

# Public Document Pack



County Hall  
Rhadyr  
Usk  
NP15 1GA

Wednesday, 1 February 2017

## Notice of meeting

### Economy and Development Select Committee

Thursday, 9th February, 2017 at 10.00 am

County Hall, The Rhadyr, Usk, NP15 1GA

## AGENDA

**THERE WILL BE A PRE MEETING FOR MEMBERS OF THE COMMITTEE 30 MINUTES PRIOR TO THE START OF THE MEETING**

Item No	Item	Pages
1.	Apologies	
2.	Declarations of Interest	
3.	Open Public Forum	
4.	To confirm the minutes of the previous meeting held on the 5th January 2017	1 - 12
5.	Supplementary Planning Guidance on Tourism To scrutinise a working draft of an SPG on tourism.	13 - 60
6.	Future Monmouthshire Presentation	
7.	Budget Monitoring To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	61 - 88
8.	Economy and Development Scrutiny Forward Work Programme	89 - 90
9.	Cabinet & Council forward work programme	91 - 112
10.	To confirm the date and time of the next meeting	

27<sup>th</sup> April 2017 at 10am (pre-meeting 9.30am)

There is a special meeting of the Adults Select Committee on the 14<sup>th</sup> February 2017 at 2pm (pre-meeting at 1.30pm) inviting members of Economy & Development, Strong Communities and Planning Committee.

**Paul Matthews**

**Chief Executive**

MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

S. Jones  
S. White  
D. Dovey  
D. Edwards  
D. Evans  
B. Hayward  
J. Prosser  
A. Watts  
A. Wintle

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# Aims and Values of Monmouthshire County Council

## Sustainable and Resilient Communities

### Outcomes we are working towards

#### **Nobody Is Left Behind**

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

#### **People Are Confident, Capable and Involved**

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

#### **Our County Thrives**

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

### Our priorities

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

### Our Values

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



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# Public Document Pack Agenda Item 4

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Economy and Development Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 5th January, 2017 at 10.00 am**

**PRESENT:** County Councillor S. Jones (Chairman)

County Councillors: D. Dovey, D. Edwards, J. Prosser, A. Wintle, P.A. Fox, R.J.W. Greenland, P. Murphy, A. Easson, R. Harris, J. Higginson and V. Smith

Also in attendance County Councillors: P.A. Fox, R.J.W. Greenland, P. Murphy, A. Easson, R. Harris, J. Higginson and V. Smith

### **OFFICERS IN ATTENDANCE:**

Kellie Beirne	Chief Officer, Enterprise
Peter Davies	Chief Officer, Resources
Cath Fallon	Head of Economy and Enterprise
Joy Robson	Head of Finance/Section 151 Officer
Ian Saunders	Head of Tourism, Leisure and Culture
Richard Jones	Policy and Performance Officer
Marie Bartlett	Finance Manager
James Woodcock	Business Insights Manager
Andrew Smith	Strategic Investment & Funding Manager
Hannah Jones	Youth and Community Officer
Richard Williams	Democratic Services Officer
Nicola Perry	Senior Democracy Officer

### **APOLOGIES:**

County Councillors S. White and D. Evans

#### **1. Declarations of Interest**

County Councillor S. Jones declared a personal, non-prejudicial interest pursuant to the Members' Code of Conduct, in respect of agenda item 6 – Strategic Risk Assessment 2016, concerning the apprenticeship levy and rate revaluation.

#### **2. Public Open Forum**

There were no members of the public present.

#### **3. Confirmation of minutes**

The minutes of the Economy and Development Select Committee dated 24<sup>th</sup> November 2016 were confirmed and signed by the Chairman.

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 5th January, 2017 at 10.00 am

### 4. Draft Capital Budget Proposals 2017/18 to 2020/21

#### **Context:**

To outline the proposed capital budget for 2017/18 and the indicative capital budgets for the three years 2018/19 to 2020/21.

#### **Key Issues:**

#### **Capital Medium Term Financial Plan (MTFP) issues:**

- The four year capital programme is reviewed annually and updated to take account of any new information that is relevant.
- The major component of the capital MTFP for the next few years is the Future schools programme. The Council has recently approved further funding for this programme at its meeting held on the 20<sup>th</sup> October 2016.
- There are a number of other areas where there is a commitment to invest, however the schemes currently sit outside the programme as work progresses to identify the funding requirements. These are:
  - Monmouth Pool – commitment to re-provide the pool in Monmouth as a consequence of the Future Schools Programme.
  - Abergavenny Hub – commitment to re-provide the library with the One Stop Shop in Abergavenny to conclude the creation of a Hub in each of the towns.
  - Disabled Facilities Grants – the demand for grants is currently outstripping the budget, work is being undertaken to assess the level of investment required to maximize the impact and benefit for recipients.
  - City Deal - 10 Authorities in the Cardiff City region are looking at a potential £1.2 billion City Deal. Agreement to commit to this programme is being sought across the region in January 2017 and so would impact on the capital MTFP. The potential impact on individual authority budgets is currently being modelled in advance of decisions on specific projects and profiles in order for authorities to start reflecting the commitment in their MTFPs.
  - J and E Block – the office rationalization programme is being considered to see if there is a solution that would enable the Magor and Usk sites to be consolidated, releasing funding to pay for the necessary investment to bring the blocks into use.
- A strategy that enables the core programme, Future Schools and the above schemes to be accommodated is being developed. Notwithstanding this there will still remain a considerable number of pressures that sit outside of any potential to



## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Economy and Development Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 5th January, 2017 at 10.00 am

fund them within the Capital MTFP and this has significant risk associated with it. Cabinet has previously accepted this risk.

- The current policy is that further new schemes can only be added to the programme if the business case demonstrates that they are self-financing or the scheme is deemed a higher priority than current schemes in the programme and therefore displaces it.
- In summary, the following other issues and pressures have been identified:
  - Long list of back log pressures – infrastructure, property, DDA work and public rights of way. None of these pressures are included in the current capital MTFP, but this carries with it a considerable risk.
  - Capital investment required to deliver revenue savings – this is principally in the area of office accommodation and looking at alternative delivery models for leisure and culture, and social care, property investment and possibly Additional Learning Needs. The level of investment is currently being assessed. However, in accordance with the principle already set above, if the schemes are not going to displace anything already in the programme then the cost of any additional borrowing will need to be netted off the saving to be made.
  - The IT reserve is depleted so funding for any major new IT investment is limited. Any additional IT schemes will need to either be able to pay for themselves or displace other schemes in the programme.
  - Circuit of Wales – the Authority has undertaken due diligence work on a version of the proposal which concluded not to proceed, the current proposal is being considered by Welsh Government without recourse to Local Authority funding.

#### Member Scrutiny:

- The capital programme will be finalised at the same time as the revenue budget proposals which will be on the 31<sup>st</sup> January 2017.
- The Budget for Area Management in the sum of £20,000 could be further reduced or cut in the face of other pressures. However, it was noted that this budget is tied in with the general review of Area Management which will be considered by Full Council in due course. It was considered that a decision regarding this matter was required as quickly as possible before the new Council is elected in May 2016.
- The Asset Management Plan for County Farms will be scrutinised by the Strong Communities Select Committee.
- Paragraph 3.4 of the report – areas where there is commitment to invest but the schemes currently sit outside of the programme. It was noted that Cabinet could add these items to the Capital programme for 2017/18.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Economy and Development Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 5th January, 2017 at 10.00 am

- Disabled Facilities Grant – It was noted that when the budget consultation was launched, this matter had been put out for review to see what additional grants could be provided in next year's budget. Also, Cabinet was looking at additional monies that could be put in this year's budget so that some of the back log could be cleared. Officers were currently working on providing Cabinet with a schedule of work and amounts that could be added to this year's budget.
- J and E Blocks – Work was ongoing regarding J and E blocks and Innovation House, Magor. All options relating to these sites were being investigated. Cost and affordability were the key issues with regard to these sites. Therefore, options were being considered that would be self-financing with a view to bringing J and E Blocks up to a habitable standard. An holistic business Case was being established by the Estates Team.
- In response to a Select Committee Member's question, it was noted that a Strategic Asset Management Plan is in place which could be brought to the Select Committee at a future meeting. Also, an asset investment strategy was being looked at with a view to being brought through shortly which would look at investing in opportunities and securing commercial returns. Both of these plans could be added to the Select Committee's work programme.
- IT reserve – In response to a Select Committee Member's question regarding contributions once made by Members for their IT equipment but had been stopped, it was noted that this matter had been removed by the Independent Remuneration Panel in the Local Government Measure.
- A Select Committee Member referred to the need to build new Comprehensive Schools at King Henry VIII and Chepstow to avoid these schools being disadvantaged. Also, consideration should be looked at with regard to providing a catering college on the site of a new King Henry VIII School. All of the 22 local authorities have submitted high level outline information in terms of their intent. With regard to Plan B proposals, Welsh Government are looking for local authorities to bring forward strategic outline cases in the coming months. Officers within the Authority were establishing the Revised Strategic Education Review document which will inform, influence and guide where the Authority goes forward with regard to our school estate. It was noted that this matter was on the Children and Young People Select Committee Work Programme for review, in due course.
- A Select Committee Member considered that a new Chepstow Comprehensive School could provide a focus on science and business. In response, it was noted that looking forward into the future, there was a need to be more creative with regard to the Plan B programme.
- It was noted that the Agri Urban Project was currently in phase 1 with a view to establishing plans for 2018. Catering colleges and food hubs are being considered via this project.

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 5th January, 2017 at 10.00 am

### **Committee's Conclusion:**

- The Chair thanked the officers for presenting the report.
- The Consultation period runs until 31<sup>st</sup> January 2017.
- A decision regarding the review of Area Management needed to be decided before the New Council is elected in May 2017.
- The Strategic Asset Management Plan and the Asset Investment Strategy to be added to the Select Committee's work programme.

### **5. Draft Budget proposals 2017/18 for Consultation**

#### **Context:**

To scrutinise detailed draft proposals on the budget savings required to meet the gap between available resources and need to spend in 2017/18. Also, to consider the 2017/18 budget within the context of the 4 year Medium Term Financial Plan (MTFP) and the emergence of priorities to guide forward activities through Future Monmouthshire.

#### **Key Issues:**

The Select Committee scrutinised the Enterprise budget proposals, as outlined in Appendix 3c of the report, which related to the following departments within the Enterprise Directorate:

- Tourism, Leisure and Culture.
- Planning.
- Housing.
- Economic Development.

#### **Member Scrutiny:**

- In response to a Select Committee Member's question regarding the mandate for markets being undeliverable, it was noted that an opportunity has arisen to re-set the Budget. Therefore, this year, the opportunity was taken to redress and re-balance the pressure points within the Budget and lessen the impact on services. The markets budget falls into the issue of being able to re-set the budget. It is recognised within markets that there was an issue with a recurrent overspend as a result of a shortfall in income. An ambitious mandate had been brought through to generate further incomes. The opportunity has been taken this year to not over extend this service whilst bringing down the over spend. This allows for the markets and its budget to be taken forward in a sustainable way.
- Apprenticeship Levy – It was noted that with regard to money coming in, this matter is being worked through. Whitehall is looking to pass money across to

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Economy and Development Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 5th January, 2017 at 10.00 am

Welsh Government with regard to monies being collected through the Apprenticeship Levy. We will see how this money gets re-patriated back into the business community and to local authorities. This is actively being discussed in the City Deal discussions.

- Rate Revaluations – It was noted that increases across the board in Monmouthshire have been higher for businesses than in other authorities in Wales. Within Monmouthshire there is an 11% increase. Across Wales there has mainly been a decrease in rate revaluations. There are areas in Monmouthshire that are being hit hard, namely, in hospitality and retailing industries. The Welsh Government has brought forward a fund of £10,000,000 to help alleviate these pressures. However, this is only a one off grant to be spread across Wales and does not address the long term problem of rates. Details of how the grant is to be allocated is not yet available. The Select Committee will receive an update regarding the allocation of the £10,000,000 grant.
- Superannuation 21.1% employer's rate - It was noted that other authorities pay less than the 21.1% paid by Monmouthshire. It was noted that the Local Government Pension Scheme is a national scheme so it was not within Monmouthshire County Council's gift to unilaterally change the national scheme. It was considered that this matter should be referred to the Audit Committee to investigate why Monmouthshire County Council is having to carry a higher superannuation rate compared to other local authorities.
- The Enterprise Directorate's income generation proposals equate to £9,000. The Directorate has done its utmost to generate income in previous years. Alternative delivery models and different ways of working are now required and are being investigated.
- Legal Services Income Target Mandate undeliverable – The Head of Finance would contact the Head of Legal Services to ascertain the latest position with regard to this matter.

#### **Committee's Conclusion:**

- The Directorate is not aiming to over extend itself. It is a period of consolidation.
- Ensure the Directorate is sustainable.
- Members may put forward alternative budget proposals by 31<sup>st</sup> January 2017.
- The Superannuation employers rate of 21.1% to be referred to Audit Committee.
- The Select Committee to receive updates regarding rate revaluations and the allocation of the £10,000,000 Welsh Government Grant.

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 5th January, 2017 at 10.00 am

### 6. Strategic Risk Assessment 2016

#### **Context:**

To receive an overview of the current strategic risks facing the Authority as outlined in appendix 1 of the report.

#### **Key Issues:**

The existing risks on the Strategic Risk Assessment have been updated based on evidence available in 2016. Changes to the Council's risk management policy were approved by Cabinet in March 2015 and continue to be applied to the strategic risk register. These are:

- Including pre-mitigation and post-mitigation risk scores. This was also a key recommendation from scrutiny of the 2014 risk assessment.
- Ensuring greater clarity to the phrasing of risk so that each statement includes an event, cause and effect.

The risk assessment only covers high and medium level risks. Lower level operational risks are not registered unless they are projected to escalate within the three years covered. These need to be managed and monitored through teams' service plans.

Following presentation to the select committees and Audit Committee, the risk assessment will be presented to Cabinet for sign off. The risk assessment is a living document and will evolve over the course of the year as new information comes to light.

#### **Member Scrutiny:**

- It was noted that prior to being presented to Cabinet in February 2017, a further two risks are being considered to be added onto the Register, namely, the potential risk around database breaches and access to the Council's network externally and also around business rate revaluations.
- In response to a question raised regarding housing need in Monmouthshire becoming a strategic risk, it was noted that this was an important issue and was being addressed via the Local Development Plan. However, if these trends continued then the matter could be identified as a potential risk.
- In response to a Select Committee Member's question regarding broadband rollout being provided by housing developers, it was noted that this was not a matter for developers to provide. The Authority needed to continue to press the Welsh Government to undertake this matter throughout Monmouthshire. However, it was noted that there was opportunity with regard to the trunking of new properties being fibre enabled going into these new premises which will significantly increase the broadband speed.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Economy and Development Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 5th January, 2017 at 10.00 am

- It was noted that the Welsh Government has opened a consultation process to inform the next round of funding regarding broadband infrastructure. An update from Welsh Government to the Select Committee in June 2017 will be required to explain to the Committee the latest position regarding this matter and when the work is likely to be completed. This matter to be put onto the Select Committee's work programme.
- In response to a question raised regarding financial risk to the Authority, it was noted that this matter and potential uncertainty around this matter was covered in the risk register.
- Appendix 1 ref. 2, some services may become financially unsustainable in the short to medium term as a result of reducing budgets and increasing demand – it was noted that in terms of mitigating action that has been put in place, projections are that if these are successful then there is potential to lower this risk.
- In response to a Select Committee Member's question, it was noted that in terms of the 'mitigation already undertaken column' of the register, this reflects the progress made against previous actions taken on the risk register.
- Security arrangements are facilitated via Gwent Police in conjunction with the Shared Resource Service (SRS). The SRS is assessed on an annual basis to ensure that the requisite security arrangements are in place.
- Local Government Reform – Risk 1 – awaiting the white paper from the Minister.
- It was noted that major legislation needed to be identified within existing risk going forward. Scrutiny Committees could receive an annual update around potential forthcoming legislation.

#### **Committee's Conclusion:**

- The report is a useful document for identifying what the Select Committee needs to scrutinise.
- Receive an update on the Authority's ICT Infrastructure at a future meeting.
- ICT in schools is a critical issue for the Authority to provide the correct infrastructure for children. Future updates to the Select Committee are required.

#### **7. List of actions arising from the previous meeting**

We resolved to receive and note the list of actions arising from the Economy and Development Select Committee meeting held on 24<sup>th</sup> November 2016.

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Economy and Development Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 5th January, 2017 at 10.00 am

### **8. Economy and Development Select Committee Forward Work Programme**

We scrutinised the Economy and Development Select Committee Forward Work Programme. In doing so, the following points were noted:

- Tourism Workshop – 12<sup>th</sup> January 2017 at 10.00am.
- Joint Select Committee Meeting regarding the Budget – 31<sup>st</sup> January 2017 at 2.00pm.
- Economy and Development Select Committee Meeting – 9<sup>th</sup> February 2017 at 10.00am.
- Special Economy and Development Select Committee regarding Affordable Housing - 14<sup>th</sup> February 2017 at 2.00pm.
- Special Economy and Development Select Committee regarding the Alternative Delivery Model – 27<sup>th</sup> February 2017 at 2.00pm.
- A monthly email to all Members outlining upcoming meetings and seminars would be helpful.
- A report regarding the return on investment in respect of the velothon that is pertinent to Monmouthshire to be added to the work programme for consideration at an future select committee meeting.

We resolved to receive the work programme and noted its content.

### **9. Council and Cabinet Business Forward Plan**

We scrutinised the Council and Cabinet Business Forward Plan. In doing so, it was noted that the Asset Investment Strategy would be presented to Cabinet shortly.

We resolved to receive the report and noted its content.

### **10. ADJOURNMENT OF THE MEETING**

We resolved to adjourn the meeting with a view to recommencing at 2.00pm.

### **11. To receive a presentation regarding the Cardiff Capital Region City Deal - ALL MEMBERS ARE INVITED TO ATTEND.**

The Leader of the Council, Councillor P. Fox, Chief Officer, Economy and Enterprise and Head of Economy and Enterprise were in attendance to provide a presentation on Cardiff Capital Region City Deal.

On introduction, the Chair congratulated the Leader on receiving an OBE.

## MONMOUTHSHIRE COUNTY COUNCIL

### **Minutes of the meeting of Economy and Development Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 5th January, 2017 at 10.00 am**

We were advised that the presentation was an updated version to that published in the agenda, and it was agreed that the published version be updated to reflect the presentation received at the meeting.

Some areas highlighted in the presentation included the investment fund and areas to be invested in; the importance of governance and the strength of commitment; steps to move forward, and finance and funding contributions.

Following the presentation Members were invited to comment.

- An upcoming Council meeting to discuss City Deal further would provide an opportunity to think about the opportunities Monmouthshire wants to gain from the City Deal.
- The Leader advised that he had attended a Select Committee at Bridgend which had provided positive feedback. The report and recommendations to be presented to full Council should be easy to digest and support.
- A Member asked why the GVA in Gloucestershire is 50% greater than that in Monmouthshire. He also referred to the digital economy, and added that this could create digital isolation, and referred to concerns surrounding the Metro. In response, the Leader recognised the concerns regarding Metro, adding that improvements would be seen at Severn Tunnel, and in time, at Abergavenny. Metro is multi-modal and alternatives would be looked at. It was important that people are able to access opportunities wherever they are based, and we noted the importance of the Monmouthshire Strategic Transport Group to ensure our voices are heard in the bigger debate around transport. The Chief Officer explained that in terms of GVA, our GVA is higher than the region as a whole, and since the figures were published had grown by another 4%. There were reasons why we were not at the same level as Gloucestershire, being that our economy is about tourism, recreation, food and agriculture which were not considered high value jobs, but we do have potential to expand around growth areas. The Head of Economy and Enterprise addressed the question regarding digital exclusion. Officers were looking closely at opportunities for the region as a SMART region, working closely with a company called Kinetic. Connectivity rates were not satisfactory but this was being addressed. A 'White Space' pilot was due to start which uses old analogue television signals to broadcast broadband. A recent activity of mapping the digital maturity of our companies had been undertaken, which had found that those having one on one mentoring had shown a significant increase in online activity.
- A Member expressed the importance of retaining the young people of Monmouthshire, and stated that we should be offering the right education to our young people. Education should be more tailored rather than a 'one model fits all' approach. It was recognised that we were at an advantage in terms of geographical location, and we need to ensure that we grasp the opportunity for people to set down roots, and grow the economy. The Chief Officer agreed with the points made regarding education and added we also need to consider



## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Economy and Development Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 5th January, 2017 at 10.00 am

enterprise hubs, skills hubs and different kinds of apprenticeships; degree linked not just entry level.

- Reassurance was sought that specialists in education would be involved from the start to the end, not simply invited intermittently. The importance of vocational training was highlighted.
- Members were advised that should one of the 10 authorities choose to leave the deal, City Deal would continue with the remaining authorities. The Leader was confident that this would not be the case.
- In terms of what City Deal would mean initially, the Leader highlighted:
  - A seat as a full partner in the regional agenda;
  - Partnership status in the regional economy and special strategy;
  - Fundamentally placed as the closest point in the capital region to Bristol;
  - Opportunity to lever in new bus services;
  - Opportunity to lever investment for broadband;
  - Expand our presence in the apprenticeship market;
  - Access to high value jobs.
- A Member noted the issues surrounding transport links around the County.
- A Member expressed that King Henry VIII school should be re-planned.
- We heard there would be the introduction of a replacement programme of funding to replace European funding and officers were currently working with colleagues to use the existing funds as leverage into the City Deal.

The Chair thanked officers and the Leader for the presentation. We noted further information would be provided at a special Council meeting later in the month.

**The meeting ended at 3.30 pm**

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**SUBJECT: Local Development Plan Draft Sustainable Tourism  
Accommodation Supplementary Planning Guidance**

**MEETING: Economy & Development Select Committee**

**DATE: Thursday 9 February 2017**

**DIVISIONS/WARDS AFFECTED: All**

## **1 PURPOSE**

- 1.1 To advise Members of the preparation of Draft Supplementary Planning Guidance (SPG) on Sustainable Tourism Accommodation to provide clarification on the interpretation of the policies of the Monmouthshire Local Development Plan (LDP).

## **2 RECOMMENDATIONS**

- 2.1 That the Economy and Development Select Committee notes the contents of this report and the Draft Sustainable Tourism Accommodation SPG and comments accordingly;
- 2.2 To seek Select Committee's endorsement of the SPG, with a recommendation to Cabinet Member that the SPG be publicised for public consultation.
- 2.3 That the Select Committee considers the public consultation responses and any associated amendments to the SPG at a future meeting, prior to recommending the SPG for formal adoption.

## **3 KEY ISSUES**

### Background

- 3.1 The Monmouthshire Local Development Plan (2011-2021) was adopted in February 2014 to become the adopted development plan for the County (excluding that part within the Brecon Beacons National Park). This statutory development plan contains a number of policies relevant to tourism which are set out in Appendix A of the Draft SPG (attached as Appendix 1). Legislation requires that planning applications are determined in accordance with the LDP, unless material planning considerations indicate otherwise. Consequently, the effectiveness and appropriateness of the LDP policies is essential in securing desired tourism outcomes. However, it is worth noting that the LDP does not have to cover all eventualities. Indeed, Welsh Government guidance on producing LDPs requires that LDPs do not duplicate national planning policy. Topics or types of tourism not covered by specific LDP policies can be considered under national planning policy and/or material planning considerations.
- 3.2 The Economic and Development Select Committee, at its meeting on 13 October 2016, received a report which provided an update on the

effectiveness of the LDP policy framework in enabling/delivering tourism related development since the Plan's adoption and reviewed the extent to which the LDP is supporting sustainable forms of tourism accommodation. Particular consideration was given to the policy support for proposals for 'glamping' accommodation - an identified key growth area that the Council wishes to support in principle. The report subsequently recommended that draft SPG be prepared to provide clarity on how proposals for sustainable tourism accommodation will be considered and that the SPG be reported back to this Select Committee prior to the SPG being circulated for public consultation.

- 3.3 Selective use of SPG is a means of setting out more detailed thematic or site specific guidance on the way in which the policies of an LDP will be applied in particular circumstances or areas.

PPW (Edition 9, 2016) at paragraph 2.3.3 states that:

*'SPG does not form part of the development plan but it must be consistent with the plan and with national policy. It must derive from and be clearly cross referenced to a generic LDP policy, specific policies for places, and/or – in the case of a masterplan or site brief – a plan allocation. SPG cannot be linked to national policy alone; there must be an LDP policy or policy criterion that provides the development plan 'hook', whilst the reasoned justification provides clarification of the related national policy.'*

- 3.4 Paragraph 2.3.4 of PPW further emphasises that SPG can be a material consideration in the determination of planning applications, provided that it is consistent with the development plan and appropriate consultation has been undertaken:

*'Only the policies in the development plan have special status under section 38(6) of the 2004 Act in deciding planning applications, but SPG may be taken into account as a material consideration. In making decisions on matters that come before it, the Welsh Government and the Planning Inspectorate will give substantial weight to approved SPG which derives from and is consistent with the development plan, and has been the subject of consultation.'*

#### Draft Sustainable Tourism Accommodation SPG

- 3.5 The Draft Sustainable Tourism Accommodation SPG is attached to this report as an **Appendix 1**. The SPG is intended to provide certainty and clarity for applicants, officers and Members in the interpretation and implementation of the existing LDP policy framework in relation to proposals for sustainable forms of visitor accommodation. For the purposes of this SPG, sustainable visitor accommodation is concerned primarily with glamping facilities, although it would also apply to other forms of sustainable visitor accommodation. The guidance relates to proposals outside settlement boundaries (as identified on the LDP proposals maps). The SPG provides an overview of the national and

local planning policy context in relation to sustainable tourism, clarifies what is meant by sustainable tourism accommodation in relation to Strategic Policy S11 and outlines the various types of sustainable tourism accommodation to which this SPG relates. The main part of the SPG (Section 4) provides guidance on the interpretation and implementation of the LDP policy framework in relation to proposals for sustainable forms of visitor accommodation. Information is also provided with regard to submitting a planning application for sustainable visitor accommodation, including details of the Council's pre-planning application advice service.

- 3.6 Further detail/information is provided in the appendices to the SPG. Appendix B sets out the key policy considerations for assessing particular types of glamping accommodation, namely yurts, tepees, bell tents, wooden pods/tents, shepherd's huts and tree houses. These types of glamping facilities are specifically included as they have become increasingly popular in recent years and are likely to continue to be so. A list of example planning conditions that may apply to planning permissions for glamping proposals is provided in Appendix C.

#### Next Steps

- 3.7 It is intended to report the Draft Sustainable Tourism Accommodation SPG to Planning Committee, with a view to seeking endorsement to issue it for consultation purposes.
- 3.8 As referred to in paragraph 3.4 above, for SPG to be given weight in the consideration of planning applications, appropriate consultation needs to be undertaken and any comments received should be taken into account in the Council's decision making process. Following a resolution to consult, targeted notifications will be sent to those considered to have an interest in the SPG topic, although all town and community councils will be consulted and a notice will be placed in the press. All consultation replies will be analysed and responses/amendments reported for Members' consideration when seeking a resolution for the adoption of any SPG document.

#### **4. REASONS**

- 4.1 Under the Planning Act (2004) and associated Regulations, all local planning authorities were required to produce a LDP. The Monmouthshire LDP was adopted on 27 February 2014 and decisions on planning applications are now being taken in accordance with policies and proposals in the LDP. The Draft Sustainable Tourism Accommodation SPG provides further explanation and guidance on the way in which the tourism related policies will be applied to proposals for sustainable forms of visitor accommodation.

#### **5. RESOURCE IMPLICATIONS**

- 5.1 Officer time and costs associated with the preparation of SPG documents and carrying out the required consultation exercises. Any costs will be met from the Planning Policy budget and carried out by existing staff

## 6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS

### Sustainable Development

- 6.1 Under the Planning Act (2004), the LDP was required to be subject to a Sustainability Appraisal (SA). The role of the SA was to assess the extent to which the emerging planning policies would help to achieve the wider environmental, economic and social objectives of the LDP. The LPA also produced a Strategic Environmental Assessment (SEA) in accordance with the European Strategic Environment Assessment Directive 2001/42/EC; requiring the 'environmental assessment' of certain plans and programmes prepared by local authorities, including LDP's. All stages of the LDP were subject to a SA/SEA, therefore and the findings of the SA/SEA were used to inform the development of the LDP policies and site allocations in order to ensure that the LDP would be promoting sustainable development. SPG is expanding and providing guidance on these existing LDP policies, which were prepared within a framework promoting sustainable development.

### Equality

- 6.2 The LDP was also subjected to an Equality Challenge process and due consideration given to the issues raised. As with the sustainable development implications considered above, SPG is expanding and providing guidance on these existing LDP policies, which were prepared within this framework.
- 6.3 In addition a Future Generations Evaluation is attached. This includes Equalities and Sustainability Impact Assessments (attached as **Appendix 2**).

## 7. CONSULTEES

- Planning Policy and Development Management Team
- Tourism Officer

The next stages are for consultation with:

- Planning Committee
- Town and Community Councils
- Public
- Targeted stakeholders

## 8. BACKGROUND PAPERS

- Monmouthshire Adopted LDP (February 2014)
- Monmouthshire Local Development Plan Annual Monitoring Reports, 2014-15, 2015-16.

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**Monmouthshire County Council**  
**Local Development Plan**

**Draft Sustainable Tourism**  
**Accommodation**  
**Supplementary Planning**  
**Guidance**

**February 2017**

**Planning Policy Service**

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## CONTENTS

	<b>Page</b>
1. Introduction: Purpose of this Supplementary Planning Guidance	1
2. Planning Policy Context	3
3. Sustainable Tourism Accommodation	5
4. Interpretation and Implementation of the LDP Policy Framework for Assessing Proposals for Sustainable Tourism Accommodation	9
5. Submitting a Planning Application	13

### Appendices

- A. LDP Tourism Policy Framework
- B. Guidance for Assessing Specific Types of Glamping Accommodation: Key Policy Considerations
- C. Example Planning Conditions
- D. Sources of Advice

*Front Cover Photographs Clockwise from Top Left:*

*Yurt, Hidden Valley Yurts, Llanishen  
Shepherd's Hut, Meend Farm, Penallt  
Yurt, Penhein, Llanvair Discoed  
Yurts, Hidden Valley Yurts, Llanishen*

## 1 Introduction: Purpose of this Supplementary Planning Guidance

- 1.1 Tourism plays a significant role in the Monmouthshire economy particularly in assisting the diversification of the rural economy and in sustaining the County's historic town centres. Monmouthshire benefits from extensive natural and cultural assets that offer considerable potential for residents and visitors to enjoy. The County is noted for its natural beauty and has a rich and diverse landscape stretching from the Gwent Levels in the south to the uplands of the Brecon Beacons in the north and the picturesque river corridor of the Wye Valley and Offa's Dyke in the east. Monmouthshire's historic market towns and cultural/heritage assets are also key attractions.
- 1.2 The visitor economy provides jobs, services and facilities that are essential to the well-being and enjoyment of local communities and residents of Monmouthshire. In 2015 there were 2.19 million visitors to the County, with tourist expenditure amounting to £187 million<sup>1</sup>. Tourism also provides opportunities for enterprise and employment, and is a significant employer in the County. According to STEAM, tourism supported 2,744 full time equivalent jobs in 2015, accounting for approximately 10% of all employment in the County. Of note, the relative importance of staying visitors has increased in recent years, with such visitors accounting for 77% of the total amount generated by tourism in 2015 and staying an average of 2.5 nights.
- 1.3 Given the importance of tourism to the Monmouthshire economy, the need to safeguard, provide and enhance the County's visitor facilities, including the accommodation offer, is essential if Monmouthshire is to realise its potential as a high quality and competitive visitor destination.
- 1.4 Reflecting this and the aims of national planning policy, there is a desire to encourage and plan for sustainable forms of tourism accommodation in Monmouthshire. The LDP provides a positive planning framework to enable appropriate tourism development whilst ensuring that the County's natural and built environment, on which the tourism market depends, is protected/enhanced.
- 1.5 In recent years new forms of visitor accommodation known as 'glamping' (i.e. glamorous camping) have emerged and are becoming increasingly popular with the staying visitor market. Given that such forms of accommodation are a relatively recent innovation they are not defined in legislation and not explicitly referred to in current LDP policies. Accordingly, there is a need to clarify how such proposals should be assessed against the existing LDP policy framework.
- 1.6 This Supplementary Planning Guidance (SPG) is intended to provide certainty and clarity for applicants, officers and Members in the interpretation and implementation of the existing LDP policy framework in relation to proposals for sustainable visitor accommodation. For the purposes of this SPG sustainable visitor accommodation is concerned primarily with glamping facilities, although it would also apply to other forms of sustainable visitor accommodation. The guidance relates to proposals outside settlement boundaries (as identified on the LDP proposals maps). Within settlement

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<sup>1</sup> STEAM 2015. (STEAM is a tourism economic impact modelling process which approaches the measurement of tourism from the bottom up through its use of local supply data and tourism performance and visitor survey data collection).

boundaries, such accommodation is generally acceptable in principle subject to normal amenity considerations and planning policy matters such as flood risk.

- 1.7 This SPG is aimed at anyone considering proposals for glamping accommodation in rural Monmouthshire and will assist all those involved in the formulation and determination of such proposals. The SPG is a material consideration in relation to planning applications and appeals and helps guide applicants and the Council through the planning process with regard to proposals for sustainable forms of tourism accommodation.

The SPG contains the following information:

- **Section 2** provides an overview of the national and local planning policy context in relation to sustainable tourism;
- **Section 3** explains what is meant by sustainable tourism accommodation in relation to Policy S11 and provides an overview of the various types of glamping accommodation to which this SPG relates;
- **Section 4** provides guidance on the interpretation and implementation of the LDP policy framework in relation to glamping accommodation.
- **Section 5** provides information on submitting a planning application for sustainable visitor accommodation, including details of the Council's pre-planning application advice service.

- **Appendices**

LDP Tourism Policy Framework (Appendix A)

Guidance for Assessing Specific Types of Glamping Accommodation: Key Policy Considerations (Appendix B)

Example Planning Conditions (Appendix C)

Sources of Advice (Appendix D)

### National Planning Policy

- 2.1 National planning policy on tourism is set out in Chapter 11 of Planning Policy Wales (PPW, Edition 9 November 2017) and reflects the Welsh Government's aim to encourage tourism to grow in a sustainable way and make an increasing contribution to the economic, social and environmental well-being of Wales (11.1.2). It provides for the planning system to encourage sustainable tourism in ways which enable it to contribute to economic development, conservation, rural diversification, urban regeneration and social inclusion, recognising the needs of visitors and local communities (11.1.4).
- 2.2 PPW recognises the importance of tourism to economic prosperity and job creation and its ability to act as a catalyst for environmental protection, regeneration and improvement in both urban and rural areas. In rural areas tourism related development is considered to be an essential element in providing for a healthy, diverse local economy and in contributing to the provision and maintenance of facilities for local communities. However, it also clarifies that such development should be sympathetic in nature and scale to the local environment and to the needs of the visitors and the local community.
- 2.3 National guidance is clear that development plans should encourage the diversification of farm enterprises and other parts of the rural economy for appropriate tourism uses, subject to adequate safeguards for the character and appearance of the countryside, particularly its landscape, biodiversity and local amenity value (11.2.7).
- 2.4 These national aims and objectives are reflected in the LDP's tourism planning policy framework and this SPG.

### Monmouthshire Local Development Plan (LDP)

- 2.5 The Monmouthshire LDP was adopted in February 2014 and provides the planning policy framework for this SPG. The vital role of tourism to the Monmouthshire economy is reflected in the LDP policy framework which seeks to support and enable sustainable forms of tourism development while at the same time ensuring that the natural and built environment, key drivers of the visitor economy, are preserved and enhanced.
- 2.6 Strategic Policy S11 – Visitor Economy – specifically seeks to enable the provision and enhancement of sustainable tourism development in Monmouthshire.

#### **S11 Visitor Economy**

**Development proposals that provide and/or enhance sustainable forms of tourism will be permitted subject to detailed planning considerations.**

**Development proposals that would have an unacceptable adverse impact on features and areas of tourism interest and their settings, or that would result in the unjustified loss of tourism facilities will not be permitted.**

The first part of Strategic Policy S11 gives positive encouragement to and enables the provision of sustainable forms of tourism, including visitor accommodation, subject to detailed planning considerations. The second part of the policy seeks to protect and prevent the loss of tourism facilities in the County. This SPG relates to the first part of the policy only.

2.7 Policy S11 is supported by a number of development management tourism policies which provide a more detailed policy framework to support the provision and enhancement of tourist facilities (these are set out in **Appendix A**):

- T1 Touring and Tented Camping Sites
- T2 Visitor Accommodation outside Settlements
- T3 Golf Courses

Strategic policies S8 (Enterprise and Economy) and S10 (Rural Enterprise) also offer support for sustainable economic growth and the provision of rural enterprise/rural diversification, where appropriate. Policy RE3 (Agricultural Diversification) is also supportive of many forms of sustainable visitor accommodation. Other LDP policies, including those relating to landscape and highways, will also be relevant to such proposals and the LDP should be referred to accordingly.

2.8 Further details on the relevance and interpretation of these policies in relation to glamping proposals is set out in Section 4 and **Appendix B** of this SPG.

2.9 Proposals for sustainable tourism accommodation should also have regard to the Council's Green Infrastructure SPG and emerging Landscape SPG.

### What is Sustainable Tourism Accommodation?

- 3.1 The LDP defines sustainable tourism as tourism that is 'economically viable, generates local benefits, is welcomed by and helps support local communities, reduces global environmental impacts and protects/enhances the local environment' (5.82).
- 3.2 Sustainable tourism is defined in the European Charter for Sustainable Tourism as 'Any form of development, management or tourist activity which ensures the long-term protection and preservation of natural, cultural and social resources and contributes in a positive and equitable manner to the economic development and well-being of individuals living, working or staying in protected areas.'
- 3.3 In view of this it is considered that sustainable tourism accommodation (glamping) proposals should reflect the following key principles of sustainable tourism:
- Generate benefits for the local economy (residents and visitors)
  - Protect and enhance landscape character and natural/historic environment i.e. visually unobtrusive
  - Scale and design appropriate to site context.
  - Locally adapted (recognising that sustainable accommodation solutions can be diverse/unique)
  - Generate minimal car trips
  - Make use of renewable energy resources (energy efficient)
  - Capable of being removed without leaving a permanent trace

All proposals for sustainable tourism accommodation will be expected to accord with these key principles.

### Glamping Accommodation

- 3.4 Glamping accommodation has become increasingly popular in recent years and offers visitors a certain level of luxury and comfort above what can be offered in the traditional tenting experience. There are various types of glamping accommodation, the majority of which are semi-permanent structures and typically incorporate the aforementioned principles of sustainable tourism. Typical examples of glamping accommodation include:

## Yurts

Large circular tent structures, comprising a latticed wooden frame with felt insulation and canvas cover. Yurts often have wood burners and beds. Typically larger, more complex to erect and more permanent than traditional tents given their wooden bases which generally remain in situ throughout the year. Upper parts of the structures can be easily removed.



Yurt, Hidden Valley Yurts, Llanishen

## Tepees



Tepee, Cleddan Valley, Powys – copyright permission sought  
(Image source: love-camping.co.uk)

Conical shaped tent comprising rounded wooden pole frame covered with canvas. Tepees often have wood burners and beds. Typically larger, more complex to erect and more permanent than traditional tents given their wooden bases which generally remain in situ throughout the year. Upper parts of the structures can be easily removed.

## Bell Tents

Conical shaped tent supported by a single central pole and covered with canvas. Bell tents can have beds. Can be more permanent than traditional tents where they have wooden bases which may remain in situ throughout the year.



Bell Tent, Kingstone Brewery, Tintern  
(Image Source: CanopyandStars.co.uk)  
Copyright permission sought



## Wooden Pods/ Tents



Wooden Pods, Monmouthshire

Typically simple timber structures comprising a floor, sides and roof with no services although it is recognised that some types of pods/tents incorporate beds/heaters and may be connected to services. Wooden pods/tents are generally transported onto a site as a complete unit and simply placed on land (no foundations). They cannot be categorised as touring units given their greater degree of permanency.

## Shepherd's Huts

19th and 20th century version of a modern caravan. Shepherd's huts typically comprise a solid wooden frame on cast iron wheels with corrugated iron roof and sides. Often have beds, wood burners and other facilities. As with wooden pods, they are transported onto a site as a complete unit. They cannot be categorised as touring units given their greater degree of permanency.



Shepherd's Hut, Penallt

## Tree Houses

Structures built next to and/or around tree trunk/branches above ground level. Some have beds/ facilities while others comprise a single open space /no facilities. Can vary considerably in type, design and scale (this would determine whether it would



constitute a sustainable form of tourist accommodation in the context of the LDP policy framework and this SPG). Unlike the aforementioned types of glamping accommodation, tree houses are permanent structures and are considered to be operational development as explained in paragraphs 4.9-4.10.

Tree House, Powys

(Image Source: CanopyandStars.co.uk) copyright permission sought

- 3.5 Glamping accommodation typically has infrastructure requirements in the form of amenity blocks as many do not contain facilities such as toilets, showers and kitchens. Guidance and key policy considerations in relation to the provision of amenity blocks to accompany glamping accommodation is set out in paragraph 4.18.
- 3.6 This list of glamping accommodation types is not exhaustive, and should proposals for other types of sustainable visitor accommodation come forward these will also be assessed in accordance with the LDP policy framework and the guidance contained in this SPG.

## 4 Interpretation and Implementation of the LDP Policy Framework for Assessing Proposals for Sustainable Tourism Accommodation

- 4.1 This section of the guidance provides detail on the interpretation and implementation of the LDP policy framework in assessing proposals for glamping accommodation. Further guidance in relation to specific types of glamping accommodation is set out at **Appendix B** and will assist in the formulation and assessment of such proposals. To reiterate, the guidance relates to glamping proposals outside settlement boundaries (as identified on the LDP proposals maps). Within settlement boundaries, such accommodation is generally acceptable in principle subject to normal amenity considerations and planning policy matters such as flood risk.
- 4.2 The Council seeks to support and adopt a positive approach to sustainable forms of visitor accommodation. This is reflected in the LDP policy framework which is supportive of such proposals providing that this is not at the expense of natural and built environment, which in themselves are key drivers of the County's visitor economy. Appropriate proposals will be those which are considered to accord with principles of sustainable tourism set out in paragraph 3.4, i.e. have minimal landscape/environmental impact, generate benefits for the local economy, of appropriate scale and design, generate minimal traffic, incorporate renewable energy solutions and are capable of being removed without leaving a permanent trace.

### **Glamping Accommodation Proposals: Key Planning Considerations**

- 4.3 The main planning considerations that will be relevant to the majority of proposals/applications for sustainable forms of tourism accommodation are set out below. Other considerations may, however, be relevant on a site specific basis. These issues will need to be considered and balanced in the assessment of planning applications for such proposals.

### **Strategic Policy S11 – Visitor Economy**

- 4.4 The starting point for assessing proposals for sustainable tourism accommodation is Strategic Policy S11 which seeks to enable the provision of sustainable forms of tourism development subject to detailed planning considerations. Of note, the limited degree of permanence of most forms of sustainable tourism accommodation<sup>2</sup> means they can be considered as a use of land rather than operational development.
- 4.5 Proposals for sustainable tourism accommodation will generally be supported by S11 unless ruled out by other LDP policies. To constitute a sustainable form of visitor accommodation in the context of Policy S11, proposals will need to demonstrate that they incorporate the key principles of sustainable tourism as set out in paragraph 3.4.
- 4.6 Strategic policies S8 (Enterprise and Economy) and S10 (Rural Enterprise) are also applicable and may provide support for such proposals, subject to detailed planning considerations.
- 4.7 Proposals for sustainable visitor accommodation would therefore be acceptable in principle unless ruled out by detailed development management tourism policies T1, T2 or other relevant LDP policies. To deal with these in turn:

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<sup>2</sup> With the exception of tree houses, most forms of glamping accommodation are a use of land rather than operational development.

## **T1 – Touring and Tented Camping Sites**

- 4.8 This policy would apply/offer support to specific types of glamping accommodation such as yurts, tepees and bell tents where they are considered to constitute a tented camping site i.e. the units are not permanent and upper parts of the units can be easily removed. However, the applicability of this policy diminishes where proposals involve supporting infrastructure, such as sizeable areas of raised decking. Where relevant, consideration must be given to the criteria set out in this policy.

## **T2 – Visitor Accommodation Outside Settlements**

- 4.9 Part of this policy applies to new build permanent serviced/self-catering visitor accommodation proposals outside settlement limits and as such will not be relevant to many forms of glamping. However, where glamping proposals constitute permanent new build development, for example tree houses, this policy would be applicable.
- 4.10 The policy does not support new build permanent self-catering visitor accommodation outside settlement boundaries unless ancillary to established medium or large hotels. Proposals for new build permanent glamping accommodation (operational development) would therefore generally be contrary to this policy. However, it is recognised that there may be instances where such accommodation could constitute sustainable visitor accommodation (in accordance with sustainable tourism principles set out in 3.4). Therefore, where appropriate, such proposals could be balanced against other LDP policies, including Policy S11, to allow a new build permanent form of sustainable visitor accommodation in cases where a proposal is considered to constitute sustainable tourism accommodation given its scale, innovation, design etc. Such proposals would need to be considered on a case by case basis.
- 4.10 Policy T2 also allows for the re-use or conversion of existing buildings for tourism accommodation in the countryside subject to the criteria set out in Policy H4 (Conversion / Rehabilitation of Buildings in the Open Countryside for Residential Use). This matter will be given further consideration in a separate SPG dealing specifically with Policy H4. As an exception, Policy T2 also allows for visitor accommodation which involves the substantial rebuild of a building within the curtilage of an existing and occupied farm property where it assists in an agricultural diversification scheme in accordance with Policy RE3 (Agricultural Diversification). By definition, this provision would normally relate to a more traditional holiday cottage or small B&B rather than glamping.

## **T3 – Golf Courses**

- 4.11 Policy T3 allows for visitor accommodation on golf courses where it supports the tourism economy, subject to detailed planning considerations, and should be referred to where relevant.

## **RE3 – Agricultural Diversification**

- 4.12 Criterion d) of Policy RE3 offers support for certain types of glamping accommodation (i.e. so long as not new build structures) where proposals are linked to agricultural diversification schemes. The applicability of this policy to glamping proposals is given further consideration in Appendix B.

### **Other LDP Policies**

- 4.13 Having considered the aforementioned key tourism related policies, consideration will need to be given to a proposal's compliance with other relevant LDP policies, including landscape, highways and natural/historic environment. Relevant policies are likely to include:
- LC1 New Built Development in the Open Countryside
  - LC5 Protection and Enhancement of Landscape Character.  
Landscape impacts will be a key policy consideration in the formulation and assessment of glamping accommodation proposals in the open countryside.
  - G11 Green Infrastructure
  - NE1 Nature Conservation and Development
  - MV1 Proposed Developments and Highway Considerations
  - SD3 Flood Risk
  - DES1 General Design Considerations
  - EP1 Amenity and Environmental Protection
  - EP3 Lighting
- 4.14 This list is not exhaustive and policies may vary on a case by case basis depending on site context and the proposal. Applicants are advised to engage in the Council's pre-planning application advice service to determine which key LDP policies apply and to gain general planning advice (see section 5).

### **Scale of Development and Cumulative Impacts**

- 4.15 The scale of a glamping accommodation proposal will be a key consideration in its assessment against the LDP policy framework. An increase in the scale of a proposal could result in potential non-compliance with other LDP policies, including for example Policy S11, in terms of whether it would constitute a sustainable form of visitor accommodation, and Policy LC5 in terms of impact on landscape character.
- 4.16 Similarly, the cumulative impacts of a glamping proposal will also be an important consideration in determining its appropriateness and compliance with the policy framework. As above, in instances where the cumulative impacts of a proposal are of concern there could be potential non-compliance with other LDP policies.

### **Degree of Permanency**

- 4.17 A key planning consideration in assessing proposals for glamping accommodation is the degree of permanency of the unit(s) and whether it (they) will be removed from the site out of season. In general, glamping accommodation such as yurts, tepees, bell tents, shepherd's huts should be taken down or relocated out of season. However, the necessity for this will need to be considered on a case by case basis depending on site context and landscape/visual impacts.
- 4.18 In this context, regard should also be given to the importance of maintaining a balance between the need to protect the landscape/environment and to avoid negative effects on the local economy due to the seasonal nature of tourism. Again, this will need to be considered on a case by case basis.

### **Supporting Infrastructure**

- 4.19 Amenity blocks (showers, toilets, kitchen/eating areas) are often required to accompany glamping accommodation, where such facilities are not incorporated within

the accommodation itself. In such instances, the first preference for these facilities would be for the conversion of existing buildings (subject to compliance with Policy H4). Where this is not possible, such facilities could be considered as ancillary to sustainable tourism accommodation, again subject to other relevant policy considerations, including landscape impact. Careful consideration should be given to the scale and design of amenity facilities to ensure landscape /environmental impacts are minimised.

- 4.20 As a sustainable form of visitor accommodation it is expected that glamping proposals will have minimal supporting infrastructure. Access roads/tracks, drainage facilities, electricity and water supplies should be kept to a minimum. Supplementary features such as fire pits, BBQ areas should be integrated within the overall scheme design. All such paraphernalia should be included in plans and documents submitted in order to ensure compliance with policy framework. The intention is that such accommodation should have minimal landscape/visual impacts. In accordance with sustainable tourism principles, proposals are encouraged to incorporate rainwater recycling and incorporate renewable energy for lighting and heating purposes e.g. solar panels. This is in marked contrast to static caravan parks, which are not considered to be a sustainable form of tourism or supported by this policy.

#### **Occupancy Restrictions**

- 4.21 In all cases, the use of such visitor accommodation for permanent residential occupancy will not be acceptable. Accommodation must remain for the intended tourism purpose only so that the wider economic benefits are secured. Further details on this matter, and seasonal occupancy, is provided in Appendix C Planning Conditions.

#### **Planning Conditions**

- 4.22 **Appendix C** sets out a list of example planning conditions that may apply to planning permissions for glamping accommodation. These include:
- The number and siting of units and type of accommodation permitted (to ensure the site remains informal/sustainable),
  - Occupancy (to ensure that the original use is retained and not used for unauthorised permanent residential accommodation)
  - Seasonal occupancy (although the importance of maintaining a balance between protecting the landscape/environment and avoiding negative local economic impacts which can be associated with the seasonal nature of tourism).

#### **Guidance on Specific Types of Glamping Accommodation**

- 4.23 Further detailed policy considerations in relation to specific types of sustainable visitor accommodation is provided in **Appendix B**.

## 5 Submitting a Planning Application

- 5.1 Anyone considering a proposal for sustainable visitor accommodation are, in the first instance, encouraged to engage with the LPA through the formal pre-planning application advice service (available at a modest cost). This will enable discussions with relevant officers at an early stage to determine the relevant planning issues (e.g. site constraints, design considerations), identify the key applicable LDP policies/ SPG and establish the information required to accompany an application. This will assist in preparing a proposal for submission and avoid any unnecessary delays.
- 5.2 In submitting an application, the Council expects applicants to submit a reasonable level of detail in order to allow a comprehensive consideration of the proposal. This will vary on a case by case basis depending on the nature /scale of the proposal but will often include a landscape assessment. The Council would also expect all applications to include full details of any proposed supporting infrastructure, including amenity facilities, decking, access roads/tracks etc. Engagement at the pre-application stage will assist in determining the level of information required.
- 5.3 Information on the Council's pre-planning application advice service is available using the following link:

<http://www.monmouthshire.gov.uk/planning/pre-application-advice-service>

In 2015/16, of those planning applications that were first subject to pre-application advice, 100% were determined in accordance with the pre-application advice. 99% of the applications were approved. The remaining two applications were refused in accordance with the pre-application advice, and the Council's decision was subsequently upheld at appeal.

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## **APPENDIX A**

### **Monmouthshire LDP Tourism Policy Framework**

## Strategic Tourism Policy

### S11 Visitor Economy

Development proposals that provide and/or enhance sustainable forms of tourism will be permitted subject to detailed planning considerations.

Development proposals that would have an unacceptable adverse impact on features and areas of tourism interest and their settings, or that would result in the unjustified loss of tourism facilities will not be permitted.

## Development Management Tourism Policies

### Policy T1 – Touring Caravan and Tented Camping Sites

New touring caravan and tented camping sites and the expansion of such sites will only be permitted where:

- a) there is no unacceptable impact on the countryside having regard to biodiversity, landscape quality and the visibility from roads, viewpoints and other public places;
- b) there are no permanently sited caravans;
- c) the development can be satisfactorily supervised without the need for additional permanent living accommodation for wardens; and
- d) there are no adverse safety and / or amenity effects arising from the traffic generated and access requirements

### Policy T2 – Visitor Accommodation outside Settlements

New build serviced or self-catering visitor accommodation will be allowed outside town and village development boundaries as ancillary development to established medium or large hotels.

Otherwise, outside town and village development boundaries, the provision of permanent serviced or self-catering visitor accommodation will only be permitted if it consists of the re-use and adaptation of existing buildings and the conversion of buildings for such uses complies with the criteria set out in Policy H4.

As an exception to the above proposals to provide visitor accommodation may be permitted where they involve:

- a) the substantial rebuild of a building within the curtilage of an existing and occupied farm property where it assists in an agricultural diversification scheme in accordance with Policy RE3.
- b) the conversion of buildings of modern construction and materials provided the buildings are appropriate for residential use (e.g. not modern agricultural or factory buildings); not of substandard quality and /or incongruous appearance; and have been used for their intended purpose for a significant period of time. Particularly close scrutiny will be given to proposals

relating to those buildings less than 10 years old, especially where there has been no change in activity on the unit.

c) the conversion of buildings that are too small or are inappropriately located to provide appropriate standards of space and amenity for conversions to permanent residential accommodation but are suitable for tourist accommodation.

Where conversions to tourism accommodation are allowed in the exceptional circumstances set out in criteria a) to c) above then the occupancy of the building will be restricted in perpetuity to short stay tourist accommodation.

All proposals will be considered against other plan policies and should integrate with their surroundings, in terms of design and layout and how the proposal will function.

### **Policy T3 – Golf Courses**

Development proposals for golf courses, golf driving ranges and associated facilities including buildings, will be permitted subject to detailed planning considerations. All proposals must be accompanied by a landscape impact assessment and ecological appraisal. Clubhouses and associated facilities should re-use or adapt existing buildings where possible. If a new building is required it should be limited in scale, suitably located and designed and meet the criteria set out in Policy LC1. Buildings not genuinely ancillary to golf uses will not be permitted, although consideration may be given to proposals to provide visitor accommodation that support the tourist economy, subject to detailed planning considerations

## **Other Key LDP Tourism Related Policies**

### **Policy S8 – Enterprise and Economy**

Development proposals that seek to deliver the Council's vision for sustainable economic growth will be permitted, particularly where they enable:

- a) the continued development of existing key economic sectors, including tourism;
- b) the diversification of the business base within Monmouthshire, particularly the provision of green and low carbon technologies and knowledge intensive /high technology enterprises;
- c) the development of countywide faster and more accessible ICT and broadband infrastructure.

All proposals will be subject to detailed planning considerations, which include the protection of the natural and built heritage which itself is an important resource bringing benefits for the economy, tourism and well-being.

### **Policy S10 – Rural Enterprise**

Development to enable the diversification of the rural economy will be permitted outside settlement development boundaries where it is of a scale and type compatible with the surrounding area and will cause no unacceptable harm to the surrounding landscape, historic and cultural heritage, biodiversity or local amenity value. Development must re-use or adapt existing buildings where possible. The exceptional circumstances in which new buildings may be permitted outside settlement boundaries to assist in the diversification of the rural economy are set out in Policies RE1, RE3, RE6, T2 and T3.

### **Policy RE3 – Agricultural Diversification**

Development proposals which make a positive contribution to agriculture or its diversification will be permitted where the new use or building meets the following criteria:

- a) the proposed non-agricultural development is run in conjunction with, and is complementary to, the agricultural activities of the enterprise;
- b) the proposal is supported by an appropriate business case which demonstrates the link to existing business activity and the benefits of the scheme in terms of sustaining employment / the rural economy;
- c) in relation to new build, the applicant must demonstrate that there are no existing buildings suitable for conversion / re-use in preference to new build;
- d) with regard to diversification proposals for visitor accommodation, new build will only be permitted where it consists of the substantial rebuild of a building within the curtilage of an existing and occupied farm property, as specified in Policy T2;
- e) where rebuild is permitted under criteria c) and d) any rebuilding work should respect or be in sympathy with the local and traditional characteristics of the building;
- f) proposals for new built development meet the detailed criteria set out in Policy LC1;
- g) proposals for renewable energy schemes meet the criteria set out in Policy SD1

## **APPENDIX B**

### **Guidance for Assessing Specific Types of Glamping Accommodation: Key Policy Considerations**

**Guidance for Assessing Specific Types of Glamping Accommodation: Key Policy Considerations**

The following table sets out key policy considerations for assessing specific types of glamping accommodation – yurts, tepees, bell tents, wooden pods/tents, shepherd’s huts and tree houses. These types of glamping facilities are included as they have becoming increasingly popular in recent years and are likely to continue to be so. Should proposals for other types of sustainable visitor accommodation/glamping accommodation come forward these will also be assessed in accordance with the policy considerations, as appropriate, set out below. As stated in Section 4, the starting point for considering proposals for sustainable forms of visitor accommodation will be Strategic Policy S11 – Visitor Economy.

Type of Glamping Accommodation	Key LDP Policies					Comments
	S11	T1	T2	RE3(d)	Other Relevant Policies	
<p><b>Yurts</b> <b>Tepees</b> <b>Bell Tents</b></p> <p>Page 40</p>	<p>Supports proposals for yurts, tepees and bell tents where they are considered to constitute sustainable tourism accommodation and of an appropriate scale, subject to other relevant policy considerations including landscape impact (policies LC1 and LC5), highway safety (policy MV1) and flood risk (Policy SD3).</p>	<p>This policy would apply/offer support where yurts, tepees and bell tents are considered to constitute a tented camping site i.e. units are not permanent, the upper parts made from material which could be easily removed. Where relevant, consideration must be given to the criteria set out in T1.</p> <p>However, where proposals for yurts, tepees and bell tents include the provision of more permanent type structures often associated with these forms of accommodation such as wooden decking, policy</p>	<p>This policy is not applicable to proposals for yurts, tepees and bell tents as these types of accommodation do not constitute new build development as referred to in Policy T2.</p>	<p>Criterion d) of Policy RE3 is applicable and offers support for yurts, tepees and bell tents where proposals are linked to agricultural diversification schemes.</p>	<p>Consideration will need to be given to a proposal’s compliance with other relevant LDP policies, including landscape (<b>LC1/LC5</b>), highways (<b>MV1</b>), natural environment (<b>NE1</b>), flood risk (<b>SD3</b>) etc.</p> <p>Relevant policies are likely to vary on a case by case basis depending on site context and proposal. Applicants are advised to engage in the Council’s pre-planning application advice service to determine which key LDP policies apply (see section 5).</p>	<p>Proposals for yurts, tepees and bell tents should be of an appropriate scale. The scale of the proposal will therefore be a key consideration in its assessment against the policy framework. An increase in the scale of a proposal could result in potential non-compliance with LDP policies, including for example Policy S11 in terms of whether it would constitute sustainable tourism accommodation, and Policy LC5 in terms of impact on landscape character.</p> <p>Similarly the cumulative impacts of a proposal will be an important consideration in assessing proposals for yurts, tepees and bell tents.</p> <p>Consideration should also be given to supporting</p>

Type of Glamping Accommodation	Key LDP Policies					Comments
	S11	T1	T2	RE3(d)	Other Relevant Policies	
		T1 would be less applicable as proposals would no longer be akin to a tented camping site as referred to in T1.				infrastructure associated with a proposal, including amenity blocks, the degree of permanency of the units and occupancy restrictions. Guidance on these matters is set in Section 4 of this SPG (paragraphs 4.17-4.20).
<b>Wooden Pods/Tents</b>	Supports proposals for wooden pods/tents where they are considered to constitute sustainable tourism accommodation and are of an appropriate scale, subject to other relevant policy considerations including landscape impact (policies LC1 and LC5), highway safety (policy MV1) and flood risk (Policy SD3).	Policy T1 is not applicable to proposals for wooden pods/tents as they are not a touring facility and not classified as a 'tent' (tented camping site) as referred to in Policy T1 given the greater degree of permanency of the structures.	Policy T2 is not applicable to proposals for wooden pods/tents as these types of accommodation do not constitute new build development as referred to in Policy T2.	Criterion d) of Policy RE3 is applicable and offers support for wooden pods/tents where proposals are linked to agricultural diversification schemes (as wooden pods/huts are not new build structures).	Consideration will need to be given to a proposal's compliance with other relevant LDP policies, including landscape ( <b>LC1/LC5</b> ), highways ( <b>MV1</b> ), natural environment ( <b>NE1</b> ), flood risk ( <b>SD3</b> ) etc.  Relevant policies are likely to vary on a case by case basis depending on site context and proposal. Applicants are advised to engage in the Council's pre-planning application advice service to determine which key LDP policies apply (see section 5).	Proposals for wooden pods/tents should be of an appropriate scale. The scale of the proposal will therefore be a key consideration in its assessment against the policy framework. An increase in the scale of a proposal could result in potential non-compliance with LDP policies, including for example Policy S11 in terms of whether it would constitute sustainable tourism accommodation, and Policy LC5 in terms of impact on landscape character.  Similarly the cumulative impacts of a proposal will be an important consideration in assessing proposals for wooden pods/tents.

Type of Glamping Accommodation	Key LDP Policies					Comments
	S11	T1	T2	RE3(d)	Other Relevant Policies	
						Consideration should also be given to supporting infrastructure associated with a proposal, including amenity blocks, the degree of permanency of the units and occupancy restrictions. Guidance on these matters is set in Section 4 of this SPG (paragraphs 4.17-4.20).
Shepherd's Huts	Supports proposals for shepherd's huts where they are considered to constitute sustainable tourism accommodation, and are of an appropriate scale, subject to other relevant policy considerations including landscape impact (policies LC1 and LC5), highway safety (policy MV1) and flood risk (Policy SD3).	Policy T1 is not applicable to proposals for shepherd's huts as this type of accommodation would not fall within the scope of policy T1 as are not typically considered to constitute a 'touring' facility as referred to in the policy.	Policy T2 is not applicable to proposals for shepherd's huts as this type of accommodation does not constitute new build development as referred to in Policy T2.	Criterion d) of Policy RE3 is applicable and offers support for shepherd's huts where proposals are linked to agricultural diversification schemes (as shepherd's huts are not new build structures)	Consideration will need to be given to a proposal's compliance with other relevant LDP policies, including landscape (LC1/LC5), highways (MV1), natural environment (NE1), flood risk (SD3) etc.  Relevant policies are likely to vary on a case by case basis depending on site context and proposal. Applicants are advised to engage in the Council's pre-planning application advice service to determine	Proposals for shepherd's huts should be of an appropriate scale. The scale of the proposal will therefore be a key consideration in its assessment against the policy framework. An increase in the scale of a proposal could result in potential non-compliance with LDP policies, including for example Policy S11 in terms of whether it would constitute sustainable tourism accommodation, and Policy LC5 in terms of impact on landscape character.  Similarly the cumulative impacts of a proposal will be an important consideration in assessing proposals for shepherd's huts.



Type of Glamping Accommodation	Key LDP Policies					Comments
	S11	T1	T2	RE3(d)	Other Relevant Policies	
					which key LDP policies apply (see section 5).	Consideration should also be given to supporting infrastructure associated with a proposal, including amenity blocks, the degree of permanency of the units and occupancy restrictions. Guidance on these matters is set in Section 4 of this SPG (paragraphs 4.17-4.20).
<b>Tree Houses</b> Page 43	<p>May offer support for proposals for tree houses where they are considered to constitute sustainable tourism accommodation by virtue of scale, innovative design etc., subject to other relevant policy considerations including landscape impact (policies LC1 and LC5) and highway safety (policy MV1).</p>	<p>Policy T1 is not applicable to proposals for tree houses as this type of accommodation would not fall within the scope of policy T1 as are not a tented or touring facility.</p>	<p>Tree houses outside settlement boundaries would be contrary to Policy T2 as the policy does not support proposals for new build permanent/self-catering accommodation outside settlement boundaries (unless ancillary to established medium/large hotels).</p> <p>However, this could be balanced against other LDP policies e.g. S11, S8, to allow such development where a tree house is considered to</p>	<p>This policy does not offer support for tree houses linked to agricultural diversification schemes as tree houses are considered to be new build development.</p>	<p>Consideration will need to be given to a proposal's compliance with other relevant LDP policies, including landscape (<b>LC1/LC5</b>), highways (<b>MV1</b>), natural environment (<b>NE1</b>), flood risk (<b>SD3</b>) etc.</p> <p>Relevant policies are likely to vary on a case by case basis depending on site context and proposal. Applicants are advised to engage in the Council's pre-planning application advice service to determine</p>	<p>Tree houses are permanent structures and are considered to be operational development.</p> <p>Proposals for tree houses must be of an appropriate scale. The scale of the proposal will therefore be a key consideration in its assessment against the policy framework. An increase in the scale of a proposal could result in potential non-compliance with LDP policies, including for example Policy S11 in terms of whether it would constitute sustainable tourism accommodation, and Policy LC5 in terms of impact on landscape character.</p>

Type of Glamping Accommodation	Key LDP Policies					Comments
	S11	T1	T2	RE3(d)	Other Relevant Policies	
			constitute sustainable, low impact tourist accommodation given its scale, innovative design etc. This would need to be considered on a case by case basis.		which key LDP policies apply (see section 5).	<p>Similarly the cumulative impacts of a proposal will be an important consideration in assessing proposals for tree houses.</p> <p>Consideration should also be given to supporting infrastructure associated with a proposal, including amenity blocks, and occupancy restrictions. Guidance on these matters is set in Section 4 of this SPG (paragraphs 4.18-4.20).</p>

## **APPENDIX C**

### **Example Planning Conditions**

## Planning Conditions

Planning Applications are often granted approval subject to planning conditions. Conditions are sometimes required in order to enhance the quality of developments but are also important in enabling developments to proceed where it would otherwise have been necessary to refuse planning permission, by mitigating the adverse effects of the development. Any conditions used need to be fair, reasonable and practicable. Conditions must be relevant to the proposed development and be enforceable.

The following is a list of example planning conditions that may apply to planning permissions for glamping proposals. This list is not exhaustive and conditions may be devised or adapted to suit a particular circumstance.

### Type of accommodation permitted

**Condition:** None of the \*insert type of glamping site\* hereby permitted shall be replaced by any other structure(s) or glamping accommodation differing from the approved details, unless and until details of the size, design and colour of such replacements have first been approved in writing by the Local Planning Authority.

**Reason:** To ensure compliance with the approved plans, for the avoidance of doubt and to safeguard the amenities of the area.

### Siting

**Condition:** The \*glamping site\* shall be carried out in accordance with the layout and specification shown on the approved plans only.

**Reason:** To ensure compliance with the approved plans in the interests of the wider landscape and visual [and residential] amenity.

### Occupancy

**Condition:** An up to date register containing details of the names, main home address, dates of arrival and departure of occupants using the \*insert type of glamping site\* shall be made available for inspection by the Local Planning Authority upon request.

**Reason:** To ensure the \*glamping site\* is occupied as holiday accommodation only. The \*glamping site\* is unsuitable for general residential accommodation because of \*its temporary nature\* and \*its location in the open countryside\*, and the policy support for glamping is due to the economic benefits secured.

### Restriction of use to holiday accommodation

**Condition:** The \*development\* \*glamping site\* shall be occupied as holiday accommodation only and shall not be occupied as a person's sole or main place of residence or by any persons exceeding a period of 28 days in any calendar year.

**Reason:** To ensure the \*glamping site\* is occupied as holiday accommodation only. The \*glamping site\* is unsuitable for general residential accommodation because of \*its temporary nature\* and \*its location in the open countryside\*, and the policy support for glamping is due to the economic benefits secured.

## **Seasonal Occupancy**

**Condition:** No \*type of glamping site\* shall remain on site between 30th September in any one year and 1st March in the succeeding year.

**Reason:** To safeguard the landscape amenities of the area.

As stated in paragraph 4.18, with regard to seasonal occupancy, consideration should also be given to the importance of maintaining a balance between the need to protect the landscape/environment and to avoid negative effects on the local economy due to the seasonal nature of tourism. This will need to be considered on a case by case basis. Where there is no/very limited landscape harm caused, the economic benefits of providing year-round (or extended) tourism accommodation will be considered favourably.

## **Number of units**

**Condition:** There shall be no more than \*insert number and type of glamping accommodation\* and \*insert number of ancillary structures\* on the site at any one time.

**Reason:** To safeguard the landscape amenities of the area and to ensure compliance with the approved plans.

Additional conditions may be necessary, for example in relation to drainage, lighting, access and landscaping. These will be determined on a site by site basis.

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## **APPENDIX D**

### **Sources of Advice**

For tourism planning policy advice please contact:

**Planning Policy Team**

County Hall

Rhadyr

Usk

NP15 1GA

Tel: 01633 644429

Email: [planningpolicy@monmouthshire.gov.uk](mailto:planningpolicy@monmouthshire.gov.uk)

For advice on sustainable tourism accommodation proposals please contact:

**Development Management**

County Hall

Rhadyr

Usk

NP15 1GA

Tel: 01633 644800

Email: [planning@monmouthshire.gov.uk](mailto:planning@monmouthshire.gov.uk)

For general tourism advice please contact:

Nicola Edwards

Strategic Food and Tourism Manager

County Hall

Rhadyr

Usk

NP15 1GA

Tel: 01633 644847

Email: [nicolaedwards@monmouthshire.gov.uk](mailto:nicolaedwards@monmouthshire.gov.uk)





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

<p><b>Name of the Officer</b> completing the evaluation Mark Hand</p> <p><b>Phone no:</b> 01633 644803 <b>E-mail:</b> markhand@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>The Local Development Plan (LDP), adopted on 27 February 2014, sets out the Council’s vision and objectives for the development and use of land in Monmouthshire, together with the policies and proposals to implement them over the ten year period to 2021. Supplementary Planning Guidance (SPG) sets out detailed guidance on the way in which the policies of the LDP will be interpreted and implemented. The Draft Sustainable Tourism Accommodation provides clarity on the interpretation and implementation of the existing LDP policy framework in relation to proposals for sustainable forms of visitor accommodation.</p>
<p><b>Name of Service</b></p> <p>Planning (Planning Policy)</p>	<p><b>Date Future Generations Evaluation form completed</b></p> <p>27/01/2017</p>

page 51



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



Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p><b>Positive:</b> The Draft SPG seeks to support sustainable forms of tourism accommodation which will assist in supporting the County’s visitor economy – essential to the well-being and enjoyment of local communities and residents.</p> <p><b>Negative:</b> None.</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the relevant LDP policies, as set out in the SPG, are accurately interpreted and implemented, and that their effectiveness is monitored on an annual basis.</p>


Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p><b>Positive:</b> Potential for proposals to protect /enhance landscape etc. in accordance with LDP policy framework.</p> <p><b>Negative:</b> Potential for some negative environmental impacts, however, given the temporary nature of most forms of glamping the scope for this is limited.</p>	<p><b>Mitigate Negative Impacts:</b> It will be ensured that biodiversity, landscape interests etc. are appropriately considered in assessing any planning application and that good standards of design, landscaping etc. are achieved.</p>
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p><b>Positive:</b> Enabling appropriate sustainable visitor accommodation can have a positive influence on health and well-being (encouraging/creating sustainable tourism opportunities in attractive environments).</p> <p><b>Negative:</b> None.</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the relevant LDP policies, as set out in the SPG, are accurately interpreted and implemented, and that their effectiveness is monitored on an annual basis.</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p><b>Positive:</b> The Draft SPG seeks to support sustainable forms of tourism accommodation which will assist in supporting the County's visitor economy – essential to the well-being and enjoyment of local communities and residents.</p> <p><b>Negative:</b> None.</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the relevant LDP policies, as set out in the SPG, are accurately interpreted and implemented, and that their effectiveness is monitored on an annual basis.</p>
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p><b>Positive:</b> The Draft SPG supports the implementation of tourism related policies of the LDP, which has been subject to a Sustainability Appraisal and Strategic Environmental Assessment (SA/SEA) to ensure that social, economic and environmental objectives are met, thereby contributing to sustainable development and global well-being.</p> <p><b>Negative:</b> None.</p>	<p><b>Better contribute to positive impacts:</b> Ensure that any LDP review/revision is subject to appropriate SA/SEA testing.</p>
<p><b>A Wales of vibrant culture and thriving Welsh language</b></p>	<p><b>Positive:</b> The Draft SPG has a positive general impact on culture, heritage and language,</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the relevant LDP policies, as set out in the SPG, are</p>

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	<p>encouraging/enabling sustainable tourism accommodation will assist in supporting the visitor economy including the County's historic town centres and heritage/cultural assets.</p> <p><b>Negative:</b> None.</p>	accurately interpreted and implemented, and that their effectiveness is monitored on an annual basis.
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p><b>Positive:</b> The Draft SPG should bring positive benefits to Monmouthshire's residents through enabling the provision of sustainable visitor accommodation. This will assist in supporting the visitor economy which essential to the well-being and enjoyment of local communities and residents.</p> <p><b>Negative:</b> None.</p>	<b>Better contribute to positive impacts:</b> Ensure that the relevant LDP policies, as set out in the SPG, are accurately interpreted and implemented, and that their effectiveness is monitored on an annual basis.

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Balancing short term need with long term and planning for the future</p>	<p><i>We are required to look beyond the usual short term timescales for financial planning and political cycles and instead plan with the longer term in mind (i.e. 20+ years)</i></p> <p>The LDP covers the period 2011-21. The Draft SPG supports the implementation of the LDP. By its nature, therefore, it cannot look beyond this period but the SA/SEA of the LDP would have ensured consideration of the impact on future generations.</p> <p>The LDP tourism policy framework seeks to support and enable sustainable forms of tourism development while at the same time ensuring that the natural and built environment, key drivers of the visitor economy, are preserved and enhanced for future generations.</p>	<p>Ensure that the relevant LDP policies, as set out in the SPG, are accurately interpreted and implemented, and that their effectiveness is monitored on an annual basis.</p> <p>The LDP and its policies have been subject to SA/SEA. Any LDP review/revision will be subject to SA/SEA.</p> <p>LDP AMRs will provide both an annual evaluation of plan performance, including tourism policy, and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for LDP review/revision.</p>
 <p>Working together with other partners to deliver objectives</p>	<p>The Draft SPG has been produced in liaison with the Council's Tourism Officer and following discussion regarding the emerging revised Destination Management Plan. It will be subject to internal (including Development Management officers) and external consultation. Public consultation will be targeted to those who are considered to have a specific interest in the topic but also including all town and community councils and notices in the press. The consultation will also been publicised via our Twitter account @MCCPlanning.</p>	<p>The Draft SPG supports LDP tourism policies. The LDP was subject to extensive community and stakeholder engagement and consultation throughout the plan preparation process. This provided those interested parties with the opportunity to make representations on the policy framework to the Council and to an independent inspector who examined the LDP.</p> <p>LDP AMRs will provide both an annual evaluation of plan performance, including tourism policy, and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for LDP review/revision. Any review/revision of the LDP will be taken forward through extensive community and stakeholder engagement, expanding on the methods used previously.</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Involving those with an interest and seeking their views</p>	<p><i>Who are the stakeholders who will be affected by your proposal? Have they been involved?</i></p> <p>The Draft SPG has been produced in liaison with the Council’s Tourism Officer and following discussion regarding the emerging revised Destination Management Plan. It will be subject to internal (including Development Management officers) and external consultation. Public consultation will be targeted to those who are considered to have a specific interest in the topic but also including all town and community councils and notices in the press. The consultation will also been publicised via our Twitter account @MCCPlanning.</p>	<p>The Draft SPG supports LDP tourism policies. The LDP was subject to extensive community and stakeholder engagement and consultation throughout the plan preparation process. This provided those interested parties with the opportunity to make representations on the policy framework to the Council and to an independent inspector who examined the LDP.</p> <p>LDP AMRs will provide both an annual evaluation of plan performance, including retail policy, and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for LDP review/revision. Any review/revision of the LDP will be taken forward through extensive stakeholder engagement, expanding on the methods used previously.</p>
 <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The requirement for this Draft SPG has arisen from some concern over the extent to which the LDP tourism policy framework is supportive of sustainable forms of visitor accommodation, including ‘glamping’. The Council seeks to support and adopt a positive approach to sustainable forms of visitor accommodation. This is reflected in the LDP policy framework which is supportive of such proposals providing that this is not at the expense of natural and built environment, which in themselves are key drivers of the County’s visitor economy.</p> <p>The Draft SPG therefore provides certainty and clarity for applicants, officers and Members in the interpretation and implementation of the existing LDP policy framework in relation to proposals for sustainable forms of visitor accommodation.</p>	<p>The future adoption and implementation of this Draft SPG will support and enable the provision of sustainable forms of visitor accommodation in the County. This will assist in supporting the County’s visitor economy which is essential to the well-being and enjoyment of local communities and residents.</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p data-bbox="331 276 517 475">Positively impacting on people, economy and environment and trying to benefit all three</p>	<p data-bbox="546 197 1279 328"><i>There is space to describe impacts on people, economy and environment under the Wellbeing Goals above, so instead focus here on how you will better integrate them and balance any competing impacts</i></p> <p data-bbox="546 357 1330 456">The Draft SPG supports the implementation of the LDP which has been subject to a SA/SEA that balances the impacts on social, economic and environmental factors.</p>	<p data-bbox="1352 197 2116 427">The AMRs will examine the impacts of the LDP over the longer term and evidence the emergence of any trends at different spatial scales. Delivering sustainable development (social, economic and environmental) is central to the LDP. Continue to monitor indicators, including tourism policy indicators and targets, to inform future AMRs.</p> <p data-bbox="1352 456 2116 555">Any review/revision of the LDP will be subject to a SA/SEA that balances the impacts on social, economic and environment factors.</p>

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

Page 56

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	None	None	N/A
Disability	None	None	N/A
Gender reassignment	None	None	N/A
Marriage or civil partnership	None	None	N/A
Race	None	None	N/A
Religion or Belief	None	None	N/A
Sex	None	None	N/A

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?
Sexual Orientation	None	None	N/A
Welsh Language	None	None	N/A

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	None	None	N/A
Corporate Parenting	None	None	N/A

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

- Monmouthshire Local Development Plan (2011-2021).
- Monmouthshire Local Development Plan Annual Monitoring Reports (2014-15, 2015-6)
- STEAM, 2015

**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 section should give the key issues arising from the evaluation which will be included in the Committee report template.*

**Positive:** The Draft SPG seeks to support sustainable forms of tourism accommodation providing that this is not at the expense of the County's natural and built environment. This will assist in supporting the County's visitor economy which is essential to the well-being of local communities and residents throughout Monmouthshire. This positive approach to sustainable tourism accommodation is vital if Monmouthshire is to fully realise its potential as a high quality and competitive visitor destination.

**Future:** Ensure that LDP tourism policies are accurately interpreted and implemented fully through use of this Draft SPG, measuring the effectiveness of the relevant policies on an annual basis in the LDP AMR.

**Negative:** Potential for some negative sustainability impacts in countryside locations for example landscape impacts and increased car use. However, given the temporary nature of most forms of glamping accommodation the scope for such negative impacts is limited and will be carefully considered against the LDP policy framework.

**Future:** LDP AMRs will provide both an annual evaluation of plan performance, including tourism policy, and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for LDP review/revision.

**5. 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
Public consultation on the draft SPG, with appropriate amendments in response prior to proceeding to adoption	For approximately 6 weeks following approval of the draft SPG.	Head of Planning, Housing & Place-shaping	



**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.**

<b>The impacts of this proposal will be evaluated on:</b>	Impacts will be evaluated on a regular basis in the required LDP Annual Monitoring Report. This AMR will be reported for political decision prior to submitting to the Welsh Government by 31 October 2017 and will be publicly available on the MCC website.
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## REPORT

<b>SUBJECT</b>	<b>REVENUE &amp; CAPITAL MONITORING 2016/17 PERIOD 3 OUTTURN FORECAST STATEMENT</b>
<b>DIRECTORATE</b>	<b>Resources</b>
<b>MEETING</b>	<b>Economy &amp; Development Select Committee</b>
<b>DATE</b>	<b>9th February 2017</b>
<b>DIVISIONS/WARD AFFECTED</b>	<b>All Authority</b>

### 1. PURPOSE

- 1.1 The purpose of this report is to provide Members with information on the forecast revenue outturn position of the Authority at the end of period 3 which represents month 9 financial information for the 2016/17 financial year
- 1.2 This report will also be considered by Select Committees as part of their responsibility to,
- assess whether effective budget monitoring is taking place,
  - monitor the extent to which budgets are spent in accordance with agreed budget and policy framework,
  - challenge the reasonableness of projected over or underspends, and
  - monitor the achievement of predicted efficiency gains or progress in relation to savings proposals.

### 2. RECOMMENDATIONS PROPOSED TO CABINET

- 2.1 That Cabinet notes the extent of forecast revenue underspend using period 3 data of £79,000, an improvement of £919,000 on previous reported position at period 2.
- 2.2 That Cabinet expects Chief Officers to continue to review the levels of over and underspends and reallocate budgets to reduce the extent of compensatory positions needing to be reported from at quarterly cycles.
- 2.3 That Cabinet appreciates the extent of predicted schools reserve usage, its effect of forecast outturn reserve levels and the related anticipation that a further 6 schools will be in a deficit position by end of 2016-17.
- 2.4 That Cabinet considers the capital monitoring, specific over and underspends, and importantly that Cabinet recognises the risk associated with having to rely on a use of capital receipts in the year of sale and the potential for this to have significant revenue pressures should receipts be delayed and temporary borrowing be required.
- 2.5 That Cabinet approves an additional investment of £30,000 into the Disabled Facilities Grant capital budget in order to respond to demands being placed on the current programme, funded by a virement from existing Highways Maintenance and Access for All budgets.
- 2.6 That Cabinet approves a £30k increase to Woodstock Way linkage scheme afforded by an equivalent underspend to another area improvement scheme (Abergavenny).

### 3. MONITORING ANALYSIS

#### 3.1 Revenue Position

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

#### 3.1.2 Responsible Financial Officer's Summary of Overall Position Period 3 (Month 9)

Given the positive feedback received at month 6, the revised format has been retained. There has been a further change to the reporting of reserve funded expenditure that Directorate advocate will not be incurred in the current year. So traditionally where a Directorate is proposing a slippage in reserve funded expenditure this has been shown as a saving to their Directorate and a cost to Appropriations. Having reserve funded underspends in Directorates can reduce the visibility of real overspends. So in order to improve transparency, the budgets in Directorates have been adjusted downwards together with the funding from reserve budget, and will instead be added back next year. This does provide a clearer position for management teams, SLT and Members but will show unfavourably against month 6 position which was forecast using the traditional approach.

<b>Table 1: Council Fund 2016/17 Outturn Forecast Summary Statement at Period 3 (Month 9)</b>	<b>Budget Reported @ month 6</b>	<b>Budget Virements &amp; Revisions made during Period 3</b>	<b>Revised Annual Budget @ Month 9</b>	<b>Annual Forecast @ Month 9</b>	<b>Equivalent Forecast Over/ (Under) spend @ month 9</b>	<b>Forecast Over/ (Under) spend @ month 6</b>	<b>Variance in Forecast since month 6</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Adult Services	6,925	91	<b>7,016</b>	6,916	(100)	(185)	85
Children Services	9,839	(35)	<b>9,804</b>	10,388	584	456	128
Community Care	20,624	0	<b>20,624</b>	21,218	594	888	(294)
Commissioning	1,543	0	<b>1,543</b>	1,450	(93)	(46)	(47)
Partnerships	347	0	<b>347</b>	347	0	0	0
Public Protection	1,460	0	<b>1,460</b>	1,457	(3)	(23)	20
Resources & Performance	911	0	<b>911</b>	914	3	(20)	23
<b>Total Social Care &amp; Health</b>	<b>41,649</b>	<b>56</b>	<b>41,705</b>	<b>42,690</b>	<b>985</b>	<b>1,070</b>	<b>(85)</b>
Individual School Budget	43,308	(84)	<b>43,224</b>	43,258	34	0	34
Resources	1,508	0	<b>1,508</b>	1,504	(4)	309	(313)
Standards	5,066	0	<b>5,066</b>	5,206	140	50	90
<b>Total Children &amp; Young People</b>	<b>49,882</b>	<b>(84)</b>	<b>49,798</b>	<b>49,968</b>	<b>170</b>	<b>360</b>	<b>(189)</b>
Business Growth & Enterprise	1,365	(337)	<b>1,028</b>	1,053	25	16	9
Planning & Housing	1,462	(100)	<b>1,362</b>	1,182	(180)	(233)	53
Tourism Life & Culture	2,993	(91)	<b>2,902</b>	3,350	448	396	52
Youth	0	0	<b>0</b>	0	0	0	0
<b>Total Enterprise</b>	<b>5,819</b>	<b>(528)</b>	<b>5,291</b>	<b>5,585</b>	<b>294</b>	<b>180</b>	<b>114</b>
Governance, Engagement & Improvement	4,439	181	<b>4,620</b>	4,642	22	(28)	50
Legal & Land Charges	448	0	<b>448</b>	418	(30)	(30)	0
Operations	16,922	0	<b>16,922</b>	16,770	(152)	66	(218)
<b>Total Chief Executives Unit</b>	<b>21,808</b>	<b>181</b>	<b>21,989</b>	<b>21,830</b>	<b>(160)</b>	<b>8</b>	<b>(168)</b>

<b>Table 1: Council Fund 2016/17 Outturn Forecast Summary Statement at Period 3 (Month 9)</b>	<b>Budget Reported @ month 6</b>	<b>Budget Virements &amp; Revisions made during Period 3</b>	<b>Revised Annual Budget @ Month 9</b>	<b>Annual Forecast @ Month 9</b>	<b>Equivalent Forecast Over/ (Under) spend @ month 9</b>	<b>Forecast Over/ (Under) spend @ month 6</b>	<b>Variance in Forecast since month 6</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Finance	2,277	(35)	2,242	2,141	(101)	(29)	(72)
Information Communication Technology	2,310	61	2,371	2,370	(1)	69	(70)
People	1,425	38	1,463	1,563	100	100	0
Place	(646)	(76)	(722)	(512)	210	145	65
<b>Total Resources</b>	<b>5,367</b>	<b>(12)</b>	<b>5,355</b>	<b>5,562</b>	<b>207</b>	<b>284</b>	<b>(77)</b>
Precepts and Levies	16,484	0	16,484	16,488	4	4	0
Coroners	80	0	80	100	20	20	0
Gwent Joint Records	183	0	183	182	(0)	(0)	0
Corporate Management (CM)	186	0	186	661	475	1	474
Non Distributed Costs (NDC)	726	0	726	834	108	98	10
Strategic Initiatives	634	0	634	194	(440)	0	(440)
Office furniture & equipment	(0)	0	(0)	0	0	0	0
Insurance	1,218	0	1,218	1,144	(74)	(59)	(15)
<b>Total Corporate Costs &amp; Levies</b>	<b>19,511</b>	<b>0</b>	<b>19,511</b>	<b>19,603</b>	<b>92</b>	<b>63</b>	<b>29</b>
<b>Net Cost of Services</b>	<b>144,035</b>	<b>(387)</b>	<b>143,648</b>	<b>145,238</b>	<b>1,590</b>	<b>1,966</b>	<b>(376)</b>
Attributable Costs – Fixed Asset Disposal	95	0	95	111	16	54	(38)
Interest & Investment Income	(55)	0	(55)	(73)	(18)	(6)	(12)
Interest Payable & Similar Charges	3,496	0	3,496	2,941	(555)	(540)	(15)
Charges Required Under Regulation	3,427	0	3,427	3,373	(54)	(17)	(37)
Contributions to Reserves	105	0	105	108	3	0	3
Contributions from Reserves	(2,404)	387	(2,017)	(2,017)	(0)	263	(263)
<b>Appropriations</b>	<b>4,664</b>	<b>387</b>	<b>5,051</b>	<b>4,443</b>	<b>(608)</b>	<b>(245)</b>	<b>(362)</b>
General Government Grants	(63,567)	0	(63,567)	(63,567)	0	0	0
Non-Domestic Rates	(27,981)	0	(27,981)	(27,981)	0	0	0
Council Tax	(63,411)	0	(63,411)	(64,061)	(650)	(530)	(120)
Council Tax Benefits Support	6,258	0	6,258	5,849	(409)	(349)	(60)
<b>Financing</b>	<b>(148,701)</b>	<b>0</b>	<b>(148,701)</b>	<b>(149,760)</b>	<b>(1,059)</b>	<b>(879)</b>	<b>(180)</b>
Budgeted contribution from Council Fund	2	0	2	0	(2)	(2)	0
<b>Net Council Fund (Surplus) / Deficit</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>(79)</b>	<b>(79)</b>	<b>840</b>	<b>(919)</b>

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

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

3.1.4 Overall this is a considerably improved position is anticipated against month 6, and interestingly the deficit level at month 9 monitoring is marginally better than the equivalent positions in previous years, despite it feeling increasingly harder to positively influence forecast outturn. The improvements continue to significantly be affected by council tax receipts and treasury improvements, and net cost of services still shows a £1.6m financial deficit largely from the longstanding social care challenge, although this does exhibit an improving trend during the year but which is highly influence by additional external and health based awards.

3.1.5 In providing a balanced perspective, there are tangible improvements in net cost of services deficit of £376k since month 6, which is encouraging given the changed approach towards reserve funded slippage which has reduced Directorate budgets by £387k. Had that been taken out at month 6 (so comparing like with like), the net cost of services exhibited a favourable £763k swing between month 6 and 9. Directorates continue to report reviewing the levels of over and underspends and reallocate budgets to reduce the extent of compensatory positions needing to be reported from month 9 onwards.

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

**3.1.6 Stronger Communities Select Portfolio (£1,528k net underspend)**

- Chief Executives Unit (£160k underspend)

Legal division exhibit the same level of underspend as month 6 of £30k. Governance, engagement and improvement forecast a deficit of £22k, which is worsening of £50k on month 6 largely symptomatic of a worsening position with community Education, caused by further decline in franchise income. Conversely Operations exhibits £218k improvement on month 6 and is now a predicted £152k surplus, largely through the reduction in SWTRA deficit by £100k, procurement savings of £15k and increase in waste/streetscene surplus. The position for each of main Operations areas is as follows, Highways £150k deficit (all SWTRA related), Property and Procurement £80k surplus (importantly the service has resolved the large deficit in schools catering it received from CYP Directorate when the service moved), Passenger Transport £25k deficit (despite presuming to bill Eisteddfod £104k worth of costs), Transport administration breakeven, Waste and Streetscene £241k surplus..

- Resources Directorate (£207k overspend)

An underspend in Finance Division costs of £101k, predominantly predicted savings in housing benefit and council tax administration. IT shows a significantly improved position since month 6, now effectively forecasting to breakeven with reduction in equipment costs compensating for the delay in commercialising and selling our developed Social Care application. People division continue to forecast an overspend of £100k, due to the delays with implementing the Training budget mandate (£50k) and take up of Flexible benefits being negligible against a target saving mandate of £50k. Place division forecast an overspend of £210k, £135k of which is the result of delays in meeting previously agreed income targets in the sustainability budget (£84k), and £62k overspend in respect of Markets, a mixture of increased costs in association with Borough Theatre, and a shortfall in income against income targets. The remainder £75k is a result of an unachievable mandate for the commercialisation/optimisation of Enterprise Assets that has recently transferred to

the new Directorate. This pressure has been identified and built into 2017-18 budget proposals going forward.

- Corporate (£92k overspend)

There is an excess of net pension strain costs (£108k) caused by past and current redundancy decisions. Corporate management exhibits a £475k overspend caused predominantly by a shortfall in reimbursement in rating appeals forecast as £140k deficit, miscellaneous write off of unrecoverable debts £47k, £318k of employment tribunal settlement costs against which a caveated use of reserves was agreed by Cabinet at month 6, Coroner costs being higher than budgeted (£20k overspend), offset by Insurance underspend of £74k. Strategic initiatives evidences an underspend of circa £440k. This budget relates to living wage uplift (£184k) and our creation of redundancy budget (£450k). The actual resulting costs sit in individual Directorates through the year, to be absorbed/mitigated in first instance. However to avoid double counting of such costs and appreciating ultimately they may fall to the corporate budget, the corporate budget is artificially adjusted so that it is self-balancing with Directorate costs. Excluding schools the Council has incurred £256k redundancy costs to date, and monitoring assumption for living wage uplift remains at budgeted level.

- Appropriations (£608k underspend)

Caused predominantly by a net £627k saving in treasury/borrowing costs from active treasury management and utilising recurrent short term borrowing as an alternative to taking out more expensive long term borrowing. Net borrowing costs are also favourably affected by any delay in the timing of expenditure that has not already been factored into the budget calculations e.g. capital (of net £42.5m capital budget only net £25m has been incurred at month 9), and using receipts as more cost effective temporary internal borrowing.

- Financing (£1,059k underspend)

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

## **RESOURCES DIRECTOR CONTEXT & COMMENTARY**

The Directorate is carrying a number of significant in-year pressures brought about by budget mandates that had been further developed but that have not been able to deliver the intended level of savings. Whilst many of these pressures have now removed as part of the 2017-18 budget proposals the Directorate continues to place downward pressure on expenditure and has been successful in further reducing the over spend to £207k. This is aided by an improved housing benefit subsidy position which in itself remains volatile. Further efforts will continue to be made to across the Directorate to reduce the over spend going into year-end.

## **HEAD OF OPERATIONS CONTEXT & COMMENTARY**

The third quarter shows a move from a half year projected overspend of £69,999 to an underspend of £152,076. Obviously this is a welcome trend in support of achieving a corporate balanced, or ideally underspend, position.

The main contributors towards the underspend are discussed below:

Waste and Street Services – although the employer's funding is budgeted for some employees (both waste and grounds staff) continue to decline to take up the option of an occupational (superannuation) pension resulting in a saving on the employer's contribution. The Project Gwyrdd annuity offers a saving in early years although this will reverse in future years and additional budget provision will be required. Grounds trading has increased, particularly for play equipment installation so income has improved accordingly.

Property and Facilities Management – property and office maintenance are being managed to provide an underspend and it is pleasing to see that schools catering and cleaning are both balancing in this year having struggled to do so in recent years.

Public and schools transport - forecasting a small overspend of £25,000 which will be managed in the Operations out turn overall.

County Highways and SWTRA – The month 6 position suggested a £250,000 budget pressure due to the new SWTRA agreement changing dramatically the financial forecast from the underspends in previous years. As the new agreement unfolds the position is becoming clearer which, along with works for other local authorities indicates that the overspend for this area may be revised to £150,000. The winter so far has seen pre-salting runs being undertaken but no major response to poor weather. Nevertheless it is worth noting that the risk remains that bad weather would see extra costs being incurred.

### **3.1.7 Economy & development Select Portfolio (£291k net overspend)**

- Enterprise Directorate (£294k net overspend)

Business growth and enterprise is incurring a forecast overspend of £25k, predominantly reflective of the net deficit in Youth Services that has moved from CYP Directorate within the year.

Planning & Housing (£180k underspend) – Development control exhibits a deficit of £43k through reduced development and income activity, conversely development plans area exhibits £201k surplus, which is rather artificial as the saving is largely resultant from Local development plan (LDP) costs being deferred which will instead crystallise next year in addition to next years annual budget. Currently these savings are presupposed to assist with overall Enterprise Directorate bottom line. Housing exhibits a £21k underspend which is a mixture of net one off grant received in homelessness and an excess of income in lodging scheme being above occupation assumptions.

Tourism, leisure & culture (£448k overspend) - Countryside exhibit an underspend of £30k from part vacancy and extra grant funding. There is a £221k overspend in respect of Cultural services, of which the main pressure is Caldicot Castle (£122k), Old Station (56k) and Museums (43k) as a result of unmet mandate savings. Leisure services anticipate £81k overspend, largely the consequence of forecast imbalance in the Events function (£67k) caused in part by costs of Events team in facilitating Eisteddfod exceeding the agreed recharge, the remainder reflects a redundancy in Leisure which is anticipated to be picked up by the Council's corporate reserve budget. Tourist Information Centres indicate a £79k overspend due the service being run above the level presumed by saving levels volunteered by the Directorate for this service. Youth services are a recent addition to Enterprise Directorate, and have been absorbed in part between Business Growth and Enterprise sub division and Tourism Leisure and Culture subdivision. It was received from CYP with a significant inherent deficit and whilst this deficit is still £96k deficit, this is an improvement of £51k on month 6 position.

- Social Care & Health (£3k underspend)

Public Protection (£3k underspend) – miscellaneous minor underspends on £1.5million expenditure budget

### **ENTERPRISE DIRECTOR'S CONTEXT & COMMENTARY (in absentia)**

The Directorate continues to drive a progressive agenda of change brought about by the need to re-engineer services and put them on a more sustainable footing whilst continuing to deliver ambitious mandated savings. All of this is happening in tandem with lead responsibility for Future Monmouthshire and so balancing resources to manage today, whilst preparing for tomorrow is a challenge, but equally an opportunity we must continue to vigorously pursue.

Continuing cost pressures remain around planning, leisure, museums and culture, and whilst we are generating more income than ever – it remains insufficient in meeting annually uplifted targets. This reflects some of the issues we're experiencing whereby the current service formats, mean we have



saturated the markets available to us and in its current form it is not feasible to charge premium rates. This position, which will not change as things currently stand, is now a driver underpinning exploration of alternative delivery vehicles and the Future Monmouthshire programme.

Whilst the Eisteddfod was a tremendous success, showcasing our county and delivering huge benefits it also took considerable time and focus of teams which as a consequence and as a one off has resulted in additional costs being incurred and notably by the Events function. I am pleased to see that the Youth Service, whilst still exhibiting an over spend continues to drive towards a more sustainable model of delivery.

The directorate continues to explore opportunities to drive further savings and remains hopeful that the forecast position will improve further in assisting the Authority's current over spend position.

### **3.1.8 Adult Select Portfolio (net £398k overspend)**

- Social Care & Health

Adult Services (£100k underspent) – the net effect of secondments and intermediate care funding sustaining services, a saving of £53k has resulted from the My Day review, which compensates in part for a short term staffing pressure at Severn View of £80k, and redundancy costs of circa £73k in respect of Mardy Park.

Community Care (£594k overspend) – this area has now overtaken Children's Services as the most significant financial challenge affecting Social Care Directorate. The net pressure is caused by £110k flip in Community Learning Disability Costs since month 6 to now be £83k deficit, adding to continued care package demands predominantly within the Chepstow team and Mental Health Care team, collectively £1.2 million. These are compensated in part by savings within the other 2 teams (£254k), reported Frailty partnership cost underspends (£52k) and net Independent Living and Intermediate Care funding total collectively £100k.

Commissioning (£93k underspend) – predominantly a savings within Drybridge Gardens service area caused by a refund on the last 3 years management agreement and a vacant unit at the site, and a return of historic un-utilised funding from a third party.

Resources (net £3k overspend) – a mix of Finance team and Facilities management savings have compensated in part for addition IT and service strategy costs.

During the report writing process, SCH colleagues volunteered an additional collective £189k improvement cause by adoption of the following monitoring assumptions across Adult and Children Services. There is an additional degree of risk that such savings will be manifest hence wishing to keep separate from the original forecast provided, but they have been reflected in the summary table figures in para 3.1.2 in modelling the consequence.

- 100% Health funding for two Children's cases of £49K
- Not accounting for £30K of LAC panel cases of 12<sup>th</sup> January which came to light after M9 deadline
- Taking a brave move to assume Health will agree to us retaining the £129.5K new year ICF slippage which we have been trying to get agreement on
- £9K refund from capital for Mardy Park carpark scheme to fund Mardy Park transition work which has yet to be actioned.

### **SCH DIRECTOR'S CONTEXT & COMMENTARY**

There is a projected overspend of £403,000 in Adult Social Care. This is an improving position from the month 6 position by £233,000. There remain significant pressures as a consequence of the demographics, particularly in older adult population and the integrated team in the South

Monmouthshire. These pressures were contained within the service in previous years but the practice change mandate of £628,000 for 2016/17 means that underspends elsewhere are not able to offset the pressures. There are a combination of factors that are causing particular challenges; the complexity of need of people who are very old and frail, an increase in placement numbers as people who are already in residential care placements become the responsibility of the Local Authority when their savings fall below the £24,000 threshold and fragility of both the care home and domiciliary sectors. Intermediate Care Fund investment is being used to partially address pressures; however some of this investment is not yet confirmed as recurring for Monmouthshire. Since the introduction from 1st April 2016 of the new charging regulations issued to Local Authorities under the Social Services and Wellbeing Act, we have an income loss pressure resulting from respite care charges being capped at £60 per week. Recovery plans are in place across adult services and a range of actions are being pursued to accelerate practice change. A detailed service and financial plan is being developed for the next 3 years.

### **3.1.9 Children & Young People Select Portfolio (net £754k overspend)**

- Social Care & Health

Children's Services (net £584k overspend) – whilst this is now no longer the greatest financial challenge within Social care, its pressure has exhibited an upward trend since month 6 of £177k. There are a variety of large value under and overspends within the service, but the volatility can largely be attributed to a forecast increase in external placement costs of £299k, £93k increase in Younger People's accommodation costs with a partly compensatory effect from a reduction in fostering allowances and costs (£180k benefit). Whilst the external placement outturn forecast is breakeven with budget and fostering costs exhibit £39k underspend, Members may wish to keep a close eye on quarterly movement between Fostering and external placements and their interrelationship going forward as any increasing trend of rising external placement costs and reducing foster costs appears a less resilient and sustainable prospect. However individual care package costs and utilisation of appropriate care options will tend to skew financial analysis when viewed in short timeframes so need to be viewed over a more protracted period. Court costs exhibit no activity variance on month 6 and still forecast a net deficit of £118k against budget. Team costs (overspend of £498k) continue to be significantly affected by the extent and use of temporary and agency staff whilst the team seek to recruit and train new directly employed staff.

Youth offending team partnership (breakeven) – whilst it is unusual to highlight a service that is anticipated to have a neutral year end effect. As part of the Select Committee's work programme, Members may wish to understand the considerable effort made by the service to accommodate significantly declining government funding in 2016/17 and into future and how it could foreseeably impact upon sustainability of the service.

During the report writing process, SCH colleagues volunteered a collective additional £189k improvement cause by adoption of the following monitoring assumptions across Adult and Children Services. There is an additional degree of risk that such savings will be manifest hence wishing to keep separate from the original forecast provided, but they have been reflected in the summary table figures in para 3.1.2 in modelling the consequence.

- 100% Health funding for two Children's cases of £49K
- Not accounting for £30K of LAC panel cases of 12<sup>th</sup> January which came to light after M9 deadline
- Taking a brave move to assume Health will agree to us retaining the £129.5K new year ICF slippage which we have been trying to get agreement on
- £9K refund from capital for Mardy Park carpark scheme to fund Mardy Park transition work which has yet to be actioned.

- Children and Young People (net £170k overspend)

Resources delegated to schools exhibit £34k overspend against budget due to additional support provided by LEA in respect of staffing and IT charges. There is a small underspend of £4k within the Finance team, which compensates in part for the net overspend of £140k in Additional Learning Needs costs reflective of decisions to support pupils within MCC school system (£120k) over budgeted levels and out of County placement costs exceeding budget by £50k. There are £18k redundancy costs with Flying Start provision which will be picked up from Council corporate redundancy pot rather than the grant, with net ALN costs mitigated by vacancy and management savings and a reduction in grant match funding requirements relating to current and previous year.

### **SOCIAL CARE & HEALTH DIRECTOR'S CONTEXT & COMMENTARY**

There is a projected overspend of £584,000 in Children's Services. The main causes of the overspend are workforce (agency staff remaining in post whilst new staff are recruited), legal fees (representing the level and complexity of court activity) and care leavers accommodation costs. There is positive movement in the placement budget, as the number of looked after children have reduced and a number of control mechanisms have been established such as a Looked After Children admissions panel. This budget remains volatile and could see significant fluctuations if there is an increase in looked after children numbers. Cabinet approved a 3 year service and financial plan for improving Children's Services in July 2016 which includes a financial model that will support Children's Services in managing within its means as practice and commissioning improves.

### **INTERIM CHILDREN & YOUNG PEOPLE DIRECTOR'S CONTEXT & COMMENTARY**

The Children and Young People Directorate's Month 9 position is a forecasted overspend of £171,000. This is an increased overspend position compared with that of Month 6. The ALN budget continues to remain under significant pressure due to the requirement to support more of our pupils with complex needs out of county, which has led to a further pressure of £25,000 leading to a year end overspend of £50,000. There have been additional costs of £43,000 in the School Resource Action Fund and this area forms a significant percentage of the Directorate's forecasted overspend (expected to be £120,000 at year end). Alongside these overspends recoupment forecasts are lower than expected but it is expected that there will be greater recovery prior to year-end.

Due to the current interim arrangement within the management team of CYP, additional costs have been incurred, resulting in an overspend of £61,000 in this area. Vacancies have been carried to minimise the impact of this cost. We are continuing to work across all areas of spend to reduce the overspend position with a particular focus on managing our Additional Learning Needs budget. This is also a focus of a longer term strategic review which will allow us to meet the needs of children earlier and at a lower cost.

The Directorate will work across all areas of activity to bring down the level of overspend by the end of year.

## **3.2 SCHOOLS**

- 3.2.1 Each of the Authority's Schools is directly governed by a Board of Governors, which is responsible for managing the school's finances. However, the Authority also holds a key responsibility for monitoring the overall financial performance of schools. Below is a table showing the outturn forecast Schools' balances position based on month 9 projections.

**Month 9 movement on reserves**

	Opening reserves 2016-17 (Surplus)/Deficit	In Year forecast at Month 6 (Surplus)/Deficit	Difference reported from Month 9 to Month 6 (Surplus)/Deficit	In Year forecast at Month 9 (Surplus)/Deficit	Projected carry forward at year end 2016-17 (Surplus)/Deficit	Notes
<b>Abergavenny cluster</b>						
E003 King Henry VIII Comprehensive	(107,369)	204,459	12,910	217,369	110,000	Significant increase in supply costs due to long term absences and exam fees are considerably higher than budgeted amount.
E073 Cantref Primary	(41,987)	10,113	1,159	11,272	(30,715)	
E072 Deri View Primary	(86,054)	75,037	(15,963)	59,074	(26,980)	Position has improved since Q2 as a result of realignment of grant expenditure.
E035 Gilwern Jnr & Inf	(41,298)	18,238	(1,756)	16,482	(24,816)	
E037 Goytre Fawr Jnr & Inf	(53,920)	22,310	11,009	33,319	(20,601)	IT investment has resulted in an increased in-year spend.
E041 Llanfair Kilgeddin CV Jnr & Inf	(66,824)	66,824	0	66,824	0	
E093 Llanfoist Fawr	(93,790)	62,181	3,397	65,578	(28,212)	
E044 Llantillio Pertholey Jnr & Inf	(37,176)	36,557	(2,955)	33,602	(3,574)	
E045 Llanvihangel Crocorney Jnr & Inf	23,605	5,152	2,219	7,371	30,976	
E090 Our Lady and St Michael's RC Primary School	(30,654)	5,363	(336)	5,027	(25,627)	
E067 Ysgol Gymraeg Y Fenni	(58,741)	23,163	(381)	22,782	(35,959)	
Successful Futures Grant Funding from EAS	0	0	(13,050)	(13,050)	(13,050)	
<b>Caldicot cluster</b>						
E001 Caldicot Comprehensive	(208,860)	203,597	(27,046)	176,551	(32,309)	Improved forecasted position due to anticipated savings against utilities and building maintenance costs due to new school build.
E068 Archbishop Rowan Williams Primary	(84,488)	68,794	(10,949)	57,845	(26,643)	
E094 Castle Park	21,447	26,109	0	26,109	47,556	
E075 Dewstow Primary School	(112,597)	72,219	(195)	72,024	(40,573)	
E034 Durand Jnr & Inf	(60,520)	18,293	(5,688)	12,605	(47,915)	
E048 Magor Vol Aided Jnr & Inf	(56,008)	7,667	21,986	29,653	(26,355)	A number of absences have resulted in increased costs of supply cover.
E056 Rogiet Jnr & Inf	(59,614)	51,948	(20,339)	31,609	(28,005)	Improved position as a result of additional ALN funding being received to support a post already in place. Also donations received to offset premises expenditure which had not previously been forecasted.
E063 Undy Jnr & Inf	(16,641)	(11,102)	26,101	14,999	(1,642)	In-year overspend now being reported as a result of a number of illnesses at the school which have resulted in increased costs of supply cover.
E069 Ysgol Gymraeg Y Ffin	(13,168)	55,697	11,426	67,123	53,955	Staff changes have resulted in an increased overspend position. Class structures have been revisited as part of recovery plan in order to reduce the deficit going forward.
Successful Futures Grant Funding from EAS	0	0	(10,150)	(10,150)	(10,150)	

	Opening reserves 2016-17 (Surplus)/Deficit	In Year forecast at Month 6 (Surplus)/Deficit	Difference reported from Month 9 to Month 6 (Surplus)/Deficit	In Year forecast at Month 9 (Surplus)/Deficit	Projected carry forward at year end 2016-17 (Surplus)/Deficit	Notes
<b>Chepstow cluster</b>						
E002 Chepstow Comprehensive	414,067	(253,758)	7,666	(246,092)	167,975	Small negative variance in comparison to Q2 as a result of increased costs of supply
E091 New Pembroke Primary School	(36,201)	33,497	10,504	44,001	7,800	Position has worsened since Q2 due to increased supply costs to cover a staff absence.
E057 Shirenewton Jnr &	(81,560)	(5,396)	3,770	(1,626)	(83,186)	
E058 St Mary's Chepstow RC Jnr & Inf	(25,386)	32,628	(971)	31,657	6,271	
E060 The Dell Jnr & Inf	(50,266)	35,976	(4,284)	31,692	(18,574)	
E061 Thornwell Jnr & Inf	(2,252)	13,196	28,025	41,221	38,969	Two members of teaching staff on long term absence have led to an increased spend on supply cover. Contract cleaning cost also higher than anticipated - this is being queried with DSO Cleaning. Additional support also required for two ALN pupils and a decision on whether funding will follow is pending.
Successful Futures Grant Funding from EAS	0	0	(8,700)	(8,700)	(8,700)	
<b>Monmouth cluster</b>						
E004 Monmouth Comprehensive	(45,772)	45,772	0	45,772	0	
E032 Cross Ash Jnr & Inf	(51,269)	26,955	(7,257)	19,698	(31,571)	
E092 Kymin View	(18,774)	24,547	2,799	27,346	8,572	
E039 Llandogo Jnr & Inf	11,446	(3,904)	12,027	8,123	19,569	Sickness absences at the school have resulted in increased costs of supply cover.
E074 Osbaston Church In Wales Primary	(37,344)	25,874	3,145	29,019	(8,325)	
E051 Overmonnow Jnr & Inf	19,101	(21,182)	13,886	(7,296)	11,805	Additional supplies and services and costs of increased necessary supply cover have resulted in a deficit now being forecasted - recovery plan meeting will scheduled.
E055 Raglan Jnr & Inf	(18,369)	17,573	499	18,072	(297)	
E062 Trellech Jnr & Inf	(86,281)	23,026	(3,226)	19,800	(66,481)	
E064 Usk CV Jnr & Inf	(71,295)	38,402	1,550	39,952	(31,343)	
Successful Futures Grant Funding from EAS	0	0	(16,600)	(16,600)	(16,600)	
<b>Special Schools</b>						
E020 Mouton House	154,854	0	0	0	154,854	
E095 PRU	(46,208)	0	0	0	(46,208)	
	(1,156,166)	1,055,825	24,232	1,080,057	(76,109)	

3.2.2 6 schools exhibited a deficit position at the start of 2016/17. This is anticipated to rise to 12 by end of 2016-17. Significant volatility is particularly evident at Comprehensive school level, with Caldicot and Monmouth making significant use of their reserves. Conversely Chepstow exhibits good forecast progress against their exacting recovery plan targets for the year, and if their trajectory remains constant they will provide enhanced confidence that they will be able to resolve their deficit position by end of 2017/18 as agreed between Governing Body and LEA.

3.2.3 Collectively school balances at the beginning of the financial year amounted to £1,156,000. The Schools anticipated draw upon balances is forecasted to be £1,056,000 for 2016/17, leaving £76,000 as forecasted closing reserve balances.

Financial Year-end	Net level of School Balances
2011-12	(965)
2012-13	(1,240)
2013-14	(988)
2014-15	(1,140)
2015-16	(1,156)
2016-17 Forecast	(76)

3.2.4. Anticipated reserve levels have featured as a concern in previous years monitoring, and this year is really no different. This hasn't yet manifested itself as a problem at past year ends due to the receipt of adhoc grants from Education Advisory Service (EAS) late in the year which mitigated the forecast decline in the year end position.

3.2.5 CYP colleagues continue to work with EAS to improve the communication process to reduce this volatility, but ironically that may have an adverse effect on level of reserves to be carried forward, so reserve levels remain a focus for review.

3.2.6 As part of periodic monitoring engagement with CYP Select, the future provision of Recovery plan targets for those in deficit was volunteered, for members to get a better appreciation of whether individual schools were on track with their improvements or otherwise. CYP colleagues have supplied such details in draft, but would like the opportunity to amend in light of recent EAS awards, so as an interim step for month 9 a narrative note has been supplied in relation to significant variance which will for outturn and future be replaced by the revised recovery plan targets agreed with individual schools.

## 3.2 2016/17 Savings Progress

3.3.1 This section monitors the specific savings initiatives and the progress made in delivering them in full by the end of 2016/17 financial year as part of the MTFP budgeting process. .

In summary they are as follows,

Budgeted Service Savings Mandates Progress 2016/17							
DIRECTORATE	Saving included in 2016/17 Budget	Savings reported achieved month 2	Savings reported achieved month 6	Savings reported achieved month 9	Percentage progress in achieving savings	Delayed savings	Savings not achievable
	£'000	£'000	£'000	£'000	%	£'000	£'000
Children & Young People	600	600	600	600	100%	0	0
Social Care & Health	640	640	12	12	2%	628	0
Enterprise	310	285	285	245	79%	40	25
Resources	544	318	299	260	48%	75	209
Chief Executive's	1,565	1,442	1,442	1,437	92%	85	43
<b>Total Mandated Service Savings 2016-17</b>	<b>3,659</b>	<b>3,285</b>	<b>2,638</b>	<b>2,554</b>	<b>70%</b>	<b>828</b>	<b>277</b>

3.3.2 Forecasted mandated savings are currently running at 70%, down from 72% at period 2, with currently £277,000 being deemed unachievable at the end of month 9, and a further £828,000 unlikely to crystallise in 2016-17.

- 3.3.3 The emphasis of reporting savings has changed from previously where savings were reported when they were manifest, however the judgement is now whether saving is forecast to be achieved.
- 3.3.4 Consequently the savings appendix also has a traffic light system to indicate whether savings are likely to be achieved or have justifiable reasons explaining delayed implementation. The following summary of savings mandates are still reported to be red or amber risk.

### 3.3.5 **Stronger Communities Select Portfolio**

#### Resources Directorate

- Mandate A5: Sustainable Energy Initiatives: Expected income targets of £34,000 are unachievable, alternative delivery plan of increased income on property rental portfolio and reduced expenditure on repairs and maintenance proposed
- Mandate B3: Training Services Consolidation: Consolidation of authorities existing training functions and increased revenue streams of £50,000 are unachievable. Alternative delivery plans are being considered.
- Mandate B5a: Community Asset Transfer £60,000: MCC still in discussions over transfer of Chepstow Drill Hall and Melville Theatre. £45,000 of the £60,000 savings contained within the mandate are forecast to be achieved.
- Mandate B5b: Optimisation/commercialisation of assets within Enterprise Division. This mandate was originally wholly with Enterprise Directorate. Responsibility for £75k of £100k was transferred to Resources Directorate recently, but is unlikely to be achieved this close to year end. The mandate has been regarded as unachievable longer term and alongside others is an element of pressures to be accommodated as part of 2017-18 budget process
- Mandate B16: Flexible Employment Options £50,000: Scheme exhibits little demand amongst staff.
- Mandate B18: Strategic Property Review: £21,000 shortfall identified as a failure to achieve Residential Letting Income and the Depot Rationalisation Programme which will take longer than expected.

#### Chief Executive's Office

- Mandate B11: Senior Leadership Structure Review: Currently £42,700 of the £315,000 mandated savings still to be found. Current structures under review in regard to achieving this further saving.
- Mandate 21: Town & Community Councils: The mandate is currently £60,000 short of the £400,000 in regard to the service collaboration for Tourism (£20k), Museums (£20k), and Public Conveniences (£20k) .
- Mandate A28: Community Hubs: In a change from month 6, the original saving proposal £25,000 will not be achieved in the fashion original presumed by Contact Centre but the Community Hub service overall is still anticipated to break even against budget.

### 3.3.6 **Economy & Development Select Portfolio**

#### Enterprise (ENT) Directorate

- Mandate B5 b and c: Community Asset Transfer / Income Generation £25,000 of the original £100,000 relates to revised Leisure income targets. The remaining improvements from optimisation of assets has transferred to Resources Directorate. Neither element is forecast

to be achieved this year, and has been added to the pressures for consideration as part of 2017-18 budget process.

### 3.3.7 Adult Select Portfolio

#### Social Care & Health (SCH) Directorate

- Mandate A34. Whilst current year savings were anticipated to be delivered in full at period 1, a revised overspend particularly with Community Care arm of Social Care of £888,000 currently, makes it unlikely to conclude that the practice change mandate of £628,000 is deliverable this financial year.

### 3.3.8 Children and Young People Select Portfolio

#### Children and Young People (CYP) Directorate

- Current year savings are anticipated to be delivered in full.

## 3.4 Capital Position

3.4.1 The summary Capital position as at month 9 is as follows

<b>MCC CAPITAL BUDGET MONITORING 2016-17 AT MONTH 9 by SELECT COMMITTEE</b>						
<b>SELECT PORTFOLIO</b>	<b>Annual Forecast</b>	<b>Slippage Brought Forward</b>	<b>Total Approved Budget 2016/17</b>	<b>Provisional Capital Slippage to 2017/18</b>	<b>Revised Capital Budget 2016/17</b>	<b>Forecasted Capital Expenditure Variance</b>
	£000	£000	£000	£000	£000	£000
<b>Children &amp; Young People</b>	31,626	39,731	43,243	(11,617)	31,626	0
<b>Adult</b>	95	30	95	0	95	0
<b>Economic &amp; Development</b>	5,224	680	5,280	(50)	5,230	(6)
<b>Strong Communities</b>	8,689	3,243	9,464	(770)	8,693	(4)
<b>Capital Schemes Total</b>	45,634	43,684	58,082	(12,437)	45,644	(10)



### 3.5 Proposed Slippage to 2017-18

3.5.1 Proposed slippage volunteered at month 9 of £12.4 million mainly relates to Future Schools (£10,303k), The Welsh Medium School (£1,000k), £415k within S106 schemes, £296k in Schools ICT and a further £160k in relation to Granville Street / Wyebridge Street car parks.

### 3.6 Capital Outturn

3.6.1 Major revisions to the capital programme since month 6 include Cabinet approvals for the Solar Farm at Oak Grove (£4,455K). This expenditure will be incurred in full between month 10 and outturn but does skew somewhat the significance of spending necessary between now and year to manage a forecast in accordance to budget. This report does not yet reflect the sc106 deliberations and revisions to the budget agreed in relation to Caldicot 3g pitch and related play scheme refurbishment schemes made immediately prior to Christmas. This work has been actioned during month 10 and as a result will feature at the next monitoring cycle.

3.6.2 A collective forecast spend of £45.6million by budget holders by year end does require converting commitments and aspirations of £25m over next 3 months into actual spend when collectively they have only spent £21m in the first 9 months. As mentioned above £4.5m of this relates to solar farm expenditure and a significant element relates to Future schools costs, particularly in relation to Monmouth that can now be accelerated following Member decision to increase funding envelope to afford the their preferred design.

3.6.3 However based on monitoring experience, and pragmatism around past practice it is anticipated that budget holders will continue to overestimate their ability to progress projects and struggle to incur the full extent of necessary expense to suspect that month 9 forecast will prove the reality. Slippage requests tend to increase as the year progresses, and in common with previous years an in-depth analysis of such will be taken at outturn to evaluate whether requests are reasonable or whether instead the outturn variance is more accurately categorised as an underspend to be volunteered to members to be recycled into other capital priorities as part of the usual year end monitoring report.

3.6.4 Pressures apparent between month 6 and 9 include an extra £30k on Woodstock Way linkage scheme, proposed to be funded from an abortive area improvement scheme proposed in Abergavenny. Members have been keen to facilitate additional small scale adaptation work to relieve some pressure upon the general DFG budget, proposing to fund £30k worth of works from £15k Highways capital works budget and £15k from Access for all budget.

### 3.7 Capital Financing and Receipts

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

<b>MCC CAPITAL FINANCING BUDGET MONITORING 2016-17 AT MONTH 9 By FINANCING CATEGORY</b>						
<b>CAPITAL FINANCING SCHEME</b>	<b>Annual Forecast Financing</b>	<b>Slippage Brought Forward</b>	<b>Total Approved Financing Budget 2016/17</b>	<b>Provisional Budget Slippage to 2017/18</b>	<b>Revised Financing Budget 2016/17</b>	<b>Forecast Capital Financing Variance 2016/17</b>

	£000	£000	£000	£000	£000	£000
Supported Borrowing	2,400	0	2,400	0	2,400	0
General Capital Grant	1,461	0	1,461	0	1,461	0
Grants and Contributions	16,000	16,050	17,853	(1,853)	16,000	0
S106 Contributions	842	880	1,256	(415)	842	0
Unsupported borrowing	16,404	11,553	25,605	(9,201)	16,404	0
Earmarked reserve & Revenue Funding	888	590	1,100	(212)	888	0
Capital Receipts	7,501	14,500	8,292	(755)	7,536	(35)
Low cost home ownership receipts	113	113	113	0	113	0
Unfinanced	25	0	0	0	0	25
<b>Capital Financing Total</b>	<b>45,634</b>	<b>43,684</b>	<b>58,081</b>	<b>(12,437)</b>	<b>45,644</b>	<b>(10)</b>

### 3.8 Useable Capital Receipts Available

3.8.1 In the table below, the effect of the changes to the forecast capital receipts on the useable capital receipts balances available to meet future capital commitments is shown. This is also compared to the balances forecast within the 2016/20 MTFP capital budget proposals.

Movement in Available Useable Capital Receipts Forecast

TOTAL RECEIPTS	2016/17	2017/18	2018/19	2019/20
	£000	£000	£000	£000
Balance b/f 1 <sup>st</sup> April	5,311	8,971	0	1,093
ADD				
Receipts received in YTD	16,467	0	0	0
Receipts forecast received	685	9,951	5,560	5,660
Deferred capital receipts	4	4	4	4
LESS				
Receipts to be applied	(7,501)	(18,926)	(4,471)	(509)
Set aside	(5,995)	0	0	0
<b>Predicted Year end receipts balance</b>	<b>8,971</b>	<b>0</b>	<b>1,093</b>	<b>6,248</b>
<b>Financial Planning Assumption 2016/20 MTFP Capital Budget</b>	<b>18,151</b>	<b>6,452</b>	<b>3,985</b>	<b>3,481</b>
<b>Increase / (Decrease) compared to MTFP Capital Receipts Forecast</b>	<b>(9,180)</b>	<b>(6,452)</b>	<b>(2,892)</b>	<b>2,767</b>

- 3.8.2 The balances forecast to be held at the 31<sup>st</sup> March each year are lower than forecast in the MTFP, mainly due to the delayed LDP receipts. This difference is eradicated by March 2020 when all the LDP sites are forecast to have been sold. The table above is artificial in evidencing negative receipts, this wouldn't be the reality, alternative funding sources would need to be utilised when a positive level of receipts expires, and commonly this will involve reviewing levels of set aside which has a potential to affect the Council's revenue budget as not reducing capital financing requirement as anticipated would increase minimum revenue provision which is a product of that financing requirement. There is scope to do that without adversely affecting Appropriations budget, but the saving on Appropriations is commonly used to assist in driving to a balanced bottom line by year end.
- 3.8.3 The forecast / received receipt figure above for 2016/17 includes receipts from the old Abergavenny cattle market site and the Coed Glas site. The receipt still outstanding for 2016-17 relates to a Farm sale. There is an increasingly significant risk to the Council resulting from the need to utilise capital receipts in the same year that they come into the Council. This provides no tolerance or flexibility should the receipts be delayed, which isn't uncommon, and would necessitate compensatory temporary borrowing which is more costly than utilising capital receipts and would necessitate additional revenue savings annually to afford.

### 3.9 Reserve Usage

3.9.1 Revenue and Capital monitoring reflects an approved use of reserves. At month 9, reserve call budgets have been adjusted to show a clean position in regard to contributions from / to reserves at the year-end. Budgets have been adjusted to reflect the delay in the reserve call due to operational requirements and any reserves that are no longer required. At month 9 these are;

#### Reduced call upon reserves

- Innovations & marketing officer contribution £44k (deferral)
- Innovations & marketing CYP £60k (deferral)
- Eisteddfod Community fundraising backstop £72.3k (no longer required)
- LDP expenditure contribution £100k (deferral)
- RDP expenditure contribution £62.7k (deferral)
- Social Care & health Leadership review £35k (deferral)
- Elections expenditure contribution £100k (deferral )

Total £474k

#### Increased call upon reserves

- Digital Programme Officer (£60.5K)
- Payroll / Human Resources Restructure (£25k)

Total £85.5k

Net £387k

In addition the following 2 items are a caveated use of reserves. The distinction between caveated use of reserves and approved use of reserves is that an approved use of reserves is included in the reserve forecast below where as a caveated use wouldn't be. This is because a caveated use merely means that there may be an additional reserve call at outturn depending upon whether the bottom line position has been sufficient to absorb such. At the moment with only £108k deficit, which includes these costs, this is looking promising.

- Pension strain costs (£108k) reflection increased redundancies
- Industrial Tribunal Costs (£318k) is forecasted to be drawn if costs cannot be contained within overall annual budget

3.9.2 The following predicted position reflects capital and revenue presumptions evident in period 3 monitoring.

<b>Summary Earmarked Reserves Forecast 2016-17</b>					
<b>Earmarked Reserves</b>	<b>2015-16</b>	<b>Revenue Approved Usage</b>		<b>Capital Usage</b>	<b>2016-17</b>
	<b>C/FWD</b>	<b>Replenishment of Reserves</b>	<b>Draw on Reserves</b>		<b>c/fwd</b>
Invest to Redesign	-1,298,155	-72,508	459,644	62,797	-848,222
IT Transformation	-826,835		60,500	238,862	-527,473
Insurance & Risk Management	-1,236,396				-1,236,396
Capital Receipt Regeneration	-322,361		95,376		-226,985
Treasury Equalisation	-990,024				-990,024
Redundancy & Pensions	-1,274,256		693,521		-580,735
Capital Investments	-1,264,599			586,168	-678,431
Priority Investments	-1,120,069		1,126,861		6,792
Museum Acquisitions	-56,760				-56,760
Elections	-108,183	-25,000			-133,183
Grass Routes Buses	-139,703	-5,000			-144,703
<b>Sub Total</b>	<b>-8,637,341</b>	<b>-102,508</b>	<b>2,435,902</b>	<b>887,827</b>	<b>-5,416,120</b>
<b>Restricted Use Reserves</b>					<b>0</b>
Youth Offending Team	-325,000				-325,000
Building Control Trading	-12,008				-12,008
Outdoor Education Centres	-190,280		2,753		-187,527
CYP Maternity	-104,000				-104,000
<b>Total Earmarked Reserves</b>	<b>-9,268,629</b>	<b>-102,508</b>	<b>2,433,149</b>	<b>887,827</b>	<b>-6,044,655</b>

3.5.3 Earmarked reserves remain at limited levels unlikely to provide any material capacity/headroom to meet unanticipated volatility or significantly facilitate future service re-engineering and design. Current predicted use of the Priority investment reserve means it will go into deficit by the end of the year. Replenishment of earmarked reserves will be considered at year end, subject to a favourable outturn position and if necessary redistribution of reserves will ensure positive balances are available to meet the following years requirement.

#### **4 REASONS**

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

#### **5 RESOURCE IMPLICATIONS**

5.1 As contained in the report.

## **6 EQUALITY AND SUSTAINABLE DEVELOPMENT IMPLICATIONS**

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

## **7 CONSULTEES**

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

## **8 BACKGROUND PAPERS**

8.1 Month 9 (period 3) monitoring reports, as per the hyperlink provided

<http://corphub/initiatives/Budgetmon/20162017/Forms/Q3.aspx>

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### **Appendices**

Appendix 1 Mandated Savings Progress Report



**Appendix 1**

**Budgeted Service Savings Mandates Progress 2016/17**

<b>DIRECTORATE</b>	<b>Saving included in 2016/17 Budget</b>	<b>Savings reported achieved month 2</b>	<b>Savings reported achieved month 6</b>	<b>Savings reported achieved month 9</b>	<b>Percentage progress in achieving savings</b>	<b>Delayed savings</b>	<b>Savings not achievable</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>%</b>	<b>£'000</b>	<b>£'000</b>
<b>Children &amp; Young People</b>	600	600	600	600	100%	0	0
<b>Social Care &amp; Health</b>	640	640	12	12	2%	628	0
<b>Enterprise</b>	310	285	285	245	79%	40	25
<b>Resources</b>	544	318	299	260	48%	75	209
<b>Chief Executive's</b>	1,565	1,442	1,442	1,437	92%	85	43
<b>Total Mandated Service Savings 2016-17</b>	<b>3,659</b>	<b>3,285</b>	<b>2,638</b>	<b>2,554</b>	<b>70%</b>	<b>828</b>	<b>277</b>



2016/17 Budgeted Service Savings Mandates Progress

**CHILDREN & YOUNG PEOPLE**






Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
<b>Gwent Music</b> (Nicki Wellington)	<b>A20</b>	Gwent Music is a joint service hosted by Newport. The plan is to refocus the service to make them more efficient.	50,000	50,000	50,000	50,000	-	-	-	On track and expected to be fully met	
<b>Phase 3 of Additional Learning Needs Review</b> (Sharon Randall-Smith)	<b>B20</b>	Closure off Deri View SNRB (£50k), Placement costs for External pupils attending Mounton House (£250k). Implementation of new funding formula from April 2016. (£250k).	550,000	550,000	550,000	550,000	-	-	-	On track and expected to be fully met	
			<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		












2016/17 Budgeted Service Savings Mandates Progress





SOCIAL CARE & HEALTH											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Transition - Bright New Futures (SCH) (Julie Boothroyd)	A24	In 2014 we combined our Transitions Project Team within Bright New Futures Project. ( based in Bridges)	12,000	12,000	12,000	12,000	0	0	0	On track and expected to be fully met	
Adult Social Care Transformation (Julie Boothroyd)	A34	The service is continuing its journey on practice change and restructuring itself to meet future mandate savings with community links and innovative approaches to domiciliary care, coupled with less reliance on admissions to residential care.	628,000	628,000	0	0	0	628,000	0	With an £822k Adults overspend identified at month 5, we are reviewing alternative courses of action to pursue alternative opinions to deliver the savings.	
			<b>640,000</b>	<b>640,000</b>	<b>12,000</b>	<b>12,000</b>	<b>0</b>	<b>628,000</b>	<b>0</b>		








## 2016/17 Budgeted Service Savings Mandates Progress






ENTERPRISE											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Leisure Services Income Generation (Ian Saunders)	B1	Income generation/cost savings within the service.	120,000	120,000	120,000	120,000	-	-	-	On track and expected to be fully met	
Optimisation & better commercialism of Assets within Tourism, Leisure and Culture (Ian Saunders)		Income Generation Leisure	25,000	-	-	-			25,000	Won't be achieved this financial year	
Planning Services- Income Generation (Mark Hand)	B9	Reduce the net cost of planning services with the increase of income from planning applications received.	40,000	40,000	40,000	-	-	40,000	-	Planning has seen a decline in income in recent months, it may struggle to achieve full saving.	
Extension Shared Lodgings Housing Scheme (Ian Bakewell)	B10	Increase the Shared Housing Scheme within Monmouthshire.	50,000	50,000	50,000	50,000	-	-	-	On track and expected to be fully met	
Second Phase Review of subsidies to 3 <sup>rd</sup> Sector (Will Mclean)	B12	Consolidation and reduction of grants to 3rd sector providers.	75,000	75,000	75,000	75,000	-	-	-	On track and expected to be fully met	
			<b>310,000</b>	<b>285,000</b>	<b>285,000</b>	<b>245,000</b>	<b>0</b>	<b>40,000</b>	<b>25,000</b>		

2015/16 Budgeted Service Savings Mandates Progress

RESOURCES											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Sustainable Energy Initiatives (Ben Winstanley)	A5	Investing in biomass boilers, solar farms and reduction in Carbon Commitment.	34,000	0	0	0		0	34,000	Unachievable	
Rationalise Business Support (Tracy Harry)	B2	Review the business support functions across the whole Authority to identify savings.	50,000	28,000	50,000	50,000		-	-	On track and expected to be fully met	
Training Services Consolidation (Peter Davies)	B3	Consolidation of the Authorities existing training functions.	50,000	-	-	-	-	-	50,000	Unachievable	
Community Asset Transfer/ Income generation (Peter Davies / Deb Hill-Howells)	B5	Community Asset Transfer of two properties	60,000	45,000	45,000	45,000		15,000	-	£60k of £160 relates to Estates of which £45k has been found. £15k shortfall is due to delayed implementation on Melville theatre and ongoing discussion with Town Council over Drill Hall.	
		Optimisation of Assets - PD	75,000	-	-	-			75,000	Unachievable	
Flexible Employment Options (Peter Davies)	B16	Market to all staff the Authority's flexible benefits and employment packages.	50,000	50,000	-	-	-	-	50,000	Unachievable	
Business rates evaluation - Appeals (Ruth Donovan)	B17	Rate refunds following Appeals by Cooke & Arkwright	140,000	140,000	140,000	140,000	-	-	-	On track and expected to be fully met	
Strategic Property Review (Ben Winstanley - Deb Hill-Howells)	B18	Reduction in Corporate Building Maintenance, Purchase Card rebates , Facility Management Restructure and reductions in Transport Costs and Supplies and Services costs	60,000	30,000	39,000	0	0	60,000		Alternative delivery plan has not been possible due to pressures within the service	
Discretionary Fees and Income (Joy Robson)	B23	Increased Discretionary Fees & Charges	25,000	25,000	25,000	25,000	-	-	-	Spread across authority, assume it has been achieved.	
<b>TOTAL</b>			<b>544,000</b>	<b>318,000</b>	<b>299,000</b>	<b>260,000</b>	<b>0</b>	<b>75,000</b>	<b>209,000</b>		

CHIEF EXECUTIVE'S UNIT											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
<b>Garden Waste</b> (Rachel Jowitt)		Increase in charges for Garden Waste collection service.	40,000	40,000	40,000	40,000				On track	
<b>Home to School Transport</b> (R Hoggins / Richard Cope)	<b>A14</b>	Continuation of 2014-15 mandate. Fundamental policy review to nearest school, and more zealous application of free school travel criteria.	30,000	30,000	30,000	30,000				This saving is forecast to be achieved but through the reduction in contract costs for home to school transport rather than the policy review initially included in the original mandate. There is no appetite for the nearest school policy to be reviewed at this moment in time but it is still being looked into.	
<b>Community Hubs</b> (Will McClean )	<b>A28</b>	It's about delivering services in a different way and aligning them with the Whole Place philosophy. This will introduce major changes to how the library and one stop shop services are delivered. We will create a hub in each town where face to face services will be delivered. The contact centre will sustain a reliable and informed first point of contact for people contacting us other than face to face.	25,000	25,000	25,000	25,000				Achievable through alternative Delivery Plan	
<b>Community Hubs</b> ( Rachel Jowitt)	<b>A28</b>	It's about delivering services in a different way and aligning them with the Whole Place philosophy. This will introduce major changes to how the library and one stop shop services are delivered. We will create a hub in each town where face to face services will be delivered. The contact centre will sustain a reliable and informed first point of contact for people contacting us other than face to face.	25,000	25,000	25,000			25,000		Achievable through alternative Delivery Plan. Contact Centre experiencing overspend exceeding mandate target	

<b>Legal Services</b> (Rob Trantor)	<b>B7</b>	Income generation by providing Legal Services to external organisations.	25,000	25,000	25,000	25,000		-		Currently staff resource is totally used up undertaking internal legal work so there is no spare capacity to generate income from outside of the organisation. This will not affect outturn in 16-17 as it has been offset by a grant windfall in Land Charges.	
<b>Promoting Business Waste</b> (Rachel Jowitt)	<b>B8</b>	Introduction of a new policy to charge for trade waste, and better control over the use of household waste recycling centres.	80,000	80,000	80,000	80,000				On Track	
<b>Leadership Team Structure Review</b> (Paul Matthews)	<b>B11</b>	Re-alignment of Senior Key Posts and Roles.	315,000	272,300	272,300	272,300			42,700	Waiting for update on the achievability, alternative delivery option	
<b>Highways Infrastructure Income Generation</b> (Roger Hoggins)	<b>B13</b>	Income generation from highway advertisements across Monmouthshire (£50k)	150,000	150,000	150,000	150,000				Planning approval delays means £25,000 relating to advertising income will be delayed. Shortfall will be managed within service budget.	
<b>Grounds – Funding Review</b> (Rachel Jowitt)	<b>B14</b>		75,000	75,000	75,000	75,000				on track	
<b>Highways Maintenance</b> (Roger Hoggins)	<b>B15</b>	Reducing the budgets within the highways section.	200,000	200,000	200,000	200,000				on track	
<b>Property Services and Facilities Management Review</b> (Rob O'Dwyer)	<b>B19</b>	Reduction in corporate building maintenance budgets. Purchase rebates from the use of procurement cards. (£15k), Facility Management restructure (£35k)	100,000	100,000	100,000	100,000				The section is forecast to achieve the full mandate saving, shortfall from purchase rebates will be covered through general expenditure efficiencies.	

<b>Town and Community Councils</b> (Roger Hoggins)	<b>B21</b>	Restructuring of Services in collaboration with Town / Community Councils PCs	110,000	90,000	90,000	90,000		20,000	Public conveniences are forecast to achieve £90,000 of the £110,000k mandate saving due to delayed implementation of which £80k is a contribution from the Town Council.	
		Grounds	83,500	83,500	83,500	83,500			On Track	
		Waste	71,500	71,500	71,500	71,500			On Track	
<b>Town and Community Councils</b> (Roger Hoggins)	<b>B21</b>	Restructuring of Services in collaboration with Town / Community Councils (Shortfalls) Museums (£0 out of £20k) Tourism (£5,000 out of £25k) Community Hubs (£70,000 out of £90K)	135,000	75,000	75,000	95,000		40,000	No contribution from Town council for museums. Only £5k received from Chepstow TC for TIC. £90k achieved from Hubs, increased savings of £20k being achieved through alternative delivery model for hubs. So High Risk on Museums, Low Risk on Tourism and Community Hubs	
<b>Collaboration and realigning structures in operations</b> (Roger Hoggins)	<b>B22</b>		100,000	100,000	100,000	100,000			£70k of total saving related to Highways efficiencies from restructure, delay in implementation has meant staff savings have been delayed as well. <b>Should not impact on outturn position as shortfall will be covered by managed efficiencies in expenditure.</b>	
<b>TOTAL</b>			<b>1,565,000</b>	<b>1,442,300</b>	<b>1,442,300</b>	<b>1,437,300</b>		<b>85,000</b>	<b>42,700</b>	

## Monmouthshire's Scrutiny Forward Work Programme 2017

Economy Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
9 <sup>th</sup> Feb 2017	<b>Museums Transition Report ~ Deferred</b>	To scrutinise further details of the transition proposals.	Cath Fallon	Policy Development
	<b>Supplementary Planning Guidance on Tourism</b>	To scrutinise a working draft of an SPG on tourism.	Mark Hand Nicola Edwards	Policy Development
	<b>Budget Monitoring</b>	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Mark Howcroft	Budget Monitoring
<b>Joint Select Meeting: (Economy, Strong, Adults with Planning Committee invited)</b>	<b>Supplementary Planning Guidance on Affordable Housing</b>	Scrutiny of Supplementary Planning Guidance on Affordable Housing in Monmouthshire.	Mark Hand	Policy Development
	<b>Monmouthshire Letting Service</b>	Scrutiny of the proposed approach for accessing private rented sector accommodation to prevent homelessness.	Steve Griffiths	Pre-decision Scrutiny
	<b>Homeless Prevention - Rent Guarantee Scheme</b>	Pre-decision Scrutiny of the Scheme, which is a component of the above (Monmouthshire Lettings Service).	Ian Bakewell	Pre-decision Scrutiny
14 <sup>th</sup> Feb 2017	<b>Alternative Service Delivery Model</b>	Scrutiny of the business case for the new Delivery Model	Tracey Thomas Ian Saunders Cath Fallon	Pre-decision Scrutiny
27 <sup>th</sup> Feb 2017 2pm Joint Select Committee	<b>Business Rates Update *TBC*</b>	Update on rate re-valuations and the allocation of the £10,000,000 Welsh Government Grant.	Cath Fallon	Performance Monitoring
Potential Special Meeting March 2017 TBC	<b>Chief Officer Enterprise Annual Report *TBC*</b>	Scrutiny of the performance of the directorate for the previous year.	Kellie Beirne	Performance Monitoring

## *Monmouthshire's Scrutiny Forward Work Programme 2017*

Economy Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
27 <sup>th</sup> April 2017	2017/18 Youth Enterprise Delivery Plan	To present the action plan for scrutiny.	Cath Fallon Hannah Jones	Performance Monitoring
Potentially move earlier in month				

### Future Work Programme items:

- x ROI of Velethon and benefits to Monmouthshire
- x Vale of Usk LDP Strategy and projects
- x YPrentis Business Plan
- x City Deal ~ regular updates
- x Tourist Information Centres ~ resourcing and funding
- x June 2017 ~ WG update on position on Broadband



## Council and Cabinet Business – Forward Plan

Monmouthshire County Council is required to publish a Forward Plan of all key decisions to be taken in the following four months in advance and to update quarterly. The Council has decided to extend the plan to twelve months in advance, and to update it on a monthly basis.

Council and Cabinet agendas will only consider decisions that have been placed on the planner by the beginning of the preceding month, unless the item can be demonstrated to be urgent business

Subject	Purpose	Consultees	Author
<b>2<sup>nd</sup> MARCH 2016 – CABINET</b>			
MEET strategy			Tracey Thomas
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2015/16 meeting 5 held on the 21 <sup>st</sup> January 2016		Dave Jarrett
2015/16 Education & Welsh Church Trust Funds Investment & Fund Strategy	The purpose of this report is to present to Cabinet for approval the 2016/17 Investment and Fund strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2015/16 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.		Dave Jarrett
New Monmouthshire Carers Strategy (Adults)			Deb Saunders
Mounton House Formula Change			Nikki Wellington
Review of the Proposed closure of Deri View			Debbie Morgan
Removal of post from CYP			Sharon Randall

Subject	Purpose	Consultees	Author
			Smith
SRS			Sian Hayward
Pay Policy			Sally Thomas
<b>9<sup>th</sup> MARCH 2016 – INDIVIUDAL DECISION</b>			
Flexi retirement request			Ian Bakewell
Allocation Policy			Karen Durant
<b>10<sup>th</sup> MARCH 2016 – COUNCIL</b>			
Final Composite Council Tax Resolution	To set budget and council tax for 2016/17		Joy Robson
Treasury Management Strategy 2016/17	To accept the annual treasury management strategy		Joy Robson
The Future Food Waste Treatment Strategy: Outline Business Case & Inter Authority Agreement	for the Council to consider the inclusion of MCC in the Heads of the Valleys Anaerobic Digestion Procurement. To agree the Outline Business Case and the Inter Authority Agreement which commits the Council to the procurement and partnership and a 15-20 year contract.	SLT Cabinet	Rachel Jowitt
The Future Food Waste Treatment Strategy: Outline Business Case & Inter Authority Agreement	for the Council to consider the inclusion of MCC in the Heads of the Valleys Anaerobic Digestion Procurement. To agree the Outline Business Case and the Inter Authority Agreement which commits the Council to the procurement and partnership and a 15-20 year contract.	SLT Cabinet	Rachel Jowitt
Waste Strategy			Carl Touhig/ Roger Hoggins
CIL			Martin Davies
SPG			Martin Davies
Draft Diary			
Pay Policy			Sally Thomas
<b>23<sup>rd</sup> MARCH 2016 – INDIVIUDAL CABINET MEMBER DEICSIONS</b>			
Release of restrictive covenant			Gareth King
Creation of business support officer post	To gain agreement to employ a full-time Business Support Officer within Children's		Gill Cox

Subject	Purpose	Consultees	Author
	Services.		
Tender for Treasury Services			Mark Howcroft/Jon Davies
Conservation area appraisals	To adopt as supplementary planning guidance		Mark Hand
Flexible retirement request			Roger Hoggins
<b>24<sup>th</sup> MARCH 2016 – SPECIAL CABINET</b>			
Risk Assessment			Richard Jones
Proposed closure of Llanfair Kilgeddin CIW VA Primary School (23 <sup>rd</sup> March)			Debbie Morgan
Proposed establishment of an ALN facility and reduction in the capacity at Monmouth Comprehensive School (23 <sup>rd</sup> March 2016)			Debbie Morgan
Removal of CYP post (EXEMPT)			Sharon Randall-Smith
CYP Call-In (Mounton House)			Tracey Harry
<b>13<sup>TH</sup> APRIL 2016 - CABINET</b>			
Digital Strategy	To update members on progress with the digital strategy and to agree the next steps.		Sian Hayward
Community Coordination evaluation of pilot			Matt Gatehouse
Proposed Closure of Deri View Special Needs Resource Base			Debbie Morgan
Mardy Park			Colin Richings
EAS Business Plan			Debbie Hartevelde (EAS)
Play Sufficiency Assessment			Matthew Lewis
People and organisational			Lisa Knight Davies

Subject	Purpose	Consultees	Author
strategy			
Acorn Staffing Restructure			Clair Evans
Recommendations from Select			Hazel Ilett
<b>27<sup>th</sup> APRIL 2016 – INDIVIDUAL DECISION</b>			
SHG Programme			Shirley Wiggam
Moving Boverton House from CYP into the Enterprise Directorate			Ian Saunders
Monmouthshire Flood Risk Management Plan			Dave Harris
Primary Shopping Frontages Supplementary Planning Guidance'			Jane Coppock
<b>4<sup>th</sup> MAY 2016 – CABINET</b>			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2015/16, meeting 5 held on the 10 <sup>th</sup> March 2016		Dave Jarrett
BUDGET MANDATE 2016/17 – PREPAREDNESS ASSESSMENT	To provide Cabinet with an assessment on the preparedness of services to deliver the 2016/17 budget mandates.		Deb Mountfield
Gilwern Setion 106 Funding	reporting back following the deferral of the Gilwern decisions at the February meeting		Mike Moran
Church Road Caldicot S106	new, short report to include some funding into the capital budget for 2016/17		Mike Moran
Monmouth S106 Funding			Mike Moran
Transfer management of			Cath Sheen

Subject	Purpose	Consultees	Author
Raglan VC Primary school former Junior building to the Enterprise Directorate			
Funding to Caldicot Town Team – Caldicot goes pop			Judith Langdon
Funding to Caldicot Town Team – Caldicot Market			Judith Langdon
<b>4<sup>th</sup> MAY 2016 – SPECIAL COUNCIL</b>			
<b>11<sup>TH</sup> MAY 2016 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Transfer member of staff from Policy and Performance to CYP Directorate			Will McLean
SWTRA			Roger Hoggins
Monmouth Section 106 Funding – St Thomas Church Hall.			Mike Moran
40mph Speed Limit B4235 Myndbach			Paul Keeble
<b>12<sup>TH</sup> MAY 2016 – COUNCIL</b>			
Improvement Plan 2016-17			Matt Gatehouse
<b>25<sup>TH</sup> MAY 2016 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Supplementary Planning Guidance – Draft Programme			Jane Coppock
Review of the administrative fee (Abergavenny Town Centre Loan Scheme) Councillor Greenland.			Stephen Griffiths
Review of the Council's Planning Pre-application			Craig O'Connor

Subject	Purpose	Consultees	Author
Advice Service including the proposal to increase the charges for this service			
Proposed prohibition of waiting at any time & prohibition of driving (except for access) mount way, chepstow.			Paul Keeble
<b>8<sup>th</sup> JUNE 2016 – CABINET</b>			
Contaminated Land report for Cabinet decision	To consider the options for revising the Authority's Contaminated Land Inspection Strategy		Huw Owen / David Jones
Review of Sundry Debtors policy	To agree the updated Sundry Debtor Policy, to ensure that the Authority continues to adopt a consistent and transparent approach to the management of its sundry debts.		Joy Robson
Revenue & Capital Monitoring 2015/16 Outturn Forecast Statement	To provide Members with information on the outturn position of the Authority for the 2015/16 financial year.		Mark Howcroft
Monmouthshire Carers strategy	To gain the approval of Cabinet, for the publication of the Monmouthshire Carers Strategy 2016-2019.		Bernard Boniface/ Deb Saunders
Volunteering Strategy	To introduce the Draft Volunteering Strategy 2016-19		Owen Wilce
Capital Programme Report	To seek member approval for highway and transportation schemes as part of Welsh Government transport grants and Section 106 agreements associated with new developments throughout Monmouthshire		Paul Keeble
S106 Funding Newport Road, Caldicot	To consider the release of S106 funding from the Newport Road allocation to enable the Caldicot Linkage Scheme to proceed		Deb Hill-Howells
Hydrogen Car Trial			Ben Winstanley / Roger Hoggins

Subject	Purpose	Consultees	Author
Changes to the EAS business arrangements	To seek Cabinet approval of the changes on Governance arrangements; Business arrangements; Funding arrangements		Sharon Randall Smith
Caerwent House	To update Cabinet on project progress and proposed action with regards to the Compulsory Purchase Order in relation to Caerwent House.		Philip Thomas
<b>15<sup>TH</sup> JUNE – INDIVIDUAL CABINET MEMBER DECISIONS</b>			
Establishing two temporary posts to facilitate new duties under the social services & well-being (wales) act 2014, part 11 – to assess and meet the needs of adults in the secure estate.			Julie Boothroyd
Capability Policy for school based employees			Sally Thomas
<b>16<sup>th</sup> JUNE - COUNCIL</b>			
Update on Syrian Resettlement Programme			Will McLean
Audit Committee Annual Report 2015/16, Annual report 2014/15			Andrew Wathan
<b>29<sup>th</sup> JUNE 2016 – INDIVIDUAL CABINET DECISION</b>			
EU Project			Deserie Mansfield
Re-Allocation of Resources within Development Management			Mark Hand
Amendments to the protocol on public speaking at Planning Committee			Mark Hand
<b>6<sup>TH</sup> JULY 2016 – CABINET</b>			
Welsh Language Monitoring			Alan Burkitt

Subject	Purpose	Consultees	Author
Report			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17, meeting 1 held on the 16th June 2016.		Dave Jarrett
Review of Reserves			Joy Robson
End of year performance on Whole Authority Safeguarding			Teresa Norris / Claire Marchant
Proposed changes to the whole authority safeguarding approach			Teresa Norris / Claire Marchant
Car Park Management and Obstructions in the Highway			Roger Hoggins
CSS Annual report			Claire Marchant
<b>13<sup>th</sup> July – INDIVIDUAL CABINET MEMBER DECISION</b>			
Proposed prohibition of waiting at any time & prohibition of waiting mon – sat 10:00am – 3:00pm, st kingsmark avenue,			Paul Keeble
Proposed 30mph speed limit, R139 Crick Road, Crick.			Paul Keeble
Proposed prohibition of waiting at any time & prohibition of waiting mon – fri 8am – 5pm, Monmouth Road & other roads, Usk			Paul Keeble



Subject	Purpose	Consultees	Author
Proposed 30mph speed limit, R122 (Crick to Shirenewton ), Crick.			Paul Keeble
Proposed 40mph speed limit, R122 Earlswood Road, Crick.			Paul Keeble
Proposed weight restriction order Usk			Paul Keeble
Monmouthshire Meals Leadership			Colin Richings
Mounon House – Catering Staff restructure			Rob O’Dwyer
<b>27<sup>TH</sup> JULY – INDIVIDUAL CABINET MEMBER DECISION</b>			
Wye Valley Management Plan			Matthew Lewis
Procurement Memorandum for Understanding for Regional Garden Waste Treatment			Carl Touhig
Team Abergavenny Business Case for Capital Expenditure	To consider an application for expenditure		Deb McCarty
Review of the Council’s Allocation Scheme			Karen Durrant
Language and Play/Engagement Worker Post Deletion Proposal			Beth Watkins
<b>27<sup>TH</sup> JULY – CABINET</b>			
Budget Monitoring report – 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 2016/17 financial year.		Joy Robson/Mark Howcroft
Children’s Services Improvement Reports			Claire Marchant
Redundancy Report –	<b>EXEMPT REPORT</b>		Ian Saunders

Subject	Purpose	Consultees	Author
Leisure Services			
Crick Road			Deb Hill-Howells
Effectiveness of Council Services – Q4			Matt Gatehouse
People Services Annual Report			Peter Davies
Social Care and Health Restructure Report			Claire Marchant
<b>28<sup>th</sup> JULY - COUNCIL</b>			
DSS Annual report			Claire Marchant
Solar Farm revised business case			Ben Winstanley
Safeguarding – year end performance 2015/16	To sign off end of year performance 2015/16 and present a new way forward on safeguarding		Teresa Norris
CYP Chief Officer report			Sarah McGuinness
Sustainable Development Policy			Matthew Gatehouse
<b>17<sup>th</sup> AUGUST – INDIVIDUAL CABINET MEMBER DECISION</b>			
Map Modification Order			Mandy Mussell
Delegated Waste Enforcement Powers for Waste and Street Services			Carl Touhig
Job Evaluation In Respect Of The Occupational Therapist In The Children With Disabilities Team Monmouthshire.			Carol Buck
<b>31<sup>ST</sup> AUGUST 2016 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Procurement Card Policy	To seek approval of the Procurement Card Policy to be used within the Authority		Lisa Widenham

Subject	Purpose	Consultees	Author
Training And Events Co-ordination			John McConnachie
Temporary Animal Health & Feed Officer			Gareth Walters
DEFINITIVE MAP MODIFICATION ORDER 2016, Section 53 (C)(i) Wildlife and Countryside Act 1981, Restricted Byway (53-16), Great Panta, Devauden			Paul Keeble
<b>7<sup>TH</sup> SEPTEMBER - CABINET</b>			
Section 106 Education Contributions - Land at Ty Mawr and Cae Meldon, Gilwern	To decide on the use of education balances available from the Section 106 Agreements relating to the development of land at Tw Mawr and at Cae Meldon, Gilwern.		Simon Kneafsey
Allocation of Section 106 Funds – Magor and Undy			Deb Hill Howells
Youth Offending Service Restructure Report			Jacalyn Richards
Effectiveness of Council Services – Q1 2016/17 update			Richard Jones
Caldicot Town Team Section 106 Funding Pilot			Judith Langdon
Recommendations from Select Committees			Hazel Ilett
<b>14<sup>TH</sup> SEPTEMBER – INDIVIDUAL CABINET MEMBER DECISIONS</b>			
Permanent Adoption of post CDLL18			R Tranter
To Establish The Temporary Post Of Carers Development Manager			B Boniface

Subject	Purpose	Consultees	Author
<b>22<sup>ND</sup> SEPTEMBER 2016 – COUNCIL</b>			
MCC Audited Accounts 2015/16(formal approval	To present the audited Statement of Accounts for 2015/16 for approval by Council		Joy Robson
ISA 260 report – MCC accounts	To provide external audits report on the Statement of Accounts 2015/16		WAO
Re-Appointment of Monmouthshire Local Access Forum	To secure the appointment of members to the Monmouthshire Local Access Forum for its next 3 year period.		Matthew Lewis
Provision of a Community Hub in Abergavenny			Deb Hill-Howells
Stage 2 Improvement Plan – How we performed 2015/16			Richard Jones
City Deal			
Future Schools Programme			Simon Kneafsey
<b>28<sup>TH</sup> SEPTEMBER 2016 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Emergency planning – business continuity register of priority services	To seek agreement from the Emergency Planning ‘Portfolio Holder’ to the revised and updated MCC Register of Priority Services.		Ian Hardman
<b>5<sup>TH</sup> OCTOBER 2016 – CABINET</b>			
Gilwern Section 106 funding			Mike Moran
Community Asset Transfer of Caerwent Hall and Playing fields			Ben Winstanley
LDP/AMR			Jane Coppock
<b>12<sup>TH</sup> OCTOBER 2016 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Monmouthshire Museums Accreditation			Rachel Rogers
Carer Information And Support			Bernard Boniface

Subject	Purpose	Consultees	Author
Request for Change in Establishment	<b>EXEMPT REPORT</b>		Ruth Donovan
<b>20<sup>TH</sup> OCTOBER 2016 – COUNCIL</b>			
Future Schools			Will Mclean/Pete Davies
<b>26<sup>TH</sup> OCTOBER 2016 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Redundancy costs for one employee arising from relocation of My Day My Life (Swanraft) to Overmonnow Resource Centre'			Shelley Welton
Creation of an apprentice position on the Financial System support team			Lisa Widenham
Change of Senior Practitioner Social Worker to Social Worker Post			Julie Boothroyd
Private Rented Sector Housing Development Policy			Ian Bakewell
Job Evaluation Of Legal Assistant Post CDLL 39			Rob Tranter
<b>2<sup>ND</sup> NOVEMBER 2016 – CABINET</b>			
Discretionary Housing Payments			Ruth Donovan
Welsh Church Fund working group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17, meeting 2 held on 22 <sup>nd</sup> September 2016.		Dave Jarrett
MTFP and Budget proposals for 2017/18	To provide Cabinet with revenue Budget Proposals for 2017/18 for consultation purposes		Joy Robson

Subject	Purpose	Consultees	Author
Revenue & Capital Monitoring 2016/17- Period 2 Outturn Forecast Statement	The purpose of this report is to provide Members with information on the forecast revenue outturn position of the Authority at the end of period 2 which represents month 6 financial information for the 2016/17 financial year		Joy Robson/Mark Howcroft
Delivering Excellent Practice in Children's Services - Progress report			Deb Hill Howells
Abergavenny Town Centre Loan Application	EXEMPT REPORT To approve the recommendation of the Abergavenny Town Centre Loan Board		Steve Griffiths
Revised Staff Contractual arrangements – Individual Support Service			Ceri York
PL:	For approval to submit for examination		Mark Hand
Undy Athletic Football Club Community Asset Transfer			Ben Winstanley
<b>16<sup>th</sup> NOVEMBER 2016 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>30<sup>th</sup> NOVEMBER 2016 – INDIVIDUAL CABINET MEMBER DECISION</b>			
DEFINITIVE MAP MODIFICATION ORDER 2016, Section 53 (C)(i) Wildlife and Countryside Act 1981, Restricted Byway (53-16), Great Panta, Devauden			Paul Keeble
Proposed allocation of community learning redundancy costs to reserves	To request member approval to use reserve funding to meet redundancy costs by the Community Learning Department in the Enterprise Directorate in 16/17.	<b>DEFERRED</b>	Andrea Charles
<b>1<sup>st</sup> DECEMBER 2016 - COUNCIL</b>			

Subject	Purpose	Consultees	Author
CYP CHIEF OFFICER REPORT			Sarah McGuinness
Stock Transfer Agreement – service charge de-pooling			Ian Bakewell
Proposal to revise the Policy on Minimum Revenue Provision (MRP) in respect of Supported Borrowing for 2016/17 onwards			Joy Robson
<b>7<sup>TH</sup> DECEMBER 2016 – CABINET</b>			
Payroll and HR support restructure			Tracey Harry
Effectiveness of Council Services – Quarter 2 update			Richard Jones
Council Tax Base 2017/18 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 2017/18 and to make other necessary related statutory decisions		Sue Deacy/Ruth Donovan
Section 106 Funding – Magor GRIP 3 Report			Mike Moran
Future Museums			Cath Fallon
Yprentis / CMC <sup>2</sup>			Cath Fallon
Individual Support Service – Proposed Implementation of Revised Contractual Arrangements			Shelley Welton
<b>14<sup>TH</sup> DECEMBER 2016 – INDIVIDUAL MEMBER DECISION</b>			
Local Government (Wales) Act 1994 The Local Authorities (Precepts)(Wales)	To seek approval of the proposals for consultation purposes regarding payments to precepting Authorities during 2017/18 financial year as required by statute		Joy Robson

Subject	Purpose	Consultees	Author
Regulations 1995			
Lodged Procurement Card Policy			Lisa Widdenham
<b>16<sup>TH</sup> DECEMBER 2016 – SPECIAL CABINET</b>			
Capital Budget Proposals	To outline the proposed capital budget for 2017/18 and indicative capital budgets for the 3 years 2018/19 to 2020/21		Joy Robson
Revenue Budget Proposals			Joy Robson
Review of Fees and Charges	To review all fees and charges made for services across the Council and identify proposals for increasing them in 2017/18		Joy Robson
Newport City Council Partnership with the SRS			Pete Davies
Section 106 Funding, 3G pitch and Caldicot Castle Play Area.			Mike Moran
<b>4<sup>th</sup> JANUARY 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Housing Renewals Team – Flexible Retirement	<b>EXEMPT REPORT</b>		John Parfitt
<b>11<sup>TH</sup> JANUARY 2017 – CABINET</b>			
Welsh Church Fund working group	The purpose of this report is to make recommendations to Cabinet on the schedule of applications 2016/17, meeting 3 held on 1st December 2016.		Dave Jarrett
Monmouth Leisure Centre Redesign and Swimming Pool Feasibility Study			Pete Davies
Childrens Services – Service Re-Design			Jane Rodgers



Subject	Purpose	Consultees	Author
Licensing Section Restructure			David Jones
<b>18<sup>TH</sup> JANUARY 2017 – INDIVIDUAL MEMBER DECISION</b>			
Local Government (Wales) Act 1994 The Local Authorities (Precepts)(Wales) Regulations 1995	To seek Members approval of the results of the consultation process regarding payments to precepting Authorities for 2017/18 as required by statute.		Joy Robson
<b>19<sup>TH</sup> JANUARY 2017 – COUNCIL</b>			
5 year Welsh Language Strategy			Alan Burkitt
Council Tax Reduction Scheme 2017/18			Ruth Donovan
Standards Committee Appointments			Rob Tranter
<b>1<sup>ST</sup> FEBRUARY 2017 – CABINET</b>			
Asset Management Strategy			Deb Hill Howells
Budget Monitoring report – period 9	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2016/17 financial year.		Joy Robson/Mark Howcroft
Chippenham Mead play area, Monmouth	<b>**PRESENTATION PRIOR TO ITEM – RACHEL JUPP – FRIENDS OF CHIPPENHEMA MEAD GROUP**</b>		Mike Moran
Carers in Employment policy			Sally Thomas
Update on youth work in Abergavenny and the surrounding areas.			Josh Klein
Strategic Risk Assessment			Matt Gatehouse

Subject	Purpose	Consultees	Author
<b>1<sup>ST</sup> FEBRUARY 2017 – INDIVIDUAL CABINET MEMBER DECISIONS</b>			
Childcare Sufficiency Assessment 2017			Sue Hall
Garden Waste Charges			Carl Touhig
Letting of Welsh Church Trust land in Trellech'	EXEMPT REPORT		Gareth King
<b>15<sup>TH</sup> FEBRUARY 2017 – SPECIAL CABINET</b>			
Final Draft Budget Proposals for recommendation to Council			
<b>15<sup>TH</sup> FEBRUARY 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
RSPO x 2: Fairfield Car Park and Abergavenny Skate Park			Andrew Mason
Appropriation of land at Crick Road, Portskewett			Gareth King
<b>1<sup>ST</sup> MARCH 2017 - CABINET</b>			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17 meeting 5 held on the 19 <sup>th</sup> January 2017.		Dave Jarrett
Outcomes of the Recycling Review.	Cabinet to agree the Final Business Case determining the outcomes of the Recycling Review.		Rachel Jowitt
Proposed sale of land at Crick Road to Melin Homes			Deb Hill Howells
Safeguarding Progress Report			Teresa Norris
Effectiveness of Council Services: Quarter 3			Matt Gatehouse

Subject	Purpose	Consultees	Author
Progress			
The Knoll, Abergavenny Section 106 funding			Mike Moran
ADM – Business Case			Tracey Thomas
2017/18 Education and Welsh Church Trust Funds Investment and Fund	The purpose of this report is to present to Cabinet for approval the 2017/18 Investment and Fund strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2017/18 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.		Dave Jarrett
<b>8<sup>th</sup> MARCH 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Private sector housing enforcement			Huw Owen
<b>9<sup>th</sup> MARCH 2017 - COUNCIL</b>			
Final Budget Proposals			Joy Robson
Final Composite Council Tax Resolution	To set budget and Council tax for 2017/18		Joy Robson
Treasury Management Strategy 2017/18	To accept the annual Treasury Management Strategy		Joy Robson
<b>20<sup>th</sup> MARCH 2017 - COUNCIL</b>			
Monmouth Pool			Pete Davies
ADM Business Case			Tracey Thomas
Pay Policy			Tracey Harry/Sally Thomas
Population Needs Assessment			Matt Gatehouse
Well-being Assessment			Matt Gatehouse
Council Well-being objectives			Matt Gatehouse

Subject	Purpose	Consultees	Author
Safeguarding Progress Report			Teresa Norris
Outcome of Recycling Review	To agree the Final Business Case determining the outcomes of the Recycling Review.		Rachel Jowitt
Procurement Strategy for Household Waste Recycling Centre, Transfer Stations and Residual Haulage.	For Council to approve the procurement strategy and affordability envelope for the procurement of a new contract running from 2018-2030 (7 years plus 5 years extension possibility).		Rachel Jowitt
Community Governance Report			Will McLean
Position Statement report re: Social Services			Geoff Burrows
Council Diary			
<p>U</p> <p>5<sup>TH</sup></p> <p>8</p>	<b>APRIL 2017 – CABINET</b>		
<p>W</p> <p>1</p> <p>W</p> <p>W</p> <p>Working Group</p>	The Purpose of this report is to make recommendations to Cabinet on the Schedule of applications 2016/17, meeting 6 held on the 20 <sup>th</sup> March 2017		Dave Jarrett
Pay Policy			Tracey Harry
The introduction of a Council operated Social Lettings Agency within Monmouthshire			Steve Griffiths
Contaminated Land Inspection Strategy			Huw Owen
<b>3<sup>RD</sup> MAY 2017 – CABINET</b>			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17, meeting 8 held on the ..... 2017.		Dave Jarrett
Transfer of management of Raglan VC Primary School	To receive a progress update on the transfer of the management of Raglan VC Primary School		Cath Sheen

<b>Subject</b>	<b>Purpose</b>	<b>Consultees</b>	<b>Author</b>
	former junior building to the Enterprise Directorate.		

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