  |                         | Peter Davies            | 16/09/20 |  |

To seek approval to extend three Public Spaces Protection Orders (PSPO) in respect of Bailey Park,

|         |          |  |  |                   |          |  |
|---------|----------|--|--|-------------------|----------|--|
| Cabinet | 07/10/20 | Welsh Church Fund Working Group  | The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting 2 held on 28th July 2020 and meeting 3 held on 10th September 2020. | Dave Jarrett      | 02/04/20 |  |
| Cabinet | 07/10/20 | Future Provision of HWRCs including the closure of Usk recycling centre      |  | Carl Touhig       | 14/09/20 |  |
| ICMD    | 23/09/20 | SCM Collaboration with TCBC Heritage Services                                |  | Amy Longford      | 24/08/20 |  |
| ICMD    | 23/09/20 | SCM Collaboration with TCBC Heritage Services                                |  | Amy Longford      | 24/08/20 |  |
| Council | 10/09/20 | Audit Committee Annual Report  |  | Philip White      | 11/08/20 |  |
| Cabinet | 29/07/20 | Digital Infrastructure Action Plan   |  | Cath Fallon       | 08/07/20 |  |
| Cabinet | 29/07/20 | 'Revenue and Capital Monitoring 2020/21 Forecast Outturn Statement – Month 2 |  | Jonathan S Davies | 12/06/20 |  |
| Cabinet | 29/07/20 | Coronavirus Risk Management Update'  |  | Peter Davies      | 10/07/20 |  |
| Cabinet | 29/07/20 | Welsh Church Fund Working Group meeting                                      | The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting 1 held on 30th June 2020  | Dave Jarrett      | 02/04/20 |  |
| Cabinet | 29/07/20 | Outdoor Education - Service Update   |  | Marie Bartlett    | 09/07/20 |  |

|         |          |  |   |                             |          |          |
|---------|----------|--|---|-----------------------------|----------|----------|
| Cabinet | 29/07/20 | Public Toilets   |   |                             |          |          |
| Cabinet | 29/07/20 | 5G Rural test bed  |   | Cath Fallon/Frances O'Brien |          |          |
| Council | 16/07/20 | Climate Emergency Update   |   | Hazel Clatworthy            | 10/06/20 |          |
| Council | 16/07/20 | CEx Report   |   | Matt Phillips               | 18/06/20 |          |
| Council | 16/07/20 | Cabinet decision re Gilwern  |   | Matt Phillips               | 27/05/20 |          |
| ICMD    | 08/07/20 | Archaeology Planning Advice  | Adoption post-guidance  | Mark Hand                   | 19/09/19 | Deferred |
| Cabinet | 01/07/20 | COVID-19 Evaluation of Recovery Phase and Establishing Aims for Response Stage |   |                             | 17/06/20 |          |
| Cabinet | 01/07/20 | Home to School Transport Policy  | Deferred  |                             | 20/05/20 |          |
| Cabinet | 01/07/20 | Household Waste Recycling Centres  | Deferred  |                             | 20/05/20 |          |
| Cabinet | 17/06/20 | Revenue and Capital Monitoring Outturn   | To provide Members with information on the outturn position of the Authority for the financial year | Peter Davies/Jon Davies     | 02/02/20 |          |



|         |          |   |   |                 |          |  |
|---------|----------|---|---|-----------------|----------|--|
| Council | 04/06/20 | Licensing Act Policy  |   | Linda O'Gorman  |          |  |
| Council | 04/06/20 | Estyn Report  |   | Will Mclean     |          |  |
| Council | 04/06/20 | Safeguarding Covid19 Position Statement                           |   | Julie Boothroyd |          |  |
| Council | 04/06/20 | Chief Officer, CYP Annual Report'                                 |   | Will Mclean     | 11/03/20 |  |
| Council | 04/06/20 | Refit Programme   |   | Ian Hoccom      | 28/02/20 |  |
| Cabinet | 27/05/20 | Safeguarding  |   | Julie Boothroyd |          |  |
| Cabinet | 27/05/20 | Active Travel and Town Centres                                    |   | Paul Sullivan   |          |  |
| Cabinet | 06/05/20 | Welsh Church Fund Working Group                                   | The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting 1 held on 2nd April 2020 | Dave Jarrett    | 02/04/20 |  |
| ICMD    | 08/04/20 | GUARANTEED INTERVIEWS FOR CARE LEAVERS                            |   | Gareth James    | 23/03/20 |  |
| ICMD    | 08/04/20 | Momouthshire Registration Service Collaborative Working Agreement |   | Jennifer Walton | 23/03/20 |  |

|         |          |  |  |                 |          |  |
|---------|----------|--|--|-----------------|----------|--|
| Cabinet | 01/04/20 | Staffing re-alignment: Community Hubs and Contact Centre       |  | Matt Gatehouse  | 11/03/20 |  |
| Cabinet | 01/04/20 | EAS Business Plan  |  | Will Mclean     | 04/03/20 |  |
| Cabinet | 01/04/20 | Guaranteed Interview Scheme for Care Leavers                   |  | Gareth James    | 28/02/20 |  |
| ICMD    | 25/03/20 | Non Domestic Rates: High Street and Retail Rate Relief 2020/21 | for approval of the adoption of a High Street and Retail Rate Relief Scheme for 2020/21, in accordance with Welsh Government guidance. | Ruth Donovan    | 12/02/20 |  |
| ICMD    | 25/03/20 | Contract Extension   |  | Tracey Harry    | 14/02/20 |  |
| Council | 05/03/20 | Pay Policy   |  | Sally Thomas    | 23/01/20 |  |
| Council | 05/03/20 | Annual Safeguarding Report                                     |  | Julie Boothroyd | 06/02/20 |  |
| Council | 05/03/20 | Strategic Equality Plan  |  | Alan Burkitt    | 26/09/19 |  |
| Council | 05/03/20 | LDP Preferred Strategy   | Endorsement to consult on Preferred Strategy   | Mark Hand       | 23/01/20 |  |
| Council | 05/03/20 | Council Tax Resolution   | To set budget and Council Tax  | Ruth Donovan    | 18/04/19 |  |

|         |          |   |   |                  |          |  |
|---------|----------|---|---|------------------|----------|--|
| Council | 05/03/20 | Mid Term Review of the Corporate Plan   |   | Matt Gatehouse   |          |  |
| Cabinet | 04/03/20 | Investment Committee  |   | Peter Davies     | 13/02/20 |  |
| ICMD    | 26/02/20 | CHARGING APPLICANTS FOR THE MONITORING OF SECTION 106 AGREEMENTS              |   | Phil Thomas      | 06/02/20 |  |
| ICMD    | 26/02/20 | Non Domestic Rates - Application for Hardship Relief                          |   | Ruth Donovan     | 14/01/20 |  |
| Cabinet | 19/02/20 | 2020/21 Education and Welsh Church Trust Funds Investment and Fund Strategies | The purpose of this report is to present to Cabinet for approval the 2020/21 Investment and Fund Strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2019/20 grant allocation to Local Authority beneficiaries of the Welsh Church Fund. | Dave Jarrett     | 18/04/19 |  |
| Cabinet | 19/02/20 | Mid Term Review of the Corporate Plan   |   | Matt Gatehouse   |          |  |
| Cabinet | 19/02/20 | Welsh Church Fund Working Group   | The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 7 held on 5th December 2019   | Dave Jarrett     | 18/04/19 |  |
| Cabinet | 19/02/20 | Consideration of Final Revenue and Capital Budget Proposals                   |   | Peter Davies     | 03/10/19 |  |
| Cabinet | 19/02/20 | Proposal to change the school funding formula.                                |   | Nikki Wellington |          |  |

|         |          |   |  |                |          |  |
|---------|----------|---|--|----------------|----------|--|
| Cabinet | 19/02/20 | Strategic Review of Outdoor Education   |  | Marie Bartlett | 18/10/20 |  |
| Cabinet | 19/02/20 | Rights of Way Improvement Plan (ROWIP) review/<br>Policy Statement - Results of statutory consultation<br>and proposed Final Plan | To seek approval of the Review of the ROWIP and<br>associated policies | Matthew Lewis  | 18/07/19 |  |
| Cabinet | 17/02/20 | •Final revenue and capital budget proposals   |  | Peter Davies   | 21/09/20 |  |

## Monmouthshire Select Committee Minutes

### Meeting of Economy and Development Select Committee held at Remote Microsoft Teams Meeting on Thursday, 21st January, 2021 at 10.00 am

#### Councillors Present

County Councillor P.Pavia (Chairman)  
County Councillor (Vice Chairman)  
  
County Councillors: J.Becker, R.Roden, B. Strong  
and P. Murphy

#### Officers in Attendance

Frances O'Brien, Chief Officer, Enterprise  
Jonathan Davies, Central Accountancy Finance  
Manager  
Dave Loder, Finance Manager  
Hazel Ilett, Scrutiny Manager  
Robert McGowan, Policy and Scrutiny Officer

**APOLOGIES:** County Councillors A.Davies and D. Dovey

#### 1. Declarations of Interest.

There were no declarations of interest.

#### 2. Public Open Forum.

No members of the public were present.

#### 3. Budget Monitoring: Scrutiny of the budget monitoring capital and revenue position at Month 7, setting the context for scrutiny of budget proposals.

Jonathan Davies, Dave Loder and Frances O'Brien presented the report and answered the members' questions.

##### **Challenge:**

*Some of the non-Covid savings couldn't be implemented because staff had moved into Covid roles. How were Covid and non-Covid related expenditure determined? Could we claim more grants?*

Separating out what is defined as Covid and non-Covid expenditure is complex. We have some stipulations and rules from Welsh Government. Those costs and income losses have to be directly attributable to our pandemic response. There are indirect impacts as well: one of these is the ability of the services to achieve the savings that they were budgeted to make during the financial year. Where staff and resources have been diverted to front line support, they haven't been able to focus on achieving those savings. The Month 9 report is being drawn up now: services are currently budgeted to make over £4m of service efficiencies; the current forecast is that £732k of those won't be achieved. That's an automatic pressure on the budget for this year, and into next year. Regarding additional support, we are following up with Welsh Assembly where additional grants and support are available. As well as business support, there will be some in the areas of art and culture. There are a number of additional avenues to go down to support those additional costs and losses.

*The income loss from MonLife brings a number of challenges. What are the early building blocks to recovery?*

One of the things MonLife is looking at is reopening. The branding and marketing are ready so that they have a strong product when they are able to reopen. One difficulty is the continual opening and closing – it's sometimes easier to know that you're going to be closed, then when you reopen you can do so with confidence. In our dialogue with Ian Saunders, the Chief Officer overseeing MonLife, we can see that given the impacts of Covid on people's health and wellbeing, in the long-term we will need to provide these services so that people can be fit and well again. Leisure services will play a fundamental part in that recovery. MonLife is confident that it can rebound; it is just the period that the recovery will take. Some say it will take 2 years, and it might be that there will be a lengthy recovery plan to get those services back up to where they were previously.

*Have there been initial discussions with the Health Board to map a picture of the help that will be needed after Covid?*

Yes, it is important to consider the role that we can provide, whether that is facilitating through our community support network or MonLife services. The MonLife team has been working very closely with children's services, as have our CYP colleagues around the role that outdoor education can play in the future to facilitate alternative learning and provision. So there are many opportunities for the service areas. A key focus will be to work in a networked way.

*It seems we're managing Castle Gate well. Have there been further discussions with Cineworld in Newport about re-opening, or any further detail in terms of rental relief?*

The officer who deals with that, Debra Hill-Howells, would be able to give a detailed answer but is not in this meeting. We are experiencing issues with Newport Leisure Park, as the site is predominantly retail and leisure. We are claiming any income loss from Welsh Government on the quarterly returns. Regarding Cineworld, I don't think there is any immediate risk of any problems, in terms of them staying on the site.

*Welsh Government has given assurance about Covid costs being paid – what sort of assurance has that been?*

The significant announcement from Welsh Government at the end of the autumn detailing a further support package, which included local government and the associated Hardship Fund, gave us additional confidence that the additional expenditure and income losses would be covered. Through our Leader's conversations with Welsh Government and the forums he sits on, and with civil servants in Welsh Government, we expect that to go through to the end of the financial year. The real focus for us, in terms of planning, is what that support looks like as we move past March. The pandemic is going to halt at the end of March, so we need to plan for that and get some certainty about how that support fund is going to look as we move into the new financial year.

*Have other avenues been considered, regarding what we can sell? e.g. Museums? Online?*

The income that we make from sales at tourist information centres and museums is minimal. The cost of setting up an online or click-and-collect service for those sorts of things has not been seen as feasible. During lockdown and Covid, the team has continued to review the artefacts in our museums, and go through a process of identifying whether they need to be retained or disposed of. So they are not at the stage yet where items are being sold, but we are going through the process – there are tens of thousands of artefacts across the museums and

in storage. The team also has a funding stream from the Heritage Lottery Fund to look at the stories that need to be told in the museums – that also helps in identifying which items to display. This work has continued in the background while we deal with the pandemic.

*Regarding the non-Covid budget pressures mentioned in 3.18, could some of the one-off savings in this portfolio area be identified?*

We have a lot of vacant posts within the services. Managers are choosing to freeze those posts because they are aware that we need to close the gap, as an authority. Delay for the LDP is also bringing savings, as we had budgeted professional and specialist fees for this financial year. We are also pushing some LDP costs to the capitalisation directive, and there are collaboration costs coming out of business growth and enterprise, which is producing a staff saving. So staff and capitalisation directive are mainly driving the underspends.

*What potential impact will staff freezes have on future service provision?*

We are really starting to notice the impacts now. Perhaps that is because of increased demand and our inability to respond to our customers as we would wish. To take Planning as an example: ensuring that we are able to respond on time, and in the parameters that we try to set, is starting to affect us. Within Highways, we've had significant grant-funded programmes and projects, which is fantastic, but it means that our ability to deliver is limited, or we're struggling, because we haven't filled the vacant posts. There is always a judgement call as to whether we should fill them, but we are now at the point where we need to do so, because we are starting to see a detrimental impact on our ability to deliver against key priorities.

#### **Chair's Summary:**

It's clearly been a hugely difficult year for the authority, financially. The impact of the pandemic is biting everywhere but particularly so in regards to this portfolio. Congratulations to officers on their continued efforts. We hope that the assurances given by Welsh Government will indeed materialise.

#### **4. Budget Scrutiny: Scrutiny of the budget proposals for 2021/22.**

Jonathan Davies and Dave Loder delivered the presentation and answered the members' questions, with Frances O'Brien.

#### **Challenge:**

*Given the previous discussion about pay freezes and service delivery, and pressures next year, is it realistic to say that we are going to continue delivering our full suite of services?*

That's a valid question because we are going to have to consider if some of the services will be sustainable long-term, or whether they can be delivered in a different way. We will need to continue reviewing them over the medium-term financial plan and strategy. We've been very fortunate not to have to significantly close or change any services, but we have to continually monitor the situation and prioritise, in terms of what non-statutory services are there that we would look to adapt and change. Those are very difficult considerations to make.

*One of the cost pressures not budgeted for is MonLife investment considerations. Can we have more detail on this?*

We don't have detailed information for this meeting. The team is considering whether to postpone some of those investments for the immediate future while we understand what the Covid recovery situation is. The presentation slide was in relation to the capital commitments

going forward, and those pressures and investments sitting outside the current budget. There's a list of potential MonLife investments that they would seek to make over the medium term, which is available in the pack of papers that went to Cabinet and is linked on today's agenda.

*The Welsh Government settlement has been more generous than ever this year. What are the reasons for this? Are there lessons to learn from other councils?*

The settlement itself is made up of quite a complicated calculation around many factors, of which some have higher impacts than others. A couple of the indicators where we've benefitted this time are concerning population and 'equalisation of resources': this looks at the ability of authorities to raise their funding from council tax, and applies a ratio to adjust for that across Welsh authorities. It is very difficult to explain. Welsh Government are working now to make that indicator a lot clearer for authorities. It's been a big factor this time; the reasons for that are probably statistical, and we don't understand the full picture of that yet.

*Does our input affect the amount that we get?*

The inputs are set at a statutory level so the returns we make, in terms of those statistical returns to Welsh Government, go towards producing that data for them to put into their model. We don't have the ability to change those but there are varying amounts of what goes in: pupil numbers, population estimates, benefits data, and the demands on our services and populations that we give information back on. We therefore have very limited scope to change or influence those factors – it is very much reliant on those statutory indicators that we have to report back.

*What have the discussions been around medium-term plan and deficit recovery? What are our expectations?*

It's a very difficult picture to play through in relation to the medium term. We're continuing to focus on the areas that we can control, and look to influence Welsh Government to give more clarity on the position going forward. When we have a one-year settlement there is very limited scope to plan past the end of 2021-22. We will always aim to maintain and sustain services – we don't want services to fall away. Many of them are going to transform and develop as we recover from the pandemic e.g. how town centres look, how residents travel, working from home, etc. Various working groups have been established to look at these things. The key point is to put pressure at a political level back on Welsh Government to provide clarity over how our funding will come through in the longer-term settlement.

*Has our Section 151 Officer (Peter Davies) raised any concerns about the drawdown of reserves?*

Our officer has had to consider that as we develop these proposals. A lot of the reserves and council fund balances are limited. We have benefitted from the 2019-20 outturn position – we were able to bolster the council fund by £1.8m. This gave us some flexibility to deal with the Covid and non-Covid pressures coming in the current financial year. It's important to note that even though that was increased by £1.8m it still brought us to a middling level on the council fund reserve, compared to across the Welsh authorities. We're proposing to use £750k from that council fund, which is very much a one-off use. When we say it's not sustainable to maintain that, if we use it and we don't then top up that reserve at year-end, it's a continual cycle in the reduction in those balances, and gives us limited opportunities to support the budget when our only other viable options of funding those priorities are council tax and Welsh Government settlement. Per head, we are still right at the bottom of that funding.



**Chair's Summary:**

We have covered the impact on income, which has had a significant income on budget planning. The various levels of uncertainty in relation to central government is a challenge for us to map out what the next few years will look like, financially. There are no particular recommendations but we can give overall feedback, as a committee. Cabinet Member Phil Murphy will pick up the points and questions raised by members today.

**5. Economy and Development Select Committee Forward Work Plan.**

The evening format for workshops has worked very well. Procurement will need to be picked up later this year, having gone on the backburner due to the pandemic. It would be beneficial to hear from Cardiff City Deal Director Kelly Byrne in the coming months. Note that the car park review with Strong Communities has been put on hold temporarily due to pressures from Covid and flooding, but we will revisit this important subject later in the spring. Consideration of flooding will be added to the planner as well; Councillor Becker suggested perhaps including the possibility of using heat exchange in our rivers to lower our carbon footprint.

**6. Cabinet and Council Work Planner.****7. To confirm the minutes of the previous meeting.**

The minutes were confirmed and signed as an accurate record.

**8. Next Meeting: Thursday 25th February 2021 at 10.00am.**

The meeting ended at **Time Not Specified**

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