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Tuesday, 5 September 2023

Dear Councillor

INDIVIDUAL CABINET MEMBER DECISIONS

Notice is hereby given that the following decisions made by a member of the cabinet will be made on Wednesday, 13 September 2023.

1. **SCHOOL BUDGET FINANCE FORUM - PROPOSED CHANGES TO MEMBERSHIP.** 1 - 22

DIVISION/WARDS AFFECTED: All Wards

CABINET MEMBER: County Councillor M Groucutt

AUTHOR: Nicola Wellington, Support Services Manager

CONTACT DETAILS:

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Yours sincerely,

Paul Matthews
Chief Executive

CABINET PORTFOLIOS

County Councillor	Area of Responsibility	Ward
Mary Ann Brocklesby	<p>Leader Lead Officer – Paul Matthews, Matthew Gatehouse</p> <p>Whole Authority Strategy and Direction Whole authority performance review and evaluation Promoting localism within regional and national frameworks Relationships with Welsh Government, UK Government and local government associations Regional Relationships with City Regions and Public Service Board Strategic Procurement Local Food production and consumption, including agroforestry and local horticulture</p>	Llanelly
Paul Griffiths	<p>Cabinet Member for Planning and Economic Development Deputy Leader Lead Officer – Frances O'Brien</p> <p>Economic Strategy Local development plan and strategic development plan including strategic housing sites Homelessness, affordable housing delivery and private sector housing (empty homes, leasing scheme, home improvement loans, disabled facilities grants and adaptive tech) Supporting Town Centres including car parking and enforcement Development Management and Building Control Skills and Employment Broadband connectivity Car parks and civil enforcement trading standards, environmental health, public protection, and licencing</p>	Chepstow Castle & Larkfield
Rachel Garrick	<p>Cabinet Member for Resources Lead Officers – Peter Davies, Frances O'Brien, Jane Rodgers</p> <p>Finance including MTFP and annual budget cycle Benefits Digital and information technology Human resources, payroll, health and safety Land and buildings Property maintenance and management Emergency planning</p>	Caldicot Castle

Martyn Groucutt	<p>Cabinet Member for Education Lead Officers – Will McLean, Ian Saunders</p> <p>Early Years Education All age statutory education Additional learning needs/inclusion Post 16 and adult education School standards and improvement Community learning Sustainable communities for learning Programme Youth service School transport</p>	Lansdown
Ian Chandler	<p>Cabinet Member for Social Care, Safeguarding and Accessible Health Services Lead Officer – Jane Rodgers</p> <p>Children’s services Fostering & adoption Youth Offending service Adult services Whole authority safeguarding (children and adults) Disabilities Mental health and wellbeing Relationships with health providers and access to health provision</p>	Llantilio Crossenny
Catrin Maby	<p>Cabinet Member for Climate Change and the Environment Lead Officer – Frances O’Brien, Ian Saunders</p> <p>Decarbonisation Transport planning, public transport, highways and MCC fleet Active travel and Rights of way Waste management, street care, litter, public spaces, and parks Pavements and back lanes Flood alleviation, management and recovery Countryside, biodiversity, and river health</p>	Drybridge
Angela Sandles	<p>Cabinet Member for Equalities and Engagement Lead Officers – Frances O’Brien,, Matthew Gatehouse, Jane Rodgers</p> <p>Community inequality and poverty (health, income, nutrition, disadvantage, discrimination, isolation and cost of living crisis) Citizen engagement and democracy promotion including working with voluntary organisations Citizen experience - community hubs, contact centre, and customer service and registrars Leisure centres, play and sport Tourism Development and Cultural strategy</p>	Town

	Public conveniences Electoral Services and constitution review Communications, public relations and marketing Ethics and standards Welsh Language	
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Aims and Values of Monmouthshire County Council

Our purpose

Building Sustainable and Resilient Communities

Objectives we are working towards

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

Our Values

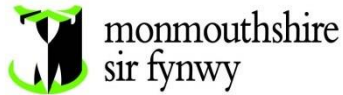
Openness. We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer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

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

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

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

Kindness: We will show kindness to all those we work with putting the importance of relationships and the connections we have with one another at the heart of all interactions.



SUBJECT: SCHOOL BUDGET FINANCE FORUM – PROPOSED CHANGES TO MEMBERSHIP.
MEETING: INDIVIDUAL CABINET MEMBER’S DECISION.
DATE TO BE CONSIDERED: 13th SEPTEMBER 2023.
WARDS AFFECTED: AII.

1. PURPOSE

- 1.1 The purpose of this report is to propose changes in the membership of the school budget forum for the school membership only.

2. RECOMMENDATIONS

- 2.1 That Cabinet agree the changes which will be implemented for the following meeting.

3. KEY ISSUES

- 3.1 The School Budget Funding Forum is a statutory consultative body which was established in 2003 following changes in the regulations from Welsh Government.
- 3.2 The role of the forum is to scrutinise any decisions regarding funding for schools and to make recommendations. It is not a decision-making body, but it is important that their views are heard. The current terms of reference are shown in appendix 1.
- 3.3 Members represent the wider school community and include headteachers, governors, professional bodies and local authority representatives, the current membership is also shown in appendix 1. (1.3.1)
- 3.4 The current membership is made up of 24 members: 75% are school members and 25% non-school members.
- 3.5 The total membership will remain at 24 there will be no changes to the non-school membership but the number of primary school members will increase by 2 and the number of secondary school members will decrease by 2.
- 3.6 The school membership should be representative with the number of pupils on role at our schools, currently 57% of pupils are in primary schools and 43% in secondary schools. The pupil referral service will be represented by a secondary headteacher. The proposed membership is detailed in appendix 2.

4.0 OPTIONS APPRAISAL

Option	Benefit	Risks
1. Make no changes to the current membership.	<ul style="list-style-type: none">• There are no benefits to this option.	<ul style="list-style-type: none">• The current membership does not reflect the school population.• The current membership is not in line with the regulations.
2. Review the school membership.	<ul style="list-style-type: none">• It will be reflective of the school population.• It will be inline with the regulations.	<ul style="list-style-type: none">• There is a small risk that schools will not want to be members of the forum which will result in vacancies not being filled.

5. REASONS

- 5.1 The membership has not been reviewed since 2019 and as the school population has changed the membership is no longer reflective of this and is contrary to the regulations.

6. RESOURCE IMPLICATIONS

There are no resource implications, the forum does not have a budget.

7. WELL BEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING & CORPORATE PARENTING)

See attached in appendix 3.

8. CONSULTEES

School Budget Forum Members
Cabinet Member
DMT

9. BACKGROUND PAPERS

School Budget Forum Terms of Reference

School Budget Forum (Wales) Regulations 2003.

10. AUTHOR

Nikki Wellington – Support Services Manager

Email: Nicolawellington@monmouthshire.gov.uk

SCHOOL BUDGET FORUM

Terms of reference updated June 2019.

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Section 1 – Constitution of the School Budget Forum.

1.1 Election and appointment of school members:

- 1.1.1 School members and non-school members must have their appointment and term of office confirmed in writing.
- 1.1.2 School members should represent primary and secondary schools proportionally, having regard to the total number of pupils in each sector.
- 1.1.3 For each of the categories of schools listed below there must be at least one school member:
 - Community Special Schools
 - Foundation Schools (not applicable to MCC)
 - Voluntary aided and voluntary controlled schools.
- 1.1.4 At least one school member should be a parent governor.

1.2 Appointment of Non-School Members:

- 1.2.1 In accordance with section 47A of the School Forums (Wales) Regulations 2003, it is up to the LA to determine whether to allocate places on the forum to non-school members. The regulations provide for up to 25% of the forum to be made up of non-school members.
- 1.2.2 The only representative of the LA who has voting rights are those included as part of the non-school membership.
- 1.2.3 LA staff who provide advisory or administrative support to the forum do not have to be members of the forum.
- 1.2.4 Non-school members must be nominated by the relevant bodies. The final decision whether to accept the person nominated rests with the LA.
- 1.2.5 When appointing non-school members, the LA must give due consideration to appointing representatives of relevant Church in Wales or Roman Catholic diocesan authorities and teaching or other trade unions with members in Wales.
- 1.2.6 Schools should be notified when initially constituting the forum, and after the appointment of any replacement school members or non-school members.

1.3 Membership:

1.3.1 The membership of the Monmouthshire Schools Budget Forum as approved by Cabinet on 5th June 2019 is shown below:

Sector	Number of members	Headteacher of other staff representatives	Governors	Other - School	Non-school representatives
Primary	8	5	3		
Secondary	7	3	4		
Special & Pupil Referral Service	1	1			
School Business Manager	2			2	
Union Rep	2				2
Diocesan Rep	1				1
Cabinet Member	1				1
Select Committee Rep	1				1
Chief Officer or Rep	1				1
Total	24	9	7	2	6

1.3.2 The term of office is two years from both school and non-school members.

1.3.3 Members must have their appointment and term of office confirmed in writing.

1.3.4 Membership may be terminated by the LA in advance of the full term if the member ceases to act in the capacity for which he / she was appointed. (i.e ceases to be a governor / headteacher).

1.3.5 A member, who, without the consent of the other members has failed to attend the meetings for a continuous period of six months with the date of the first such meeting he or she failed to attend, is, on expiry of that period, disqualified from continuing to hold office.

1.3.6 Where a member has sent an apology to the clerk to the meeting before a meeting which he/she does not propose to attend, the minutes must record the consent or otherwise to the absence and a copy of the minutes must be sent to the member.

Section 2 – Meetings and proceedings of the School Budget Forum.

2.1 Frequency of Meetings.

2.1.1 For the tasks of the forum to be carried out effectively it is likely that meetings need to take place at least 4 times year.

2.1.2 The LA will arrange meetings so that the forum can be consulted on financial issues in sufficient time for its views to be taken into consideration. On occasions, it might be necessary with the agreement of the Chair and Vice Chair to call an extra-ordinary meeting.

2.2 Location of Meetings.

2.2.1 Meeting venues will be agreed on by the members.

2.2.2 As school budget forums are intending to contribute to the transparency of the budget setting process, meetings will be open to the public.

2.3 Sub Committees.

2.3.1 Working groups or sub-committees of the forum will be constituted as necessary. The forum will agree the terms of reference of such groups and specify membership arrangements.

2.3.2 Sub-groups will be required to report to a full (quorate) meeting of the forum for approval of the finding before such findings are formally passed to the LA.

2.4 Administration.

2.4.1 Administration arrangements of the forum will be put in place by the LA. This includes calling meetings, issuing papers and clerking / recording meetings.

2.5 Conflict of Interest.

2.5.1 Members of the schools budget forum will be required to make a declaration of interest when relevant. For example there may be cases where a conflict of interest occurs when the forum is considering matters relating to service contracts.

2.6 Quorum.

2.6.1 The regulations specify a quorum of 50% for meetings (12 members). There is nothing to stop the school budget forum continuing to meet if it is inquorate but it will be up to the LA to decide whether or not to take into account any advice given to them by the School Budget Forum in those circumstances.

2.6.2 Substitute members will be part of the quorate.

2.7 Chair of the School Budget Forum.

2.7.1 In accordance with the regulations the first and subsequent chairs of the forum are to be elected by the school budget forum itself. The chair initially holds office for a period of one year but can be re-appointed.

2.7.2 The school budget forum will elect its own vice chair on an annual basis.

2.8 Observer Status.

- 2.8.1 Given their responsibility for post 16 funding in schools, the regulations state that the relevant Welsh Government Representative has the right to nominate an observer to attend all meetings of the school budget forum. Such an observer is entitled to attend and participate in school budget forum meetings but does not have voting rights.
- 2.8.2 It is up to Welsh Government to decide who should attend on their behalf, and neither the LA or the school budget forum can exclude the observer from particular items.
- 2.8.3 The LA can invite other organisations or bodies to attend the meeting of the School Budget Forum as observers if it considers it appropriate to do so. Again, it will be up to the individual organisation or body to nominate the person they wish to attend.
- 2.8.4 There is nothing to preclude the authority from choosing to have LA officers, finance officers or others present as observers. As for other observers they do not have voting rights on the schools forum.

Section 3 – Functions of the Schools Forum.

3.1 Consultation on Financial Issues.

- 3.1.1 The authority is required to consult the forum annually on the exercise of its functions in relation to the schools budget forum and changes to its financial schemes.
- 3.1.2 The authority may choose to consult schools budget forum on the financial implications of a number of areas, such as school transport, insurance, early year's education etc.

3.2 Consultation on revisions to the LA's Scheme for funding Schools.

- 3.2.1 The LA has to consult the forum on any proposed changes to its scheme for financing schools. The LA is obliged to take account of the views of the schools budget forum before making final decisions.

3.3 Consultation on the School Funding Formula.

- 3.3.1 The LA will consult the schools budget forum on any proposed changes to the factors and criteria to be taken into account, or the methods, principles and rules to be adopted, in relation to its formula for funding schools.
- 3.2.1 The school budget forum will also be consulted in the likely financial effects of any changes to the funding formula.

3.4 Consultation on Contracts and Service Level Agreements.

- 3.4.1 The LA will consult the school budget forum on contracts for supplies and services that exceed the prescribed threshold for procurement. The current threshold is £173,934. The LA will consult the school budget forum at least 3 months prior to the issue of an invitation to tender.

3.4.2 The LA will consult the school budget forum on service level agreements for the supply of goods and services by the LA to schools. The school budget forum must be consulted at least three months before the date on which the agreement is due to be finalised.

3.4.3 The above requirement relates to contracts and service level agreements funded from delegated budgets or from centrally retained funds within the schools budgets.

3.5 Feedback to Schools.

3.5.1 The school budget forum shall inform governing bodies and headteachers of the results of their discussions by the circulation of meeting minutes. The minutes will also be circulated to other groups represented on the forum.

Section 4 – Expenses.

4.1 Member Expenses.

4.1.1 Travelling expenses of members incurred in connection with their attendance at school budget forum meetings will be reimbursed by the LA.

Proposed	Number of members	Headteacher of other staff representatives	Governors	Other - School	Non-school representatives
Primary	10	5	5		
Secondary	6	4	2		
Pupil Referral Service – Secondary			Delete		
School Business Manager - Secondary	2			2	
Union Rep	2				2
Diocesan Rep	1				1
Cabinet Member	1				1
Select Committee Rep	1				1
Chief Officer or Rep	1				1
Total	24	9	7	2	6

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Integrated Impact Assessment document

(incorporating Equalities, Future Generations, Welsh Language and Socio Economic Duty)

<p>Name of the Officer Nikki Wellington</p> <p>Phone no:07766504389 E-mail: nicolawellington@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To agree the proposed changes to the school membership of the school budget forum</p>
<p>Name of Service area Children and Young People</p>	<p>Date 15th August 2023</p>

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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	No impact	No impact	No impact
Disability	No impact	No impact	No impact
Gender reassignment	No impact	No impact	No impact

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?
Marriage or civil partnership	No impact	No impact	No impact
Pregnancy or maternity	No impact	No impact	No impact
Race	No impact	No impact	No impact
Religion or Belief	No impact	No impact	No impact
Sex	No impact	No impact	No impact
Sexual Orientation	No impact	No impact	No impact

2. The Socio-economic Duty and Social Justice

The Socio-economic Duty requires public bodies to have due regard to the need to reduce inequalities of outcome which result from socio-economic disadvantage when taking key decisions This duty aligns with our commitment as an authority to Social Justice.

	Describe any positive impacts your proposal has in respect of people suffering socio economic disadvantage	Describe any negative impacts your proposal has in respect of people suffering socio economic disadvantage.	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Socio-economic Duty and Social Justice	No impact	No impact	No impact





3. Policy making and the Welsh language.


How does your proposal impact on the following aspects of the Council's Welsh Language Standards:	Describe the positive impacts of this proposal	Describe the negative impacts of this proposal	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts
<p>Policy Making</p> <p>Effects on the use of the Welsh language,</p> <p>Promoting Welsh language</p> <p>Treating the Welsh language no less favorably</p>	<p>The school budget forum will represent Welsh Medium Schools, this will ensure that any funding decisions will consider the impact on all schools.</p>	<p>No impact</p>	<p>Members considering the impact on Welsh Medium schools.</p>
<p>Operational</p> <p>Recruitment & Training of workforce</p>	<p>Where funding decisions are being made to impact resources available the funding forum have to be consulted, therefore any impact on staffing will be heard.</p>	<p>The forum is a consultative body, and any decisions will be taken by members, this will limit the impact the members of the forum can have on decision making.</p>	<p>The forum will be consulted on funding decisions and impact and their feedback will shape the final decision.</p>
<p>Service delivery</p> <p>Use of Welsh language in service delivery</p> <p>Promoting use of the language</p>	<p>No impact</p>	<p>No impact</p>	<p>No impact</p>

4. 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. There's no need to put something in every box if it is not relevant!

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	The forum is the consultative body for school funding and any proposed formula changes, with these changes there will be greater representation of the school's community and resources.	No impact
A resilient Wales Maintain and enhance biodiversity and land, river and coastal ecosystems that support resilience and can adapt to change (e.g. climate change)	No impact	No impact
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	No impact	No impact
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	No impact	No impact
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	No impact	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	No impact
A more equal Wales People can fulfil their potential no matter what their background or circumstances	No impact	No impact

5. 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 Balancing short term need with long term and planning for the future</p>	No impact	No impact
 <p>Collaboration Working together with other partners to deliver objectives</p>	The forum will be more representative of the school community and will work together to deliver those objectives.	No impact
 <p>Involvement Involving those with an interest and seeking their views</p>	The wider school community will be better represented	No impact
 <p>Prevention Putting resources into preventing problems occurring or getting worse</p>	No impact	No impact

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 data-bbox="349 256 521 520">Considering impact on all wellbeing goals together and on other bodies</p>	<p data-bbox="544 256 685 284">No impact</p>	<p data-bbox="1350 256 1491 284">No impact</p>

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

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

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

- Current terms for the school budget forum
- School Budget Forum (Wales) Regulations 2003.

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

The main positive impact is the forum will be more representative of the school community in Monmouthshire.

9. 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
Individual Cabinet Members Decision	13th September 2023	Nikki Wellington

10. VERSION CONTROL: The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision making process. It is important to keep a record of this process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	CYP DMT	15 th August 2023	

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