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Y Rhadyr
Brynbuga
NP15 1GA

County Hall
Rhadyr
Usk
NP15 1GA

Wednesday, 7 September 2016

Notice of meeting / Hysbysiad o gyfarfod:

Strong Communities Select Committee

Thursday, 15th September, 2016 at 10.00 am,

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

AGENDA

Item No	Item	Pages
PART A – SCRUTINY AND CRIME DISORDER MATTERS		
No matters to discuss		
PART B – STRONG COMMUNITIES SELECT COMMITTEE		
1.	Apologies for absence	
2.	Declarations of Interest	
3.	Open Public Forum	
4.	To confirm minutes of the previous meeting <ul style="list-style-type: none">• 30th June 2016• 21st July 2016	1 - 16
5.	Revenue & Capital Monitoring 2016/17 Period 1 outturn forecast statement	17 - 116
6.	Speeding and Road Safety ~ to consider the policy and speeding enforcement	117 - 120
7.	Street Lighting ~ to scrutinise a progress report on street lighting (policy and costs)	121 - 126
8.	Strong Communities forward Work Programme September 2016	127 - 128
9.	Cabinet and Council forward work programme	129 - 144

10.

Date and time of next meeting

Thursday 10th November 2016 at 10am

Paul Matthews

Chief Executive / Prif Weithredwr

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

S. Howarth
V. Smith
D. Dovey
A. Easson
S. Jones
P. Jordan
A. Webb
S. White
P. Watts

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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.

Nodau a Gwerthoedd Cyngor Sir Fynwy

Cymunedau Cynaliadwy a Chryf

Canlyniadau y gweithiwn i'w cyflawni

Neb yn cael ei adael ar ôl

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

Pobl yn hyderus, galluog ac yn cymryd rhan

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

Ein sir yn ffynnu

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

Ein blaenoriaethau

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

Ein gwerthoedd

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

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Public Document Pack Agenda Item 4

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held
at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 30th June, 2016 at 10.00 am

PRESENT: County Councillor S. Howarth (Chairman)
County Councillor V. Smith (Vice Chairman)

County Councillors: D. Dovey, A. Easson, P. Watts

Also in attendance County Councillor(s): D. Blakebrough

OFFICERS IN ATTENDANCE:

Mark Howcroft	Assistant Head of Finance
Roger Hoggins	Head of Operations
Rachel Jowitt	Head of Waste & Street Services
Paula Harris	Democratic Services Officer
Nigel Leaworthy	Commercial & Operations Manager
Carl Touhig	Recycling Strategy and Business Manager

APOLOGIES:

County Councillors S. Jones, A. Webb and S. White and Hazel Illett.

1. To note the appointment of the Select Chair

County Councillor Simon Howarth was appointed as Chair.

As it was the 100th Anniversary of the Battle of the Somme, the Chair asked members to remember the lives lost in battle and held a minute's silence.

2. To elect a Vice Chair

County Councillor Tony Easson was appointed as Vice-Chair.

3. Apologies for absence

We received apologies from County Councillors S. White, A. Webb, S. Jones and Hazel Illett.

The Chair raised a point of clarity regarding attendance to the Committee. The Chair was saddened at the lack of attendance & lack of apologies by some Members and promised to address this by speaking to the Leader of the Council.

4. Declarations of Interest

No declarations of interest received.

5. To confirm minutes of the previous meeting

The minutes of the Strong Communities Select Committee meeting held on 28th April 2016 were confirmed as an accurate record and signed by the Chair.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 30th June, 2016 at 10.00 am

5.a Open Public Forum

We were joined by Carl Thomas and Ian Hodgkinson from The Glascoed Pub who had approached their local member Val Smith in regard to the speed of the road, the A472 outside their premises.

They were keen to promote their business and with 7 acres of land they are looking to maximise the use of the Pub and its grounds. They advised that neighbours often struggle to pull out of their drives due to the lack of visibility, with the hedges blocking their view of the road and asked for better signage and possibility of a speed camera.

They also asked if the Council could address the issue of cutting the grass and the maintenance of the hedgerow and banking from Glascoed Village to County Hall.

The Elected Member for the area advised she had not taken the issue further recently but was concerned for the residents and their concerns.

The Chair asked the Head of Operations if there was data available for this road, such as a Traffic Impact Assessment. The Head of Operations answered that he would return to the Committee with further information. **(ACTION R.H.)**

6. Revenue and Capital Outturn Report

Context:

The purpose of this report is to provide Members with information on the forecast revenue outturn position of the Authority at the end of reporting period 4 which represents the financial outturn position for the 2015/16 financial year.

The 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.

Key Issues & Recommendations:

That Members consider a net revenue outturn underspend of £676,000, an improvement of £878,000 on quarter 3 outturn predictions.

Members consider a capital outturn spend of £18.3m against a revised budget of £18.8million, after proposed slippage of £43.7 million, resulting in a net underspend of £508k, of which circa £433k is available for recycling onto other projects/priorities which it is recommended will be held pending review of the additional pressures.

Consider and approve the £43.7m capital slippage recommended, paying attention to those schemes included in paragraph 3.5.4 where slippage has been requested by the service manager but is not being recommended to slip (£170k), and notes the significant level of

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 30th June, 2016 at 10.00 am

slippage required at outturn not manifest earlier in the year highlighting a concern in managers capital forecasting going forward.

Considers the use of reserves proposed and notes the significant decline on earmarked reserve levels at end of 2015-16 and the likely indication at end of 2016-17.

Approves the reallocation of reserve balances, as per paragraph 3.9.5 following the actuarial review of the insurance reserve and review of other small reserve balances, in order to address reserve pressures and the apportionment of general underspend in supplementing reserve levels as follows:

- £1,037 million to Redundancy and Pensions reserve
- £419k to IT reserves
- £350k to Invest to Redesign reserve

Approves the use of the Invest to Redesign reserve during 2016-17 totalling £30,835 as MCC's additional contribution to enable the work on the City Deal initiative to continue.

Member Scrutiny:

A Member thanked the Officer for the report and responding to her requests for information in a quick and efficient manner. As the Member had specific questions they wished to ask the Officer, the Member requested to speak to him, one to one at a later date.

The question of slippage was brought up and Members felt that better forward planning would be useful in future. The Officer responded that figures were artificially effected by the future school agenda at present.

A Member questioned the number of staff made redundant. The Officer answered that in 2015/16 the total number of staff made redundant was 102; 99 compulsorily redundancies and 3 other departure packages.

A Member asked if Officers were aware of the need to create savings throughout MCC. The Officer replied that moving to a percentage saving, from a mandate savings approach would make issues less obvious.

A Member asked what changes had been made with SEWTRA. The Head of Operations informed the Committee that the form of the agreement, previously a contract: commenced in April 2016. SEWTRA is being asked by Welsh Government to cut costs which effects MCC.

It was questioned why there had been extra costs at TIC for a double man facility. The Officer told the Committee that due to abuse from members of the public has resulted in it being unsafe for one member of staff to be at the site alone.

A questioned was raised regarding the mandates and it was commented that some of the figures seemed unreal with no plan and stressed how it was to set realistic, time-bound targets.

Concerns were raised regarding toilets and asked that the Senior Officer report back to the Committee at a future meeting.

A Member asked if the Monmouth Comprehensive School project was going to plan. We were answered that the tender prices received in January we were approximately £5m more than the funding envelope that the Council and Welsh Government are collectively funding. We are currently looking at revisions to the scheme. At present the Caldicot scheme is going ahead as

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 30th June, 2016 at 10.00 am

originally tendered, that has necessitated some money moving from the Monmouth scheme to the Caldicot School scheme.

The Chair asked if the new lease had been signed for the cattle market in Raglan. The Head of Operations answered that we had not taken practical completion of the site as yet, so the maintenance and the preparation, partially of the dirty water system is still under development it was asked how much revenue & rent, rates MCC have received to date. The Assistant Head of Finance replied that we had received a six figure cheque from the Auctioneers which was returned to them because they would use this to influence the strategy of how much rent they pay going forward. The Officer requested to stop discussion on this subject as the confirmation of rent was a sensitive commercial negotiation. The Chair said that he would send a letter to the Chair of the E&D Select Committee to scrutinise this project.

A Member queried MCC's position with Wormtec. The Officer answered she was unable to confirm figures as the information was commercially sensitive. MCC was a bad debtor and under the 2014/15 the debt was written off. It was noted that Welsh Government paid for the untreated food waste when Wormtec operations ceased and that there was no cost to MCC. It was clarified that liability for the land lies with the Ministry of Defence (MOD) and Natural Resource Wales (NRW) and confirmed that MCC has no financial or contractual liability.

Committee's Conclusion:

The Chair thanked the Officer for attending the meeting and for his report and looked forward to an update at a future meeting.

7. Future of the Civic Amenity Site Contract

Context:

We received a report from the Recycling Strategy & Business Manager to advise the Committee on the proposed way forward for the Dragon Waste contract.

Key Issues:

Throughout the Recycling Review reference has been made to the future of our Civic Amenity Sites and Transfer Stations and how they become operationally and financially fit for purpose to complement our kerbside provision and ensure a sustainable and high performing recycling offer is made to Monmouthshire residents.

To be clear the current Dragon Waste contract is for the following services:

- Management and operation of 4 Civic Amenity* Sites (Llanfoist, Five Lanes**, Troy and Usk which are owned by MCC and managed by Dragon Waste)
- Management and operation of 2 Transfer Stations – Llanfoist & Five Lanes
- Haulage of residual waste to Project Gwyrdd EfW at Trident Park, Cardiff.

(* the legal term for the sites is Civic Amenity. They are more commonly known now as Household Waste Recycling Centres (HWRCs) and therefore will be referred to as such through the paper.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 30th June, 2016 at 10.00 am

** Llanfoist and Five Lanes sites are under full maintenance leases to Dragon Waste whereas Troy and Usk are owned by MCC and managed on our behalf by Dragon Waste)

This is a very old contract and has evolved over time as legislation and priorities change.

In 1994, Monmouthshire County Council and Terry Adams formed a joint venture company (JVC), Dragon Waste, to operate and manage the waste disposal and Civic Amenity Sites. This was in response to legislation that no longer allowed local authorities to operate civic amenity sites that resulted in many setting up JVCs or Local Authority Waste Disposal *arms-length* Companies (LAWDaC).

Terry Adams sold his shares to Viridor and since the late 1990s Viridor have remained the majority shareholder (81%) of Dragon Waste.

In 2014 the contract was renegotiated with Viridor to allow a smooth transition to Project Gwyrdd, instigate transparent management costs to enable any future procurement to be undertaken on a truly comparative basis, a fit for purpose recycling contract and savings across the contract. The outcome of these negotiations were brought before Select Committee prior to Cabinet approval in October 2014.

Viridor also hold the organics contract for recycling of kerbside collected organic waste. This contract sits outside of this paper as Select Committee and Council have already determined the long term future of organic waste and agreed to a partnership with the Heads of the Valleys AD programme which will commence from April 2018.

The legislation allowing local authorities to operate their own sites has now been repealed and the opportunity to run the Civic Amenity sites in-house is now an option that some Councils have adopted determined the long term future of organic waste and agreed to a partnership with the Heads of the Valleys AD programme which will commence from April 2018.

The legislation allowing local authorities to operate their own sites has now been repealed and the opportunity to run the Civic Amenity sites in-house is now an option that some Councils have adopted.

Member Scrutiny:

It was queried if there would be any practicalities or impracticalities to consider with regard to the performance improving suggestions such as opening of residents' black bags or making some sites recycling only by restricting black bag waste tipping. It was reported that Rhonda Cynon Taff County Borough Council has implemented such measures with no reported increase in fly tipping mainly through comprehensive advertising and publicity.

It was confirmed that anonymous composition analysis has identified that 50% of black bags contain recyclable or food waste and concluded that there is more to do to work towards the target set by Welsh Government of 70% recycling.

It was queried how the reissue of grey bags will encourage better use of black bag waste. The Officer reported that there was an increase in kerbside residual waste in line with an increase in waste in general and that capture analysis is being undertaken to anonymously identify what is being recycled in black/grey bags by residents.

In response to a question, Members were informed that research information is available (e.g. from WRAP UK) that explores barriers to recycling. A Member suggested provision of an education programme to provide continuous information to residents rather than reliance online

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 30th June, 2016 at 10.00 am

searches. The Officer answered that, inevitably, some people do not participate and work is focussed on hard to reach areas where individuals do not engage. This work is limited due to availability of resources. It was concluded that the majority of residents engage in recycling, and also agreed that it was important to keep processes simple, with as few changes as possible to ensure that residents who currently recycle continue to do so.

A Member advocated opening the tender process to more than one contractor.

A Member questioned if the recycling centres at Mitchel Troy, Monmouth and Usk are too small, how waste collection is being missed and if alternative sites have been explored, including the possibility of establishing one site between Usk and Monmouth. Additionally, it was queried if the proposed expansion of the range of products for profitable collection at the Caerwent, Five Lanes site would justify the expenditure. Finally, the poor quality of food bags was commented upon. The Officer explained that feasibility work had been undertaken at the Mitchel Troy site on land owned by MCC behind the depot. It was projected that provision of facilities similar to the Llanfoist site would be a £1.7m capital cost. It was estimated, on the projected tonnage throughput, that the increase in recycling and reduction of residual waste would not cover the cost of borrowing funds to improve the site and would not sufficiently impact on recycling targets. Members were reminded that the improvement target is 67%.

Regarding the suggestion of establishing one site to replace the recycling centres in Usk and Monmouth, in favour of one site between the two locations, the Officer explained that there was no site identified and no provision in the Local Development Plan at present. This would be a matter for public consultation.

The Officer clarified that the expansion of the Five Lanes site referred to expansion of the shed for the transfer station not the range of materials. Looking to engage with the market to consider how to maximise opportunities on the site.

A Member commented that the location of the recycling centre in the Maryport St. Car Park in Usk is not ideal as it is too small, a busy car park, parking spaces have been lost, it is difficult for the skip lorries to service the facility and the steps are unsuitable for some service users. The Member called for consideration to relocate the site. The Officer advised that availability of capital is limited.

Members discussed the impact of housing development and were informed that no additional funding is provided to address the increase in demand for services. This point is being raised with relevant officers. The Chair questioned if it was possible to raise additional funds through an environmental levy to deliver better services but was confirmed that it is not legally possible to have an environmental levy. It was added that the Welsh Government is investigating innovative ways of funding waste recycling (e.g. producer responsibility). It was commented that Keep Wales Tidy is piloting a deposit return scheme and the all Wales Officers Group is supportive of the concept, Welsh Government is not supportive at this time.

An Officer provided feedback on the current food bags explaining that they are manufactured from cornflour and made in the UK to the British Kitemark standard. It was explained that they are cheaper than the previously purchased green bags which are made from potato starch. Following some complaints about the quality of the new bags, the manufacturer was contacted and the bags of unsuitable standard were replaced with a higher quality product; the quality is being monitored. Members were reminded that there is a £30K saving through the purchase of the new bags.

In response to a question, it was confirmed that capture analysis identifies that food waste mainly consists of edible food that it beyond its sell by, best by or use by date. Food manufacturers are considering ways of better explaining food longevity and safety with limited

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 30th June, 2016 at 10.00 am

amounts of compostable waste (vegetable trimmings/peelings, teabags etc.). Members were invited to visit the recycling centre for the capture exercise to witness the types of waste disposed of by residents.

The Chair asked why there was no proposal to reintroduce acceptance of red and purple bags at transfer stations. The Officer explained that this provision had been available at all sites but analysis indicated that members of the public were using the facility as an additional refuse facility, for example, included sacks from the kerbside that were stickered as contaminated. The facility was withdrawn as feedback from the contractor indicated examples of individuals becoming abusive and aggressive when challenged. It was added that that consultation with residents on how to make the service available would be required to consider reintroduction.

Recommendations:

The recommendations contained in the report were agreed

Committee's Conclusion:

The Chair thanked the Officers for presenting the report and attending the meeting.

8. Recycling Review and Implementation Plans

Context:

To update Select Committee on the recycling collections pilot planned to commence in September this year and for Members to note and comment on the proposals for the trial for the Recycling Review as previously reported to Committee and Cabinet.

Key Issues:

The recycling review has been before Select Committee many times. It was agreed that a further report would be brought before Members with the details of the approved pilot so that there was a full understanding of what we were planning to do ahead of further reports in early 2017 with a final recommendation for the authority. Just to recap the pilot will:

- Remove glass from the purple bags and be collected separately
- Red and purple bags to remain separate for the trial
- Food and garden to be collected as now, recognising that a commitment has already been given to collect this separately
- Residual – fortnightly and 2 bags (see below for proposal to reintroduce grey bags)

The pilot area has been mapped, subject to a detailed vehicular access review.

The rounds are shown in appendix 1. As previously reported the pilot was to be based around Llanfoist Transfer Station due to the site being able to receive glass separately without the need for any investment in infrastructure. The pilot includes approximately 5,500 households within Abergavenny, Gilwern, Govilon, Goytre, Llanellen, Llanover, Llangybi and Little Mill. This area has been chosen as it represents a good demographic cross section of the County and includes a mix of urban, semi-rural and rural areas.

We are still engaging with the market to determine the final specification for the pilot vehicle but our goal is to secure a three-stream vehicle with a pod for glass and a split body to collect red and purple bags separately.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 30th June, 2016 at 10.00 am

At previous meetings Members have been concerned about the receptacle used to collect glass. Further research and investigations have been undertaken and we believe that glass should be collected in a box. Why? We have investigated the use of both a box and a reusable 'hessian-type' bag with our crews, other authorities, our MCC H&S officer and an external H&S consultancy. Feedback from a health and safety perspective is that a box is more suitable due to several reasons:

- Bags - strain is placed on one shoulder when carrying/loading, Box - Better techniques in lifting, good stance and posture, weight distributed between both arms.
- Bags - potential for loaders being cut due to close proximity of the bag during emptying with the risk of broken glass.
- Bags – No rigidity to support loader during emptying, box is more rigid, very unlikely to break, therefore less risk of injury to loader.
- Bags - Higher risk of blowing away and spillage onto pavement
- Bags - Higher rate of replacement due to blowing away and their durability – estimated life of bag 2-3 years, box up to 10 years.

MCC officers feel that the bags present too much of a health and safety risk to our loaders and are therefore proposing that we do not continue to proceed any further with this option.

Whilst there maybe concerns regarding visual amenity and street scene we must remember that we are removing glass from our recycling stream to ensure compliance with existing law whilst maintaining the integrity of the existing red and purple service.

We are also recommending that the re-introduction of the grey bags occurs within the pilot area during the trial. With the current trend of increasing residual waste (overall residual waste went up 10% in 2015-16 compared to 2014-15), it would be opportune to gauge whether re-introduction and compulsory use of the grey bags has a positive effect in terms of a reduction in residual waste presented kerbside and/or an increase in recycling capture.

Member Scrutiny:

Members queried the motivation for and cost of the green box pilot, and how success of the trial will be measured ahead of consideration of the introduction of the scheme countywide. The Officer explained that the cost of the trial will be in the region of £40,000. This includes some additional staff and the purchase of a split back vehicle with a pod utilising a second-hand RCV chassis. It was explained that there is the potential to halve the throughput to the Materials Recycling Facility (MRF) with consequent reduction in costs, with a potential saving of £250,000 per annum. Additionally, separation of glass will allow it to be glass recycled instead of going to aggregate which is not the preferred outcome environmentally or in terms of MCC's Wellbeing and Future Generations goals. The Officer explained that success would be indicated through improvement in recycling performance targets (or no change as MCC has good kerbside recycling performance), improvements in the financial performance of the service and best environmental recycling outcomes.

The Chair indicated that there was a risk to investment if residents don't separate the glass and advocated a communication plan. The officer responded that efforts will be made to engage with the residents undertaking the trial including the presence of officers in the area and also capture analysis to monitor progress.

A Member criticised the proposals as a stealth means of returning to boxes, that the health and safety considerations were unchanged and that we were pandering to the market. The Officer

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 30th June, 2016 at 10.00 am

explained that a third bag option was explored but found to be unsuitable for acceptance by the market. Members discussed that they were generally not in favour of boxes. The Officer clarified that the market wants to purchase glass loose and unbroken, and also explained the problems associated with plastic or recyclable bags. It was confirmed that Cabinet have already approved the pilot scheme and that if the trial is unsuccessful, alternatives will be sought.

Committee's Conclusion:

The Chair welcomed the report and the opportunity to debate the pilot scheme to separate glass for recycling. The Chair looked forward to receiving a report on the results of the trial in due course. The Officers were thanked for their most helpful contribution to the meeting.

9. Managing Public Open Space

Context:

The purpose of the report is to seek the Committee's views on the proposal for an inclusive and engaging review which will determine Monmouthshire's future strategy for managing and maintaining MCC owned public open space.

Key Issues:

Monmouthshire County Council owns and manages a range of open space of which equates to approximately 4'030'000m² plus a number of countryside and heritage sites, which are maintained predominantly by either Grounds Maintenance, based within Waste & Street Services/Operations directorate or Tourism Leisure & Culture in the Enterprise Directorate.

Member Scrutiny

Members welcomed and accepted the report.

10. Strong Communities Forward Work Programme 2016

This item was received.

11. Cabinet and Council Forward Work Planner

This item was received.

12. Date and time of next meeting

21st July 2016 at 10am

The meeting ended at 1.48 pm

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Public Document Pack

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held
at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 21st July, 2016 at 10.00 am

PRESENT: County Councillor S. Howarth (Chairman)
County Councillor V. Smith (Vice Chairman)

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

Also in attendance County Councillor(s): D. Blakebrough

OFFICERS IN ATTENDANCE:

Paula Harris	Democratic Services Officer
Peter Davies	Chief Officer, Resources
David Jones	Head of Regulatory Services
Richard Jones	Improvement Support Officer
Huw Owen	Specialist Environment Health Officer
Hazel Illett	Scrutiny Manager

1. Apologies for absence

We received apologies from County Councillor A. Webb.

2. Declarations of Interest

None received.

3. Public Forum

County Councillor V. Smith introduced a member of her ward, John Nixon, a member of the public who raised concerns regarding the traffic speed outside his home near the Glan Yr Afon Hotel and hope that the speed limit could be lowered from 30mph to 20mph.

County Councillor V. Smith applauded the Usk initiate to pursue a 20mph speed limit stating towns are places for people to in live, not for drivers to drive through.

The Councillor has previously asked that the request for the 20 mph limit is extended over the bridge to Woodside which was dismissed out of hand by Highways.

Various suggestions and solutions have been suggested to officers with no success.

A Member suggested that an officer attend a Committee Meeting in future to address road safety in Monmouthshire with an all member invitation.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 21st July, 2016 at 10.00 am

4. Public Protection 2015/16 Performance Report

Context:

To undertake scrutiny of service delivery and performance across Public Protection in 2015/16. The Public Protection division comprises of Environmental Health, Trading Standards and Licensing. The recommendations are for the Committee to consider and comment on the contents of the report entitled 'Public Protection Performance' report for the year 2015/16.

Key Issues:

Cabinet approved a report in March 2014 recommending budget reductions to Public Protection services for 2014/15 and the coming years. The reduction amounted to £140,000, representing a 7.2% staff decrease. The impact of this reduction was scrutinised by this Committee in November 2014, prior to a report going to Cabinet on 7th January 2015. At this time, Cabinet requested regular six month reports to Strong Communities committee to monitor performance and assess any negative impacts. The intention was to review progress and take any action deemed necessary.

The last performance report was submitted to this Committee on 14th September 2015.

The attached report summarises performance over the last financial year, 2015/16, and highlights the following –

- the four service teams, for the vast majority of the services they deliver, meet the Authority's legal obligations in relation to Public Protection services.
- there has been some decline in closing complaints within Public Health, for example concerning noise and other statutory nuisance cases.
- six monthly reports will continue to be made to this Committee to assess the impact of budget reductions on Public Protection performance.
- recent audits, by Wales Audit Office and Food Standards Agency Wales, indicate current performance is satisfactory within Environmental Health, but the service would struggle to take on any new statutory duties that protect the public and the environment.

Member Scrutiny:

Members asked how many staff the Environmental Health team had and we were told 6.5 plus a student.

We were told that the Student role was integral to the team. All of the student's visits were supervised for the first few months until it was felt the student was able to work independently. The student's duties included visiting fly tipping sites, collecting water samples, visiting dog fouling sites.

The Officers told the Committee about current projects such as the Eisteddfod, where their responsibilities spanned many areas include noise nuisance and food hygiene.

A Member asked how the team deal with air pollution and we were told that Environmental Health monitor air quality regularly, Currently Usk and Chepstow have air quality issues.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 21st July, 2016 at 10.00 am

Members discussed enforcement in regard to dog fouling and littering with a Member telling the Committee of a local Council who publish pictures of members of the public littering as a deterrent.

Members congratulated the Environmental Team on their vital work and asked officers what their concerns were. In response we were told that the team was working at full capacity and there concerns that increased workloads would create difficulty as it was felt that the team was already at saturation point and they were being as creative with their time as possible already.

Members feared that if the service was stretched further it would impact on public health which is paramount.

Committee's Conclusion:

The Chair asked Officers to pass their thanks back to the entire team for the work they do.

There were concerns for public health and aspects of the report. The Committee are keen to review matters in 6 months' time.

During the budget setting process, we would like this dealt with separately due the concerns raised.

5. 2015/16 Performance Report: Improvement Objectives and Outcome Agreement

Context:

To undertake scrutiny of service delivery and performance across Public Protection in 2015/16. The Public Protection division comprises of Environmental Health, Trading Standards and Licensing. The recommendations are that the Committee consider and comment on the contents of the report 'Public Protection Performance report for the year 2015/16.

Key Issues:

The Outcome Agreement and the Improvement Objectives have a different focus:

Improvement Objectives

Improvement Objectives are set annually by the Council to deliver on priorities. Despite objectives being focused on the long term the specific activities that support them are particularly focussed for the year ahead.

Activity that contributes to the delivery of some objectives cross cuts Select Committee remits and these have also been reported to the other relevant committee(s). Therefore it is suggested members particularly focus their scrutiny on the activity relevant to the committee with consideration of its contribution to the objective as a whole.

Improvement Objectives are scored based on the Council's Self-evaluation framework, as set in the Improvement Plan 2015/17, Table 1, and performance against them is reported in the Stage 2 Improvement Plan published in October each year.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 21st July, 2016 at 10.00 am

Outcome Agreement

The Outcome Agreement is an agreement with the Welsh Government for a three year period, where the council needs to deliver on performance activity and associated targets that contribute to the Programme for Government. The agreement covered the period from 2013 to 2016.

In the summer of 2015 the Welsh Government announced the final year of funding for performance in 2015-16 would no longer be attached to performance in the Outcome Agreement and would be rolled directly into the Revenue Support Grant for 2016-17. This means that payment for performance against the targets in the agreement for 2015-16, is assured, the council was also awarded full payment in the previous two years. However given the importance placed on the agreement as part of the council's performance framework an evaluation of performance achieved over the three years of the agreement has been undertaken. The evaluation highlights progress made against the actions and performance indicators set in the Outcome Agreement.

Key National Indicators

Appendix 3 sets out further Key Performance Indicators that are in the National Performance indicator set used by Welsh Government and are under the committee's remit. The primary purpose is to highlight the performance achieved in 2015/16. In some cases this may result in duplication of indicators already included in other sections of the report. Where indicators relate to the performance of services that are under the remit of more than one committee these will also be reported to the other relevant committees.

Member Scrutiny:

During discussion Members asked about increased sickness levels and raised concerns regarding staff wellbeing.

It was asked why the percentage of appraisals had fallen, year on year. We were told there had been reporting issues with the 'Check in, Check out' function which were being addressed.

It was asked why the take up of the concessionary bus pass was only 76% and we were told that every person who had applied for it had received it.

Committee's Conclusion:

The Chair thanked the Officer for the detailed report and looked forward to the next 6 month update in November.

6. People Services

Context:

To present Strong Communities Select Committee with the first People Services Annual report for information and comment. We recommend that the Select Committee

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 21st July, 2016 at 10.00 am

consider the contents of the first People Services annual Report and identify any issues that they would like the People Services Team to consider going forward.

Key Issues:

Our People are at the heart of everything we do. The collective purpose, passion and talents of our colleagues, on and off the payroll are the foundations to our success as a council and a county.

We believe that people join public service to make a difference and we have developed our people services in order to ensure that we are best placed to engage, support and develop our workforce , to ensure they are able to do just that, make a difference.

To provide clarity of purpose and direction we developed a People and Organisational Strategy, underpinned by an ambitious delivery work programme. We have reported progress against the strategy in 2015/16 and the attached People Services annual Report, June 2016, provides a summary of activity against our areas for improvement during the year.

We can be proud of what the service has achieved during the year and this will now form the base line for monitoring future activity. Bringing the different elements of People services together has delivered a more coherent, effective and efficient service organised around a common purpose.

Member Scrutiny:

Members questioned the relevance of the data given the date of the survey, The Committee were told that there were no plans to undertake the survey on an annual basis, it was felt that the quality of questions was paramount with staff being asked the questions they wanted to answer.

Members expressed that they felt that the results reassured them that the staff weren't being ignored.

A Member spoke about the Council building a similar structure as the Investors in People programme with importance being placed on speaking to staff, noting their interests, growing your own staff.

The Committee were told that new initiatives were taking place, with coded pathways and training already there, social media is now playing a large part in attracting people to the jobs within Council.

The Committee asked about staff appraisals and were told about the new service applying an emphasis on quality rather than quantity.

We were told that the leadership team had a duty of care for their staff.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 21st July, 2016 at 10.00 am

Committee's Conclusion:

The Chair thanked the Officer for the report and asked for a copy of the 2014/15 staff survey form.

The Committee will look at reviewing this regularly.

7. Strong Communities Select Forward Work Planner

Members discussed the Work Programme for the Strong Communities Select Committee. In doing so, the following points were noted:

- MRF contractor
- Public Toilets
- Street lighting
- Speed of Roads

Were added to the work programme.

GAVO will be asked to attend a later meeting.

8. Cabinet and Council Forward Work Planner

Members considered the Cabinet Forward Work Planner – no issues were identified as requiring pre-decision scrutiny.

9. Date and time of next meeting

15th September 2016 at 10am.

The meeting ended at 1.46 pm

REPORT

SUBJECT	REVENUE & CAPITAL MONITORING 2016/17 PERIOD 1 OUTTURN FORECAST STATEMENT
DIRECTORATE	Chief Executive's Unit
MEETING	Strong Communities Select Committee
DATE	15th September 2016
DIVISIONS/WARD AFFECTED	All Authority

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 1 which represents month 2 financial information for the 2016/17 financial year. Revenue and Capital forecasting is being brought forward by a month against the usual timescale to provide members with relevant financial information before summer recess.
- 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 overspend at period 1 of £1.37 million
- 2.2 That Cabinet requires Chief Officers to provide information on how the overspend position will be brought back within budget, including alternative plans to deliver the £301,000 mandated savings reported as not achievable in the next monitoring report.
- 2.3 That Cabinet requires Directors to review levels of over and underspends and reallocate budgets to reduce the extent of compensatory positions needing to be reported prior to month 6 reporting.
- 2.4 That Cabinet appreciates the extent of predicted schools reserve usage and the anticipation that 13 schools will be in a deficit position by end of 2016-17.
- 2.5 That Cabinet considers the capital monitoring which exhibits only a small variance to budget as a result of recent Cabinet and Council approval on Caerwent House,
- 2.6 That Cabinet recognises the risk associated with having to rely on a use of capital receipts in the year anticipated and the potential for this to have significant revenue pressures should receipts be delayed and temporary borrowing be required.

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 1

Table 1: Council Fund 2016/17 Outturn Forecast Summary Statement at Period 1 (Month 2)	Annual Forecast @ Month 2	Revised Annual Budget @ Month 2	Forecast Over/(Under) Spend @ Month 2
	£'000	£'000	£'000
Social Care & Health	41,186	40,065	1,121
Children & Young People	50,936	50,520	416
Enterprise	9,654	9,179	475
Operations	17,291	17,250	41
Chief Executives Unit	6,808	6,834	(26)
Corporate Costs & Levies	19,868	19,796	72
Net Cost of Services	145,743	143,644	2,099
Attributable Costs – Fixed Asset Disposal	149	95	54
Interest & Investment Income	(55)	(55)	0
Interest Payable & Similar Charges	3,493	3,493	0
Charges Required Under Regulation	3,418	3,418	0
Contributions to Reserves	103	103	0
Contributions from Reserves	(1,919)	(1,999)	80
Amounts to be met from Government Grants and Local Taxation	150,932	148,699	2,233
General Government Grants	(63,567)	(63,567)	0
Non-Domestic Rates	(27,981)	(27,981)	0
Council Tax	(63,961)	(63,411)	(550)
Council Tax Benefits Support	5,945	6,258	(313)
Net Council Fund (Surplus) / Deficit	1,368	(2)	1,370
Budgeted contribution from Council Fund	0	2	(2)
	1,368	0	1,368

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

Net Council Fund Surplus	2016-17 £000	2015-16 £000	2014-15 £000
Period 1	1,368 deficit	867 deficit	219 deficit
Period 2		1,066 deficit	116 deficit
Period 3		162 deficit	144 deficit
Outturn		579 surplus	327 surplus

3.1.4 Whilst the expectation is for the trend to show a similarly improving position as the year progresses, the extent of forecast deficit reported as a consequence of this first period is cause for concern, especially in comparison to outturn figures which are only 3 months different and would have absorbed the effect of circa £0.7 million redundancy costs, mandated savings not made of £0.537m and cost pressures in children's social services circa £1.2 million. Since last year, however, £2.8 million has been taken out of the budget as mandated savings. It might therefore be expected that the first forecast of the year would be closer to the budget, rather than the picture shown below.

3.1.5 .

Service	2015-16 Outturn Variance £000	2016-17 Period 1 variance £000	Difference £000
Social Care	1283	1121	(162)
Children & Young People	(86)	416	502
Enterprise	(70)	475	545
Operations	(398)	41	439
Chief Executives	(270)	(26)	244
Corporate	(195)	72	267
Net Cost of Services	264	2099	1835

3.1.6 This first forecast is, however, indicative of the fact that it is based on 2 months actual data and 10 months estimated data. Service managers are naturally cautious about forecasting at this stage in the year, especially in areas where spend can be quite volatile. Directorates will be undertaking a piece of work to see if there is scope to move budgets to more accurately reflect where they are needed instead of continuing to report the extent of over or underspends outlined in the detail below. This would allow senior managers and Members to more clearly understand where the real pressures are and focus attention on managing these areas to ensure the overall budget is not exceeded. Once this further work is undertaken, recommendations will be brought back to Cabinet to find alternative savings for mandates and if further decisions are required to bring spending back in line with the budget.

3.1.7 Schools are also forecasting to use most of their reserves by the end of the year. Work is progressing to ensure that grant funding is identified in a timely manner so that this can be factored into the budget forecasts rather than coming it at the end of the year and causing a significant swing on the forecast. Budget management plans for all schools in deficit will be closely monitored to assess feasibility and progress and the need for any other mitigating actions.

3.1.8 In terms of the capital programme this year, it is relying on capital receipts being received in year – this is a risk that needs to be managed. If the capital receipts are not achieved there is the potential that borrowing will be required putting further strain on the revenue budget. In addition the tendered prices on the Future Schools programme are currently being worked through to see how the programme can be maintained within budget.

Analysis of the Revenue budget under and overspending positions in each Directorate.

3.1.9 A summary of main pressures and under spends within the Net Cost of Services Directorates are presented here:

Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position <u>net</u> of savings not achieved £'000	Movement since Period 0 Red= Adverse (Green) = Favourable	Headline Comment
Social Care & Health (SCH)	<p>Director's commentary</p> <p>At this early stage of the year the overall budget position for the directorate is exhibiting a £1.12m overspend.</p> <p>For the Adult Services division, the over spend at month 2 is £462K. We are on track to meet the £640K of mandated savings allocated to this division and are driving on with our practice change agenda.</p> <p>One area which we will further investigate as the year progresses is the Chepstow Community Care team which largely accounts for the divisional overspend. Over the past 12 months the Chepstow team has had pressures in terms of the need for residential placements and usage of approved domiciliary care providers is an additional factor.</p> <p>In terms of Children's Services, this division has a forecast overspend of £690K. As this is very early in the year being month 2, we need to exercise some caution as we know the external placement budget, which for some years has seen large overspends, has reduced demand from 2015/16. As placements in this area are very expensive, one or two placements during the year can see a rapid increase in spend.</p> <p>We are currently embarking on a new Children's Services strategy which will allow us to deal with future demand more effectively, not only from the budget but the outcomes of the child. Another strand is the workforce plan and once in full operation, will see a spend reduction with the withdrawal from the use of agency staffing.</p>				
ADULT SERVICES					
Severn View DC	112	0	112	112	Main overspend is within the staffing budget due to cover for rota. The food and cleaning budgets are still overspending but a review of costs has commenced.
Transition Co-operative	(27)	0	(27)	(27)	Income from staff seconded to the partnership agreement with Bridges Community Centre
Adult Services Man/Support	(50)	0	(50)	(50)	Vacant Team manager disabilities post pending directorate restructure
Other Adult Services	(15)	0	(15)	(15)	See Appendix 6
CHILDREN SERVICES					
Fostering Allowances and Payments For Skills	153	0	153	153	Reflects financial support to the current number and age mix of children in foster care and skills payments to carers with SGO's
Younger People's Accommodation	124	0	124	124	Overspend mainly due to supported housing costs for 3 young people
Counsel Costs	111	0	111	111	At present we have no data to suggest the overspend position will not change from that of last financial year.
External Placements - LAC	72	0	72	72	At present we are forecasting a reduction in children requiring

Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position <u>net</u> of savings not achieved £'000	Movement since Period 0 Red= Adverse (Green) = Favourable	Headline Comment
					placement and in the number of placement days (especially residential & schools/colleges). However this budget is extremely volatile and as such we estimate 61 placements compared to 71 in 2015/16.
External Placement - Non-LAC	(150)	0	(150)	(150)	This budget needs to be considered in conjunction with External Placement Lac Budget
SCYP - Placement & Support Team	131	0	131	131	Increased Court assessment and contact costs over and above the budget is the main cause of over spend
SCYP - Supporting Children & Young People Team	222	0	222	222	Continued use of agency staff and conveyance costs have contributed to the budget position
Safeguarding Unit	(35)	0	(35)	(35)	Vacant Safeguarding team manager pending restructure
FRS – Family Support Team	(29)	0	(29)	(29)	Underspend mainly due to a reduction in section 17 and conveyance costs.
Bus Cases / Temp Funding - Cabinet 06/05/15	71	0	71	71	Posts within this Reserve funded budget are employed for the full year and agency staff are being used to cover vacancies.
Other Children Services	(10)	0	(10)	(10)	See Appendix 6
COMMUNITY CARE					
Abergavenny Adult Team	(122)	0	(122)	(122)	There has been a reduction in the clients requiring residential care as more clients are able to cover own residential care
Monmouth Adult Team	116	0	116	116	The over spend is mainly within the domiciliary care budget which is supporting 1,200 weekly care hours.
Chepstow Adult Team	535	0	535	535	over the past 12 months a steady increase in clients requiring residential care. In addition the use of approved providers has also contributed to increase
Mental Health Care Team	74	0	74	74	This budget is seeing some early affects of the new charging policy. Loss of income due to how the new Social Services and wellbeing Act treats charging for respite care in particular.
Intermediate Care Fund	(115)	0	(115)	(115)	We are currently in the planning phases of development to allocate this remaining budget Awaiting bid approval from host Health Board

Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position <u>net</u> of savings not achieved £'000	Movement since Period 0 Red= Adverse (Green) = Favourable	Headline Comment
Other see Appendix 6	(45)	0	(45)	(45)	See SCH Appendix 6
Total SCH at Month 2	1,121	0	1,121	1,121	Total SCH Outturn at Month 2

Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position <u>net</u> of savings not achieved £'000	Movement since Period 0 Red= Adverse Green = Favourable	Headline Comment
Children & Young People (CYP)	<p>Director's commentary</p> <p>The Directorate's Month 2 position is a forecasted overspend of £416,000, which we are anticipating will fall as we progress through the year. The Youth Service remains a volatile area having been subject to a £200,000 saving mandate in 2015/16 and additional reductions in external grants this year. The ALN budget is also under significant pressure due to the requirement to support more of our pupils with complex needs.</p>				
Psychology Service	21	n/a	21	21	High levels of sickness have resulted in the requirement to bring in additional staff. In addition, new test equipment needed to be purchased for which no budget was originally set.
Additional Learning needs	188	n/a	188	188	The contingency budget is forecasted to overspend by £260,000. This has been offset by a projected saving of £72,000 against Independents and Local Authorities.
Community Education Youth General	207	0	207	207	Significant reduction in external grants (C.£358k) has resulted in a sizeable projected overspend position.. 16-17 income – all we know of is £349k but this includes £90k of ESF, Remaining overspend is due to high income target set in order to compensate for loss of grant.
Other see Appendix 7	0	n/a	0	0	
Total CYP at Month 2	416	0	416	416	Total CYP Outturn at Month 2

Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position <u>net</u> of savings not achieved £'000	Movement since Period 0 Red= Adverse (Green) = Favourable	Headline Comment
Enterprise (ENT)	Director's commentary				
	<p>The Directorate continues to respond to significant upheaval during the year with regard to increasing previous and current year mandated saving delivery and re-engineering of services. 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.</p> <p>Commonly outturn forecasts improve during the year, and efforts will continue to be made to that end. But looking forward, continuing cost pressures remain around markets, 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 without considerable capital investment - 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.</p>				
Sustainability	51	34	85	85	£85k this is due to the sections inability to achieve the expected income target along with sustainable energy mandate
Strategic Property Management	48	30	78	78	Overspend by £78k is due in part to the inability to achieve this from the Strategic Property review mandate saving
Cemeteries	(54)	0	(54)	(54)	Under spend by £50k this mainly relates to higher income.
County Farms Unit	(19)	0	(19)	(19)	lower than anticipated revenue maintenance
Markets	130	0	130	130	inability to achieve the expected income target by £121k and unbudgeted employee costs from Borough Theatre
Community Hubs	1	20	21	21	unbudgeted supply staff along with the sections inability to achieve the full mandate saving relating to Community Hubs
Eisteddfod	(80)	0	(80)	(80)	£80k to be returned to the reserve the communities have raised £180k of the £300k underwritten
Whole Place	(18)	0	(18)	(18)	forecasting to underspend by £18k on supplies and services.
Economic Development	0	90	90	90	Delay in Commercialisation of assets mandate
Training Consolidation	0	40	40	40	The saving relating to the Training Services consolidation of £50,000 is unachievable. Alternative delivery plan being formulated
ICT General Overheads	100	0	100	100	The overspend relates to a past service mandate not yet achieved to realise extra income from commercialisation of our software and onward sale to external customers.

Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position <u>net</u> of savings not achieved £'000	Movement since Period 0 Red= Adverse (Green) = Favourable	Headline Comment
Museums	(20)	20	0	0	Whilst there is £40k inherent pressure affecting museums i.e. 20k relates to the additional Town Council Savings, 10k relates to Green screen savings carried forward from 2015-16 and 10k relates to the conservation service. The annual forecast is will be mitigated in full in future recovery plan proposals through revisions to service levels.
Leisure Service Management	49	25	74	74	46k relates to a learning co-ordinator post which has been grant funded in the past, £20k relates to mandate B5 which is unachievable and £40k unbudgeted redundancy costs offset by underspends in supplies and services
Tourist Information, Caldicot Castle & Country Parks	97	20	117	117	£80k over spend at Caldicot relating to staff costs and historical budget pressures. £37k relates to TICS staff costs and the inability to raise extra income to cover these due to the reduced operating hours.
Other see Appendix 8	(89)	0	(89)	(89)	
Total ENT at Month 2	196	279	475	475	Total ENT Outturn at Month 2

Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position <u>net</u> of savings not achieved £'000	Movement since Period 0 Red= Adverse (Green) = Favourable	Headline Comment
Operations (OPS)	Head of Operations Commentary				
	Following the first two months transactions a small overspend is predicted in cleaning and schools catering. Work continues with town and community councils to gain support and funding for toilet cleaning which will assist is recovering the cleaning position and primary sector catering does suffer from variations leading into the Summer period. Often this is recovered in the Autumn and Winter period but officers will be monitoring performance. At this stage in the financial year officers anticipate some typical movement in budgets relating to service demand (waste disposal, recycling, winter maintenance etc.) but do not anticipate such variations placing pressure upon service budgets over the year. However the new SWTBA agreement and the new financial arrangement between the				

Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position <u>net</u> of savings not achieved £'000	Movement since Period 0 Red= Adverse (Green) = Favourable	Headline Comment
	lead authorities and SWTRA/WG is presently being developed and this has the potential to have a significant impact upon the budget as the method of cost recovery and the value of works undertaken is eventually agreed. Welsh Government is seeking to reduce the budget overall but at this stage it is not clear what effect this has upon MCC. It will become clearer during the year and the financial impact can be better assessed.				
Building Cleaning	8	20	28	28	Over spend in relation to delay in passing cleaning service to Town /Community Councils
Schools Catering	17	0	17	17	The catering service is forecasting to overspend due to the sections inability to achieve the full additional 2.5% increase on income.
Other see Appendix 9	(4)	0	(4)	(4)	Property Services on budget, need to ensure capital fee's estimates are achievable. Currently being analysed
Total OPS at Month 2	21	20	41	41	Total OPS Outturn at Month 2

Chief Executive's Office (CEO)					
Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position <u>net</u> of savings not achieved £'000	Movement since Period 0 Red= Adverse (Green) = Favourable	Headline Comment
Revenues	15	0	15	15	Overspend mainly due to summons income being less than budgeted
Systems & Exchequer	(22)	0	(22)	(22)	additional recharge income received from Schools
Other see Appendix 10	(84)	65	(19)	(19)	
Total CEO at Month 2	(91)	65	(26)	(26)	Total CEO Outturn at Month 2

Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position <u>net</u> of savings not achieved £'000	Movement since Period 0 Red= Adverse (Green) = Favourable	Headline Comment
Corporate (COL)					
Audit Commission Fees (Certification Grant Claims)	0	0	0	0	No variance identifiable at Month 2
Early Retirement Pension Costs	72	0	72	72	Additional pension strain cost notified in latter part of 2015/16

Insurance Premium Payment(Direct)	0	0	0	0	No variance identifiable at Month 2
Total COL at Month 2	72	0	72	72	Total COL Outturn at Month 2

Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position net of savings not achieved £'000	Movement since Period 0 Red= Adverse (Green) = Favourable	Headline Comment
Appropriations (APP)					
Attributable Costs - Fixed Asset Disposal	54	0	54	54	A reserve funded budget for Estates Officer time was omitted in error when preparing the 16/17 MTFP
Interest Payable and Similar Charges	0	0	0	0	No variance identifiable at Month 2
Priority Investment Reserve	80	0	80	80	£80k contribution from reserves in respect of Eist
Total APP at Month 2	134	0	134	134	Total App Outturn at Month 2

Financing (FIN)					
Council Tax	(550)	0	(550)	(550)	Increased Council Tax Base
Benefit Support	(313)	0	(313)	(313)	Less claimants than Budgeted
Total Financing	(863)	0	(863)	(863)	Total Financing Outturn at Month 2
Grand Total @ Month 2	1,006	364	1,370	1,370	

3.1.10 More detailed monitoring information together with a narrative of more significant variance over £25,000 is provided in the Select Appendices 2 to 5.

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 2 projections.

Draft Council Fund Outturn 2016/17– Schools Summary outturn position at Month 2 (Period1)	(A) Opening Reserves (Surplus) / Deficit Position 2016/17 £'000	(B) Budgeted Draw on School Balances 2016-17 £'000	(C) Variance on Budgeted Reserve Draw £'000	(D) Draw Forecasted on School Balances @ Month2 £'000	Forecasted Reserve Balances at 2016-17 Outturn (A+D) £'000
Clusters					
Abergavenny	(594)	508	56	564	(30)
Caldicot	(590)	498	31	529	(61)
Chepstow	218	(162)	52	(110)	108
Monmouth	(299)	181	(34)	147	(152)
Special	109	(50)	0	(50)	59

	(1,156)	975	105	1,080	(76)
--	---------	-----	-----	-------	------

3.2.2 School balances at the beginning of the financial year amount to £1,156,000. The Schools budgeted draw upon balances is forecasted to be £975,000 for 2016/17, therefore leaving £181,000 as forecasted closing reserve balances. All schools are required to provide final budget statements by 31st May. CYP are, however, still awaiting 2 signed budgets which may result in a change to this budgeted amount. The anticipated draw on reserves as at period 1 is £105,000 more than budgeted, with the key message that 2016-17 likely to effectively eliminate collective school reserves.

3.2.5. This remains a cause for concern, which has been expressed in previous years, but hasn't actually manifest itself as a problem at the year-end due to the receipt of ad-hoc grants by EAS late in the year which supplement/mitigate the year end position.

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)

CYP colleagues continue to work with EAS to improve the communication process, but ironically that may have an adverse effect on level of reserves needing to be carried forward.

3.2.4 6 schools exhibited a deficit position at the start of 2016/17 it is anticipated this will rise to 13 by end of 2016-17, effectively a third of schools will be in deficit by end of year. Particularly significant volatility is evident at Comprehensive school level with Monmouth not yet having returned its approved budget, King Henry utilising £241,000 reserve and pushing them to a £134,000 deficit, Caldicot utilising £204,000 of their reserve leaving a £5,000 surplus reserve and Chepstow being intent to replenish its reserve by £257,000. In the latter case governors subscribed to a further £56,000 savings during their budget setting consideration to ensure they were back on track with the 2016-17 reserve levels communicated in its original recovery plan.

3.2.7 Individual School Balances are available in Appendix A at the end of this report

3.3 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,

2016/17 Mandated Budgeted Savings Progress at Month 2

DIRECTORATE	Specific Savings Initiatives 2016/17 £'s	Savings Identified @ Month 2 £'s	% Progress In Savings Achieved	Delayed Savings to 2017/18 £'s	Savings Unachievable in 2016/17 £'s
Children & Young People	600,000	600,000	100%	0	0
Social Care & Health	640,000	640,000	100%	0	0
Enterprise	799,000	540,000	68%	0	259,000
Operations	1,065,000	1,045,000	98%	0	20,000
Chief Executives Office	555,000	490,000	88%	43,000	22,000
Total Budgeted Savings	3,659,000	3,315,000	91%	43,000	301,000

3.3.2 Forecasted mandated savings are currently running at 91%, with currently £301,000 being deemed unachievable at the end of month 2, and a further £43,000 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 The savings appendix also has a traffic light system to indicate whether savings are likely to be achieved or have reasons explaining the mandates delayed implementation. The following summary of savings mandates are still reported to be high or medium risk.

Children and Young People (CYP)

- Current financial year savings anticipated to be met in full.

Social Care & Health (SCH)

- Current financial year savings anticipated to be met in full.

Enterprise (ENT)

- 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 is only likely to achieve £10,000 of the £50,000 originally reported. Alternative delivery plans are being considered.

- Mandate B5: Community Asset Transfer / Income Generation £160,000: £115,000 is currently unachievable as 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 B18: Strategic Property Review: £30,000 shortfall identified as £10,000 from failure to achieve Residential Letting Income and £20,000 on the Depot Rationalisation Programme which will take longer than expected.
- Mandate 21: Town & Community Councils: The mandate is currently £60,000 short of the £135,000 in regard to the service collaboration for Tourism (£20k), Museums (£20k) and Community Hubs (£20k). The Museums element is anticipated to be found from revised service levels.

Operations (OPS)

- Mandate 21: Town & Community Councils: The mandate is currently £20,000 short of the £265,000 in regard to the service collaboration for Public Conveniences.

Chief Executive's Office

- Mandate B2: Rationalise Business Support: £22,000 currently being forecast as unachievable, alternative delivery plan will be implemented at month 6 if savings still cannot be found.
- 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.

3.4 Capital Position

3.4.1 The summary Capital position as at month 2 is as follows

MCC CAPITAL BUDGET MONITORING 2016-17 AT MONTH 2 by SELECT COMMITTEE						
CAPITAL BUDGET SELECT PORTFOLIO	Annual Forecast £'000	Slippage Brought / Forward £'000	Total Approved Budget 16/17 £'000	Provisional Capital Slippage to 2017/18 £'000	Revised Capital Budget 2016/17 £'000	Forecasted Capital Expenditure Variance £'000
Children & Young People	33,161	39,731	43,227	(10,066)	33,161	0
Adult	92	30	92	0	92	0
Economic & Development	445	680	380	0	380	65
Strong Communities	7,939	3,243	7,939	0	7,939	0
Capital Schemes Total	41,637	43,684	51,638	(10,066)	41,572	65

3.5 Proposed Slippage to 2017-18

3.5.1 The only proposed slippage apparent at month 2 relates to Future Schools initiative, and reflects the latest cash flow profile provided by CYP colleagues.

3.6 Capital Outturn

3.6.1 The only revision to capital programme has been to reflect the changes approved to Caerwent House scheme approved by Cabinet in June meeting, which introduces net £65,000 costs to be afforded from unspecified underspends in capital programme as year progresses.

3.6.2 Whilst schemes are commonly reported as being at breakeven with budget this early in the financial year, past year's activity suggests this prediction is unlikely to be the reality at outturn. The tendered prices on the Future Schools programme are currently being worked through and may result in a capital pressure.

3.7 Capital Financing and Receipts

3.7.1 Given the anticipated capital spending profile reported in para 3.1.1, the following financing mechanisms are expected to be utilised.

MCC CAPITAL FINANCING BUDGET MONITORING 2016-17 AT MONTH 2 By FINANCING CATEGORY

CAPITAL FINANCING SCHEME	Annual Forecast Financing	Slippage Brought / Forward	Total Approved Financing Budget 16/17	Provisional Budget Slippage to 2017/18	Revised Financing Budget 2016/17	Forecasted 2016/17 Capital Financing
	£'000	£'000	£'000	£'000	£'000	£'000
Supported Borrowing	2,406	0	2,406	0	2,406	0
General Capital Grant	1,464	0	1,464	0	1,464	0
Grants and Contributions	15,640	16,050	16,875	(1,235)	15,640	0
S106 Contributions	1,262	880	1,262	0	1,262	0
Unsupported borrowing	11,969	11,553	20,801	(8,832)	11,969	0
Earmarked reserve & Revenue Funding	1,091	590	1,091	0	1,091	0
Capital Receipts	7,627	14,500	7,627	0	7,627	0
Low cost home ownership receipts	112	112	112	0	112	0
Unfinanced	0	0	0	0	0	0
Capital Financing Total	41,572	43,684	51,339	(10,066)	41,572	0

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 st April	5,311	11,753	(2,746)	(1,812)
ADD				
Receipts forecast received	21,640	5,400	5,400	5,500
Deferred capital receipts	4	4	4	4
LESS				
Receipts to be applied	(7,928)	(18,171)	(4,471)	(509)
Set aside	(7,274)	(1,732)	0	0
Predicted Year end receipts balance	11,753	(2,746)	(1,813)	3,182
Financial Planning Assumption 2016/20 MTFP Capital Budget	18,151	6,452	3,985	3,481
Increase / (Decrease) compared to MTFP Capital Receipts Forecast	(6,398)	(9,198)	(5,798)	(298)

3.8.2 The balances forecast to be held at the 31st March each year are lower than forecast in the MTFP, mainly due to the delayed LDP receipts. The difference reduces to virtually nil 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 levels of set aside will be reviewed during 2016/17 to ensure the balances held at the 31st March remain positive.

3.8.3 The forecast receipt figure above for 2016/17 includes receipts from the old Abergavenny cattle market site, Coed Glas and the Old County Hall site. However 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. Much of the capital receipts funding presumptions concerning affording Future schools aspirations are predicated on receiving the cattle market receipt during 2016-17, and at the moment the timing of this material receipt appear a little uncertain.

3.9 Reserve Usage

3.9.1 Revenue and Capital monitoring reflects an approved use of reserves. At this early stage in the year, services assume full reserve usage of amounts previously approved, with the exception of Eisteddfod funding where the Council agreed to underwrite any shortfall in £300,000 community fund raising. Given activity evident in this first period a further £80,000 backstop funding won't be necessary on top of the previous £130,000 fund raising evident at outturn. There is a separate report on the Cabinet agenda relating to a review of earmarked reserves and recommendations for how they are managed going forward.

3.9.2 The following predicted position reflects capital and revenue presumptions evident in period 1 monitoring.

SUMMARY EARMARKED RESERVES FORECAST 2016-17					
Earmarked Reserves	2015-16	Revenue		Capital Usage	2016-17
		Approved Usage			
	C/FWD	Replenishment	Draw on		c/fwd
		of Reserves	Reserves		
Invest to Redesign	-1,298,155	-72,508	507,357	233,363	-629,943
IT Transformation	-886,835			248,862	-637,973
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	-1,311,256		592,521		-718,735
Capital Investment	-1,264,599			619,236	-645,363
Priority Investment	-1,120,069		783,914		-336,155
Museums Acquisitions	-56,760				-56,760
Elections	-108,183	-25,000	100,000		-33,183
Grass Routes Buses	-139,702	-5,000			-144,702
Sub Total	-8,734,340	-102,508	2,079,168	1,101,461	-5,656,219
Restricted Use Reserves					
Youth Offending Team	-325,000				-325,000
Building Control Trading	-12,008				-12,008
Outdoor Education Centres	-190,280				-190,280
CYP Maternity	-104,000				-104,000
Total Earmarked Reserves	-9,365,628	-102,508	2,079,168	1,101,461	-6,287,507

4 REASONS

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

5 RESOURCE IMPLICATIONS

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

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 2 monitoring reports, as per the hyperlinks provided in the Select Appendices

9 AUTHOR

Mark Howcroft – Assistant Head of Finance

Dave Jarrett – Senior Accountant Business Support

10 CONTACT DETAILS

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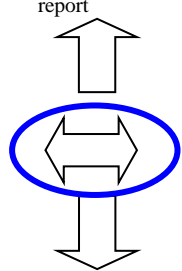

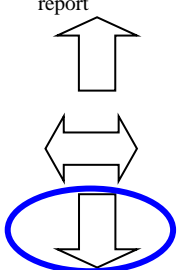
Appendices

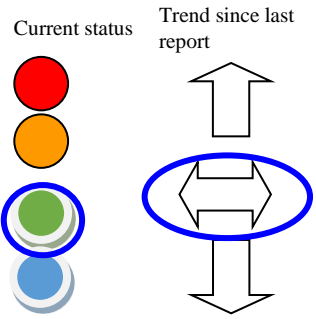
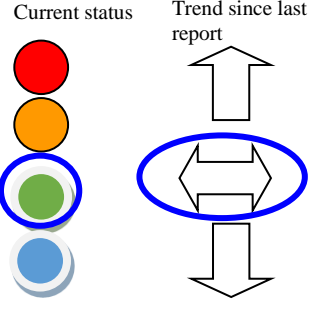
Appendix 1 Mandated Savings Progress Report
Appendix 2 Strong Communities Select Committee portfolio position statement
Appendix 3 Economy and Development Select Committee portfolio position statement
Appendix 4 Adult Select Committee portfolio position statement
Appendix 5 Children and Young People Select Committee portfolio position statement

Budget Mandates

Progress and Next Steps at Month 2 (31st May 2016)

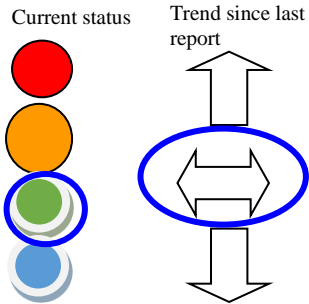
Page 35

Mandate RAG	Progress up to month 2	Next Steps	Type	Year-end target	Forecasted to achieve	Variance	Owner
Mandate Financial Year 13/14 Garden Waste Current status  Trend since last report 	Increase in charges for Garden Waste collection service. The charge for a garden waste service has increased from the 1 st April 2016 to £14 per permit. Each permit provides a one bag entitlement to a weekly collection service. A proportion of the additional income has already been realised at month 2 with the service predicting full income achievable in the financial year.	No next steps	Income Savings Total	40,000 0 40,000	40,000 0 40,000	0 0 0	Rachel Jowitt
Mandate A5 Sustainable Energy Initiatives Current status  Trend since last report 	Investing in biomass boilers, solar farms and reduction in Carbon Commitment. The solar farm grid connection has now been achieved. A business case for the solar farm is currently being considered by finance colleagues. Following approval it is anticipated that partial income will be generated in the financial year against the mandate target.	Establish timeline for approval of business case and Member approval.	Income Savings Total	0 34,000 34,000	0 0 0	0 34,000 34,000	Ben Winstanley

<p>Mandate A20</p> <p>Gwent Music</p> <p>Current status Trend since last report</p> 	<p>Gwent Music is a joint service hosted by Newport. The plan is to refocus the service to make them more efficient.</p> <p>Following consultation with Schools it was agreed to maintain the Gwent Music subsidy with the funding reduction to come via the Individuals School's Budget (ISB)</p> <p>The £50k was removed from the ISB for delegated funds to schools for the financial year 2016/17.</p> <p>An Access fund continues to operate and administered through the service.</p>	<p>To continue to work with Gwent music to develop the music provision for Monmouthshire schools in light of the current financial climate.</p> <p>Gwent music continues to work closely with MCC to ensure the funding is used to support the need of Monmouthshire's pupils.</p> <p>Gwent music to continue to work on any potential income generation opportunities</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>50,000</p> <p>50,000</p>	<p>0</p> <p>50,000</p> <p>50,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Nikki Wellington</p>
<p>Mandate A24</p> <p>Transition - Bright New Futures (SC&H)</p> <p>Current status Trend since last report</p> 	<p>Partnership transition project with Bridges.</p> <p>We entered the second year of a three year partnership transitions project with Bridges.</p> <p>The second year of the project we achieved savings in line with the original mandates as well as meeting the project objectives.</p> <p>This financial year we have entered the final year of the partnership agreement, mandate targets are on track to achieve within this financial year.</p>		<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>12,000</p> <p>12,000</p>	<p>0</p> <p>12,000</p> <p>12,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Julie Boothroyd</p>

Mandate A28

Community Hubs



Community Hubs aim to deliver services in a different way, aligning them with the Whole Place philosophy. This will introduce major changes to how the library, one stop shop, Community Education and citizen advice and support services are delivered. We will create a hub in each town where in person services will be delivered. The contact centre will aim to provide a reliable and informed first point of contact for people contacting us other than in person.

We envisage works to commence on Abergavenny Hub during 2017 following a period of public and Member consultation to agree plans and costs.

Alternative Delivery Plan as at Month 2 (variance on original mandate target)
Due to delayed implementation of the community hub in Abergavenny the service has identified a reduction in the services resources budget along with the savings from staffing budgets due to vacancies.

Commence Member and Public consultation to agree plans and costs.

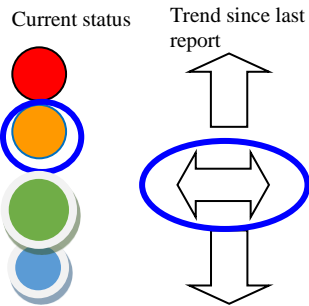
Income	0	0	0
Savings	50,000	0	50,000
Total	50,000	0	50,000

Income	0	0	0
Savings	50,000	50,000	0
Total	50,000	50,000	0

Deborah Hill-Howells/
Rachel Jowitt

Mandate A34

Adult Social Care Transformation



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.**

During the financial year 2014/15 we worked as a collective team with Learning Disabilities as a more strategy area for practice change. As a result of this work we met the full mandate savings target which has been a major challenge but one that we have succeeded.

Moving into 2016/17 the size of the challenge around the mandate cannot be underestimated. We have the right size and operate practice change to deliver the identified savings as well as pave the way for savings planned for 2017/18. As a collective team we appear to be on line to make these savings but stress it is very early in the financial year.

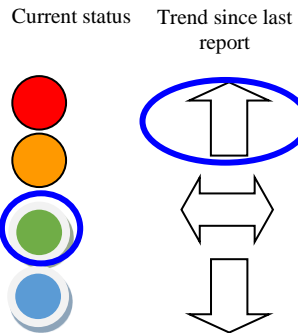
Income	0	0	0
Savings	628,000	628,000	0
Total	628,000	628,000	0

Julie Boothroyd

Page 39

Mandate B1

Leisure Services Income Generation



Income generation/cost savings within the service.

The summer activities have been remodelled to being more commercially focused, 'The Monmouthshire Games'. This new model if proved to be successful will be rolled out across other school holiday periods. The change in delivery method is anticipating to generate an additional £10k across the whole of the financial year


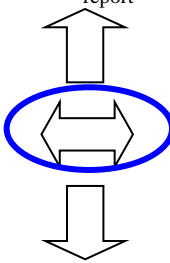
We have re-engaged with Technogym to look at innovative ways to retain members through the 'My Wellbeing System'. We have designed monthly member challenges and introduced KPI's to monitor performance, and


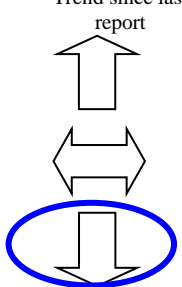
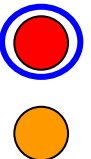

To continue to develop the new model and provide activities through all other school holiday periods.

Continue to monitor retention rates of members and continue to promote facilities at specific times throughout the year.

Income	55,000	55,000	0
Savings	65,000	65,000	0
Total	120,000	120,000	0

Ian Saunders

	<p>designed 3 specific targeted promotions. Retention and increase in new membership anticipates to generate an additional £10k</p> <p>The current Learn to swim programme is operating very successfully at 95%. Opportunities have been identified in some of our settings to further increase the % take up in swimming to generate an additional £10k.</p> <p>Events have already been planned for the financial year that include 'Status Quo' at Caldicot Castle this summer. This act along with other events already being planned will generate £25k additional income.</p> <p>A restructure is scheduled to take place within the next few months, resulting in a reduced budget requirement amounting to £55k.</p> <p>Current external management arrangements for the cleaning contract will be brought back in house resulting in a saving of £10k.</p>	<p>Continue to monitor the membership of the programme.</p>					
<p>Mandate B2</p> <p>Rationalise Business Support</p> <p>Current status</p>  <p>Trend since last report</p> 	<p>Review the business support functions across the whole Authority to identify savings.</p> <p>To date 56% of the total savings have been achieved. Further exploration continues to identify the current shortfall in mandate target.</p> <p>An alternative delivery plan will be put in place at month 6 if further savings have not been identified.</p>		<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>50,000</p> <p>50,000</p>	<p>0</p> <p>28,000</p> <p>50,000</p>	<p>0</p> <p>22,000</p> <p>22,000</p>	<p>Tracey Harry</p>

<p>Mandate B3</p> <p>Training Services consolidation</p> <p>Current status </p> <p>Trend since last report </p>	<p>Consolidation of the Authorities existing training functions.</p> <p>An initial report for the Authorities training provision has been produced outlining some income generating opportunities along with some budget savings through identified efficiencies.</p> <p>Further work is required across all training leads in the Authority to firm this report up, an update expected to be known at Month 6. Due to the delay in this detailed work the original mandate will not be achieved in the financial year 2016/17.</p> <p>Alternative Delivery Plan as at Month 2 (variance on original mandate target) - The service has considered alternative plans to deliver savings identified in the original mandate, however this would require a reduction in staffing levels resulting in non-delivery of demand led training needs of the Authority.</p>	<p>Continue to work with training leads to provide greater detail to the initial report, clearly identifying income generation opportunities and efficiencies.</p> <p>The service to continue to review other opportunities to contribute to original mandate savings identified.</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>50,000</p> <p>50,000</p>	<p>0</p> <p>10,000</p> <p>10,000</p>	<p>0</p> <p>40,000</p> <p>40,000</p>	<p>Peter Davies</p>
<p>Mandate B5</p> <p>Community Asset Transfer/ Income generation</p> <p>Current status </p> <p>Trend since last report </p>	<p>Community Asset Transfer of two properties (£60k)</p> <p>MCC are still in discussion with Chepstow Town Council over the future usage of the Drill Hall building.</p> <p>The Estates department are currently requesting expression of interests from the Community groups for transfer of the Melville Theatre.</p>	<p>Continue discussions</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>100,000</p> <p>60,000</p> <p>160,000</p>	<p>0</p> <p>45,000</p> <p>0</p>	<p>100,000</p> <p>15,000</p> <p>115,000</p>	<p>Peter Davies</p> <p>Deb Hill-Howells/</p>






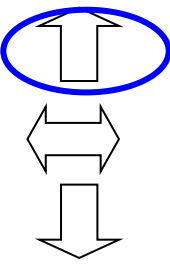

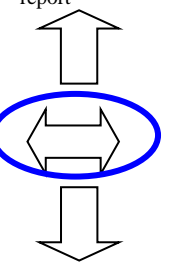
The savings identified in this mandate will be partially achieved in this financial year - £45k

Optimise Council Assets to Income Generate (£100k)

The savings to be achieved from Mandate B5 had been increased by £100k as a result of opportunities that the Authority wished to explore around working with commercial partners to exploit income generation opportunities around the use of its assets. As a result of initial exploration it is now unlikely that savings will be generated in 2016/17 from opportunities originally identified although these are still being pursued. However, as a result of the emergent Future Monmouthshire programme a specific work stream is being developed that will focus on identifying opportunities to optimise and commercially exploit assets. As this work stream develops there will be an early focus on opportunities that might offer the ability to generating savings in the short-term. A further update will be provided at month 6 where it is hoped that a more optimistic view can be offered on part or all of the savings being achieved.”

Alternative Delivery Plan as at Month 2 (variance on original mandate target) –

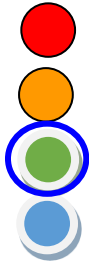
There is no alternative savings plan being offered forward at this stage as this will be explored as part of the FM strand referred to above.

<p>Mandate B7</p> <p>Legal Services</p> <p>Current status </p> <p>Trend since last report </p>	<p>Income generation by providing Legal services to external organisations.</p> <p>Negotiations with Melin Homes were delayed to an unsuccessful recruitment process following retirement of the team member that had responsibility for planning agreements.</p> <p>The service has seen an increase in demand from within the Authority, and current proposals are to realign the vacant post to cover this demand, resulting in little scope to income generate from external bodies.</p> <p>Alternative Delivery Plan as at Month 2 (variance on original mandate target) The service has received a one off grant from WG in respect of local land charges litigation. This grant will allow for the Income generation figures included in the original mandate to be covered for this financial year, however a pressure will exist for future financial years.</p>			<table border="1"> <tr><td>Income</td><td>25,000</td><td>0</td><td>25,000</td></tr> <tr><td>Savings</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>Total</td><td>25,000</td><td>0</td><td>25,000</td></tr> </table>	Income	25,000	0	25,000	Savings	0	0	0	Total	25,000	0	25,000			<p>Robert Tranter</p>
Income	25,000	0	25,000																
Savings	0	0	0																
Total	25,000	0	25,000																
<p>Mandate B8</p> <p>Promoting Business Waste</p> <p>Current status </p> <p>Trend since last report </p>	<p>Introduction of a new policy to charge for trade waste, and better control over the use of household waste recycling centres.</p> <p>A policy was approved through Individual Member Decision on the 11th November 2015 for the prohibition of commercial vehicles at the Household Waste Recycling Centres.</p> <p>The policy was introduced in April 2016. Tonnages (which equal cost) appeared to have reduced and therefore there is confidence that the savings will be made.</p>	<p>Continue to monitor trade waste.</p>		<table border="1"> <tr><td>Income</td><td>80,000</td><td>80,000</td><td>0</td></tr> <tr><td>Savings</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>Total</td><td>80,000</td><td>80,000</td><td>0</td></tr> </table>	Income	80,000	80,000	0	Savings	0	0	0	Total	80,000	80,000	0			<p>Rachel Jowitt</p>
Income	80,000	80,000	0																
Savings	0	0	0																
Total	80,000	80,000	0																

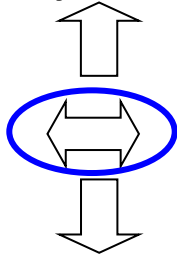
Mandate B9

**Planning Services-
Income Generation**

Current status



Trend since last report



Reduce the net cost of planning services with the increase of income from planning applications received.

Planning application fee income for the first 2 months of the year is down on the same period last year, some of which can be explained by the higher than normal number of major applications attracting large fees received in April 2015.

Income within the service can fluctuate significantly from month to month due to the high fees a small number of large applications can make.

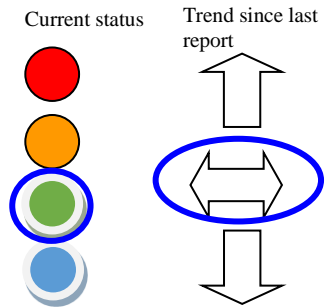
Legislative changes from August 2016 may increase application number before implementation, further update on applications will be available at month 6 reporting.

Income	40,000	40,000	0
Savings	0	0	0
Total	40,000	40,000	0

Mark Hand

Mandate B10

Extension shared lodgings housing scheme



Increase the Shared Housing Scheme within Monmouthshire. (£40k)

The service is experiencing the on-going challenge of acquiring private accommodation to discharge duty. The service continues to market the scheme and is further developing the web site to attract new landlords.

The service has secured leased properties.

Reduction in B&B costs. (£10k)

B&B placement and in average stay time reductions has resulted in a reduction in costs, however with the on-going challenge on securing private landlords for the Shared Housing Scheme this could result in B&B placements increasing in the future.

A priority for this financial year will be to evaluate the impact and benefit of the Joint Housing approach, engage with private landlords to facilitate discharging the homeless prevention duty and develop a private leasing model.

Continue to monitor the emerging risk of the consideration by Central Government to review the housing benefit regulations which could potentially reduce the housing benefit management charge resulting in a reduction in income to the service in future years.

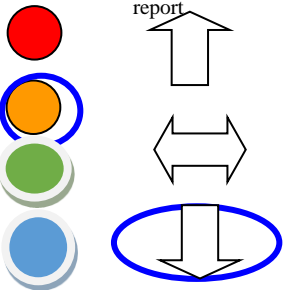
Income	40,000	40,000	0
Savings	10,000	10,000	0
Total	50,000	50,000	0

Ian Bakewell

Mandate B11

Leadership Team Structure Review

Current status Trend since last report



Re-alignment of Senior Key Posts and Roles.

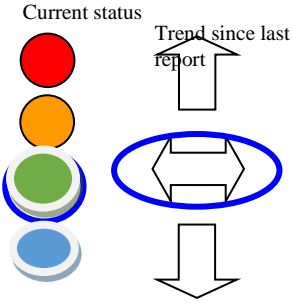
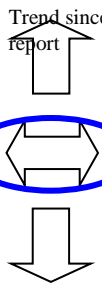
Cabinet gave approval to the Chief Executive on the 4th May 2016 to proceed with the Leadership Review.

The report outlined a reduction of 8 management positions at Head of Service level, with the addition of 3 new posts.

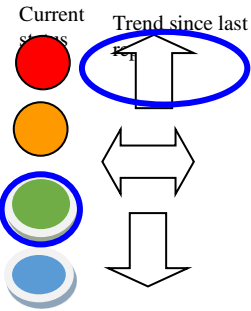
Interviews took place on the 28th May 2016.

Council on the 8th June approved the post of Chief Officer Resources.

Income	0	0	0	Paul Matthews
Savings	315,000	272,300	42,700	
Total	315,000	272,300	42,700	

	<p>This restructure amounts to a reduction in budget amounting to £272.3k</p> <p>Alternative Delivery Plan as at Month 2 (variance on original mandate target) – An alternative delivery plan is not available as at Month 2.</p>					
<p>Mandate B12</p> <p>Second Phase Review of subsidies to 3rd Sector</p> <p>Current status</p>  <p>Trend since last report</p> 	<p>Consolidation and reduction of grants to 3rd sector providers.</p> <p>Following discussions with 3rd Sector bodies, revenue contributions were reduced in line with the mandate proposals.</p> <p>Funding has been secured for the Healthy Homes Scheme from another service for a 12 month period which commenced in April 2016, following this timescale the service will cease unless an alternative funding stream is secured.</p>		<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>75,000</p> <p>75,000</p>	<p>0</p> <p>75,000</p> <p>75,000</p>	<p>0</p> <p>0</p> <p>0</p> <p>Will McLean</p>
<p>Mandate B13</p>			<p>Income</p>	<p>150,000</p>	<p>130,000</p>	<p>20,000</p>

**Highways
Infrastructure
Income Generation**



Income generation from highway advertisements across Monmouthshire (£50k)

Due to planning problems that have been encountered by the service with the installation of the signs, an anticipated delay in income is currently being reported amounting to £20k as at Month 2. Highway and planning colleagues are working on acceptable locations.

Increase in additional car parking spacing (£100k)

Review of off street public parking took place in 2014 and following extensive consultation a report was taken to Cabinet in September 2014, with a decision to propose a new car park order.

The Car Park Order has been circulated for consultation.

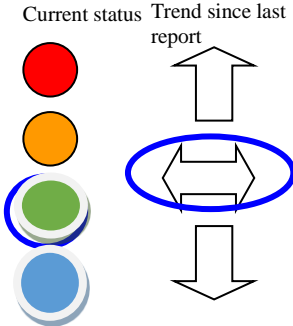
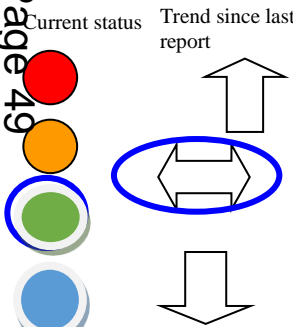
The service is currently reporting that the additional income identified from increased car park spaces in the mandate is on track for delivery but is subject to the outcome of the Car Park Order and Cabinet approval.

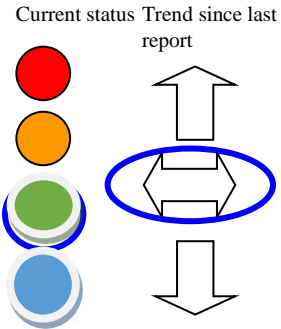
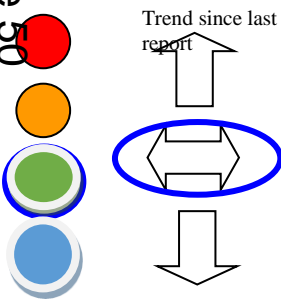
Alternative Delivery Plan as at month 2 (variance on original mandate target) – The service is looking to wider advertising opportunities to vehicles, bus shelters to offset the anticipated shortfall on original mandate targets.

The report along with recommendations is scheduled for Cabinet in July 2016.

Alternative Delivery Plan due to forecasted shortfall on budget target as at Month 2

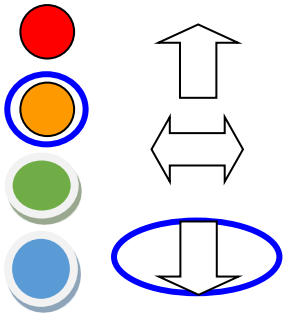
Savings	0	0	0	Roger Hoggins
Total	150,000	130,000	20,000	
Alternative Delivery Plan due to forecasted shortfall on budget target as at Month 2				
Income	20,000	20,000	0	
Savings	0	0	0	
Total	20,000	20,000	0	
Mandate B14				
Income	0	0	0	

<p>Grounds – Funding Review</p> <p>Current status Trend since last report</p> 	<p>Highways verge maintenance – reduce the number of cuts in the contract in line with the pollinator policy.</p> <p>In line with the pollinator policy the Authority has reduced highway verge mowing to one cut.</p> <p>Expansion of the partnership arrangements with Green Fingers, Abergavenny.</p> <p>MCC have been working in partnership with Green Fingers on the Lina Vista Site, Abergavenny. This partnership has been expanded and the group are now undertaking the routine maintenance of the site with support from MCC.</p>	<p>The Authority will continue to monitor highway verges to ensure safety remains a priority and where required take appropriate action.</p>	<p>Savings</p> <p>Total</p>	<p>75,000</p> <p>75,000</p>	<p>75,000</p> <p>75,000</p>	<p>0</p> <p>0</p>	<p>Rachel Jowitt</p>
<p>Mandate B15</p> <p>Highways Maintenance</p> <p>Current status Trend since last report</p> 	<p>Reducing the budgets within the highways section.</p> <p>Two posts have been transferred to SWTRA and an additional post deleted from the highways service.</p> <p>In addition a reduction in budgets for materials and vehicles has taken place.</p> <p>The mandate is on target to be delivered within the financial year</p>	<p>No next steps necessary</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>200,000</p> <p>200,000</p>	<p>0</p> <p>200,000</p> <p>200,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Roger Hoggins</p>
<p>Mandate B16</p>							

<p>Flexible Employment Options</p> <p>Current status Trend since last report</p> 	<p>Market to all staff the Authority's flexible benefits and employment packages.</p> <p>The Authority has introduced an additional annual purchase scheme to the other flexible employment benefits already on offer.</p> <p>The new scheme was launched on the 31st May allowing employees the opportunity to buy an additional 10 days leave per year.</p> <p>The service is confident in achieving the savings identified in this mandate based on information received from other Authorities operating similar schemes.</p>	<p>Monitor the number of additional leave purchased in line with the financial reporting timeline.</p> <p>Continue to market all of the flexible employment benefits available to employees.</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>50,000</p> <p>50,000</p>	<p>0</p> <p>50,000</p> <p>50,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Peter Davies</p>
<p>Mandate B17</p> <p>Business rates evaluation - Appeals</p> <p>Current status Trend since last report</p> 	<p>Rate refunds following appeals</p> <p>The valuation office are continuing to focus on business rates so little progress has been made on any appeals to date. A monitoring meeting is scheduled with Cook and Arkwright on the 22nd September by which time progress is expected on appeals work with further information being available for month 9 reporting.</p> <p>Despite the current delay, Cooke and Arkwright are still very confident that these appeals will be successful and the £140k identified income will be achieved towards the end of the financial year.</p>	<p>Continued monitoring of position and planned update meetings with Cooke and Arkwright.</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>140,000</p> <p>0</p> <p>140,000</p>	<p>140,000</p> <p>0</p> <p>140,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Ruth Donovan</p>
<p>Mandate B18</p>							

Strategic Property Review

Current status



Residential Agency Service (£10k)

The original mandate identified the creation of an Arm's Length Company to provide a residential agency service. Following Legal advice it is highly unlikely that this is now a sound proposition, however discussions are on-going.

Termination of lease (£10k)

Termination of leases to generate efficiencies is on track to achieve the savings identified in the mandate for the financial year 2016/17.

Depot Rationalisation Programme (£20k)

Discussions have commenced around depot rationalisation. The project will require detailed service modelling, along with staff and public consultation. The timeline for this work will span over several financial years. The reduction in costs included in this mandate will not be achieved within this financial year.

Letting Income from renting additional properties (£20k)

Proposed income being delivered from additional property rental in on target to deliver within the financial year.

Alternative Delivery Plan as at Month 2 (variance on original mandate target) – Due to other pressure within the service an alternative delivery plan has not been possible.

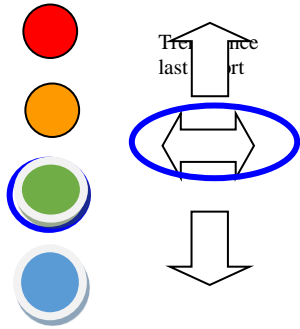
Income	30,000	20,000	10,000	Deb Hill-Howells/ Ben Winstanley
Savings	30,000	10,000	20,000	
Total	60,000	30,000	30,000	

Mandate B19

Income	15,000	15,000	0
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Property Services and Facilities Management review

Current status



Page 52

Reduction in corporate building maintenance budgets.

The budgets have been reduced within the financial year. ***The shortfall in the purchase card rebate savings of £7.5k will be covered by increasing the reduction in the corporate building maintenance budget.***

Purchase rebates from the use of procurement cards. (£15k)

The implementation of the procurement card is anticipated by the 1st July, ***It is anticipated that this will reduce the savings to £7.5k for the financial year.***

Facility Management restructure (£35k)

Two vacant posts have been removed from the staffing establishment that has contributed to the savings identified along with additional income generation through the provision of services to Gwent Police via the Shared facility management arrangement.

Transport cost reductions (£10k)

The fleet size for the catering/cleaning service has reduced, along with changing to more fuel efficient vehicles, resulting in targeted savings on track for delivery.

Reduction in supplies and services (£20k)

The service has reduced the supplies and services budgets

Continue to monitor corporate buildings maintenance requirements to ensure they remain fit for purpose for the organisation.

Continue to monitor progress of implementation. If a delay in proposed implementation date, Service Manager to identify an alternative delivery plan at Month 6.

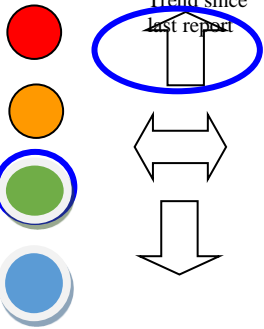
Continue to review fleet to identify any further efficiencies.

Savings	85,000	85,000	0	Rob O'Dwyer
Total	100,000	100,000	0	

Mandate B20

Phase 3 of Additional Learning Needs review

Current status



Deri View SNRB (£50k)

Cabinet considered a report on the 13th April 2016 regarding the SNRB at Deri View with a decision to consider the place of the SNRB within a much wider review that is currently underway, including the provision for Additional Learning Needs and Inclusion Services across the Authority and South East Wales region. There has been a significant reduction in the pupils being educated in the SNRB resulting in a reduction in the staffing requirements and savings achievable for the financial year amounting to £50k

Placement costs for External pupils attending Mounton House (£250k).

Placement costs were increased from January 2016. Current projected numbers from external placements for this term and the Autumn term will result in income target being achieved within the financial year.

Implementation of new funding formula from April 2016. (£250k).

Statutory process to introduce the change in the funding formula for delegation rates to Mounton House School has been completed and came into effect from April 2016, resulting in savings identified in the mandate being achieved within the financial year.

Continue the wider review to include Additional Learning Needs and Inclusion Services across the Authority and the South East Wales region as agreed by Cabinet on the 13th April 2016.

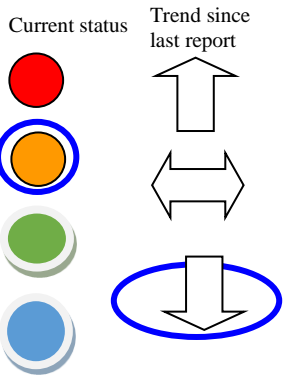
Continue to monitor external pupil placements numbers.

Income	250,000	250,000	0
Savings	300,000	300,000	0
Total	550,000	550,000	0

Sharon Randall-Smith

Mandate B21

Town and Community Councils



Community Hubs (£90k)

A reduction in resources budgets, and savings from staff vacancies will result in £70k of the identified target being achievable in the financial year.

Public Conveniences (£110k)

Contribution from Town Councils amounting to £80k, and a reduction in maintenance and utilities of £10k. £90k of the identified target is achievable within the financial year.

Tourism (£25k)

A contribution of £5k to date has been secured from the Town Council for Chepstow TIC.

Museums (£20k)

No contribution from the Town Councils for Museum Services have been secured to date. But the service will be revised accordingly to mitigate the savings pressure in full.

Waste (£83.5k)

Contributions received from the Town Councils.

Grounds (£71.5k)

Staff vacancies within the service will achieve the identified target within the financial year.

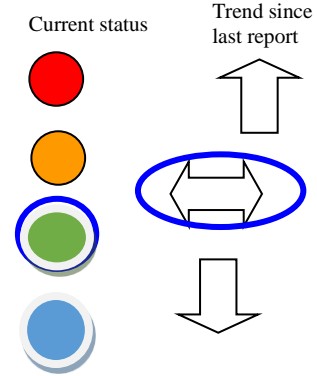
Alternative Delivery Plan as at Month 2 (variance on original mandate target) – An alternative delivery plan is not available as at Month 2.

Income	0	0	0
Savings	400,000	320,000	80,000
Total	400,000	320,000	80,000

Roger Hoggins

Mandate B22

Collaboration and realigning structures in operations



A joint working/collaboration between Newport City Council and Monmouthshire County Council for the provision of passenger transport.

Newport and MCC continue to collaborate Management arrangements to deliver passenger transport. Interim arrangements have been extended until the 31st October 2016, with a view to taking forward collaboration during this period.

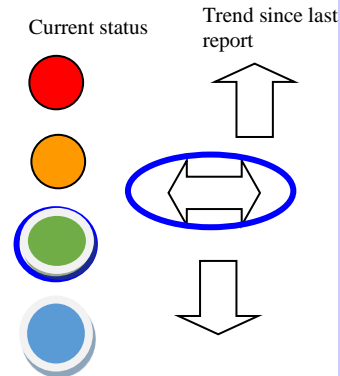
Income	0	0	0
Savings	100,000	100,000	0
Total	100,000	100,000	0

Roger Hoggins

Page 5

Mandate B23

Discretionary Fees and Income

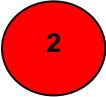
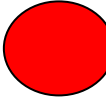
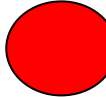
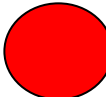
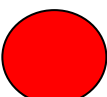

















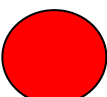
Increase discretionary fees and charges, calculated at 10% through cost reduction the service area or increased income.


Early indications from the services are that discretionary fee targets are on track for delivery, however they are subject to external factors that will continue to be monitored by service areas.


Income	25,200	25,200	0
Savings	0	0	0
Total	25,200	25,200	0


Joy Robson

Status Summary Month 2	Status Summary Month 6	Status Summary Month 9	Status Summary Outturn	Key
				
				
				
				

 Not on target. Concerns identified with delivery of mandate.

 Monitoring required. Current status indicates partial delivery on mandate targets for the financial year.

 On target to deliver all savings within the financial year.

 Over achieving on original targets identified.

Mandate Reference Key

A – Mandates that originated in the financial year 2015/16 or earlier but also impact in the current financial year, 2016/17.

B – New mandates for the financial year 2016/17

Mandate Number	Mandate Summary	RAG Month 2	RAG Month 6	RAG Month 9	RAG Outturn
13/14	Waste				
A5	Sustainable Energy Initiatives				
A14	Home to School Transport				
A20	Gwent Music				
A24	Transition - Bright New Futures				
A28	Community Hubs/Contact Centre				
A34	Adult Social Care Transformation				
B1	Income generation – Leisure				
B2	Rationalise business support				
B3	Training Services Consolidation				
B5	Community Asset Transfer/Income Generation				
B7	Legal Services				
B8	Promoting Business Waste				
B9	Planning Services – Income Generation				
B10	Extension shared lodgings housing scheme				
B11	Leadership Team Structure Review				
B12	Second Phase Review of subsidies to 3 rd Sector				
B13	Highways Infrastructure Income Generation				
B14	Grounds – Funding Review				
B15	Highways Maintenance				
B16	Flexible employment options				
B17	Business rates Evaluation - Appeals				
B18	Strategic Property Review				
B19	Property Services and Facilities Management Review				
B20	Phase 3 of Additional Learning Needs review				
B21	Town and Community Councils				
B22	Collaboration and realigning structure sin operations				
B23	Discretionary Fees and Income				

Page 57

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Strong Communities Select Committee Portfolio Position Statement Month 2 (2016/17)

APPENDIX 2

Head of Operations Commentary

Following the first two months transactions a small overspend is predicted in cleaning and schools catering. Work continues with town and community councils to gain support and funding for toilet cleaning which will assist in recovering the cleaning position and primary sector catering does suffer from variations leading into the Summer period. Often this is recovered in the Autumn and Winter period but officers will be monitoring performance. At this stage in the financial year officers anticipate some typical movement in budgets relating to service demand (waste disposal, recycling, winter maintenance etc.) but do not anticipate such variations placing pressure upon service budgets over the year. However the new SWTRA agreement and the new financial arrangement between the lead authorities and SWTRA/WG is presently being developed and this has the potential to have a significant impact upon the budget as the method of cost recovery and the value of works undertaken is eventually agreed. Welsh Government is seeking to reduce the budget overall but at this stage it is not clear what effect this has upon MCC. It will become clearer during the year and the financial impact can be better assessed.

1. Revenue Outturn Forecast

1.1 The combined budget and outturn forecast for this portfolio is

Service Area	Original Budget £000's	Budget Virements £000's	Budget at Month 2 £000's	Forecast Outturn £000's	Variance at Month 2 £000's
Chief Executive's Office	6,810	24	6,834	6,808	(26)
Operations	17,255	(5)	17,250	17,291	41
Corporate	19,795	0	19,795	19,867	72
Appropriations	5,755	(700)	5,055	5,189	134
Financing	(148,701)	0	(148,701)	(149,564)	(863)
Total	(99,086)	(681)	(99,767)	(100,409)	(642)

1.2 The most significant over and underspends are

Service	Overspend Predicted £000's	Underspend Predicted £000's	Commentary on forecasted outturn
CEO			
Revenues	15		Overspend mainly due to summons income being less than budgeted
Systems & Exchequer		(22)	additional rechargeable income received from Schools
Other CEO		(19)	See Appendix 10
OPERATIONS			
Service	Overspend Predicted £000's	Underspend Predicted £000's	Commentary on forecasted outturn
Operations – Building Cleaning	28		Over spend in relation to delay in passing cleaning service to Town /Community Councils
Operations – School Catering	17		The catering service is forecasting to overspend due to the sections inability to achieve the full additional 2.5% increase on income
Other Operations		(4)	See Appendix 9

Corporate Services	Overspend Predicted £000's	Underspend Predicted £000's	Commentary on forecasted outturn
CORPORATE			
Early Retirement Pension Costs	72		Additional pension strain cost notified in latter part of 2015/16 for 2016/17 financial year
APPROPRIATIONS			
Attributable Costs - Fixed Asset Disposal	54		A reserve funded budget for Estates Officer time was omitted in error when preparing the 16/17 MTFP
Priority Investment Reserve Funding	80		£80k is not required to help fund the Eisteddfod in Abergavenny
FINANCING			
Council Tax		(550)	Increased Council Tax Base
Benefit Support		(313)	Less claimants than budgeted for
Total Strong Communities	266	(908)	Net Underspend (642)

1.3 Please see Appendix 9,10,11,12 and 13 for further analysis of the directorate expenditure at month 2.

2. 2016-17 Savings Progress

2.1 The savings required by the 2016-17 budget mandates have not yet been fully secured.

Operations Budgeted savings are £1,065,000 and at month 2, £1,045,000 have been identified. Of the remaining savings, £20,000 are deemed to be unachievable.

Chief Executives budgeted savings were £555,000. £490,300 has been identified at month 2. Of the remaining savings, £22,000 is deemed to be unachievable and £47,200 will be achieved through an alternative delivery model.

Man. No.	Description	Target Savings £'s	Forecast Savings Identified £'s	Delayed Till 2016/17 £'s	Unachievable £'s
	STRONG COMMUNITIES				
13/14	Garden Waste	40,000	40,000	0	0
A14	Home to School Transport	30,000	30,000	0	0
A28	Community Hubs	25,000	25,000	0	0
B8	Promoting Business Waste	80,000	80,000	0	0
B13	Highways Infrastructure Income Generation	150,000	150,000	0	0
B14	Grounds – funding review	75,000	75,000	0	0
B15	Highways Maintenance	200,000	200,000	0	0
B19	Property Services Management Review	100,000	100,000	0	0
B21	Town & Community Councils	265,000	245,000	0	20,000

B22	Collaboration and realigning structures in Operations	100,000	100,000	0	0
	Total Operations	1,065,000	1,045,000	0	20,000
	CHIEF EXECUTIVES'				
B2	Rationalise Business Support	50,000	28,000	0	22,000
B7	Legal Services	25,000	25,000	0	0
B11	Senior Leadership Team Restructure	315,000	272,300	42,700	0
B17	Business Rates Appeals	140,000	140,000	0	0
B23	Discretionary Fees And income	25,000	25,000	0	0
	Total CEO	555,000	490,300	42,700	22,000

2.1.1 Please see Savings Mandate Appendix SM for further details on savings

Mandate Reference Key

A – Mandates that originated in the financial year 2015/16 or earlier but also impact in the current financial year, 2016/17.

B – New mandates for the financial year 2016/17

Mandate Number	Mandate Summary	RAG Month 2	RAG Month 6	RAG Month 9	RAG Outturn
13/14	Waste				
A14	Home to School Transport				
A28	Community Hubs/Contact Centre				
B2	Rationalise business support				
B7	Legal Services				
B8	Promoting Business Waste				
B9	Planning Services – Income Generation				
B11	Leadership Team Structure Review				
B13	Highways Infrastructure Income Generation				
B14	Grounds – Funding Review				
B15	Highways Maintenance				
B17	Business rates Evaluation - Appeals				
B19	Property Services and Facilities Management Review				
B21	Town and Community Councils				
B22	Collaboration and realigning structure in operations				
B23	Discretionary Fees and Income				

Budget Mandates

Progress and Next Steps at Month 2 (31st May 2016)

Page 65

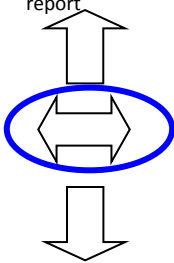
Mandate RAG	Progress up to month 2	Next Steps	Type	Year-end target	Forecasted to achieve	Variance	Owner
<p>Mandate Financial Year 13/14</p> <p>Garden Waste</p> <p>Current status  Trend since last report </p>	<p>Increase in charges for Garden Waste collection service.</p> <p>The charge for a garden waste service has increased from the 1st April 2016 to £14 per permit.</p> <p>Each permit provides a one bag entitlement to a weekly collection service.</p> <p>A proportion of the additional income has already been realised at month 2 with the service predicting full income achievable in the financial year.</p>	<p>No next steps</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>40,000</p> <p>0</p> <p>40,000</p>	<p>40,000</p> <p>0</p> <p>40,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Rachel Jowitt</p>

Mandate A14

Home to School Transport

Current status

Trend since last report



Continuation of 2014-15 mandate. Fundamental policy review to nearest school, and more zealous application of free school travel criteria.

Post 16 travel grant was removed in the financial year 2014/15 and budget base realigned.

Mandate monitoring for the service identified for the financial year 2015/16 further savings would not be realised as grant had previously ceased and budget removed from service area.

This maintains to be the position will the savings allocated to the financial year 2016/17.

Continue discussions with elected Members on commencement of policy review.

Income	0	0	0
Savings	30,000	0	30,000
Total	30,000	0	30,000

Roger Hoggins/
Richard Cope

	<p>Transport Policy review has yet to be commenced.</p> <p>Alternative Delivery Plan at month 2 – The service has reduced other operational budgets to realise the savings identified in this mandate.</p>	<p>Alternative Delivery Plan – Month 2 reporting identified original plan not achievable as budget removed from service in previous financial year</p>	Total	30,000	30,000	0	
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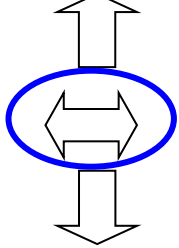
Mandate A28

Community Hubs

Current status



Trend since last report



Community Hubs aim to deliver services in a different way, aligning them with the Whole Place philosophy. This will introduce major changes to how the library, one stop shop, Community Education and citizen advice and support services are delivered. We will create a hub in each town where in person services will be delivered. The contact centre will aim to provide a reliable and informed first point of contact for people contacting us other than in person.

We envisage works to commence on Abergavenny Hub during 2017 following a period of public and Member consultation to agree plans and costs.

Alternative Delivery Plan as at Month 2 (variance on original mandate target)


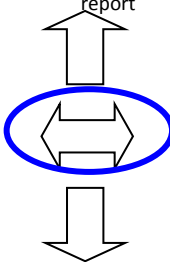

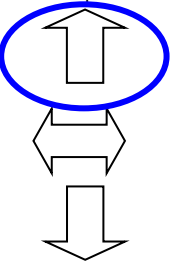
Due to delayed implementation of the community hub in Abergavenny the service has identified a reduction in the services resources budget along with the savings from staffing budgets due to vacancies.

Commence Member and Public consultation to agree plans and costs.


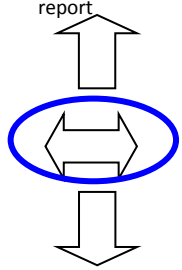
Income	0	0	0
Savings	50,000	0	50,000
Total	50,000	0	50,000

Income	0	0	0
Savings	50,000	50,000	0
Total	50,000	50,000	0

Deborah Hill-Howells/
Rachel Jowitt

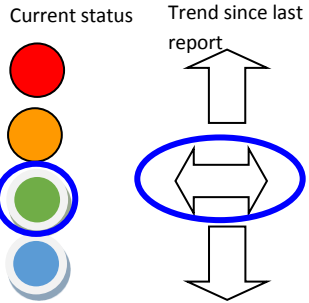
<p>Mandate B2</p> <p>Rationalise Business Support</p> <p>Current status  Trend since last report </p>	<p>Review the business support functions across the whole Authority to identify savings.</p> <p>To date 56% of the total savings have been achieved. Further exploration continues to identify the current shortfall in mandate target.</p> <p>An alternative delivery plan will be put in place at month 6 if further savings have not been identified.</p>		<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>50,000</p> <p>50,000</p>	<p>0</p> <p>28,000</p> <p>50,000</p>	<p>0</p> <p>22,000</p> <p>22,000</p>	<p>Tracey Harry</p>
<p>Mandate B7</p> <p>Legal Services</p> <p>Current status  Trend since last report </p>	<p>Income generation by providing Legal services to external organisations.</p> <p>Negotiations with Melin Homes were delayed to an unsuccessful recruitment process following retirement of the team member that had responsibility for planning agreements.</p> <p>The service has seen an increase in demand from within the Authority, and current proposals are to realign the vacant post to cover this demand, resulting in little scope to income generate from external bodies.</p> <p>Alternative Delivery Plan as at Month 2 (variance on original mandate target)</p> <p>The service has received a one off grant from WG in respect of local land charges litigation. This grant will allow for the</p>		<p>Income</p> <p>Savings</p> <p>Total</p> <p>Income</p> <p>Savings</p> <p>Total</p>	<p>25,000</p> <p>0</p> <p>25,000</p> <p>0</p> <p>25,000</p> <p>25,000</p>	<p>0</p> <p>0</p> <p>0</p> <p>0</p> <p>25,000</p> <p>25,000</p>	<p>25,000</p> <p>0</p> <p>25,000</p> <p>0</p> <p>0</p> <p>0</p>	<p>Robert Tranter</p>

Page 69

	<p>Income generation figures included in the original mandate to be covered for this financial year, however a pressure will exist for future financial years.</p>						
<p>Mandate B8</p> <p>Promoting Business Waste</p> <p>Current status  Trend since last report </p>	<p>Introduction of a new policy to charge for trade waste, and better control over the use of household waste recycling centres.</p> <p>A policy was approved through Individual Member Decision on the 11th November 2015 for the prohibition of commercial vehicles at the Household Waste Recycling Centres.</p> <p>The policy was introduced in April 2016. Tonnages (which equal cost) appeared to have reduced and therefore there is confidence that the savings will be made.</p>	<p>Continue to monitor trade waste.</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>80,000</p> <p>0</p> <p>80,000</p>	<p>80,000</p> <p>0</p> <p>80,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Rachel Jowitt</p>

Mandate B9

**Planning Services-
Income Generation**



Reduce the net cost of planning services with the increase of income from planning applications received.

Planning application fee income for the first 2 months of the year is down on the same period last year, some of which can be explained by the higher than normal number of major applications attracting large fees received in April 2015.

Income within the service can fluctuate significantly from month to month due to the high fees a small number of large applications can make.

Legislative changes from August 2016 may increase application number before implementation; further update on applications will be available at month 6 reporting.

Income	40,000	40,000	0	Mark Hand
Savings	0	0	0	
Total	40,000	40,000	0	

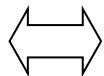
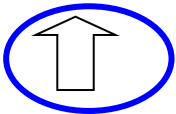
<p>Mandate B11</p> <p>Leadership Team Structure Review</p> <p>Current status Trend since last report</p> 	<p>Re-alignment of Senior Key Posts and Roles.</p> <p>Cabinet gave approval to the Chief Executive on the 4th May 2016 to proceed with the Leadership Review.</p> <p>The report outlined a reduction of 8 management positions at Head of Service level, with the addition of 3 new posts.</p> <p>Interviews took place on the 28th May 2016.</p>		<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>315,000</p> <p>315,000</p>	<p>0</p> <p>272,300</p> <p>272,300</p>	<p>0</p> <p>42,700</p> <p>42,700</p>	<p>Paul Matthews</p>
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Mandate B13

**Highways
Infrastructure
Income Generation**

Current status

Trend since last report



Council on the 8th June approved the post of Chief Officer Resources.

This restructure amounts to a reduction in budget amounting to £272.3k

Alternative Delivery Plan as at Month 2 (variance on original mandate target) – An alternative delivery plan is not available as at Month 2.

Income generation from highway advertisements across Monmouthshire (£50k)

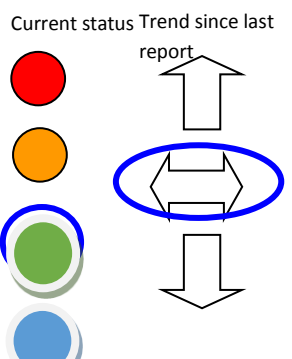
Due to planning problems that have been encountered by the service with the installation of the signs, an anticipated delay in income is currently being reported amounting to £20k as at Month 2. Highway and planning colleagues are working on acceptable locations.

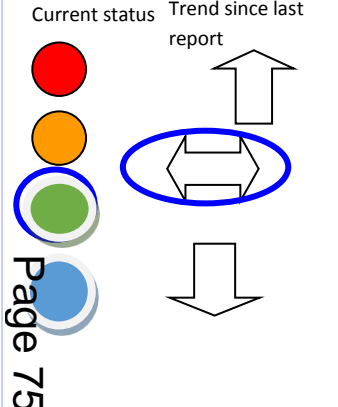
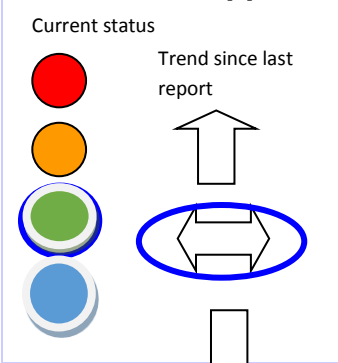
Increase in additional car parking spacing (£100k)

The report along with recommendations is

Income	150,000	130,000	20,000
Savings	0	0	0
Total	150,000	130,000	20,000

Roger Hoggins

	<p>Review of off street public parking took place in 2014 and following extensive consultation a report was taken to Cabinet in September 2014, with a decision to propose a new car park order.</p> <p>The Car Park Order has been circulated for consultation.</p> <p>The service is currently reporting that the additional income identified from increased car park spaces in the mandate is on track for delivery but is subject to the outcome of the Car Park Order and Cabinet approval.</p> <p>Alternative Delivery Plan as at month 2 (variance on original mandate target) – The service is looking to wider advertising opportunities to vehicles, bus shelters to offset the anticipated shortfall on original mandate targets.</p>	<p>scheduled for Cabinet in July 2016.</p> <p>Alternative Delivery Plan due to forecasted shortfall on budget target as at Month 2</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>20,000</p> <p>0</p> <p>20,000</p>	<p>20,000</p> <p>0</p> <p>20,000</p>	<p>0</p> <p>0</p> <p>0</p>	
<p>Mandate B14</p> <p>Grounds – Funding Review</p> <p>Current status Trend since last report</p> 	<p>Highways verge maintenance – reduce the number of cuts in the contract in line with the pollinator policy.</p> <p>In line with the pollinator policy the Authority has reduced highway verge mowing to one cut.</p> <p>Expansion of the partnership arrangements with Green Fingers, Abergavenny.</p> <p>MCC have been working in partnership with Green Fingers on the Lina Vista Site, Abergavenny. This partnership has been</p>	<p>The Authority will continue to monitor highway verges to ensure safety remains a priority and where required take appropriate action.</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>75,000</p> <p>75,000</p>	<p>0</p> <p>75,000</p> <p>75,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Rachel Jowitt</p>

	<p>expanded and the group are now undertaking the routine maintenance of the site with support from MCC.</p>						
<p>Mandate B15</p> <p>Highways Maintenance</p> <p>Current status Trend since last report</p> 	<p>Reducing the budgets within the highways section.</p> <p>Two posts have been transferred to SWTRA and an additional post deleted from the highways service.</p> <p>In addition a reduction in budgets for materials and vehicles has taken place.</p> <p>The mandate is on target to be delivered within the financial year</p>	<p>No next steps necessary</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>200,000</p> <p>200,000</p>	<p>0</p> <p>200,000</p> <p>200,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Roger Hoggins</p>
<p>Mandate B17</p> <p>Business rates evaluation - Appeals</p> <p>Current status Trend since last report</p> 	<p>Rate refunds following appeals</p> <p>The valuation office is continuing to focus on business rates so little progress has been made on any appeals to date. A monitoring meeting is scheduled with Cook and Arkwright on the 22nd September by which time progress is expected on appeals work with further information being available for month 9 reporting.</p> <p>Despite the current delay, Cooke and Arkwright are still very confident that these</p>	<p>Continued monitoring of position and planned update meetings with Cooke and Arkwright.</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>140,000</p> <p>0</p> <p>140,000</p>	<p>140,000</p> <p>0</p> <p>140,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Ruth Donovan</p>

appeals will be successful and the £140k identified income will be achieved towards the end of the financial year.

Mandate B18

Strategic Property Review

Current status Trend since last report

Page 76

Residential Agency Service (£10k)

The original mandate identified the creation of an Arm's Length Company to provide a residential agency service. Following Legal advice it is highly unlikely that this is now a sound proposition, however discussions are on-going.

Termination of lease (£10k)

Termination of leases to generate efficiencies is on track to achieve the savings identified in the mandate for the financial year 2016/17.

Depot Rationalisation Programme (£20k)

Discussions have commenced around depot rationalisation. The project will require detailed service modelling, along with staff and public consultation. The timeline for this work will span over several financial years. The reduction in costs included in this mandate will not be achieved within this financial year.

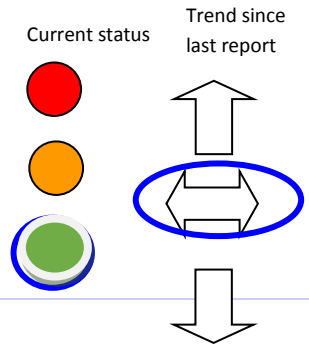
Letting Income from renting additional properties (£20k)

Income	30,000	20,000	10,000
Savings	30,000	10,000	20,000
Total	60,000	40,000	30,000

Deb Hill-Howells/
Ben Winstanley

Mandate B19

Property Services and Facilities Management review



Proposed income being delivered from additional property rental in on target to deliver within the financial year.

Alternative Delivery Plan as at Month 2 (variance on original mandate target) – Due to other pressure within the service an alternative delivery plan has not been possible.

Reduction in corporate building maintenance budgets.
The budgets have been reduced within the financial year. ***The shortfall in the purchase card rebate savings of £7.5k will be covered by increasing the reduction in the corporate building maintenance budget.***


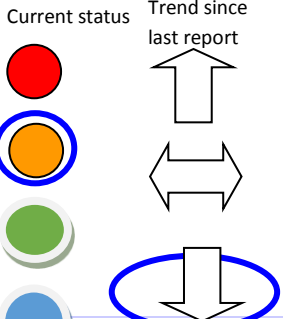
Purchase rebates from the use of procurement cards. (£15k)
The implementation of the procurement card is anticipated by the 1st July, ***It is anticipated that this will reduce the savings to £7.5k for the financial year.***

Continue to monitor corporate buildings maintenance requirements to ensure they remain fit for purpose for the organisation.

Continue to monitor progress of implementation. If a delay in proposed implementation date, Service Manager to identify an alternative delivery plan at Month 6.

Income	15,000	15,000	0
Savings	85,000	85,000	0
Total	100,000	100,000	0

Rob O'Dwyer

	<p>Facility Management restructure (£35k) Two vacant posts have been removed from the staffing establishment that has contributed to the savings identified along with additional income generation through the provision of services to Gwent Police via the Shared facility management arrangement.</p> <p>Transport cost reductions (£10k) The fleet size for the catering/cleaning service has reduced, along with changing to more fuel efficient vehicles, resulting in targeted savings on track for delivery.</p> <p>Reduction in supplies and services (£20k) The service has reduced the supplies and services budgets</p>	<p>Continue to review fleet to identify any further efficiency.</p>					
<p>Mandate B21</p> <p>Town and Community Councils</p> <p>Current status Trend since last report</p> 	<p>Community Hubs (£90k) A reduction in resources budgets and savings from staff vacancies will result in £70k of the identified target being achievable in the financial year.</p> <p>Public Conveniences (£110k) Contribution from Town Councils amounting to £80k, and a reduction in maintenance and utilities of £10k. £90k of the identified target is achievable within the financial year.</p> <p>Tourism (£25k)</p>		<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>400,000</p> <p>400,000</p>	<p>0</p> <p>320,000</p> <p>320,000</p>	<p>0</p> <p>80,000</p> <p>80,000</p>	<p>Roger Hoggins</p>

A contribution of £5k to date has been secured from the Town Council for Chepstow TIC.

Museums (£20k)

No contribution from the Town Councils for Museum Services have been secured to date.

Waste (£83.5k)

Contributions received from the Town Councils.

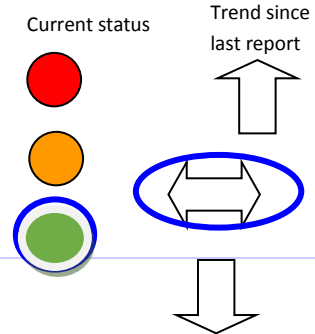
Grounds (£71.5k)

Staff vacancies within the service will achieve the identified target within the financial year.

Alternative Delivery Plan as at Month 2 (variance on original mandate target) – An alternative delivery plan is not available as at Month 2.

Mandate B22







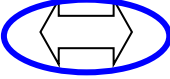

Collaboration and realigning structures in operations



A joint working/collaboration between Newport City Council and Monmouthshire County Council for the provision of passenger transport.

Newport and MCC continue to collaborate Management arrangements to deliver passenger transport. Interim arrangements have been extended until the 31st October 2016, with a view to taking forward collaboration during this period.

Income	0	0	0	Roger Hoggins
Savings	100,000	100,000	0	
Total	100,000	100,000	0	

							
<p>Mandate B23</p> <p>Discretionary Fees and Income</p> <p>Current status Trend since last report</p> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">     </div> <div>    </div> </div> <p style="position: absolute; left: -40px; top: 50px; transform: rotate(-90deg);">page 80</p>	<p>Increase discretionary fees and charges, calculated at 10% through cost reduction the service area or increased income.</p> <p>Early indications from the services are that discretionary fee targets are on track for delivery; however they are subject to external factors that will continue to be monitored by service areas.</p>		<p>Income</p> <p>Savings</p> <p>Total</p>	<p>25,200</p> <p>0</p> <p>25,200</p>	<p>25,200</p> <p>0</p> <p>25,200</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Joy Robson</p>

3. Capital Outturn Forecast

The capital budget of £0 had been increased by slippage from 2015/16 of £3,242,549 to a new total of £7,938,860. The budget is separated under the following headings

Strong Communities	Annual Forecast £000's	Original / Revision Budget £000's	Slippage from 2015/16 £000's	Total Approved Budget £000's	Slippage to 2015/16 £000's	Total Adjusted Budget £000's	Annual Overspend / (Underspend) Month 2 £000's
Development Schemes Over £250k	0	0	0	0	0	0	0
Development Schemes Under £250k - Essential Works	402	0	402	402	0	402	0

Development Schemes Under £250k - Other Recommend	475	270	205	475	0	475	0
Infrastructure	3,649	2,241	1,408	3,649	0	3,649	0
IT Schemes - Infrastructure/Hardware	72	0	72	72	0	72	0
IT Schemes - Web Related	35	0	35	35	0	35	0
Low Cost Home Ownership	112	0	112	112	0	112	0
Maintenance Schemes - General	439	301	138	439	0	439	0
Renovation Grants	607	600	7	607	0	607	0
Section 106	1,098	382	716	1,098	0	1,098	0
Specific Grant Funded	0	0	0	0	0	0	0
Maintenance Schemes - Property	1,049	902	147	1,049	0	1,049	0
Grand Total	7,939	4,314	3,243	7,939	0	7,939	0

Further details of all the schemes are contained in the appendix 2C. Currently no variation has been reported and so the budgets are presented here for information only.

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**Economy & Development Select Committee
Portfolio Position Statement Month 2 (2016-17)**

APPENDIX 3

DIRECTOR'S COMMENTARY

The Directorate continues to respond to significant upheaval during the year with regard to increasing previous and current year mandated saving delivery and re-engineering of services. 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.

Commonly outturn forecasts improve during the year, and efforts will continue to be made to that end. But looking forward, continuing cost pressures remain around markets, 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 without considerable capital investment - 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.

1. Revenue Outturn Forecast

1.1 The combined budget and outturn forecast for this portfolio is

Service Area	Original Budget £000's	Budget Virements £000's	Budget at Month 2 £000's	Forecast Outturn £000's	Variance at Month 2 £000's
Community led Delivery	1,512	242	1,754	1,873	119
Commercial and People Development	3,398	190	3,589	3,754	165
Enterprise Management	409	0	409	409	0
Development Planning	935	100	1,035	1,035	0
Tourism, life and Culture	2,342	51	2,393	2,584	191

Total	8,596	583	9,179	9,655	475
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1.2 The most significant over and underspends are

Service	Overspend Predicted £000's	Underspend Predicted £000's	Commentary on forecasted outturn
Markets	130		Inability to achieve the expected income target by £121k and unbudgeted employee costs from Borough Theatre
Sustainability	85		Due to the sections inability to achieve the expected income target along with sustainable energy mandate A5
Property Management	78		Overspend by £78k is due in part to the inability to achieve mandate saving B18
Cemeteries		(54)	50k this mainly relates to higher income
County Farms		(19)	lower than anticipated revenue maintenance
Eisteddfod		(80)	£80k to be returned to the reserve the local communities have raised £210k of the £300k underwritten by MCC
Community Hubs	21		unbudgeted supply staff along with the sections inability to achieve the full mandate saving B21
Whole Place		(18)	underspend by £18k on supplies and services
Economic Development	90		Delay in Commercialisation of assets mandate B5
Training	40		Alternative delivery plan being formulated as restructured training organisation cannot sustain proposed cut to funding
ICT Technology	100		A £100k overspend is due to budget for software sales that has not yet been achieved
Museums	0		Whilst there are £40k pressures inherent within the service at the moment i.e. 20k relates to the additional Town Council Savings. 10k relates to Green

			screen savings carried forward from 2015-16 and 10k relates to the conservation service. The service is forecasting a breakeven position by end of year due to revised service levels.
Leisure	74		relates to a learning co-ordinator post which has been grant funded in the past, £20k relates to mandate B5 which is unachievable and £40k unbudgeted redundancy costs
Tourism	117		£80k over spend at Caldicot relating to staff costs and historical budget pressures. £37k relates to TICS staff costs
Other		(89)	See Appendix 8
TOTAL	735	(260)	Net Total 475

1.3 Further analysis of Economic and Development Select Expenditure can be found in Appendix 8

2016-17 Savings Progress

The savings required by the 2016-17 have not yet been fully secured.

Enterprise budgeted savings were £799,000 and at month 2, £510,000 have been identified. Of the remaining savings £289,000 are deemed to be unachievable.

Man. No.	Description	Target Savings £'s	Forecast Savings Identified £'s	Delayed Till 2017/18 £'s	Unachievable £'s
	ECONOMY & DEVELOPEMNT				
A5	Sustainable Energy Initiatives	34,000	0	0	34,000
A28	Community Hubs	25,000	25,000	0	0

B1	Leisure Services Income Generation	120,000	120,000	0	0
B3	Training Services Consolidation	50,000	10,000	0	40,000
B5	Community Asset Transfer / / Income Generation	160,000	45,000	0	115,000
B9	Planning Services / Income Generation	40,000	40,000	0	0
B10	Extension Shared Lodgings Housing Scheme	50,000	50,000	0	0
B12	Second Phase Review of subsidies to 3rd Sector	75,000	75,000	0	0
B16	Flexible Employment Options	50,000	50,000	0	0
B18	Strategic Property Review	60,000	30,000	0	30,000
B21	Town and Community Councils	135,000	95,000	0	40,000
	TOTAL ENTERPRISE	799,000	540,000	0	259,000

1.4 Further detailed analysis of Savings mandates are contained with Appendix SM

Mandate Reference Key

A – Mandates that originated in the financial year 2015/16 or earlier but also impact in the current financial year, 2016/17.

B – New mandates for the financial year 2016/17

Mandate Number	Mandate Summary	RAG Month 2	RAG Month 6	RAG Month 9	RAG Outturn
A5	Sustainable Energy Initiatives				
A28	Community Hubs/Contact Centre				
B1	Income generation – Leisure				
B3	Training Services Consolidation				

B5	Community Asset Transfer/Income Generation			
B9	Planning Services – Income Generation			
B10	Extension shared lodgings housing scheme			
B12	Second Phase Review of subsidies to 3 rd Sector			
B16	Flexible employment options			
B18	Strategic Property Review			
B21	Town and Community Councils (Part)			

Budget Mandates

Progress and Next Steps at Month 2 (31st May 2016)

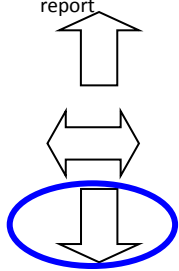
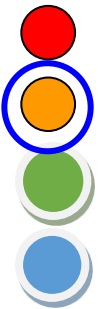
Page 87

Mandate A5

Sustainable Energy Initiatives

Current status

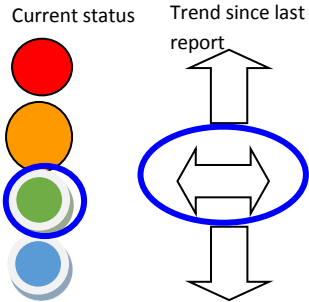
Trend since last report



Mandate RAG	Progress up to month 2	Next Steps	Type	Year-end target	Forecasted to achieve	Variance	Owner
	<p>Investing in biomass boilers, solar farms and reduction in Carbon Commitment.</p> <p>The solar farm grid connection has now been achieved.</p> <p>A business case for the solar farm is currently being considered by finance colleagues. Following approval it is anticipated that partial income will be generated in the financial year against the mandate target.</p> <p>An alternative plan for any shortfall in budget target will be considered as part of Month 6 reporting.</p>	<p>Establish timeline for approval of business case and Member approval.</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>34,000</p> <p>34,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>0</p> <p>34,000</p> <p>34,000</p>	<p>Ben Winstanley</p>

Mandate A28

Community Hubs



Community Hubs aim to deliver services in a different way, aligning them with the Whole Place philosophy. This will introduce major changes to how the library, one stop shop, Community Education and citizen advice and support services are delivered. We will create a hub in each town where in person services will be delivered. The contact centre will aim to provide a reliable and informed first point of contact for people contacting us other than in person.

We envisage works to commence on Abergavenny Hub during 2017 following a period of public and Member consultation to agree plans and costs.

Alternative Delivery Plan as at Month 2 (variance on original mandate target)

Due to delayed implementation of the community hub in Abergavenny the service has identified a reduction in the services resources budget along with the savings from staffing budgets due to vacancies.

Commence Member and Public consultation to agree plans and costs.

Income	0	0	0
Savings	50,000	0	50,000
Total	50,000	0	50,000

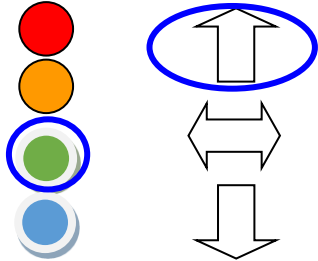
Income	0	0	0
Savings	50,000	50,000	0
Total	50,000	50,000	0

Deborah Hill-Howells/
Rachel Jowitt

Mandate B1

**Leisure Services
Income Generation**

Current status Trend since last report



Income generation/cost savings within the service.

The summer activities have been remodelled to being more commercially focused, 'The Monmouthshire Games'. This new model if proved to be successful will be rolled out across other school holiday periods. The change in delivery method is anticipating to generate an additional £10k across the whole of the financial year

We have re-engaged with Technogym to look at innovative ways to retain members through the 'My Wellbeing System'. We have designed monthly member challenges and introduced KPI's to monitor performance, and designed 3 specific targeted promotions. Retention and increase in new membership anticipates to generate an additional £10k

The current Learn to swim programme is operating very successfully at 95%. Opportunities have been identified in some of our settings to further increase the % take up in swimming to generate an additional £10k.

Events have already been planned for the financial year that include 'Status Quo' at Caldicot Castle this summer. This act along with other events already being planned will generate £25k additional income.

A restructure is scheduled to take place within the next few months, resulting in a reduced budget requirement amounting to £55k.

To continue to develop the new model and provide activities through all other school holiday periods.

Continue to monitor retention rates of members and continue to promote facilities at specific times throughout the year.

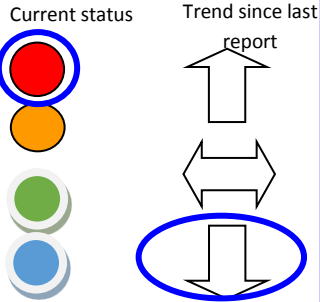
Continue to monitor the membership of the programme.

Income	55,000	55,000	0
Savings	65,000	65,000	0
Total	120,000	120,000	0

Ian
Saunders

Mandate B3

Training Services consolidation



Current external management arrangements for the cleaning contract will be brought back in house resulting in a saving of £10k.

Consolidation of the Authorities existing training functions.

An initial report for the Authorities training provision has been produced outlining some income generating opportunities along with some budget savings through identified efficiencies.

Further work is required across all training leads in the Authority to firm this report up, an update expected to be known at Month 6. Due to the delay in this detailed work the original mandate will not be achieved in the financial year 2016/17.

Alternative Delivery Plan as at Month 2 (variance on original mandate target) - The service has considered alternative plans to deliver savings identified in the original mandate, however this would require a reduction in staffing levels resulting in non-delivery of demand led training needs of the Authority.

Continue to work with training leads to provide greater detail to the initial report, clearly identifying income generation opportunities and efficiencies.

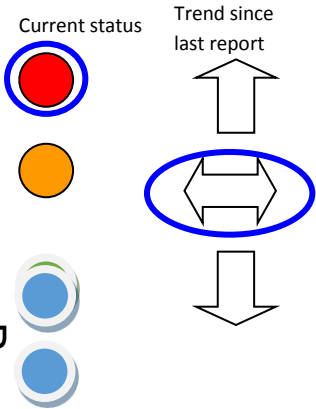
The service to continue to review other opportunities to contribute to original mandate savings identified.

Income	0	0	0
Savings	50,000	0	50,000
Total	50,000	0	50,000

Peter Davies

Mandate B5

Community Asset Transfer/ Income generation



Community Asset Transfer of two properties (£60k)

MCC are still in discussion with Chepstow Town Council over the future usage of the Drill Hall building.

The Estates department are currently requesting expression of interests from the Community groups for transfer of the Melville Theatre.

The savings identified in this mandate will be partially achieved in this financial year - £45k

Optimise Council Assets to Income Generate (£100k)

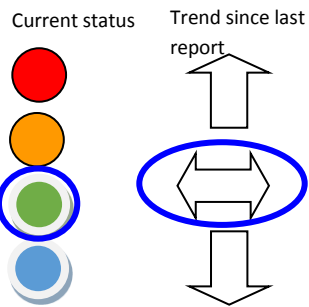
The savings to be achieved from Mandate B5 had been increased by £100k as a result of opportunities that the Authority wished to explore around working with commercial partners to exploit income generation opportunities around the use of its assets. As a result of initial exploration it is now unlikely that savings will be generated in 2016/17 from opportunities originally identified although these are still being pursued. However, as a result of the emergent Future Monmouthshire programme a specific work stream is being developed that will focus on identifying opportunities to optimise and commercially exploit assets. As this work stream develops there will be an

Continue discussions

Income	100,000	0	100,000
Savings	60,000	45,000	15,000
Total	160,000	0	115,000

Peter Davies
Deb Hill-Howells/

Mandate B9
**Planning Services-
Income Generation**



early focus on opportunities that might offer the ability to generating savings in the short-term. A further update will be provided at month 6 where it is hoped that a more optimistic view can be offered on part or all of the savings being achieved.”

Alternative Delivery Plan as at Month 2 (variance on original mandate target) –
There is no alternative savings plan being offered forward at this stage as this will be explored as part of the FM strand referred to above.

Reduce the net cost of planning services with the increase of income from planning applications received.

Planning application fee income for the first 2 months of the year is down on the same period last year, some of which can be explained by the higher than normal number of major applications attracting large fees received in April 2015.

Income within the service can fluctuate significantly from month to month due to the high fees a small number of large applications can make.

Legislative changes from August 2016 may increase application number before implementation, further update on applications will be available at month 6 reporting.

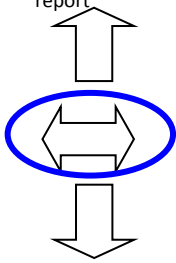
Income	40,000	40,000	0	Mark Hand
Savings	0	0	0	
Total	40,000	40,000	0	

Mandate B10

Extension shared lodgings housing scheme

Current status

Trend since last report



Increase the Shared Housing Scheme within Monmouthshire. (£40k)

The service is experiencing the on-going challenge of acquiring private accommodation to discharge duty. The service continues to market the scheme and is further developing the web site to attract new landlords.

The service has secured leased properties.

Reduction in B&B costs. (£10k)




B&B placement and in average stay time reductions has resulted in a reduction in costs, however with the on-going challenge on securing private landlords for the Shared Housing Scheme this could result in B&B placements increasing in the future.

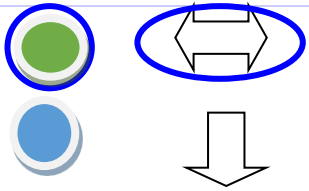
A priority for this financial year will be to evaluate the impact and benefit of the Joint Housing approach, engage with private landlords to facilitate discharging the homeless prevention duty and develop a private leasing model.

Continue to monitor the emerging risk of the consideration by Central Government to review the housing benefit regulations which could potentially reduce the housing benefit management charge resulting in a reduction in income to the service in future years.

Income	40,000	40,000	0
Savings	10,000	10,000	0
Total	50,000	50,000	0

Ian Bakewell

<p>Mandate B12</p> <p>Second Phase Review of subsidies to 3rd Sector</p> <p>Current status  Trend since last report </p> <p></p>	<p>Consolidation and reduction of grants to 3rd sector providers.</p> <p>Following discussions with 3rd Sector bodies, revenue contributions were reduced in line with the mandate proposals.</p> <p>Funding has been secured for the Healthy Homes Scheme from another service for a 12 month period which commenced in April 2016, following this timescale the service will cease</p>		<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>75,000</p> <p>75,000</p>	<p>0</p> <p>75,000</p> <p>75,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Will McLean</p>
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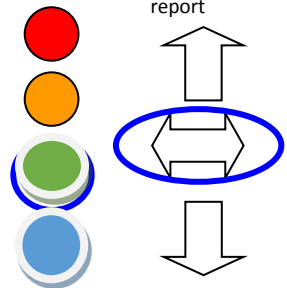


unless an alternative funding stream is secured.

Mandate B16

Flexible Employment Options

Current status Trend since last report



Market to all staff the Authority's flexible benefits and employment packages.

The Authority has introduced an additional annual purchase scheme to the other flexible employment benefits already on offer.

The new scheme was launched on the 31st May allowing employees the opportunity to buy an additional 10 days leave per year.

The service is confident in achieving the savings identified in this mandate based on information received from other Authorities operating similar schemes.

Monitor the number of additional leave purchased in line with the financial reporting timeline.

Continue to market all of the flexible employment benefits available to employees.

Income	0	0	0
Savings	50,000	50,000	0
Total	50,000	50,000	0

Peter Davies

Mandate B18

Strategic Property Review

Current status

Trend since last report

Residential Agency Service (£10k)

The original mandate identified the creation of an Arm's Length Company to provide a residential agency service. Following Legal advice it is highly unlikely that this is now a sound proposition, however discussions are on-going.

Termination of lease (£10k)

Termination of leases to generate efficiencies is on track to achieve the savings identified in the mandate for the financial year 2016/17.

Depot Rationalisation Programme (£20k)

Discussions have commenced around depot rationalisation. The project will require detailed service modelling, along with staff and public consultation. The timeline for this work will span over several financial years. The reduction in costs included in this mandate will not be achieved within this financial year.

Letting Income from renting additional properties (£20k)

Proposed income being delivered from additional property rental in on target to deliver within the financial year.

Income	30,000	20,000	10,000
Savings	30,000	10,000	20,000
Total	60,000	40,000	30,000

Deb Hill-Howells/
Ben Winstanley

Alternative Delivery Plan as at Month 2 (variance on original mandate target) – Due to other pressure within the service an alternative delivery plan has not been possible.

Mandate B21

Town and Community Councils

Current status Trend since last report

Community Hubs (£90k)

A reduction in resources budgets, and savings from staff vacancies will result in £70k of the identified target being achievable in the financial year.

Public Conveniences (£110k)

Contribution from Town Councils amounting to £80k, and a reduction in maintenance and utilities of £10k. £90k of the identified target is achievable within the financial year.

Tourism (£25k)

Income	0	0	0
Savings	400,000	340,000	60,000
Total	400,000	340,000	60,000

Roger Hoggins



A contribution of £5k to date has been secured from the Town Council for Chepstow TIC.

Museums (£20k)

No contribution from the Town Councils for Museum Services have been secured to date.

Waste (£83.5k)

Contributions received from the Town Councils.

Grounds (£71.5k)

Staff vacancies within the service will achieve the identified target within the financial year.

Alternative Delivery Plan as at Month 2 (variance on original mandate target) – An alternative delivery plan is not available as at Month 2.

2. Capital Outturn Forecast

There was no original budget for capital schemes within this portfolio however capital slippage from 2015/16 of £680,000 has been allowed into 2016/17. The budget is separated under the following headings

ECONOMIC DEVELOPMENT	Annual Forecast	Original Budget	Slippage from 2015/16	Total Approved Budget	Slippage to 2017/18	Adjusted Budget	Annual Overspend / (Underspend) Month 2
	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Development Schemes Over £250k	239	0	474	174	0	174	65

Development Schemes under £250k	30	0	30	30	0	30	0
Section 106 Schemes	177	0	177	177	0	177	0
Grand Total	446	0	680	380	0	380	65

Further details of all the schemes are contained in the appendices. The variance relates to the Caerwent House report that obtained Cabinet approval during the June cycle.

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Adult Select Committee Portfolio Position Statement Month 2 (2016-17)

DIRECTOR'S COMMENTARY

At this early stage of the year the overall budget position for the directorate is exhibiting a £1.12m overspend.

For the Adult Services division, the over spend at month 2 is £462K. We are on track to meet the £640K of mandated savings allocated to this division and are driving on with our practice change agenda.

One area which we will further investigate as the year progresses is the Chepstow Community Care team which largely accounts for the divisional overspend. Over the past 12 months the Chepstow team has had pressures in terms of the need for residential placements and usage of approved domiciliary care providers is an additional factor.

1. Revenue Outturn Forecast

1.1 The combined budget and outturn forecast for this portfolio is

Adult Service Area	Original Budget	Budget Revision Virements	Budget @ Month 2	Forecast Outturn	Forecast Variance Outturn @ Month 2
	£000's	£000's	£000's	£000's	£000's
Adult Services	6,925	0	6,925	6,945	20
Community Care	20,121	48	20,169	20,652	483
Commissioning	2,008	0	2,008	1,986	(22)
Resources & Performance	928	0	928	909	(19)
SCH Directorate	29,982	48	30,030	30,492	462

1.2 The most significant over and underspends are

Adult Select Service Area	Overspend Predicted	Underspend Predicted	Commentary on forecasted outturn
	£000's	£000's	
Community Care	483		Overspend within the Chepstow Community Care team with factors being increased residential placements and use of approved domiciliary care providers
Management team		49	Vacant team manager disabilities post
Commissioning Strategy		30	Vacant unit and management charge refund at Drybridge Gardens
Direct Residential Care	112		Within Severn View as a result of rota hours and food and cleaning costs exceeding budget.
Transition co-operative		27	Income from staff seconded to the Bridges Community partnership
Other	0	17	See Appendix 6
TOTAL ADULT SELECT	595	106	Net Total 462

Further analysis of the Costs centres contained within the Adult Select Service areas can be obtained in Appendix 6.

2 2016-17 Savings Progress

As at month 2, SCH are on track to meet our mandated savings as illustrated below: -

Man. No.	Mandate Description	Target Savings £'s	Forecast Savings Identified £'s	Delayed Till 2017/18 £'s	Unachievable £'s	Forecasted Savings Variance Since Period 0 £'s
SOCIAL CARE & HEALTH						
A 24	Bright new futures	12,000	12,000	0	0	0
A 34	Adult Social Care Transformation	628,000	628,000	0	0	0
TOTAL SCH		640,000	640,000	0	0	0

Page 103

Mandate Reference Key

A – Mandates that originated in the financial year 2015/16 or earlier but also impact in the current financial year, 2016/17.
 B – New mandates for the financial year 2016/17

Mandate Number	Mandate Summary	RAG Month 2	RAG Month 6	RAG Month 9	RAG Outturn
A 24	Transition - Bright New Futures				
A 34	Adult Social Care Transformation				

Budget Mandates

Progress and Next Steps at Month 2 (31st May 2016)

Mandate RAG	Progress up to month 2	Next Steps	Type	Year-end target	Forecasted to achieve	Variance	Progress up to month 2
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Mandate A 24

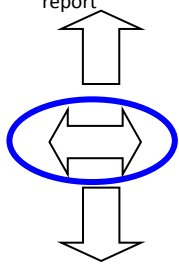
Transition - Bright New Futures (SC&H)

Page 104

Current status



Trend since last report



Partnership transition project with Bridges.

We entered the second year of a three year partnership transitions project with Bridges.

The second year of the project we achieved savings in line with the original mandates as well as meeting the project objectives.

This financial year we have entered the final year of the partnership agreement, mandate targets are on track to achieve within this financial year.

Income	0	0	0	Julie Boothroyd
Savings	12,000	12,000	0	
Total	12,000	12,000	0	

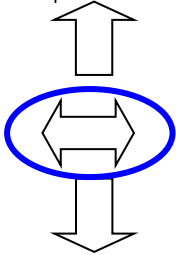
Mandate A 34

Adult Social Care Transformation

Current status



Trend since last report



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.

During the financial year 2014/15 we worked as a collective team with Learning Disabilities as a more strategy area for practice change. As a result of this work we met the full mandate savings target which has been a major challenge but one that we have succeeded.

Income	0	0	0
Savings	628,000	628,000	0
Total	628,000	628,000	0

Julie Boothroyd

Status Summary Month 2	Status Summary Month 6	Status Summary Month 9	Status Summary Outturn	Key
				<div style="border: 1px solid black; padding: 5px;"> <p> Not on target. Concerns identified with delivery of mandate.</p> <p> Monitoring required. Current status indicates partial delivery on mandate targets for the financial year.</p> <p> On target to deliver all savings within the financial year.2016/17</p> </div>

2.1 Further details on the savings mandates can be found in Appendix SM

3 Capital Outturn Forecast

A summary of this year's capital schemes are shown below: -

Social Care & Health	Annual Forecast @ Month 2	Original Budget	Slippage from 2015/16	Budget Virement or Revision	Total Approved Budget @ Month 2	Forecast Over / (Under) Outturn @ Month 2
	£000's	£000's	£000's	£000's	£000's	£000's
Development Schemes under £250K	0	0	0	0	0	0
IT Schemes – Infrastructure/Hardware	0	0	0	0	0	0
Maintenance Schemes - Property	92	62	30	92	92	0
Grand Total SCH	92	62	30	92	92	0

Further details of all the schemes are contained in the appendix 4C. Currently no variation has been reported and so the budgets are presented here for information only.

APPENDIX (Links to Hub)

Children & Young People Select Committee Portfolio Position Statement Month 2 (2016-17)

APPENDIX 5

CYP DIRECTOR'S COMMENTARY

The Directorate's Month 2 position is a forecasted overspend of £416,000, which we are anticipating will fall as we progress through the year. The Youth Service remains a volatile area having been subject to a £200,000 saving mandate in 2015/16 and additional reductions in external grants this year. The ALN budget is also under significant pressure due to the requirement to support more of our pupils with complex needs.

SCH DIRECTOR'S COMMENTARY

At this early stage of the year the overall budget position for the directorate is exhibiting a £1.12m overspend.

In terms of Children's Services, this division has a forecast overspend of £690K. As this is very early in the year being month 2, we need to exercise some caution as we know the external placement budget, which for some years has seen large overspends, has reduced demand from 2015/16. As placements in this area are very expensive, one or two placements during the year can see a rapid increase in spend.

We are currently embarking on a new Children's Services strategy which will allow us to deal with future demand more effectively, not only from the budget but the outcomes of the child. Another strand is the workforce plan and once in full operation, will see a spend reduction with the withdrawal from the use of agency staffing.

1. Revenue Outturn Forecast

1.1 The combined budget and outturn forecast for this portfolio is

Service Area	Original Budget £000's	Budget Virements £000's	Budget at Month 2 £000's	Forecast Outturn £000's	Variance at Month 2 £000's
21st Century Schools	0	0	0	0	0
Individual School Budget	43,298	49	43,347	43,347	0
Resources	1,507	0	1,507	1,507	0
Standards	5,066	0	5,066	5,275	209
Youth	600	0	600	807	207
CYP Directorate	50,471	49	50,520	50,936	416
Children's Services	10,034	0	10,034	10,724	690
Total C&YP Select	60,505	49	60,554	61,660	1,106

1.2 The most significant over and underspends are

Service Heading	Overspend Predicted £000's	Underspend Predicted £000's	Commentary on forecasted outturn
STANDARDS			
Psychology Service	21		High levels of sickness have resulted in the requirement to bring in additional staff in order to deliver the service. In addition, new test equipment will need to be purchased for which no budget was originally set.

Additional Learning needs	188		The contingency budget is forecasted to overspend by £260,000. This has been offset by a projected saving of £72,000 against Independents and Other LA's. The Recoupment budget is currently on target.
RESOURCES			
			All cost centres on target within Resources.
YOUTH			
Community Education Youth General	207		Significant reduction in external grants has resulted in a sizeable projected overspend position. Service manager is reviewing all options in order to reduce this current forecast.
CYP Directorate Total	416	0	Net CYP overspend 416
CHILDRENS SERVICES			
Fostering Allowances and Payments For Skills	153		Based on financial support to current fostering children and SGO placements.
Younger People's Accommodation	124		Three new younger people requiring supported housing has led to the overspend
Counsel Costs	111		Based on previous financial year
External Placements - LAC	72		Reduction in placement days used and overall placements being supported but this budget is extremely volatile and placements are very expensive.
External Placement - Non-LAC		150	Considered in conjunction with External Placements LAC
SCYP - Placement & Support Team	131		Professional assessment and contact costs
SCYP - Supporting Children & Young People Team	222		Continued use of agency staff and increased conveyance costs
FRS – Family Support Team		29	Reduced section 17 and conveyance costs
Children's Services Safeguarding Unit		35	Vacant team manager post
Bus Cases / Temp Funding - Cabinet 06/05/15	71		Posts are occupied for the full year, some via use of agency staff

Other small variances	4	24	See Appendix 6
Children's Services	888	238	Net Children's Services overspend 690

1.3 Further analysis of the Service Areas contained within CYP Select can be found in Appendix 6 for Children's Services and Appendix 7

2. 2016-17 Savings Progress

The savings required by the 2016-17 Budget Mandates have been secured.

Children & Young People's budgeted savings were £600,000 and at month 2 £600,000 have been identified.

Man. No.	Description	Target Savings £'s	Forecast Savings Identified £'s	Delayed In year £'s	Unachievable £'s
	Children & Young People				
A 20	School Music Service	50,000	50,000	0	0
B 20	Phase 3 of Additional Learning Needs Review	550,000	550,000	0	0
	TOTAL C&YP	600,000	600,000	0	0

Mandate Reference Key

A – Mandates that originated in the financial year 2015/16 or earlier but also impact in the current financial year, 2016/17.

B – New mandates for the financial year 2016/17

Mandate Number	Mandate Summary	RAG Month 2	RAG Month 6	RAG Month 9	RAG Outturn
A 20	Gwent Music				
B 20	Phase 3 of Additional Learning Needs review				

Budget Mandates

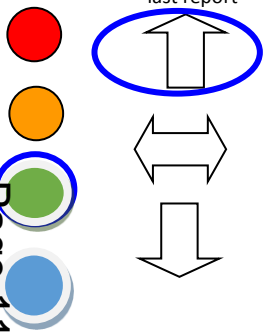
Progress and Next Steps at Month 2 (31st May 2016)

Mandate RAG	Progress up to month 2	Next Steps	Type	Year-end target	Forecasted to achieve	Variance	Owner
<p>Mandate A20</p> <p>Gwent Music</p> <p>Current status</p> <p>Trend since last report</p>	<p>Gwent Music is a joint service hosted by Newport. The plan is to refocus the service to make them more efficient.</p> <p>Following consultation with Schools it was agreed to maintain the Gwent Music subsidy with the funding reduction to come via the Individuals School's Budget (ISB)</p> <p>The £50k was removed from the ISB for delegated funds to schools for the financial year 2016/17.</p> <p>An Access fund continues to operate and administered through the service.</p>	<p>To continue to work with Gwent music to develop the music provision for Monmouthshire schools in light of the current financial climate.</p> <p>Gwent music continues to work closely with MCC to ensure the funding is used to support the need of Monmouthshire's pupils.</p> <p>Gwent music to continue to work on any potential income generation opportunities</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>50,000</p> <p>50,000</p>	<p>0</p> <p>50,000</p> <p>50,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Nikki Wellington</p>

Mandate B20

Phase 3 of Additional Learning Needs review

Current status Trend since last report



Deri View SNRB (£50k)

Cabinet considered a report on the 13th April 2016 regarding the SNRB at Deri View with a decision to consider the place of the SNRB within a much wider review that is currently underway, including the provision for Additional Learning Needs and Inclusion Services across the Authority and South East Wales region. There has been a significant reduction in the pupils being educated in the SNRB resulting in a reduction in the staffing requirements and savings achievable for the financial year amounting to £50k

Placement costs for External pupils attending Mounton House (£250k).

Placement costs were increased from January 2016. Current projected numbers from external placements for this term and the Autumn term will result in income target being achieved within the financial year.

Implementation of new funding formula from April 2016. (£250k).

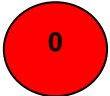
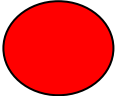
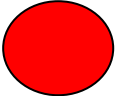
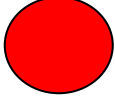
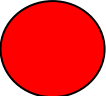



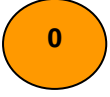
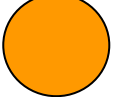
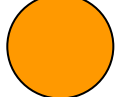
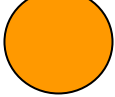








Statutory process to introduce the change in the funding formula for delegation rates to Mounton House School has been completed and came into effect from April 2016, resulting in savings identified in the mandate being achieved within the financial year.

Continue the wider review to include Additional Learning Needs and Inclusion Services across the Authority and the South East Wales region as agreed by Cabinet on the 13th April 2016.

Continue to monitor external pupil placements numbers.

Income	250,000	250,000	0
Savings	300,000	300,000	0
Total	550,000	550,000	0

Sharon Randall-Smith

Status Summary Month 2	Status Summary Month 6	Status Summary Month 9	Status Summary Outturn	Key
				<div data-bbox="1368 376 1854 807" style="border: 1px solid black; padding: 5px;"> <p> Not on target. Concerns identified with delivery of mandate.</p> <p> Monitoring required. Current status indicates partial delivery on mandate targets for the financial year.</p> <p> On target to deliver all savings within the financial year.2016/17</p> <p></p> </div>
				
				
				

2.1 Further analysis of the Savings mandates can be found in Appendix SM.

3. SCHOOLS

- 3.1 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 2 projections.

Draft Council Fund Outturn 2016/17– Schools Summary outturn position at Month 2 (Period1)	(A) Opening Reserves (Surplus) / Deficit Position 2016/17 £'000	(B) Budgeted Draw on School Balances 2016-17 £'000	(C) Variance on Budgeted Reserve Draw £'000	(D) Draw Forecasted on School Balances @ Month2 £'000	Forecasted Reserve Balances at 2016-17 Outturn (A+D) £'000
Clusters					
Abergavenny	(594)	508	56	564	(30)
Caldicot	(590)	498	31	529	(61)
Chepstow	218	(162)	52	(110)	108
Monmouth	(299)	181	(34)	147	(152)
Special	109	(50)	0	(50)	59
	(1,156)	975	105	1,080	(76)

- 3.1.2 School balances at the beginning of the financial year amount to £1,156,000. The Schools budgeted draw upon balances is forecasted to be £975,000 for 2016/17, therefore leaving £181,000 as forecasted closing reserve balances. We are, however, still awaiting a small number of signed budgets which may result in a change to this budgeted amount.
- 3.1.3 Within these summary figures, of particular note, is the deficit reserve position brought into 2016/17 for the Chepstow Cluster, although Chepstow Comprehensive School are budgeted to significantly reduce their own school deficit balance through their school recovery plan. A budgeted reduction in school balances is forecasted for the majority of the total 37 Monmouthshire Schools, with 11 schools budgeting to be in a deficit position by the end of the financial year.
- 3.1.4 6 schools exhibited a deficit position at the start of 2016/17; Chepstow Comprehensive School, Mounton House and Llanvihangel Crucorney were the only schools that showed an increased deficit reserve balance during 2015/16 and these schools are forecasted to remain in deficit at the end of 2016/17. Castle Park and Llandogo reduced their deficit reserve balances during 2015/16 but have both

budgeted to remain in deficit at the end of 2016/17. Overmonnow moved into a deficit position at the end of 2015/16, but has budgeted to return to a surplus position by the end of 2016/17.

- 3.1.5. Schools balances are exhibiting a fluctuating trend with some schools showing a continuing reduction in schools balances which is of concern and others a more balanced trend.

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)

- 3.1.6 There has been a significant reliance on reserve balances to supplement school spending plans in the last 4 years across individual schools with a certain amount of replenishment. As a rough guide, prior to 2010, Welsh Government advocated that school balance levels equated to no more than £50,000 for a primary school and £100,000 for a secondary school. Members may wish to seek a comfort that balances aren't being used to subsidise and sustain core costs such as staffing.

- 3.1.7 Individual School Balances are available in Appendix A at the end of this report

4. Capital Outturn Forecast

The total budget for Capital Schemes within the Children & Young People portfolio is £43,227.336 comprising an original budget of £3,495,961 together with authorised capital slippage from 2015/16 of £39,731,375. The budget is separated under the following headings

CHILDREN & YOUNG PEOPLE	Annual Forecast	Original Budget	Slippage from 2015/16	Total Approved Budget	Slippage to 2017/18	Adjusted Budget	Annual Overspend / (Underspend) Month 2
	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Development Schemes Over £250k	40	40	0	40	0	0	0
Education Strategic Review	31,360	2,531	38,895	41,426	10,066	31,360	0
IT Schemes – infrastructure Hardware	827	0	827	827	0	827	0
Maintenance Schemes Property	934	925	9	934	0	934	0
Grand Total	33,161	3,496	39,731	43,227	10,066	33,161	0

Further details of all the schemes are contained in the appendix 5C. Currently no variation has been reported and so the budgets are presented here for information only.

SUBJECT: Speeding and Road Safety ~ to consider current practice and speeding enforcement (Police representative invited).

MEETING: STONG COMMUNITIES SELECT COMMITTEE

DATE: 15th September 2016

DIVISION/WARDS AFFECTED: Countywide

1. BACKGROUND:

- 1.1.1 Members will be aware of petitions occasionally presented to the authority calling for lower speed limits at various routes throughout the county. The wider issues of community concerns about speed limits and speeding generally have also regularly been raised by members of the public, local councils and MCC councillors.
- 1.2 Monmouthshire currently uses the Setting Local Speed Limit guidance to assess speed limits throughout the county along with other national guidance to determine appropriate schemes and measures to address or seek to improve road safety throughout the county. Such schemes are prioritised and are either considered as part of a bid to Welsh Government or added to the Road Safety Strategy forward programme. In some circumstances, and where the costs are relatively low, schemes are delivered using the road safety revenue budget.

2. RECOMMENDATIONS:

- 2.1 That members receive a report on current speed management policies and procedures along with enforcement practice and decide what further action, if any, they may wish to take in relation to managing traffic speed in Monmouthshire.
Members will recall that a member working group has previously been established but meetings lapsed. Reconvening a Task and Finish Group to consider the feasibility of a Speed Management Policy for Monmouthshire might be an approach that members will wish to consider. Any policy promoted by the group would need to seek to achieve an appropriate balance between the concerns of the local communities with the practicalities of delivering changes to existing speed limits taking in to account national legislation and policy. The Group may also wish to consider how officers currently assess speed limits and consider whether a specific Monmouthshire CC policy would help to ensure that a more appropriate approach is adopted or whether there are no benefits from moving away from the current method of assessment and practice.

3. KEY ISSUES:

- 3.1 The provision of appropriate speed limits on the highway network has a major bearing on road safety as well as the free flow and efficient movement of traffic throughout the county. Speed limits are assessed based upon national guidance and with speed featuring as a key concern of the local community throughout Monmouthshire it is important that proper consideration is given to how the guidance is applied to the local

highway network and that any future changes to limits strikes an appropriate balance between those wishes of the local community with that of the wider travelling public and businesses with an overriding emphasis on improving or maintaining road safety.

3.2 The Task & Finish Group may wish to consider the following documents and guidelines when developing a Speed Management Policy for Monmouthshire:

- i. National Road Safety Policy: Welsh Government's "Road Safety Delivery Programme; Department for Transport "Tomorrow's Roads, Safer for everyone" and associated performance indicators and targets.
- ii. Monmouthshire CC Policy – Road Safety Strategy, Local Development Plan and Regional Transport Plan
- iii. Guidance: Welsh Government "Setting Local Speed Limit"; Department for Transport "New Manual for Streets" and various Transport Notes on subjects such as 20MPH Zones, Traffic Calming Guidance
- iv. Monmouthshire CC's Community Strategy

3.3 In addition to the above, any future policy will need to seek the views of Gwent Police and other bodies such as the South Wales Trunk Road Authority (SWTRA) and neighbouring authorities. Furthermore, it is important that other factors in addition to speed limits are considered when developing a Speed Management Policy since influences such as Road Safety Education and Training also have a major part to play in delivering such a strategy.

3.4 The committee (possibly through a Task and Finish Group) may wish to make recommendations on the latitude and flexibility of how such a policy should be applied as well as to make suggestions on further consultation which may be beneficial before presenting to the Cabinet Member for approval and adoption as Monmouthshire Speed Management Policy.

4. RESOURCE IMPLICATIONS:

This report provides members with information about current arrangements and seeks a decision about how members might wish to pursue the matter further. Any future resource implication will depend upon any new policies and procedures that members may wish to recommend for adoption by the Council. The development of further reports and draft policies will initially be undertaken by MCC officers so at this stage the demand is upon officer time rather than funding.

5. CONSULTEES:

None

6. BACKGROUND PAPERS:

As described in paragraph 3.2 above. Petitions submitted to Council.

7. **SAFEGUARDING:** There are no safeguarding implications arising from this report.

8. FUTURE GENERATIONS AND EQUALITY IMPACT ASSESSMENT

This report provides information about existing policies and procedures as such there are no proposals that would require a FGE assessment. Should proposals come forward at some time in the future then a FGE assessment will be prepared.

8. AUTHOR AND CONTACT DETAILS:

Paul Keeble – Traffic & Network Manager

Tel: 01633 644733

E-mail: paulkeeble@monmouthshire.gov.uk

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SUBJECT: STREET LIGHTING UPDATE

MEETING: STONG COMMUNITIES SELECT COMMITTEE

DATE: 15th September 2016

DIVISION/WARDS AFFECTED: Countywide

1. PURPOSE:

Over several years various changes to the street lighting service have been introduced. In particular the remote control of lighting has been introduced along with the dimming and partial switch off of lights in various communities. More recently older lanterns are being replaced with LED lanterns to reduce energy consumption. This report provides members with an update on developments within the service.

2. RECOMMENDATIONS:

- 2.1 That members note the contents of the report and the responses to member queries (appendix 1) and decide what further action, if any, they wish to take.

3. KEY ISSUES:

- 3.1 MCC street lighting team presently manages 10,695 street lights plus traffic lights and VAS signs.
7026 street lights are on the remote monitoring system.
Presently 1751 LED lanterns have been installed all of which are controlled on the monitoring system.
- 3.2 A capital budget has been allocated from the overall highway budget for many years to carry out upgrades to the street lighting furniture year on year. However in 2012 the Council took a SALIX loan (interest free) to purchase new lanterns using the reduction in the energy costs to repay the loan.
- 3.3 Last year a Welsh Government Invest to Save Loan (I2S) was received to install LED lanterns. Again the reduction in energy is funding the interest free loan. Officers are currently assessing the financial viability of a further I2S loan to purchase more LED lanterns (2500 lanterns contemplated).
- 3.4 The 2014/15 budget included a significant saving (£180k) by the introduction of partial switch off, dimming, reduction in maintenance costs and staff cost reduction. This initiative to introduce switch off and dimming commenced during 2014 and continues to be rolled out (a copy of the briefing note to members circulated at that time is provided for information – Appendix 1).

3.5 A member has raised specific questions about the service. These are replicated in Appendix 2 along with responses.

4. REASONS:

4.1 The report provides information to update members on the street lighting service and to respond to specific questions raised.

5. RESOURCE IMPLICATIONS:

None arising directly from the report.

6. CONSULTEES:

None

7. BACKGROUND PAPERS:

None

8. SAFEGUARDING: There are no safeguarding implications arising from this report.

9. FUTURE GENERATIONS AND EQUALITY IMPACT ASSESSMENT

This report provides information about existing policies and procedures as such there are no proposals that would require a FGE assessment. Should proposals in relation to the service come forward at some time in the future then a FGE assessment will be prepared.

10. AUTHOR AND CONTACT DETAILS:

Roger Joy, Street lighting Manager

Gareth Sage, SWTRA and Street Lighting Manager

Tel: 01633 644644

E-mail: rogerjoy@monmouthshire.gov.uk

Strong Community Select Committee

Briefing Note

Residential street lighting switch off after midnight until 05:00hrs and main road dimming by 50% between 20:00hrs and 06:00 hrs.

The programme for switching off and dimming commenced after a motion to undertake further consultation, was defeated at full council on 31st July 2014. Since the beginning of August 2014, MCC has switched off residential lights in the following towns:

Abergavenny
Monmouth
Chepstow
Usk
Little Mill
Goytre

Currently MCC have turned off 2772 residential street lights after midnight, in the above areas, and 1013 main road street lights are being dimmed between 20:00hrs – 06:00hrs.

MCC currently holds a total stock of approx 10,000 units, and it is intended that around half of the total stock will be either dimmed or switched off under the current savings mandate.

The programme is continuing in areas where units are remotely operated. For those units that are controlled remotely there is no cost to changing the lighting regime, however, to instigate a change in whole streetlighting stock there would have to be further investment into extending the remote control system, or to fit either time switches in feeder points to control the lights. No lights have been switched off in areas of traffic calming, pedestrian crossings, highway related CCTV cameras or any other area that is considered a high risk to motorists or pedestrians.

No main road lights will be switched off under the present mandate.

A risk assessment (see attached), was undertaken early in 2014 to highlight and manage the risks to highway users. Consultation took place with the emergency services, and as a result, a process was instigated to enable the police, as the lead emergency service, to be able to request that lights be re illuminated remotely, should an emergency situation occur.

No lights have been switched off in any ward without prior consultation with the relevant ward Councillor.

MCC's streetlighting officer, Roger Joy has consulted with all the affected Town and Community councils, and one stop shops. He also offered to visit site with County Councillors, and if they had a problem area where they needed one or two lights left on, they agreed to do this on site. Roger also visited the local police stations and informed them of the MCC policy.

Since the switch off began, Roger has received several requests from residents, for lights to be switched back on. These requests were passed back through the relevant County Councillor, and discussed before any lights were switched back on.

To date MCC has received only one request from the police to switch residential lights back on, and that was in Abergavenny where several house burglaries occurred over one weekend, in Belgrave Road. As a consequence, MCC switched 3 of the 7 local street lights back on. There have been no further complaints.

To date, MCC has recorded on the Mayrise and Mailnow electronic systems, a total of 30 number complaints, relating directly to the switch off. Some of these complaints have been upheld, and lights switched back on.

With regard to the ongoing installation of the remote monitoring system, it is written into our new street lighting maintenance contract, (that MCC developed and also serves SWTRA and Torfaen BC), that every new lantern installed is to be intergrated into the MCC monitoring system. Due to ongoing budget restraints it is unlikely that the mass fitting of the system into other areas, will take place in the near future. All new street lighting designs for any new housing developments require that a comparable monitoring system must be installed, if the system is to be adopted by MCC.

The energy savings made todate are still being assessed, however, it is still anticipated that the one off saving of £180k, from the street lighting 2014/2015 budget, will be achieved.

Roger Joy
MCC Lighting Engineer
October 2014

Strong Communities – 15th September 2016 – street lighting report - Appendix 2

Member questions (*officer response in italics*):

1) How many lights are there under Monmouthshire's control,

10.696

2) How many lights have been converted to remote switching .?

7,024

3) What was the total cost of the conversions.

The 2 loans amount to £748,500

4) What were the projected savings after conversion and controlled switching.

£140k so pay back is just over 5 years

5) How successful has the switching regime been ,in light of many daylight burners.?

When you look at how many day burners there are compared to how many are working correctly, then it has been very successful, the day burners are being resolved by Harvard

6) Having now received a grant to convert lamps to LED filaments,how many of the lamps will be converted.Within that grant what is the cost of these conversions?

We have changed the high energy users the old SOX Lanterns to the LED lantern. Changing 1700 lanterns at a cost of £433,500. Presently SON lanterns are being replaced and a further loan is being considered to replace a further 2500 SON lanterns.

7) Comparing sodium lamps to LED lamps ,what is the ratio of wattage ? ie is it ,for example 25:1. ?

The highest energy use was through SOX lanterns but these have all been replaced. SON lanterns use 80w and LED typically 28w so the ratio is roughly 4:1.

8) Many LED lamps are continually burning,is it more efficient for them to remain lit 24/7.?

No - because the life span of the LED lantern is 100,000 burning hours, so if on all day it will shorten the live span of the fitting, Harvard now have 3 members of staff working on our system resolving the problems with the day burners

9) Assuming that 24/7 LED burning is more efficient, what is the comparative cost of 24/7 burning, to that of switching sodium lights coming on and off at night.?

The assumption is incorrect but for comparison purposes a SON light illuminated all night costs typically £37 per annum whereas a LED would cost £13.

10) Should this be the case, will the projected savings be lost against the cost of remote switching conversion: such that by use of the latest technology, the conversion programme was premature and should LED systems have been employed in the first place.

LED lanterns are compatible with remote management so can be dimmed, turned off etc. as required. There is a relationship between remote management installation costs and the energy consumed by each lantern so 'pay back' is extended but remains viable (especially as energy costs are subject to change). Much of the new remote management is provided off branch node technology installed on new housing sites (it being a requirement that the equipment be installed at the time of build). It is also of relevance that the LED equipment has a much reduced maintenance demand so the cost of the maintenance contract reduces as more LED lanterns are installed.

Monmouthshire's Scrutiny Forward Work Programme 2016

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
15 th Sep 2016	Speeding and Road Safety	To consider the policy and speeding enforcement. Police representative invited.	Paul Keeble Roger Hoggins	Performance Monitoring
	Street Lighting	A progress report on street lighting (policy and costs).	Roger Joy Gareth Sage Roger Hoggins	Performance Monitoring
19 th Sep 2016	Alternative Service Delivery Model	Joint Select Committee Meeting to consider initial findings.	Ian Saunders Cath Fallon	Pre-decision Scrutiny
10 th Nov 2016	MRF Contract	Discussion on recylates.	TBC	Performance Monitoring
	Prosiect Gwyrdd	An update report on the residual waste partnership.	Rachel Jowitt	Performance Monitoring
	Public Toilets	A progress report on implementation of review.	Roger Hoggins	Performance Monitoring
8 th Dec 2016	Grant Funded Partnerships	Discussion with GAVO on their progress in line with service Level Agreements.	Will Mclean Sharran Lloyd GAVO	Performance Monitoring
26 th Jan 2016				
2 nd March 2016				
6 th April 2016				

Possible Future Work Programme Items:

Monmouthshire's Scrutiny Forward Work Programme 2016

- **Refugees and Asylum Seekers**
- **Flood Risk Management Plan - Action Plan delivery/progress report Autumn 2016, workshop with transition groups and scrutiny members (Dave Harris)**

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
MARCH 2016 – CABINET			
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 st 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
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
9th MARCH 2016 – INDIVIUDAL DECISION			
Flexi retirement request			Ian Bakewell
Allocation Policy			Karen Durant
10th MARCH 2016 – COUNCIL			
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
23rd MARCH 2016 – INDIVIUDAL CABINET MEMBER DEICSIONS			
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
24th MARCH 2016 – SPECIAL CABINET			
Risk Assessment			Richard Jones
Proposed closure of Llanfair Kilgeddin CIW VA Primary School (23 rd March)			Debbie Morgan
Proposed establishment of an ALN facility and reduction in the capacity at Monmouth Comprehensive School (23 rd March 2016)			Debbie Morgan
Removal of CYP post (EXEMPT)			Sharon Randall-Smith
CYP Call-In (Mounton House)			Tracey Harry
13TH APRIL 2016 - CABINET			
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 Harteveld (EAS)
Play Sufficiency Assessment			Matthew Lewis
People and organisational strategy			Lisa Knight Davies

Subject	Purpose	Consultees	Author
Acorn Staffing Restructure			Clair Evans
Recommendations from Select			Hazel Ilett
27th APRIL 2016 – INDIVIDUAL DECISION			
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
4th MAY 2016 – CABINET			
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 th 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 Raglan VC Primary school			Cath Sheen

Subject	Purpose	Consultees	Author
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
4th MAY 2016 – SPECIAL COUNCIL			
11TH MAY 2016 – INDIVIDUAL CABINET MEMBER DECISION			
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
12TH MAY 2016 – COUNCIL			
Improvement Plan 2016-17			Matt Gatehouse
25TH MAY 2016 – INDIVIDUAL CABINET MEMBER DECISION			
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 Advice Service including the			Craig O'Connor

Subject	Purpose	Consultees	Author
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
8th JUNE 2016 – CABINET			
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
Changes to the EAS	To seek Cabinet approval of the changes on		Sharon Randall

Subject	Purpose	Consultees	Author
business arrangements	Governance arrangements; Business arrangements; Funding arrangements		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
15TH JUNE – INDIVIDUAL CABINET MEMBER DECISIONS			
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
16TH JUNE - COUNCIL			
Update on Syrian Resettlement Programme			Will McLean
Audit Committee Annual Report 2015/16, Annual report 2014/15			Andrew Wathan
29TH JUNE 2016 – INDIVIDUAL CABINET DECISION			
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
6TH JULY 2016 – CABINET			
Welsh Language Monitoring Report			Alan Burkitt

Subject	Purpose	Consultees	Author
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
DSS Annual report			Claire Marchant
136			
13th July – INDIVIDUAL CABINET MEMBER DECISION			
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
Proposed 30mph speed			Paul Keeble

Subject	Purpose	Consultees	Author
limit, R122 (Crick to Shirenewton), Crick.			
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
27TH JULY – INDIVIDUAL CABINET MEMBER DECISION			
Wye Valley Management Plan			Matthew Lewis
Procurement Memorandum of 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
27TH JULY – CABINET			
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 – Leisure Services	EXEMPT REPORT		Ian Saunders

Subject	Purpose	Consultees	Author
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
28th JULY - COUNCIL			
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
SYP Chief Officer report			Sarah McGuinness
Sustainable Development Policy			Matthew Gatehouse
17th AUGUST – INDIVIDUAL CABINET MEMBER DECISION			
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
31ST AUGUST 2016 – INDIVIDUAL CABINET MEMBER DECISION			
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
7TH SEPTEMBER - CABINET			
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
14TH SEPTEMBER – INDIVIDUAL CABINET MEMBER DECISIONS			
Permanent Adoption of post CDLL18			R Tranter
22ND SEPTEMBER 2016 – COUNCIL			

Subject	Purpose	Consultees	Author
CIL:	For approval to submit for examination		Mark Hand
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
Monmouth Comprehensive School to purchase canopies	To consider approving a loan to Monmouth Comprehensive School to purchase canopies.		Nikki Wellington
Provision of a Community Hub in Abergavenny			Deb Hill-Howells
Stage 2 Improvement Plan – How we performed 2015/16			Richard Jones
City Deal			
28TH SEPTEMBER 2016 – INDIVIDUAL CABINET MEMBER DECISION			
5TH OCTOBER 2016 – CABINET			
MTFP and Budget process 2017/18	To highlight the context within which the Medium Term Financial Plan (MTFP) will be developed for 2017/18 to 2020/21		Joy Robson
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 the 22 nd September 2016.		Dave Jarrett
Community Asset Transfer of Caerwent Hall and Playing fields			Ben Winstanley

Subject	Purpose	Consultees	Author
Abergavenny Town Centre Loan Application	To approve the recommendations of the Abergavenny Town Centre Loan Board.		Steve Griffiths
Revised Staff Contractual arrangements - Individual Support Service			Ceri York
Restructure of staffing establishment – Swancraft Studio			Ceri York
CIL:	For approval to submit for examination		Mark Hand
Educational Visits Policy for schools	To agree the updated Educational Visits Policy for schools and to recommend adoption by all Monmouthshire Governing Bodies.		Nikki Wellington
LDP/AMR			Jane Coppock
2ND NOVEMBER 2016 – CABINET			
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 the 20 th October 2016.		Dave Jarrett
MFP and Budget proposals for 2017/18	To provide Cabinet with revenue Budget Proposals for 2017/18 for consultation purposes		Joy Robson
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
Budget Monitoring report – Period 6	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
1st DECEMBER 2016 - COUNCIL			
CYP CHIEF OFFICER REPORT			Sarah McGuinness
7TH DECEMBER 2016 – CABINET			
Welsh Church Fund working group	The purpose of this report is to make recommendations to Cabinet on the schedule of		Dave Jarrett

Subject	Purpose	Consultees	Author
	applications 2016/17, meeting 4 held on 1 st December 2016.		
Welsh Language 5 Year Strategy			Alan Burkitt
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
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
Revenue & Capital Budget final proposals after public consultation	To present Revenue and Capital Budget proposals following receipt of final settlement		Joy Robson
14TH DECEMBER 2016 – INDIVIDUAL MEMBER DECISION			
Local Government (Wales) Act 1994 The Local Authorities (Precepts)(Wales) Regulations 1995	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
11TH JANUARY 2017 – CABINET			
18TH JANUARY 2017 – INDIVIDUAL MEMBER DECISION			
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
19TH JANUARY 2017 - COUNCIL			

Subject	Purpose	Consultees	Author
Final Budget Proposals			Joy Robson
Council Tax Reduction Scheme 2017/18			Ruth Donovan
1ST FEBRUARY 2017 – CABINET			
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 th January 2017.		Dave Jarrett
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
1ST MARCH 2017 – CABINET			
2016/17 Education and Welsh Church Trust Funds Investment and Fund Strategy	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 2016/17 grant allocation to Local Authority beneficiaries of the Welsh Church Fund		Dave Jarrett
9TH MARCH 2017 - COUNCIL			
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
Wellbeing Assessment			Matt Gatehouse
Population Needs			Matt Gatehouse

Subject	Purpose	Consultees	Author
Assessment			
5TH APRIL 2017 – CABINET			
Welsh Church Fund Working Group	The Purpose of this report is to make recommendations to Cabinet on the Schedule of applications 2016/17, meeting 6 held on the 9 th March 2017		Dave Jarrett
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17, meeting 7 held on the 30 th March 2017.		Dave Jarrett
3RD MAY 2017 – CABINET			
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 former junior building to the Enterprise Directorate.		Cath Sheen

P
20
144