

# Public Document Pack



Neuadd y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

Dydd Llun, 16 Ionawr 2017

## Hysbysiad o gyfarfod

### Pwyllgor Craffu Oedolion

Dydd Mawrth, 24ain Ionawr, 2017 at 10.00 am  
Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA

#### AGENDA

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

Eitem ddim	Eitem	Tudalennau
1.	Ymddiheuriadau am absenoldeb	
2.	Datganiadau o Fuddiant	
3.	Cadarnhau cofnodion y cyfarfod blaenorol	
3.1.	Cydbwyllgor Dethol Oedolion a Phlant a Phobl Ifanc - 22 Ionawr 2016	1 - 8
3.2.	Pwyllgor Dethol Arbennig Oedolion - 29 Tachwedd 2016	9 - 16
3.3.	Pwyllgor Dethol Oedolion - 13 Rhagfyr 2016	17 - 22
4.	Trafodaeth ar Daliadau Dai yn ôl Disgresiwn	23 - 24
5.	Cyllid Cyfalaf: Grant Cyfleusterau Anabl a Diogelwch yn y Cartref	25 - 48
6.	Drafft Gynigion Cyllideb Cyfalaf 2017/18 i 2020/21	49 - 76
7.	DRAFFT GYNIGION CYLLIDEB 2017/18 ER YMGYNGHORIAD - Pwyllgor Dethol Oedolion	77 - 178
8.	Pwyllgor Dethol Oedolion - Blaen-gynllun Gwaith	179 - 182
9.	Cynllunydd Gwaith Cabinet a Chyngor	183 - 202
10.	Cadarnhau dyddiad ac amser y cyfarfod ensaf sef dydd Mawrth 28 Chwefror 2017 am 10.00am	

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**Paul Matthews**

**Prif Weithredwr**

## CYNGOR SIR FYNWY

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

Cynghorwyr Sir:

P. Farley  
R. Harris  
R. Chapman  
R. Edwards  
M. Hickman  
P. Jones  
P. Jordan  
P. Watts  
A. Wintle  
D Hill  
D Hudson  
P White  
V. Smith

## Gwybodaeth Gyhoeddus

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

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

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

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

### **Y Gymraeg**

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

# Nodau a Gwerthoedd Cyngor Sir Fynwy

## Cymunedau Cynaliadwy a Chryf

### Canlyniadau y gweithiwn i'w cyflawni

#### Neb yn cael ei adael ar ôl

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

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

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

#### Ein sir yn ffynnu

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

### Ein blaenoriaethau

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

### Ein gwerthoedd

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

# Public Document Pack Agenda Item 3a

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Joint Select Committee held  
at County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 22nd November, 2016 at 10.00  
am**

**PRESENT:** County Councillors: D. Dovey, P. Farley, R. Harris, M. Hickman, P. Jones,  
M. Powell, A. Webb and A. Wintle

Mr M. Fowler  
Mrs D. Hudson

### **OFFICERS IN ATTENDANCE:**

Hazel Ilett	Scrutiny Manager
Paula Harris	Democratic Services Officer
Claire Marchant	Chief Officer Social Care, Health & Housing
Will McLean	Head of Democracy, Engagement and Improvement
Nicola Needle	Changing Lives Lead
Julie Boothroyd	Head of Adult Services
Andrew Burford	Team Manager, Community Care Team, Adult Service
Dawn Davies	Monmouthshire County Council
Louise Dovey	Social Worker Younger People
Teresa James	Autistic Spectrum Disorder Coordinator
Tyrone Stokes	Accountant

### **ALSO IN ATTENDANCE**

Nygaire Bevan	Regional Transformation Team
Tracey Bressington	Aneurin Bevan University Health Board

County Councillors G. Burrows, V. Smith and A. Webb

#### **1. Election of Chair**

County Councillor Peter Farley was elected as Chair.

#### **2. Appointment of Vice-Chair**

County Councillor Penny Jones was appointed Vice Chair and will lead the discussion during the CYP item.

#### **3. Apologies for Absence**

We received apologies from County Councillors R Chapman, R. Edwards, D. Blakebrough, S. Howarth, L. Guppy, D. Dovey, D. Evans, D. Jones, Mr Keith Plow, Mr David Hill and Bernard Boniface.

#### **4. Declarations of Interest**

In respect to items 6 and 8 County Councillors P Farley, R. Harris and M Powell declared a personal, non-prejudicial interest as School Governors of schools mentioned in discussion.

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am**

### **5. Social Services and Well-being Act (Part 11)**

#### **Context:**

The Adult Select Committee received an update on the progress in implementation of Part 11 of the Social Services and Well-being Act 2014 relating to the delivery of care and support to those in the secure estate

#### **Key Issues:**

Part 11 of the Social Services and Well-being Act 2014 concerns adults with care and support needs in prison, approved premises and bail accommodation, and children with care and support needs in youth detention accommodation, prison, approved premises or bail accommodation; the secure estate.

The overall principles of the Act fully apply to both adults and children who are detained/ residing in the secure estate. Part 11 of the Act and its supporting Regulations and Code of Practice sets out the duties placed on local authorities in respect of adults with care and support needs who are in the secure estate in Wales and a change in how existing responsibilities for the care and support of children in the secure estate (whether detained in England or Wales) are fulfilled. This duty exists regardless of their place of ordinary residence in Wales or elsewhere before their detention.

The majority of the provisions under the 2014 Act apply to those in the secure estate just as they would to individuals living in the community, which includes:

- Population needs assessment.
- Information, advice and assistance.
- Prevention.
- Assessing and meeting need.

The following provisions are disapplied for both children and adults in the secure estate:

- **A person cannot be a carer** within the terms of the Act if they are detained in prison, approved premises or youth detention accommodation.
- **A person cannot receive direct payments** towards meeting the cost of their care and support.
- **A person cannot express preference for accommodation** while they are in custody although they would be able to do so if they were expressing a preference for accommodation they would occupy on their release.
- **A person cannot have their property protected** while they are in prison, youth detention or residing in approved premises. Local authorities with secure estate establishments within their boundary must meet the care and support duties for those adults detained in them **regardless** of their place of ordinary residence in Wales or elsewhere before their detention. In Wales only Cardiff, Swansea, Bridgend and Monmouthshire have prisons within their boundaries.

A new prison is being built in Wrexham and is due to open in 2017.

HMP Usk and Prescoed is in Monmouthshire and it falls to MCC to provide care and support to the prisoners therein.

## MONMOUTHSHIRE COUNTY COUNCIL

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#### Member Scrutiny:

Member of the Committee wished to thank Bernard Boniface and his team for arranging the recent Prison visit, which they unanimously agreed was most informative and useful.

A Member commented that as the subject matter was new to the Committee, less jargon and abbreviations would be useful in reports.

Members discussed the Buddy system and agreed this was an excellent idea.

It was asked if the anticipated funding would suffice and if the implications of the new responsibilities on resources had been considered.

A Member asked if once Autism was identified was there support in place for the individuals and we were told that accessing needs was a priority with the onus on people supporting themselves alongside staff and the Buddy system.

Concerns were raised about staff levels and we asked if the shortage of staff affected the service offered. We were reassured that the safety of staff was paramount and that staff received appropriate training and support.

The Chair commented on the value of the Committee's visit to the prison and was reassured that wellbeing of the inmates was a priority.

Delia Hudson feedback to the Committee regarding her visit to the Older Prisoners Forum, which she has been invited to join and we were told;

- The forum involved approx. 20 inmates in a nice atmosphere.
- The inmates were bored and asked for art and craft supplies.
- During the winter the inmates found the cold weather difficult requesting thermal under garments and hessian gloves whilst tending the gardens.
- The inmates commented that they had extremely long waits for chiropody and dental appointments.
- General points were raised such as, when out at hospital visits the inmates didn't like being hand cuffed.

The Chair thanked Delia Hudson for her feedback and looked forward to future updates.

#### Committee's Conclusion:

The Chair expressed how pleasing the work already done was and how as a committee look forward to reviewing the work in 9 – 12 months with particular interest in new projects such as the seven day service.

The Chair also looked forward to Delia Hudson's informal feedback.

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am**

### **6. Budget Monitoring Report (Period 2)**

#### **Context:**

A report was presented to Committee to provide Members with information on the forecast revenue outturn position of the Authority at the end of period 2 which represents month 6 financial information for the 2016/17 financial year

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.

#### **Key Issues & recommendations to Cabinet:**

That Cabinet notes the extent of forecast revenue overspend at period 2 of £839,000, an improvement of £529,000 on previous reported position at period 1.

That Cabinet expects Chief Officers to continue to review the levels of over and underspends and reallocate budgets to reduce the extent of compensatory positions needing to be reported from month 6 onwards.

That Cabinet appreciates the extent of predicted schools reserve usage and an anticipation that a further 4 schools will be in a deficit position by end of 2016-17.

That Cabinet approves a caveated use of reserves to finance £318,000 employment tribunal costs if the Council's budget is not able to absorb the effect of this extraordinary expenditure over the remaining 6 months of financial year.

That Cabinet considers the capital monitoring, specific over and underspends, and importantly that Cabinet recognises the risk associated with having to rely on a use of capital receipts in the year of sale and the potential for this to have significant revenue pressures should receipts be delayed and temporary borrowing be required.

#### **Member Scrutiny:**

A question was raised regarding a large cohort of residents in Chepstow who required residential care. We were told that when clients go into residential care they are means tested, once their capital drops below 24K they can represent themselves for local authority funding and MCC have had 20 cases of this during this year.

It was asked if this would be happening throughout the County and we were told that the Welsh Government were looking to increase the capital threshold limit from 24K to 50K incrementally.



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From 1<sup>st</sup> April 2017 the limit will be 30K, we have a provisional within the settlement from Welsh Government, but it will not be enough.

A question was raised by a member regarding the employment tribunal costs, in answer the officer advised the member that as it would not related to the adult portfolio he had little information to hand and he would look in to it further and get back to the member. **(ACTION T.S.)**

We were told by the Head of Service that Adult Services had been a great success over the past number of years. What we are seeing now is a consequence of pressures and demographics against a budget which has been reducing annually.

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

Resource pressures have been discussed in Children's services, in Adult's service we appreciate that Officers have undertaken very detailed analysis.

The idea is emerging that we may wish to write formally from our Select Committees to Welsh Government to make the case that all of these pressures and demands on us do need to be rethought.

The Committee acknowledged the pressure on the Adult Services budget, which has been decreasing annually. Given that we have an ageing population, the Committee is concerned that the budget for social services across adults and children's remits is insufficient. The Chairs of both Committees agreed to write to Welsh Government to highlight their concern about the level of funding.

#### **7. IAA Report**

Context:

Members received a report which determines how Information, Advice and Assistance (IAA) is currently delivered across Monmouthshire (to ensure this meets the requirements of the Social Services and Well-being (Wales) Act and to set out proposals for the future model of IAA provision across the county.

Key Issues:

The Social Services and Well-being (Wales) Act 2014 came into effect on 6th April 2016. Wellbeing and prevention are at the centre of the Act and the provision of IAA will ensure voice, choice and control for people in meeting their personal wellbeing outcomes and remaining independent of statutory services for as long as possible.

Part 2 of the Act requires local authorities to have in place an information, advice and assistance service as from April 2017 Data capture is required for which there are performance indicators and aggregated data measures.

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Regional discussions have highlighted a difference in the interpretation of the duty to provide an information, advice and assistance "service" and models range from delivery at the front door of social services to multiple points within and across communities. As a result it is anticipated there will be a degree of incongruence in reporting and measurement across Wales. It may take some time to ascertain what good looks like in terms of Monmouthshire's quantitative measures if comparisons are made with differing models of provision.

Initially the authority intends to measure advice and assistance from a point of delivery at statutory front door(s) but, as the attached report illustrates, this is not a complete picture of activity. Through the development of place based approaches, information, advice and assistance provision will continue to be mapped and co-ordinated and systems developed which will measure both the numbers of people who access this and, more importantly, the impact this has had on wellbeing at individual and community levels.

Monmouthshire has excellent foundations on which to build but there are challenges. The model for IAA proposed, incorporates Future Monmouthshire work streams and the development of place based community wellbeing approaches.

5.6 Members are requested to approve the next steps to take forward this work and to engage in early debate with Welsh Government civil servants to ensure our compliance with the SSWBA.

Member Scrutiny:

A Member commented on the Council's website and found it sadly lacking. The Chief Officer commented on the importance of being able to find information easily and spoke of the DEWIS website which will be launched for Monmouthshire County Council in January 2017.

The Head of Adult Services spoke of a website they are modelling on the Eden Project's website with help with the council's communication team. It will initially be trialled on an internal basis and when it is ready to roll out the team will bring the site to Adults Select for scrutiny.

A member asked if the information will be put in leaflet form and we were told that would be useful driver to get the message out. It was stressed that not everyone has access to the internet and that it is important that the message is available to all.

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

The Chair recognised that this is a work in progress and that the responsibilities under the act should help us to ensure that improvements are made as to how we communicate service and advice to people.

Members suggested that officers need to consider providing information in different formats, such as by leaflet and not to assume that all citizens are able to access information via the internet.

The Committee agreed with the direction of travel and requested that this returns to the committee in the Spring/early summer 2017 for further scrutiny.

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am**

### **8. CYP Chief Officer Report**

**County Councillor P. Jones was the Chair for this item.**

Context:

We received a presentation from the interim Head of Service to provide Members with an evaluation of the Children and Young People's directorate and the extended schooling system that it works with.

Key Issues:

- It reflected on the progress that our schools have made in the last year at the end of all key stages. The report will focus on the key headline indicator at the end of each stage. The full range of outcome indicators (for the Foundation Stage, Key Stage 2 and Key Stage 3) can be found in papers that have been presented to the Children and Young People Select Committee on the 3rd November.
- The results included in the report for Key Stages four and five are still provisional and there may be some small changes when the numbers are finalised. However, in terms of trend and our high level analysis we believe them to be sufficiently robust for inclusion in this report.
- The report concludes with a set of objectives for the coming year based on the key areas of focus identified in this report

Member Scrutiny:

It was asked why there was so little reference to the EAS, in answer we were told that in regard to some of the partnerships we are involved in the Officer didn't see the need to put them in, on reflection this will be changed for full Council.

Members congratulated the Chief Officer on the report, the presentation style report was preferred to an essay.

A Member asked about the excellent schools and we were told that we know there is excellent practice in our schools and these schools need to be identified and best practice models rolled out across the county so that we can build on work already taking place.

In respect to Free School Meals it was asked if a body of work was required to drive the uptake of this. We were answered that there were issues surrounding this during 2016 with people being unregistered without realising they had to reregister and the reduction of benefit funding.

The Chair commented on quartiles and that we must accept that schools rightly accept children with learning difficulties so that it not always possible for schools to reach quartile 2. It's not the schools, it's the system.

In relation to the Foundation Phase gender gap it was asked if by introducing intervention work with the girls, it looks as if we have disadvantaged the boys and if the strategy we have employed needs to be revised. The Chief Officer agreed and spoke of the gender gap being too wide until KS2 and it will be explored with teaching colleagues and the EAS.

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am**

**Committee's Conclusion:**

The Chair thanked the Chief Officer for an excellent report, note the great improvements which have been made and acknowledge the work of the staff in the CYP Directorate.

The Chair looks forward to monitoring the progress.

**The meeting ended at 1.23 pm**

# Public Document Pack Agenda Item 3b

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Adults Select Committee held  
at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 29th  
November, 2016 at 2.00 pm**

**PRESENT:** County Councillor P. Farley (Chairman)  
County Councillor R. Harris (Vice Chairman)

County Councillors: R. Edwards, P. Jones, P. Jordan, P. Watts,  
A. Wintle

### **ALSO PRESENT:**

County Councillor V. Smith  
County Councillor A. Easson  
D. Hudson – Co-Opted Member

### **OFFICERS IN ATTENDANCE:**

Julie Boothroyd	Head of Adult Services
Claire Marchant	Chief Officer for Social Care and Health
Wendy Barnard	Democratic Services Officer
Hazel Ilett	Scrutiny Manager

### **APOLOGIES:**

Councillors R. Chapman and M. Hickman

#### **1. Declarations of interest**

There were no declarations of interest.

#### **2. To monitor the progress of the Aneurin Bevan University Health Board through consideration of a performance report on issues raised by the Adults Select Committee**

##### **Context:**

Representatives of the Aneurin Bevan University Health Board (ABUHB) were welcomed to the meeting and introductions were made.

##### **Key Issues:**

ABUHB representatives presented a briefing report as part of its ongoing engagement with Monmouthshire County Council. The report included:

- Key developments since December 2015 (when ABUHB last met with the Authority).
- An outline of current performance across a range of services, Welsh Government targets and current improvements plans.
- Updates on other areas of the Health Board's activities including its ongoing engagement with local communities and a series of service developments (many of which are being taken forward in partnership)

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Adults Select Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 29th November, 2016 at 2.00 pm

#### Members Scrutiny:

A Member welcomed the clearly presented report.

- **Mortality Rate:** The definition of “crude mortality rate” was queried. It was explained that the term refers to the actual number of deaths occurring among the population of a given geographical area during a given year. It was further explained that health services from across the UK prepare risk adjusted mortality rates to consider various conditions and make adjustments for relative risks. This figure is well below the rest of Wales and is comparable with the best health authorities in England. It was added that it is a priority to learn from every death that occurs in the system.
- **GP Revalidation:** It was recalled that there had been a suggestion to review GPs periodically, and queried if this had occurred. In response, it was advised that this has been an outstanding change. A 5 year cycle of revalidation was set up by the General Medical Council linked to annual appraisal. This has been a very successful exercise and reassurance was provided that every doctor has successfully completed revalidation, and the appraisal process. The process had provided useful information for ongoing learning and development, and also provided the opportunity to hold doctors to account professionally as necessary.
- **Diabetes/Obesity:** A Member questioned why there was no mention of obesity or diabetes in the report, and if there was a need to do undertake more education about diet in schools to encourage young people to be healthier and reduce the cost of medication in future. It was explained that, whilst not specifically in the report, there is a separate plan for diabetes included in the Chronic Conditions Management Plan (which also includes separate plans for e.g. Heart Disease, Respiratory Disease and Cancer (further information available on the website <http://www.wales.nhs.uk/sitesplus/866/home> ). It was added that the ABUHB Weight Management Team is at the forefront of weight management in the UK noting that the next stage is to develop a childhood obesity strategy to improve outcomes for future generations. It was acknowledged that diabetes and other chronic conditions also come under the scrutiny of Children and Young People Select Committee and also the Public Service Board Select Committee.

A Member, referring to a recent Joint Adults Select Committee and Children and Young People Select Committee meeting, recalled that statistics were presented that nearly 50% of young children are overweight or obese in Monmouthshire and encouraged early education strategies in this respect.

- **Specialist and Critical Care Centre:** It was queried if any problems were envisaged in staffing the new centre without withdrawing resources from other facilities in the locality. Details of the transitional arrangements were also requested as parts of the new facility become open before being open completely.

It was explained that the new hospital at Llanfrechfa is essential as it is impossible to sustain services at Nevill Hall Hospital and Royal Gwent Hospital indefinitely. It was confirmed that staff will be moving from both hospitals to the new hospital with their services e.g. critical care and consultant led obstetrics and this will help with future workforce issues. It was further explained that part of the transition plans is to consider how to maintain services between now and the new hospital opening.

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A commitment was provided to return to report transitional plans, and any other necessary changes for the interim period to address the services currently under significant pressure.

The Committee was advised that recruitment and retention of nursing staff is being addressed e.g. increasing numbers going through nurse training (3 years duration). Training places will also be made available for medical specialities e.g. more radiologists

- **Sepsis:** A member noted a recent report that more people in Wales die of sepsis than any other factor and queried if there was any link with lack of diagnostic resources. It was advised that the trend is improving in terms of outcomes. It was added that it is important to design teams that work across systems to combat issues such as sepsis. Whilst it is important to pick up symptoms early, diagnostic tests have minimal impact. It was explained that work focussing on sepsis has been undertaken for 18 months which has included a visit to a pioneering hospital in the USA that concentrates on a team approach to overcome sepsis. Consequently, collaborate work across the NHS in Wales is in progress which has established a trigger tool for teams to pick up physiological markers and the use of one, easily accessible laboratory test. This has been successful with the trigger tool being used for 100% of patients visiting Accident and Emergency (A & E) Departments in Nevill Hall Hospital and 80% visiting A & E in the Royal Gwent Hospital. So far there has been significant, positive impact on mortality rates and it was commented that ABUHB is at the forefront of the campaign. Members expressed reassurance and the ABUHB Team responsible were congratulated upon this achievement, and also the inroads into Stroke services.
- **Dental Caries:** A Member raised the prominence of dental caries as a concern and in response it was confirmed that there is an oral health plan which covers all aspects of oral health including public health advice, mobile dental health services and access to NHS dentistry.
- **Primary Care Resource Centres:** It was queried if there were any plans for improved access to primary care citing the example of resource centres that co-locate services on one site. It was confirmed that there are two resource centres in the region in Rhymney and Blaenavon. It was explained that other similar centres are planned and that primary care strategy is under review. It was explained that whilst there are no current plans for a centre in the Monmouth area, the "Care Closer to Home" strategy will highlight other areas for development of such services.
- **Engagement with the Community:** A Committee Member expressed appreciation for a presentation received by the Abergavenny Action 50 Plus Group regarding services for stroke patients. The Group had many questions which were answered well by the presenter and provided reassurance. It was added that a further presentation on end of life care was also excellent. It was queried if enough is being done to promote the availability of such presentations to groups and communities.

In response, it was confirmed that teams are keen to engage with groups, but will also engage at public venues (e.g. outside Shire Hall) to reach people who are not part of a group. Members were informed that there are events planned in many locations.

A Member stated that in rural communities, there is often no collective area to meet to receive presentations from ABUHB representatives, and explained that farmers are notorious for not seeking help. It was suggested that the new cattle market would be an

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appropriate venue to locate literature. It was responded that this suggestion would be followed up and that no community is too small.

- **Complaints:** It was commented that a good indicator of satisfaction is how an organisation deals with complaints, and queried if a summary of information on complaints could have been included in the report. It was agreed that information on complaints would be included in the next report.
- **A & E Department at Nevill Hall Hospital:** A Member sought reassurance regarding the future of the A & E Department at Nevill Hall Hospital. In response, it was reported that it is accepted that there is a need for improved space for A & E facilities at Nevill Hall Hospital and the case for capital development is under consideration. Some work has been carried out to reorganise major and minor streams of patients and to redesign space. This has led to some efficiencies including that patients are seen a lot earlier and return home quicker.

It was confirmed that it is intended to maintain a consultant led A & E Department in Nevill Hall until the new hospital is operational. Afterwards, the hospital will have a nurse led minor injury department.

- **Stroke:** A question was asked about recent news of a successful new system of treating a stroke involving physical removal of the clot. It was queried if the approach is in use in the Royal Gwent Hospital.

Regarding the treatment of stroke patients, it was confirmed that clot retrieval is not available in the Gwent area. It was explained that, in Wales, the service is offered in Cardiff. It was clarified that clot removal is not a new intervention, and also that stroke is sometimes caused by haemorrhage, and not always clots. It was added that there is also a training need in this area. This type of procedure will become more prevalent in years to come but reassurance was provided that service available for stroke patients are comparable with the best on offer in the rest of Wales.

Additionally, it was confirmed that the hyper acute stroke service will be located in the SCCC and rehabilitation will be in local hospitals. Currently, the hyper acute stroke service is located in the Royal Gwent Hospital as part of the transition process.

- **Local Hospitals:** The Chair queried if there was a broader vision for Nevill Hall Hospital and it was confirmed that the Clinical Futures Strategy proposes its development as a local general hospital. There is a clear view of the proposed range of services and numbers of beds to be available. It was confirmed that, as yet, there is no approval from the Welsh Government for the plans for Royal Gwent Hospital and Nevill Hall Hospital once the Specialist and Critical Care Centre (SCCC) is open.

It is proposed to complete the plans and submit them next year. Consultation has already taken place.

- **Car Parking:** The Chair explained that there is a perception that Nevill Hall has a park and ride service for shoppers in the town which exacerbates parking difficulties for patients and bona fide visitors. In response, it was commented that an application has been made for increased parking but without support due to flood plain rules. A further attempt at resolution involves the purchase of additional land in a plan that it is acceptable to all parties.



## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Adults Select Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 29th November, 2016 at 2.00 pm

- **Transport:** A Member asked a question about the new SCCC and queried how patients from, for example, Monmouth would travel to the new facility. It was confirmed that transport links will be a key project area, and the ABUHB will be working closely with local authorities.

County Councillor V. Smith congratulated the initiative in partnership with Specsavers in Newport. The SCCC success was also applauded and Councillor Smith questioned if the infrastructure was adequate to serve the needs of the new facility providing the example of the A4042 at Llanellen which is prone to closure due to flooding.

The Chair agreed that transport links are an important consideration.

Additionally, the problem of poor mobile signal in rural areas was raised in relation to appointment text reminders.

- **PET Scanner:** A Committee Member asked if there were any plans to locate a PET scanner in the Royal Gwent Hospital or in the SCCC. It was confirmed that there are no plans for a PET scanner in either location. The ABUHB will continue to utilise the facility in Cardiff but will also monitor developments in new technology.
- **GP Out of Hours Service:** Councillor Easson also queried if there is any information available on the success of the recent trialled change to GP Out of Hours Service at Nevill Hall Hospital at night. In response it was explained that there has been a six week pilot to reduce overnight cover to ensure that the busiest of times at weekends could be accommodated. The results are currently being recorded and the results will be available in due course. It was confirmed that only small numbers of patients had to be redirected (only 3 from the Monmouth area, and all patients that contacted the service during the six week period are being followed up to provide feedback on their experience). It was added that operationally the outcome has been that it has been possible to cover the whole of Gwent more consistently and more robustly. Feedback from the Ambulance Service has been that there is a lot more confidence in the model instead of closing services because of a lack of staff. The use of advance paramedics has enhanced the service. It was commented that evaluation of the pilot will be critical.
- **Stroke and Dementia Support:** Councillor Easson asked about aftercare for stroke patients acknowledging that whilst there are valued stroke support services in some areas and also for dementia patients, they can be difficult for people in rural areas of the county to access. It was queried if there was any opportunity to improve the availability of such support services and resources.

It was responded that aftercare and support for dementia and stroke patients could be better. It was clarified that there have been some areas of substantial review e.g. mental health third sector services. Collective work between the five local authorities and health board has produced an updated needs assessment to understand what services are required at a grass roots level, and priorities therefrom. It was commented that the contribution of neighbourhood care networks and from the third sector was an important element of service provision.

- **Budget:** Councillor Easson commented that the Gwent area has the highest prescription drug costs in Wales noting that there is a possible £12.8m deficit currently, predicted to rise to £16m. It was queried if drug costs are a major component of the deficit position.

## MONMOUTHSHIRE COUNTY COUNCIL

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In response it was commented that the deficit was not necessarily due to high prescribing costs, but because of a range of reasons mainly workforce issues e.g. costs of covering posts due to absence and resignation noting that often it has been necessary to pay a premium. It was explained that significant work to review when medicines are prescribed across services, consistency of approach to prescribing drugs and checking cost effectiveness is in progress.

Councillor Easson asked a further question regarding demand for drugs and services and if there was an element of waste that could be reduced. It was acknowledged that drug prescribing is a huge financial issue and that across the country, 10% of turnover is spent on drug. Members were reminded of the "Prudent Health Care" initiative which encouraged the prescription of the minimum amounts needed and also to reduce the risk of side effects. It was confirmed that the Gwent area has one of the most cautious approaches to antibiotic prescription and also the prescription of opioids has been altered to a cheaper option with comparable effects.

It was explained that a value based approach has been established which involves removing high cost medications from pathways in some areas and reinvesting the money in the community to provide more sustainable services providing the example of pulmonary rehabilitation services.

A Member, in the context of the cost of the NHS and free prescriptions, queried if paracetamol and similar should be prescribed as they are cheaply available to purchase by individuals.

It was responded that when prescribing paracetamol etc. clinicians should be sensible and judicious but there was agreement that this point could be the subject of a national conversation.

- **Integrated Services:** The Chief Officer, Social Care and Health, welcomed the Clinical Futures plans and the joined up primary and community care approaches under the Social Services and Wellbeing Act which will build on the strengths of the existing integrated teams. The Care Closer to Home Strategy will be introduced in due course to further develop integrated teams and develop hubs for services according to population needs assessment. It was agreed that this is a time of great opportunity and plans for the future in partnership are ambitious.

It was confirmed that ABUHB will be working with the Council on the Young Carers strategy

Councillor Easson thanked the ABUHB for its support of Flying start.

- **Chepstow Hospital:** County Councillor A. Easson explained that there is concern in the Chepstow and Caldicot area regarding why Chepstow Hospital can't be used more. It was noted that 10% of outpatients don't keep appointments and queried if there was any data on reasons for non-attendance.

It was explained that Chepstow Hospital forms part of Out-Patient Strategy; a transformation board is currently being set up to review efficiencies that will include analysis of patients that didn't or couldn't attend. ABUHB is one of the first hospitals in Wales to provide a text reminder service, and also uses some other strategies, which have led to improvement. Additionally, more out-patient services are being provided at Chepstow Hospital to relieve pressure in other hospitals.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Adults Select Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 29th November, 2016 at 2.00 pm

It was explained that feedback has indicated that reasons for not attending appointments are not mainly due to non-availability of the clinic, or transport but due to timing. To combat this, increased repeat information packages are being sent to patients to explain what the appointment is for and other details.

The Chair was encouraged to hear the suggestion that there is more potential for Chepstow Hospital and raised the issue of the closure of the Minor Injuries Unit (MIU). At that time, it was stated that there was a need for clear public information. It was noted that initiatives are mainly in the north of the county (e.g. Choose Well and proposed neighbourhood care networks) and queried if there was a way to reinstate a MIU in Chepstow Hospital as residents now travel predominantly to Lydney for services.

It was confirmed that the MIU in Chepstow will not be reopened and added that the decision to make a capital investment in the Royal Gwent was based on services being delivered from a Portacabin and unrelated to the diminishing numbers attending. It was explained that significant work has been carried out in the Monmouth area for the Choose Well scheme. The scheme offers information and the choices available for minor injury services. It was added that it will be possible to do the same for other areas of Monmouthshire. The example of the Fall Service was provided where patients can be supported at home instead of being transported to hospital. The Chair was grateful for the answer provided and advised that Chepstow Town Council will also welcome the response. It was suggested that the Town Council could be an instrumental link in the provision of information.

A Member was unaware where the Monmouth information was available. It was explained that that the information was widely circulated to households. It was agreed that the information would be sent to the Member by E mail.

The Member expressed his dissatisfaction that GP receptionists can become involved in clinical discussions in an attempt to filter calls. It was confirmed that this practice is discouraged, and the comments would be followed up.

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

The Chair expressed the appreciation of the Committee for the presenters' frankness and openness in answering questions and for the opportunity to fairly represent the contribution that the Health Board makes. The format of the report was welcomed with the future addition of information regarding complaints.

The Chair expressed that the new committee in the next council would need to build on the relationship established and to continue the dialogue with ABUHB, noting that strategically other areas for work would be scrutinised by the Public Service Board Select Committee and the other Select Committees.

The Chair acknowledged that the challenge will be in how to provide public services across a regional Gwent footprint whilst maintaining the need for local accountability. He encouraged the need for dialogue, clarity on roles and responsibilities and robust scrutiny arrangements.

For the future work programme, the Chair confirmed the following topics would return to the committee and would benefit from ABUHB input:

- Stroke service
- Young Carers Strategy

**MONMOUTHSHIRE COUNTY COUNCIL**

**Minutes of the meeting of Adults Select Committee held  
at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 29th  
November, 2016 at 2.00 pm**

**The meeting finished at 4.00pm**

# Public Document Pack Agenda Item 3c

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Adults Select Committee held  
at County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 13th December, 2016 at 10.00  
am**

**PRESENT:** County Councillor P. Farley (Chairman)  
County Councillor R. Harris (Vice Chairman)

County Councillors: R. Chapman, R. Edwards, P. Jones, P. Jordan  
and Coop-tee Member D Hudson

Also in attendance County Councillor(s): V. Smith

### **OFFICERS IN ATTENDANCE:**

Annette Evans	Customer Relations Manager
Matthew Gatehouse	Policy and Performance Manager
Shelley Welton	Lead Commissioner Transformation
Paula Harris	Democratic Services Officer
Hazel Ilett	Scrutiny Manager
Janet Cox	My Day Support Worker
Sarah Seabourne	My Day My Life Broker
Kemmie Compere	ASD Community Support Worker

Also in attendance:

Sean Galatley	My Mate Member
Sara North	My Mate Member

#### **1. Apologies for absence**

County Councillor M. Hickman and Mr David Hill.

#### **2. Declarations of interest**

Item 6

County Councillor P. Farley declared a non-prejudicial interest as a trustee of Chepstow Senior Citizens Welfare Trust

#### **3. Public Open Forum**

There were no members of the public present.

#### **4. To confirm the minutes of the previous meeting**

The minutes of the Committee meeting dated 20<sup>th</sup> September 2016 were confirmed and signed by the Chairman.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Adults Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 13th December, 2016 at 10.00 am

In relation to item 8, as per the Chair's summary, a number of recommendations were made to Cabinet. The Chair wrote a letter to the Cabinet member on these terms, no date no formal response has been received.

In view of this, despite the January meeting agenda being solely dedicated to scrutiny of the budget proposals, the Cabinet member will be invited to address the issues and concerns previously raised.

#### **5. Annual Complaints Report**

##### **Context:**

To provide Adult Select committee with information on the number and types of complaints, comments and compliments received and dealt with from 1 April 2015 until 31 March 2016.

##### **Key Issues:**

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

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

##### **Member Scrutiny:**

It was asked if the council had serial complainers who raise issues on a regular basis and we were told that yes, there were regular complainers but there were not such persistent complainers in adult services.

It was asked in what format information on raising a complaint was available and where this information could be found. The officer advised that the information was available via the website and leaflets left at various places around the county (hospitals, libraries, etc.) and once people contacted customer services they were advised of the complaint process.

It was asked by a member if the public's expectations were unrealistic and times and we were told that this could be the case at times, with resources stretched currently it often left members of the public unhappy with service timescales which led to complaints.

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

The Committee thanked the officer and her team for the continual hard work undertaken and look forward to the next update.

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Adults Select Committee held  
at County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 13th December, 2016 at 10.00  
am

### 6. Improvement Objectives, Performance and Risk Assessment

#### Context:

To present quarter 2 performance data for the Improvement Objectives which are under the remit of Adults Select Committee. This is:

- Improvement Objective 2 - We will safeguard people, whether young or old, while reducing people's dependence on social care.

Supplementary to this paper a separate report on adult social services performance at quarter 2 is on the agenda. This presents data from the new measurement framework introduced as part of the Social Services and Well-being Act.

#### Key Issues:

Improvement Objectives are set annually by the Council to deliver on priorities, these are set in the Improvement Plan 2016/17. While objectives being focussed on the long term they are supplemented by annual actions and milestones that mark the progress towards their delivery.

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

The Improvement Objectives will be evaluated at the end of the year (2016/17) based on the council's self-evaluation framework, as set in the Improvement Plan 2016-17. Performance against them will be reported to committees and in the Stage 2 Improvement Plan published in October each year.

This is likely to be the final annual cycle of Improvement Planning in this format. The council is currently undertaking two substantial assessments of need and wellbeing within the county as a consequence of the Wellbeing of Future Generations Act and the Social Services and Wellbeing Act. This information will provide a much deeper evidence base of well-being in the County and will be used to review the council's current improvement objectives in preparation for the publication of the council's wellbeing objectives by 31st March 2017.

#### Member Scrutiny:

A member of the committee who volunteers at the Raglan project commented on the vast improvements in outcomes recently and emphasized how forward thinking Monmouthshire was to go ahead with this project.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Adults Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 13th December, 2016 at 10.00 am

The asked the Officer if he had a feel for how evenly spread place based working was becoming across the county and was it stronger in some places than others. In response we were told that there has been very different results across different communities and going forward community mapping will help us understand the particular needs of each area.

A Member asked how many residents needed local authority funded care as this wasn't made clear by percentages. We were answered that it was approx. 230 older people and smaller number in the under 65 age group. The Member asked if that going forward would there be figures available to compare our authority against other authorities, the officer confirmed that he had this information and would distribute this after the meeting.  
**(ACTION M.G.)**

A Member of the Committee commented that recent reports had expressed the importance of early intervention and perhaps by the time people get to 18-24 it may be too late to help and money may be better spent on people in their early years.

It was asked in respect of recent safeguarding issues in the news regarding coaching sports what the procedure would be if there was an incident. We were told that there is a whole authority safeguarding group who oversee operations and would investigate any issue in a timely manner.

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

The Chair thanked the Officer for presenting the reports and spoke of how as a Council we receive the reports in terms of addressing recommendations.

Currently the report process we have puts the collating officer in an unfair position as they are not in a position to answer questions on the service side.

The Chair also looked forward to receiving supplementary information requested after the meeting.

#### **7. 'My Mates' Initiative**

##### **Context:**

The Committee received a presentation on a new initiative 'My Mates'. The scheme has been set up to encourage people with a learning disability make friends and close personal relationships and is based at the Hub in Abergavenny.

The group run a number of social events and activities throughout the year based on suggestions made by members of the group. They provide advice and support to people looking to meet new people.



## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Adults Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 13th December, 2016 at 10.00 am

Membership is free, however members need to pay for meals, transport and entrance fees when at a social event.

#### **Member Scrutiny:**

Members were unanimous in their support of this initiative and were keen that it was suitably publicised.

A Member commented on the isolation felt by children with learning disabilities when they grow up and lose their parents, who are often their care givers and applauded the initiative for helping people socialise.

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

The Committee fully supported the My Mates scheme and look forward hearing the project develop.

The Committee thanked the service users who came to committee to speak to members and commented on the enthusiasm shown.

#### **8. Adult Select Committee Forward Work Programme**

Members discussed the Work Programme for the Adults Select Committee. In doing so noted the frailty item for future review.

#### **9. Cabinet and Council Work Planner**

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

#### **10. To confirm the date and time of the next meeting as Tuesday 24th January 2017 at 10.00am**

The meeting ended at 12.14 pm

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# Agenda Item 4

Councillor Peter Farley  
Chair of the Adults Select Committee  
Monmouthshire County Council

21 September 2016

Councillor Phil Hobson  
Deputy Leader  
Monmouthshire County Council

Dear Phil,

At our meeting yesterday Adults Select Committee undertook a pre-decision scrutiny of the Discretionary Housing Payments Policy as part of our wider scrutiny of welfare reform. The Committee agreed to endorse the policy and to make the following recommendations to you and the Cabinet in your consideration of the policy in November:

- Cabinet are recommended to give serious consideration to agreeing an uplift to the monies it invests in the Discretionary Housing Payment fund, recognising the demonstrative impact the funding has had on vulnerable people and the risks and implications of not supporting people through further benefit reductions, particularly in terms of preventing homelessness and children being taken into the care of the Council.
- Given that much of this work is delivered in a household environment, Cabinet are recommended to recognise the need for an accessible corporate warning system to identify clients and households that may present a risk to lone workers. The Committee understands that Torfaen operates a similar model to protect its workforce.
- The Committee recommends that all the agencies working in the benefits arena such as the CAB, RSL's and the Council consider the potential for sharing best practice and explore opportunities to create efficiencies and economies in the provision of welfare advisory services.
- The Committee further recommends a joint meeting with the Planning Committee to consider the relationship between homelessness, housing benefits and the provision of affordable housing in Monmouthshire.

If you would like to discuss any of the issues I have raised, please feel free to contact me, otherwise I shall look forward to your reply and to welcoming you to Adults Select Committee in due course.

Yours sincerely

**Councillor Peter Farley**  
**Chair of the Adults Select Committee**

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<b>SUBJECT:</b>	<b>CAPITAL FUNDING - DISABLED FACILITIES &amp; SAFETY AT HOME GRANTS</b>
<b>MEETING:</b>	<b>ADULTS SELECT COMMITTEE</b>
<b>DATE:</b>	<b>24<sup>th</sup> January 2017</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>ALL</b>

**1. PURPOSE:**

1.1 To provide an update on the capital budget provided to support disabled facilities grants (DFGs) and Safety at Home (SAHs) grants and the impact on overall service performance and on services provided by Social Care and Health.

**2. RECOMMENDATIONS:**

2.1 That the Committee consider how the disabled adaptation programme is supporting residents to remain living safely and independently at home and make recommendations as appropriate.

2.2 The Committee recommends to Cabinet an increase in capital funding for disabled adaptation grants in 2017/18 and subsequent years.

**3. KEY ISSUES:**

3.1 The Council has a statutory duty to provide DFG's within six months of receiving a valid application. Failure to do so lays it open to legal challenge. It also has discretion to provide SAHs. Since 2006 a capital budget of £600,000 has been provided annually to deliver both types of grants. In broad terms the budget is split into £500,000 to support DFGs and £100,000 to support SAHs.

3.2 All DFGs are capped at £36,000 and while the majority are in the region of £4,500, each year a number of large, complex grants are provided to meet the needs of children with complex disabilities, and increasingly for adults who are disabled as a result of trauma or degenerative diseases. It is known through client feedback that adaptations have a significant impact on the quality of life of both applicants and carers. Also, customer satisfaction scores of 95% are regularly being achieved.

3.3 SAHs are intended for smaller works such as handrails, half steps and minor alterations, often costing less than £250 but which make a dwelling safer for a disabled resident. They are often commissioned to facilitate hospital discharge, or to reduce the risk of falls and injuries which might necessitate hospitalisation. Both grants play a key role in facilitating hospital discharge and preventing admission.

3.4 In addition to the impact upon clients who have to wait longer for adaptations to be carried out, the annual shortage of funds and ever earlier full commitment (typically in the Autumn) has adverse effects on performance in respect of DFGs which is a KPI that is monitored closely by Welsh Government and other stakeholders.

3.5 Alternatives to DFGs and SAHs do exist though none are as attractive as grant aid. Nevertheless some potential applicants do opt to proceed with the necessary works at their own cost. Please see **Appendix 1** for other options available.

#### **4. REASONS:**

4.1 Each year, since 2006, the date at which the full budget has been committed has been earlier than the previous year and in the current year “full commitment” occurred before the end of September 2016. The reason for this is that each year there are a number (and, therefore, value) of enquiries which have to be placed on hold until the following financial year. This results in one or more of four impacts:

- Clients have to wait for six months or more for funds to become available to enable the necessary work to be carried out.
- A minimum of 185 days are automatically added to the processing time for the grant and this adversely affects our KPI that is measured by WG. **Appendix 2.**
- An ever increasing amount of capital is fully committed each year in April to award DFGs which have been waiting since the previous financial year.
- Increased demand for spending on mandatory DFGs puts pressure on the discretionary but greatly valued SAH grants.

4.2 At the end of Q3, 56 DFGs had been completed against an annual total of around 80 - 120 in previous years. Nineteen DFGs were awaiting processing but were on hold due to a lack of funds and all SAH grant referrals were on hold. **Appendix 3** provides an overview as at the end of December 2016.

4.3 The situation with discretionary SAH's is similar. These small grants are often an essential part of the process of avoiding or minimising hospitalisation. The shortage of capital has meant SAH grants have often been unavailable or subject to temporary moratoriums from mid Q3 in most years. The implications of the current situation are set out in **Appendix 4.**

4.5 **Appendix 5** shows the actual spending by other Council's in 14/15. Benchmarking of costs within the Gwent councils also indicates that our average costs for a typical DFG involving the provision of wet floor shower are lower than other authorities and have remained relatively stable over the years.

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

5.1. There are currently 19 clients waiting for DFG's, to this will need to be added the cost of meeting any further OT referrals received in Q4. The additional capital funds needed to enable the Council to meet its estimated demand for DFGs and SAHs in the current financial year and avoid any significant unmet demand at the start of the next financial year is estimated at £577,670 (based on the profile of previous years).

5.2 It is also important to be aware that the situation has revenue implications for Social Care and Health services. It is not possible to directly calculate this. Nor is it 'bankable' but OTs are clear that, as well as the obvious benefits to grant recipients, the need for ongoing care and support is often reduced or even eliminated. A sample of outcome reports from the OT service are attached as **Appendix 6.**

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

6.1 DFG's and SAH grants are predominantly awarded to older people, who are a protected group under the Equalities legislation, as are disabled children. **See Appendix 7.**

**7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

7.1 While the majority of grant recipients are adults, a small number are children, often with profound and complex disabilities. The adaptations that are carried out not only improve the lives and wellbeing of the disabled child, they often make significant improvements to the wellbeing and safety of the whole family including siblings. It follows, therefore, that any delay in carrying out adaptations affects the overall safeguarding of all the children in the family.

**8. CONSULTEES:**

Cabinet Member for Social Care & Health; Housing Management Team; Integrated Services Manager; Head of Adult Services; Chief Officer Social Care

**9. BACKGROUND PAPERS:** None

**10. AUTHOR:** John Parfitt, Housing Renewal Manager

**11. CONTACT DETAILS:** John Parfitt, Tel: 07850 722257 **E-mail:**  
[johnparfitt@monmouthshire.gov.uk](mailto:johnparfitt@monmouthshire.gov.uk)

## APPENDIX 1

### Alternative Options to Disabled Facilities Grants

Alternative options which can be pursued include:-

- **Interest free Home Improvement Loans** – a Welsh Government funded scheme is available through Housing & Communities. Although interest free, attracts a 15% administrative fee.
- **Moving house to suitable accommodation** – an option which may in any case be necessary if a resident's present home is not suitable for adaptation. Experience is that most applicants are reluctant to move. In the case of private rented properties many landlords will not permit significant adaptations to be carried out as this may affect the value and marketability of the property.
- **Application for social housing** – this option is open to anyone but the shortage of RSL properties to rent, particularly bungalows and in the desired location, is a major obstacle.
- **Housing Solutions advice** - if in the absolute situation staying isn't an option the Council's Housing Solutions Service can consider an application under the homeless related duties to assist a resident to find more suitable accommodation. This, however, would be challenging and possible landlord resistance to adaptations can be problematic.
- **Equity release** – while the Council no longer offers such a scheme, various private sector providers are available. Experience is that this is regarded as a very unattractive option.
- **Care and Repair Monmouthshire** – may be able to assist in a number of ways including making an application for benevolent funding from various charities.
- **RSL purchase of existing home and subsequent adaptation** – in very limited circumstances privately owned properties may be purchased by RSLs to address a bespoke need. This option is reliant on the RSL being able to fund the purchase and/or the availability of Social Housing Grant. Typically only 1 applicant a year is assisted in this way.
- **Self or family funding** the most common way (other than DFG/SAH) of funding necessary adaptations, and, in the case of large projects exceeding £36,000 the resident would in any case have to fund the balance.
- **Different use of existing accommodation** – eg a ground floor living room being used as a bedroom



## **APPENDIX 2**

### **DISABLED FACILITIES GRANTS DATA AND PERFORMANCE 2008/9 – 14/15**

Year	Average No. of days	Average Cost	No. referrals received
2008-2009	377	£5,249.43	94
2009-2010	316	£4,801.89	169
2010-2011	311	£5,939.67	163
2011-2012	318	£5,133.24	118
2012-2013	236	£5,820.00	141
2013-2014	186	£4,330.59	153
2014-2015	213	£5,993.10	161

The level of OT referrals to the team is showing a consistent and above average demand for disabled adaptations

- 12/13 - 141
- 13/14 - 153
- 14/15 – 161
- 15/16 - 112
- 16/17 Q1,2,3) 112

DFG approval levels over the same period are:

- 12/13 - 91
- 13/14 – 104
- 14/15 – 85
- 15/16 106
- 16/17 (q1-3) 95

(This is an unprecedented number of approvals in Q1. Last year it was 21 and 13/14 it was 31. This year's Q1 spike relates to the number of grants that needed to be carried forward from 14/15 due to lack of budget)

#### **KPIs**

In order to produce a reportable Key Performance Indicator for the Welsh Government the time taken to process DFGs is recorded from the first point of contact a client has with the Occupational Therapy service to the certified date of completion of the works. The Housing and Community Service has direct control of the process for only a part of the overall time with the remainder being with the OT, the client and the contractor(s). In addition some of the more complex DFGs which involve building extensions requiring time with the Planning Department and Welsh Water all of which add to the overall processing time.

In recent years the Council has performed well and in 2013/14, the last year for which records are published it was the second fastest in Wales with an average completion time of 186 days. However, several factors can cause the average processing time to increase and these include:-

- Time with the OT for assessment
- Time with the client while legal and financial information is produced
- Client choice for timing of works (any time within 12 months)
- The need for planning permission
- The need for Welsh Water to give building over sewers permission
- Availability of bespoke equipment
- Availability of specialist contractors
- Lack of capital funding

Performance for 14/15 was 213 days in relation to 81 completed DFG's and for Qs 1-3 in 16/17 it was 428 days

**Variables:**

There is no discernible year on year pattern to the number or nature of OT referrals for DFGs, but the majority of the work involves the provision of ramping for wheelchair access, stair lifts, and wet floor shower rooms. Each year there are likely to be some cases involving clients with complex disabilities where there is a need for large scale adaptations and the building of extensions to homes to accommodate specialist sleeping and bathing facilities.

Feedback from Social Services is that it's not uncommon with some cases, that it is not possible to determine whether a DFG is needed immediately at the point of referral. Occupational Therapists have advised it is often appropriate to explore other options, such as equipment. Also, applicants needs can change during the assessment procedure

Once a grant has been approved it is the applicant who dictates how quickly an adaptation is undertaken, this can be compounded by levels of vulnerability. As an example, for DFGs completed in Q1 in 15/16 the following highlights the average time taken to complete each stage:

- Average time with OT – 48 days
- Average time with Renewals Team – 106 days
- Average time with builder/contractors – 78 days
- Average time with applicants and/or Care & Repair – 97 days

At the end of Q3 in 16/17 there were 19 referrals in total ready for approval but which will have to wait until the start of the new financial year for funds to become available. This will add a minimum of 91 days to the overall DFG performance for DFG's completed in Q1.

**Outcomes:**

With regards to beneficial outcomes for clients and possible reduction in demand for SCH services, an arrangement has been established with Social Services who have started to review the impact of DFG's for individual applicants. The feedback is extremely positive. Examples of Social Care feedback is included in Appendices Two and Five to the report.

1.12 With an aging population and more children with complex disabilities, it is inevitable that the demand for DFGs is increasing. As the budget for DFGs is committed earlier in each financial year, the delay for those referred later in the year will inevitably increase. In the current year total commitment of the budget occurred by mid-September and unless further funding is obtained some DFGs that will be approved early in the next financial year will have as much as 185 days added to the time taken to process them

## APPENDIX 3

### Position Statement as at 31/12/16–

#### (a) actual and potential unmet demand (b) impact upon performance indicators

#### CAUTIONARY NOTE:-

In the case of DFGs the actual number of OT referrals are

(a) never consistent year on year and

(b) are so small (average 127pa)

that statistical variations can be great and distorting. However, previous year's rates of referrals have been used as a basis for forecasting.

#### 2016/17 Budget Position:

Initial budget	£586,554 (includes 19,196 for variations)
C/F	£ 58,365
<b>Total</b>	<b>£644,920</b>
Spent or committed	£635,772
Balance	£ 9,148 to fund CRM fees on DFGs in 15/16

#### 2017/18 Forecast:

Processed and awaiting approval on 1/4/17	£327,670
Q4 16/17 forecast 41 referrals (est val)	£130,000
<b>Total</b>	<b>£427,670 as at 1/4/17</b>
Required to fund 17/18 OT referrals (est 130 No)	£550,000
Required to fund 17/18 SAH grants	£100,000
<b>Capital budget required for 17/18</b>	<b>£1,137,500</b>

#### Average processing times for DFGs delayed due to lack of capital in 16/17

From initial point of contact with OT service – when approved on 1/4/16                      409 days  
plus time with contractor

Delay component due to lack of funds

209 days

## **APPENDIX 4**

### **Implications of a shortage of DFG and SAH funding for Social Care and Health clients**

- 1.1 The rate of older people supported in the Community per 1000 population aged 65 or over the last 2 years has remained around the 60, which is very low when compared with our neighbouring authorities, part of the reason for this is due to providing a timely approach to funding and installing both major and minor works of adaptation. However, this has become increasingly difficult as the DFG budget has remained unchanged for the last ten years. Each year the committed date is falling earlier in the year which puts subsequent pressures on other Monmouthshire County Council budgets, and Frailty Resources.
- 1.2 The lack of appropriate accommodation to meet the needs of the individual gives rise to an increasing need for crisis intervention and the assistance of longer term Care and Support Packages. If there is a delay in meeting completion of the adaptation, and people become dependent on Care and Support Packages it is then more difficult to withdraw any support even though the adaptation itself would have initially prevented the need for long term support.
- 1.3 The adaptation component of a Care and Support Plan is an essential component to sustain Monmouthshire's trend of providing minimal care packages, thereby limiting the week on week commitment of care packages via Community Care. This in turn enables people to maintain their community connections which maintains both their physical and mental wellbeing as well as assisting to maintain the local economy.
- 1.4 A case example of providing a level access shower to the cost of approximately £3000 has enabled the individual to maintain their ability to maintain their own personal hygiene which has the effect of negating the need for long term care to assist with bathing 3 times a week with ongoing weekly cost of £23.40 [£1216.80 per year] to Social Services.
- 1.5 Another example would be providing ramped access to/from the property, which would enable the individual to go out to connect with their community, rather than necessitate the commissioning of on-going services to provide social interaction within the home and potential lead to the associated isolation, which research shows would over time would lead to increasing dependency.
- 1.6 Whilst it may be easy to think SCH could pick up the adaptation bill, it is the duty of the Housing Authority to provide what is reasonable and practicable based on the Social Services needs assessment as to what is necessary and appropriate, using the DFG funding under the Housing Grants, Reconstruction and Regeneration Act. An increase the DFG and other adaptation budgets would undoubtedly offset the potential ongoing commitment from other budgets within the authority.
- 1.7 In the future the Chronically Sick and Disabled Persons Act 1970 will be replaced by the Social Services and Well-being (Wales) Act 2014, focusing the attention on the need for preventative works such as adaptations, however it will remain the housing grants duty to provide the adaptations as outlined in the Housing Regeneration Act, therefore it is in the Council's interest to support the provision of adaptations as an essential service

- 1.8 Outlined below are some examples below of the type of situation which Social care and Health Services are trying to deal with as a result of not be able to have DFG supported work carried out:-.

*Example 1*

Sixty two year old lady with a diagnosis of Motor Neurone Disease and is very unsafe on the stairs. Downstairs accommodation is not suitable and influenced by the fact that she regularly has her grandson to stay over since the death of her daughter. Requires a stair-lift, family are having to rent a stair-lift in the interim although she is eligible for a DFG.

*Example 2*

A gentleman who is housebound awaiting installation of ramps. We are currently dealing with the complaint submitted with regards to this.

*Example 3*

A lady who had been living in an MHA property until she had a stroke and moved in with her family so they could help care for her. She is currently living in the family front room with access to a small downstairs toilet. Following assessment, recommendation is to adapt the garage to allow her to have accommodation that would be independent from the family but they could still provide her with support. As funding is committed for this financial year this won't be looked at until April 2016.

*Example 4*

Mrs B – she's 68. She lives with her Husband in their own house. She has a Neurological disorder affecting her communication and she is unable to mobilise or transfer independently. Her Husband assists with all care. To manage personal care her husband is carrying her to the car then carrying into the stree where carers are attending to her personal care needs. Her Husband then repeats the process to return her home. Mrs B has recently had a ceiling track hoist fitted, following assessment I recommended wet room installation this would allow her to have her personal care needs met within her own home. Also, Her Husband is more than happy to manage all of her personal care needs thus avoiding the need to have Carers to support.

**NOTES:**

1. It should be noted that the lack of adequate capital impacts only on private owned or rented property, residents in MHA property are still able to access adaptations as it is a different process funded directly by MHA and brings about significant inequity.
2. The OT Services deals with over 3500 referrals for assistance each year, the decision to refer on for DFG or SAH intervention is seen as a last resort with the vast majority of clients receiving alternative support such as rehabilitation or specialist equipment provision.

## APPENDIX 5 – DFG SPENDING BY WELSH COUNCILS

2014/15

Wales		31694238.23
Wales	Isle of Anglesey	687421
	Gwynedd	1123623.98
	Conwy	1160422.04
	Denbighshire	1111427.5
	Flintshire	803638.67
	Wrexham	1209143.34
	Powys	873341.9
	Ceredigion	1034808.93
	Pembrokeshire	985134
	Carmarthenshire	1157047.57
	Swansea	3288304
	Neath Port Talbot	2728806
	Bridgend	1261047.16
	Vale of Glamorgan	993092.53
	Cardiff	3854608.04
	Rhondda Cynon Taf	4094698.91
	Merthyr Tydfil	771789.09
	Caerphilly	1160628.09
	Blaenau Gwent	778105.28
Torfaen	1091045.2	
Monmouthshire	473176	
Newport	1052929	





## APPENDIX 6

### Examples of DFG Outcomes as reported back by OTs

#### Case Study 1

<b>ADAPTATION</b>	<b>Wet Room</b>
<b>CARE COSTS</b>	<b>£37.98 pw / £151.90 4 weekly</b>
<b>DFG VALUE</b>	<b>£4003.33 + Fees</b>
<b>ISSUES IDENTIFIED PRIOR TO ADAPTATION</b>	<b>OUTCOME OF ADAPTATION TO SERVICE USER</b>
<ul style="list-style-type: none"><li>• Unable to access bath safely and risk of falls and injury to Mrs R when carrying out personal care.</li><li>• Mrs R was unable to access her bath and had to have personal care carried out by care staff twice daily.</li><li>• Mrs R had to have a strip wash at the sink which impacted on her dignity and choice.</li></ul>	<ul style="list-style-type: none"><li>• Since having a wet room adapted to the property Mrs R is now able to have a shower safely and independently. This has reduced the risk of falls and injury to Mrs R.</li><li>• Mrs R no longer requires care staff to attend and assist with personal care</li><li>• Mrs R's dignity and choice has been restored since having the adaptations to the property.</li></ul>
<ul style="list-style-type: none"><li>• High risk of falls and Injury</li><li>• Anxiety</li><li>• Fear of falls</li></ul>	<ul style="list-style-type: none"><li>• Decreased risk of falls and injury</li><li>• Reduced anxiety</li><li>• Improved on quality of life</li><li>• Increased independence</li><li>• Reduced fear of falls</li></ul>
<ul style="list-style-type: none"><li>• Reduced independence due to ill-health which impacted on Mrs R wellbeing. Mrs R had a history of falls and fractured her hips which affected her mobility.</li></ul>	<ul style="list-style-type: none"><li>• Mrs R stated that since having the adaptations to the property it has made a great difference to her quality of life. Mrs R was unable to access her bathroom to have a bath and had to depend on care staff to assist with personal care. Mrs R stated that she did not enjoy having a strip wash at the sink. Since having the wet room installed she stated that she can have a shower whenever she wants and no longer requires care staff to assist with her personal needs. Mrs R explained that she loves having her independence back and being able to take care of herself. Having the adaptations has enabled Mrs R to maintain as much of her</li></ul>

	independence as possible and restored her dignity.
--	--

## Case Study 2

ISSUES IDENTIFIED PRIOR TO ADAPTATION	OUTCOME OF ADAPTATION TO SERVICE USER
<ul style="list-style-type: none"> <li>Unable to access bath safely and risk of injury to Mr G and carer`s when carrying out personal care.</li> </ul>	<ul style="list-style-type: none"> <li>Since having a wet room adapted to the property Mr G is now able to have a shower safely. This has reduced the risk of injury to Mr Gill and the carers who assist in carrying out personal care.</li> </ul>
<ul style="list-style-type: none"> <li>Unable to access the garden at the property due to the depth of the step to get out. High risk of falls and injury.</li> </ul>	<ul style="list-style-type: none"> <li>Since having a ramp put in at the back of the property Mr G can now access his garden safely and is looking forward to being able to sit out in the garden when the weather improves. Decreased risk of falls and injury to Mr G and carer`s.</li> </ul>
<ul style="list-style-type: none"> <li>Care staff having great difficulty mobilising Mr G safely due to the width of the doors being too narrow. This would impose a risk of injury to Mr G and care staff trying to access the bathroom and living room. Mrs G further explained that her property would be frequently damaged due to care staff trying to mobilise Mr G through the narrow doorways.</li> </ul>	<ul style="list-style-type: none"> <li>Now the doors have been widened to the bathroom and living room this has prevented further damage to the property and reduced the risk of injury to Mr G and care staff when mobilising from one room to another.</li> </ul>
<ul style="list-style-type: none"> <li>Reduced independence due to ill-health which impacted on Mr G`s wellbeing.</li> </ul>	<ul style="list-style-type: none"> <li>Mrs G stated that since having the adaptations to the property it has impacted on Mr G`s wellbeing as she has noticed that he is more happy and alert. Mrs G stated that it has enabled Mr G to continue living at home which is important to both of them and it has restored his dignity.</li> </ul>

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

<p><b>Name of the Officer</b> completing the evaluation John Parfitt</p> <p><b>Phone no:</b> 01633 644681 <b>E-mail:</b> johnparfitt@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>To support older and disabled people to remain living at home independently and safely. This extends to helping prevent or hospital admissions or facilitate hospital discharge</p>
<p><b>Name of Service</b></p> <p>Housing &amp; Community Services</p>	<p><b>Date Future Generations Evaluation</b> form completed</p> <p>30<sup>th</sup> December 2016</p>





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

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Positively contributes to housing options as a more sustainable alternative for more reactive type interventions. For example the provision of social care or hospital admission/treatment</p>	<p>An annual disabled adaptation programme is place to meet statutory duties</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>N/A</p>	<p>N/A</p>

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Positively contributes to the health of disabled persons through the provision of good adaptations	This approach is already supporting health – annual disabled adaptation programme.
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Positively contributes by helping applicants remain in their community	Ditto
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	N/A	N/A
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	N/A	N/A

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Long-term Balancing short term need with long term and planning for the future</p>	<p>The service seeks to provide interventions that provide short-term solutions that provide safety and independence and longer-term benefits and avoid or reduce the need for other more disruptive and costly interventions such as moving home, medical treatment, more intensive care provision etc</p>	<p>The current disabled adaptation programme contributes to this</p>
 <p>Collaboration Working together with other partners to deliver objectives</p>	<p>This proposal is all about working with social care and health services. Also Care &amp; Repair support Safety at Home</p>	<p>Partnerships currently exist with social care, health and Care &amp; Repair</p>
 <p>Involvement Involving those with an interest and seeking their views</p>	<p>The programme is delivered in consultation with Social Care</p>	<p>The programme is delivered in consultation with Social Care</p>
 <p>Prevention Putting resources into preventing problems occurring or getting worse</p>	<p>The on-going adaptation programme is specifically designed to prevent problems for older and disabled applicants getting worse</p>	<p>The on-going adaptation programme is specifically designed to prevent problems for older and disabled applicants getting worse</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p data-bbox="145 343 313 375">Integration</p> <p data-bbox="324 215 526 438">Positively impacting on people, economy and environment and trying to benefit all three</p>	<p data-bbox="548 215 1330 279">The service particularly positively impacts on older people, disabled children and carers.</p> <p data-bbox="548 311 1330 375">The service contributes to the local economy by providing work for contractors</p>	<p data-bbox="1355 215 1400 247">N/A</p>



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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Older people can access the service,	None	
Disability	Disabled people can access the service	None.	
Gender reassignment	neutral	None	
Marriage or civil partnership	neutral	None	
Race	neutral	None	
Religion or Belief	neutral	None	
Sex	neutral	None	
Sexual Orientation	neutral	None	
Welsh Language	neutral	None	

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

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	The service contributes positively	No negative impacts	
Corporate Parenting	The service contributes positively	No negative impacts	

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

Disabled adaptation statistics

Case information from Social Care

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

The main positive benefits of this proposal are:

- To support people living independently at home
- To make homes safer
- To prevent hospital admission
- To facilitate hospital discharge
- Reduce or eliminate care provision
- Improves quality of life and health for individuals
- Improves peoples dignity

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**7. Actions. As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress
Review planning arrangements in relation to liaison with contractors	By March 17	John Parfitt	Discussions have started with contractors

**8. Monitoring: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

**The impacts of this proposal will be evaluated on:**

On a quarterly basis through existing performance management arrangements

**SUBJECT: DRAFT CAPITAL BUDGET PROPOSALS 2017/18 TO 2020/21**

**MEETING: Adults Select Committee**

**DATE: 24<sup>th</sup> January 2017**

**DIVISION/WARDS AFFECTED: Countywide**

**1. PURPOSE:**

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

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**RECOMMENDATIONS:**

- 1.1 That Select Committee scrutinizes the draft capital budget proposals for 2017/18 to 2020/21 released for consultation purposes as set out below and referred to in Appendix 2
- 2.2 That Select Committee notes the following recommendations approved by Cabinet:
- 2.3 That Cabinet confirms a capital strategy, which seeks to prioritise the Council's Future Schools programme and other commitments whilst also continuing to finance a minimum core capital programme, recognizing the risks associated with this approach.
- 2.4 That Cabinet reviews the priorities in the Capital programme in the light of the issues raised in 3.7 and other demands for capital resources
- 2.5 That Cabinet reaffirms the principle that new schemes can only be added to the programme if the business case demonstrates that they are self financing or the scheme is deemed a higher priority than current schemes in the programme and therefore displaces it.
- 2.6 That Cabinet agrees to maximize the use of capital receipts when received to fund the capital programme (therefore reducing the need to borrow) and/or set aside to repay debt as outlined in paragraph 3.10.

- 2.7 That Cabinet agrees to the sale of the assets in accordance with the Asset Management Plan and identified in the exempt background paper in order to support the capital programme, and that once agreed, no further options are considered for these assets.

### 3. KEY ISSUES:

#### Capital budget strategy

- 3.1 The capital MTFP strategy put in place in the face of an ever reducing resource base from Welsh Government has been reviewed. The strategy going forward has the following key components:

- The core MTFP capital programme needs to be financially sustainable without drawing on further funding.
- The original Match funding identified for the Council's priority of the Future schools programme (£40 million) has been supplemented with £11.9 million additional funding.
- Budgets for Disabled Facilities Grants and Access for all schemes will be maintained in line with the Council's priority of protecting services to vulnerable adults and children.
- No inflation increases will be applied to any of the capital programme with property maintenance budget and Infrastructure maintenance budget set at the same level as last year
- The County farms maintenance and reinvestment programme is based on the revised asset management plan for County farms, supported by the latest condition survey data
- Budget for Area Management of £20k in the programme could be further reduced or cut in the face of other pressures
- £1m unsupported prudential borrowing per annum has been contained in the programme for a number of years and this will continue in the current 4 year programme
- The capital MTFP currently projects no increase in supported borrowing for 2016/17 onwards (provisional settlement received October 2016)
- Use of the capital investment reserve to ease the transition to a balanced budget
- Budget to enhance or prepare assets for sale will be maintained and funded through the capital receipt regeneration reserve in order to maximize this funding stream for the Future schools programme priority

#### Capital MTFP issues

- 3.2 The four year capital programme is reviewed annually and updated to take account of any new information that is relevant.
- 3.3 The major component of the capital MTFP for the next few years is the Future schools programme, and the Council has recently approved further funding for this programme at its meeting on the 20<sup>th</sup> October 2016.
- 3.4 There are a number of other areas where there is a commitment to invest, however the schemes currently sit outside the programme as work progresses to identify the funding requirements. These are:
- Monmouth Pool – commitment to reprovide the pool in Monmouth as a consequence of the Future schools programme
  - Abergavenny Hub – commitment to reprovide the library with the One Stop Shop in Abergavenny to conclude the creation of a Hub in each of the towns
  - Disabled Facilities Grants – the demand for grants is currently outstripping the budget, work is being undertaken to assess the level of investment required to maximize the impact and benefit for recipients.
  - City Deal - 10 Authorities in the Cardiff City region are looking at a potential £1.2 billion City Deal. Agreement to commit to this programme is being sought across the region in January and so would impact on the capital MTFP. The potential impact on individual authority budgets is currently being modelled in advance of decisions on specific projects and profiles in order for authorities to start reflecting the commitment in their MTFPs.
  - J and E Block – the office rationalization programme is being considered to see if there is a solution that would enable the Magor and Usk sites to be consolidated, releasing funding to pay for the necessary investment to bring the blocks into use.
- 3.5 A strategy that enables the core programme, Future schools and the above schemes to be accommodated is being developed. Notwithstanding this there will still remain a considerable number of pressures that sit outside of any potential to fund them within the Capital MTFP and this has significant risk associated with it. Cabinet have previously accepted this risk.
- 3.6 The current policy is that further new schemes can only be added to the programme if the business case demonstrates that they are self financing or the scheme is deemed a higher priority than current schemes in the programme and therefore displaces it.
- 3.7 In summary the following other issues and pressures have been identified:
- Long list of back log pressures – infrastructure, property, DDA work, Public rights of way, as outlined in Appendix 1. None of these pressures are included in the current capital MTFP, but this carries with it a considerable risk.
  - Capital investment required to deliver revenue savings – this is principally in the area of office accommodation and looking at alternative delivery models for leisure and culture, and social care, property investment and possibly Additional Learning needs. The level of investment is currently being assessed however, in accordance with the principle already set above, if the schemes

are not going to displace anything already in the programme then the cost of any additional borrowing will need to be netted off the saving to be made.

- The IT reserve is depleted so funding for any major new IT investment is limited. Any additional IT schemes will need to either be able to pay for themselves or displace other schemes in the programme.
- Circuit of Wales – the Authority has undertaken due diligence work on a version of the proposal which concluded not to proceed, the current proposal is being considered by Welsh Government without recourse to Local Authority funding.

### Available capital resources

- 3.8 The capital strategy identified above establishes that the core programme will not increase so that available funding can be prioritised for the Future Schools Programme and other commitments provided.
- 3.9 In light of the current pressures on the Authority’s medium-term revenue budget, and the principles on which any prudential borrowing must be taken of affordability, prudence and sustainability, the use of further prudential borrowing has to be carefully assessed.
- 3.10 The table below illustrates the balance on the useable capital receipts reserve over the period 2016/17 to 2020/21 taking into account capital receipts forecasts provided by Estates and revised balances drawn to finance the existing programme. The Council still needs to continue to make a concerted effort to maximize its capital receipts generation over the next few years. Further opportunities to set aside capital receipts to repay debt have been modelled for 2016/17 and 2017/18, however this is dependent on significant asset sales taking place and the profile of expenditure in the relevant years. Further detail is provided in Appendix 4.

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<b><u>GENERAL RECEIPTS</u></b>	<b>2016/17</b> <b>£000</b>	<b>2017/18</b> <b>£000</b>	<b>2018/19</b> <b>£000</b>	<b>2019/20</b> <b>£000</b>	<b>2020/21</b> <b>£000</b>
<b>Balance as at 31st March</b>	<b>11,226</b>	<b>608</b>	<b>0</b>	<b>5,156</b>	<b>4,861</b>

- 3.11 The above table illustrates that the capital receipts balance is set to reduce over the MTFP. This is dependent on the capital receipts forecasts provided materializing, which in itself is a significant risk, then being used to fund the capital programme. Experience suggests that there is often significant slippage in gaining receipts which may be due to factors outside the control of the Authority. The risk assessment on the receipts projected is contained in Appendix 5. It is crucial that once assets are identified and approved for sale that this decision is acted upon. Exploration of any alternative use of surplus assets needs to be undertaken before Council approves them for sale in order to assist in the capital planning process.
- 3.12 Opportunities to generate further receipts and funding streams in line with the Asset Management Plan are continuously being sought, these are outlined below:



- Review of accommodation/buildings in use by the council, with a view to further rationalization – some further rationalisation of office accommodation has been done, but there may be further potential leading to other buildings being released for sale and this is also key in identifying revenue savings
- Identification of services that can be combined as part of the whole Place agenda and establishment of community Hubs, and therefore release buildings for sale
- Review the existing County Farms strategy
- Community Infrastructure Levy – this will become more relevant for the capital MTFP once implemented and can include funding for more general ‘place-making’ schemes that support the growth proposed in the LDP e.g. sustainable transport improvements, upgrade/provision of Broadband connectivity, town centre improvements, education, strategic sports/adult recreation facilities and green infrastructure.

#### 4. REASONS:

4.1 To provide an opportunity for consultation on the capital budget proposals.

#### RESOURCE IMPLICATIONS:

Resource implications are noted throughout the report both in terms of how the core programme is financially sustainable, the key issues that require further quantification and also the risks associated with not addressing the pressures outlined in Appendix 1.

#### 6. FUTURE GENERATIONS ASSESSMENT AND EQUALITY IMPLICATIONS:

- 6.1 Capital budgets which impact on individuals with protected characteristics, most notably renovation grants and access for all budgets are being maintained at their current levels and further work is being progressed to assess how the demand for DFGs can be met.
- 6.2 The equality impact of the mechanism to allocate maintenance budgets to individual schemes should be in place and being used to aid allocation of funding
- 6.3 The actual impacts from this report's recommendations will be reviewed on an ongoing basis by the Capital Working Group.

#### 7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

None

#### 8. CONSULTEES:

Senior Leadership Team

All Cabinet Members  
Head of Legal Services  
Head of Finance

**9. APPENDICES:**

Appendix 1 – Capital MTFP pressures  
Appendix 2 – Capital budget summary programme 2017 to 2021  
Appendix 3 – Schools programme  
Appendix 4 – Forecast capital receipts 2016 to 2020/21  
Appendix 5 – Capital receipts risk factors  
Exempt Appendix 6 – Forecast receipts  
Appendix 7 – Future Generations Evaluation

**10. BACKGROUND PAPERS:**

List of planned capital receipts: Exempt by virtue of s100 (D) of the Local Government Act 1972

**11. AUTHOR:**

Joy Robson – Head of Finance

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**Appendix 1 - Capital Pressures**

Description of Pressure	Forecast Cost	Responsible Officer / Champion
<b>Current Rights of Way issues (Whitebrook byway)</b> - Engineering assessments have been completed on landslip / collapse of byway at Whitebrook, estimated cost of repairs in the region of £70-£80k.	75,000	Matthew Lewis
<b>Current Rights of Way issues (Wye and Usk Valley Walks)</b> - Engineering assessments have been completed on river erosion / landslips on the Wye and Usk Valley Walks. [Monmouth] (Wye Valley Walk) £23,925, [Clytha] (Usk Valley Walk) £46,725, [Coed Y Prior] (Usk Valley Walk) £9,900, site investigations/design £5,500.	86,000	Matthew Lewis
<b>The major review of the waste Mgt and recycling service</b> is ongoing and will report in the new year to Members. Proposals may include consideration of receptacles rather than bags (anticipated cost of between £0.3-1.3m). Current options are exploring the possibility of using revenue budgets to meet this cost.	1,300,000	R Jowitt/C Touhig
<b>Monmouth Community Amenity site upgrade</b> - indicative costs are £1.5-2m if built and run by the Council. The transfer station and CA capital costs could be avoided if the Council decided it was best value to procure a build, finance, operate contract for its sites in future. The work to evaluate these options will follow on after kerbside collection.	2,000,000	R Jowitt/C Touhig
<b>Property Maintenance requirements for both schools &amp; non-schools</b> as valued by condition surveys carried out some years ago. The existing £2m annual budget mainly targets urgent maintenance e.g. health & safety, maintaining buildings wind & watertight, etc., and is insufficient to address the maintenance backlog. A lack of funding means maintenance costs will rise; that our ability to sell buildings at maximum market rates will be affected ; Our ability to deliver effective services will be affected and a Loss of revenue and poor public image.	22,000,000	R M O'Dwyer
<b>Disabled adaptation works to public buildings</b> required under disability discrimination legislation.	7,200,000	R M O'Dwyer
<b>School Traffic Management Improvements</b> - based on works carried out on similar buildings.	250,000	R M O'Dwyer
<b>Refurbishment of all Public Toilets</b> - Capital investment required to facilitate remaining transfers to Town and Community Councils	95,000	R M O'Dwyer
<b>School fencing improvements</b>	68,000	LEA & Headteacher
<b>Modification works to school kitchens to comply with Environmental Health Standards.</b> Without additional funding school kitchens may have to be closed and additional costs for transporting meals in incurred, possibly causing disruption to the education process.	38,000	R M O'Dwyer
<b>Radon remedial works</b> Following the commissioning of Radon Wales to carry Radon Surveys of public buildings, remedial works will be required at various premises to resolve issues	75,000	R M O'Dwyer

<b>Countryside Rights of Way work</b> needed to bring network up to statutorily required and safe standard. This should be taken as a provisional figure as surveys and assessments of bridges and structures are on-going and the rights of way prioritisation system which includes risk assessment will more accurately define and rank the backlog. Bridge management report on 787 bridges completed in October 2013 identifies 254 known bridge issues of which 77 need repair, 31 replacement & 80 are missing. 68 have 'other' issues including 51 bridges which require full inspection to further ascertain requirements/costs. 13 bridges are 10m+ and require replacement or repair. It is not possible to cost all of these currently but a ball park figure of £288k has been identified for the first tranche of issues. Additional ROW allocation (30K) helping, but scale of overall pressure means these figures are still relevant	2,200,000	I Saunders
<b>Transportation/safety strategy</b> –Air Quality Management, 20 m.p.h legislation and DDA (car parks)	1,200,000	R Cope
<b>Disabled Facilities Grants (DFGs)</b> - The DFG's budget has remained unchanged for the last ten years. Each year the fully committed/spent date falls earlier in the financial year. This year we expect the budget to be fully committed by end October.	500,000	I Bakewell
<b>Bringing County highways to the level of a safe road network.</b> This backlog calculation figure has been provided by Welsh Government. The Authorities Capital Programme is not addressing the backlog significantly as the annual level of funding available is not of sufficient magnitude to address this. The annual programme is set in relation to the approved budget and this programme is shared with all members. Routes are selected on the basis of their significance within the overall highway network and their condition. Programmes are reviewed annually around December and then distributed to members.	80,000,000	R Hoggins
<b>Investing in infrastructure projects needed to arrest road closures due to whole or partial bank slips.</b> Without additional expenditure there is the potential for deterioration, increased scheme costs, disruption to communities and the travelling public and road closures.	5,000,000	R Hoggins
<b>Backlog on highways structures including old culverts, bridges and retaining walls.</b> With existing budget this backlog will take 23 years to cover and there will be increased likelihood of loss of network availability.	12,700,000	R Hoggins
<b>Reprovision or repair of Chain Bridge</b> - Cost prediction is indicative at present. Summary quotes updated August 15. The bridge is currently under special management measures and inspection. Repair/ reprovision will remove / minimise the need for these measures. Without remedial work, the structure will continue to deteriorate. The current 40T maximum limit will have to be further reduced restricting access to the Lancayo area especially for heavy vehicles. Options evaluated from repairing sufficiently to maintain 40t limit, to converting to footbridge and reprovisioning	1,800,000 to 7,500,000. Mid point 4,700,000	R Hoggins
<b>Caldicot Castle remedial works</b> - longer term pressures given the condition of the curtain walls / towers etc. The £2-3m estimate is a ball part figure ranging from just the backlog of maintenance to also including improvements to bring the visitor facilities up to modern standards. An RDP grant is paying for a condition survey / outline conservation plan. The current condition of buildings constrains current operations and will impact on future management options including the assessment of viability of potential Cultural Services Trust. Heritage Lottery Funding is possible (but very competitive) Substantial match funding would still be required.	3,000,000	I Saunders
<b>Severn View Care Facility renewal</b> - the starting point is that MCC is seeking the re-provision of approximately 30 residential beds for older people living with dementia and a day service 6 days per week supporting 15 people per day. The existing home was built c1979 and although the layout is good, it has a number of significant weaknesses which we will seek to address through detailed work on design to meet identified needs in the area.	?	Julie Boothroyd
<b>Band B Schools programme - dependent on WG funding streams</b>	?	

<b>Total Pressures</b>	<b>137,787,000</b>	
<b>Capital investment for revenue savings</b>		
<b>Leisure and cultural services</b> - Currently the service is exploring future delivery options including trust status. Part of the work will involve conditions surveys which may lead to capital works being required to expedite handover of assets. Included:- e.g. museums, Shire hall, Abergavenny castle, Old station Tintern, Caldicot castle	1,000,000	
<b>ALN Strategy</b> -review of current ALN service that includes various County facilities. Options could require Capital Spend but this is unknown at the present time	?	
<b>Abergavenny Hub costs</b>	?	
<b>Office accommodation</b> - reflective of J&E block, Usk HQ and car park changes, scheme currently being reviewed	1,130,000	

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## Appendix 2 - Capital Budget Summary 2017 to 2021

	Indicative Budget 2017/18	Indicative Budget 2018/19	Indicative Budget 2019/20	Indicative Budget 2020/21
Asset Management Schemes	1,929,277	1,929,277	1,929,277	1,929,277
School Development Schemes	28,258,224	8,560,044	800,000	50,000
Infrastructure & Transport Schemes	2,240,740	2,240,740	2,240,740	2,240,740
Regeneration Schemes	0	0	0	0
County Farms Schemes	300,773	300,773	300,773	300,773
Inclusion Schemes	850,000	850,000	850,000	850,000
ICT Schemes	0	0	0	0
Vehicles Leasing	1,500,000	1,500,000	1,500,000	1,500,000
Other Schemes	97,460	20,000	20,000	20,000
<b>TOTAL EXPENDITURE</b>	<b>35,176,474</b>	<b>15,400,834</b>	<b>7,640,790</b>	<b>6,890,790</b>
Supported Borrowing	(2,402,000)	(2,402,000)	(2,402,000)	(2,402,000)
Unsupported (Prudential) Borrowing	(3,011,693)	(1,343,216)	(1,375,000)	(1,000,000)
Grants & Contributions	(11,018,512)	(3,965,848)	(1,837,000)	(1,462,000)
Reserve & Revenue Contributions	(17,999)	(17,999)	(17,999)	(17,999)
Capital Receipts	(17,226,271)	(6,171,771)	(508,791)	(508,791)
Vehicle Lease Financing	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
<b>TOTAL FUNDING</b>	<b>(35,176,474)</b>	<b>(15,400,834)</b>	<b>(7,640,790)</b>	<b>(6,890,790)</b>

A2 Summary programme

	Indicative Budget 2017/18	Indicative Budget 2018/19	Indicative Budget 2019/20	Indicative Budget 2020/21
(SURPLUS) / DEFICIT	0	0	0	0



Appendix 3 - Schools capital programme	Financial Year 2017/18	Financial Year 2018/19	Financial Year 2019/20	Financial Year 2020/21
	Indicative Budget £	Indicative Budget £	Indicative Budget £	Indicative Budget £
<b>Expenditure:</b>				
Monmouth Comprehensive School - 1600 Place	20,391,004	6,345,133	750,000	
Caldicot Comprehensive School - 1500 Place	7,817,220	2,164,911		
<b>Total Expenditure</b>	<b>28,208,224</b>	<b>8,510,044</b>	<b>750,000</b>	<b>0</b>
<b>Financing:</b>				
External Grant Funding	(9,556,512)	(2,503,848)	(375,000)	0
Capital Receipts	(16,640,020)	(5,662,980)	0	0
Unsupported Borrowing	(2,011,693)	(343,216)	(375,000)	0
<b>Total Financing</b>	<b>(28,208,224)</b>	<b>(8,510,044)</b>	<b>(750,000)</b>	<b>0</b>
(Surplus) / Deficit	0	0	0	0

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**Appendix 4 - Forecast Useable Capital Receipts**

Amounts in excess of £10,000 are categorised as capital receipts. The balance of receipts is required to be credited to the Useable Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Council's borrowing requirement.

The forecast movement on the reserve based on forecast capital receipts and the budgeted application of capital receipts (including forecast slippage) to support the financing of the Authority's capital programme is summarised below:

<b><u>GENERAL RECEIPTS</u></b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Balance as at 1st April	5,311	11,226	608	0	5,156
Less: capital receipts used for financing	(2,225)	(756)	(509)	(509)	(509)
Less: capital receipts used for financing Monmouth, Caldicot and Welsh medium 21c school provision	(5,352)	(17,186)	(5,663)	0	0
	<b>(2,265)</b>	<b>(6,716)</b>	<b>(5,564)</b>	<b>(508)</b>	<b>4,647</b>
Capital receipts forecast	19,666	7,320	5,560	5,660	210
Deferred capital receipts	4	4	4	4	4
Less: capital receipts set aside:	(6,178)	0	0	0	0
<b>Balance as at 31st March</b>	<b>11,226</b>	<b>608</b>	<b>0</b>	<b>5,156</b>	<b>4,861</b>
<b><u>LOW COST HOME OWNERSHIP RECEIPTS</u></b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Balance as at 1st April	112	(0)	(0)	(0)	(0)
Less: capital receipts used for financing	(112)	0	0	0	0
	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>
Capital receipts forecast	-	-	-	-	-
<b>Balance as at 31st March</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>

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## Appendix 5 - Capital Receipts Summary and Risk Factors

The analysis below provides a summary of the receipts and the respective risk factors:

Risk Factor	2015/16 £	2016/17 £	2017/18 £	2018/19 £	2019/2020 £	2020/21 £	
<b>Education Receipts</b>							
Low / completed	9,596,000	0	100,000	0	0	0	97%
Medium		300,000	0	0	0	0	3%
High	0	0	0	0	0	0	0%
	<u>9,596,000</u>	<u>300,000</u>	<u>100,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	
<b>County Farm Receipts</b>							
Low / completed	277,000	745,000	0	0	0	0	46%
Medium	0	0	1,200,000	0	0	0	54%
High	0	0	0	0	0	0	0%
	<u>277,000</u>	<u>745,000</u>	<u>1,200,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	
<b>General Receipts</b>							
Low / completed	301,000	13,790,000	170,000	160,000	160,000	160,000	98.6%
Medium	0	0	200,000	0	0	0	1.4%
High	0	0	0	0	0	0	0.0%
	<u>301,000</u>	<u>13,790,000</u>	<u>370,000</u>	<u>160,000</u>	<u>160,000</u>	<u>160,000</u>	
<b>Strategic Accommodation Review</b>							
Low / completed	0	2,500,000	250,000	0	0	0	54.1%
Medium	0	2,331,000	0	0	0	0	45.9%
High	0	0	0	0	0	0	0%
	<u>0</u>	<u>4,831,000</u>	<u>250,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	
<b>Dependent on Outcome of LDP</b>							
Low / completed	0	0	3,100,000	3,100,000	3,100,000	0	57%
Medium	0	0	2,300,000	2,300,000	2,400,000	0	43%
High	0	0	0	0	0	50,000	0%
	<u>0</u>	<u>0</u>	<u>5,400,000</u>	<u>5,400,000</u>	<u>5,500,000</u>	<u>50,000</u>	
<b>TOTALS</b>							
Low / completed	10,174,000	17,035,000	3,620,000	3,260,000	3,260,000	160,000	80%
Medium	0	2,631,000	3,700,000	2,300,000	2,400,000	0	20%
High	0	0	0	0	0	50,000	0%
<b>Total</b>	<b><u>10,174,000</u></b>	<b><u>19,666,000</u></b>	<b><u>7,320,000</u></b>	<b><u>5,560,000</u></b>	<b><u>5,660,000</u></b>	<b><u>210,000</u></b>	

### Risk Factor key:

**High** - External factors affecting the potential sale that are out of Authority control

**Medium** - Possible risk elements attached but within Authority ability to control

**Low** - No major complications are foreseen for the transaction

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**SCHEDULE 12A LOCAL GOVERNMENT ACT 1972  
EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

**REPORT:** Capital Budget Proposals 2017/18 to  
2020/21  
**AUTHOR:** Joy Robson  
**MEETING AND DATE OF MEETING:** Cabinet – 16th December 2016

I have considered grounds for exemption of information contained in the report referred to above and make the following recommendation to the Proper Officer:-

**Exemptions applying to the report:**

Information relating to specific assets values of tenanted properties.

**Factors in favour of disclosure:**

Provides information on assets the Authority is proposing to sell.

**Prejudice which would result if the information were disclosed:**

Prejudice negotiations with tenants of County Farms.

**My view on the public interest test is as follows:**

Outweighed by need to exempt.

**Recommended decision on exemption from disclosure:**

To apply exemption.

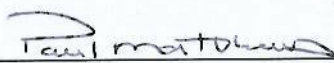
**Date:** 2<sup>nd</sup> December 2016

**Signed:** 

**Post:** Head of Finance

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I accept/~~do not accept~~ the recommendation made above.

  
\_\_\_\_\_  
Proper Officer

Date: 6/12/16

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By virtue of paragraph(s) 14 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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<p><b>Name of the Officer</b> completing the evaluation Joy Robson</p> <p><b>Phone no:</b>01633 644270 <b>E-mail:</b>joyrobson@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p><b>Present capital budget proposals for consultation</b></p>
<p><b>Name of Service</b></p> <p>Whole authority</p>	<p><b>Date Future Generations Evaluation</b> form completed</p> <p>02/12/16</p>


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





Page 2

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Local resources will be engaged to deliver the projects in the programme</p>	
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>		
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>		

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Investment in Future schools provides a key community facility to help promote this goal	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing		
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation		
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	The budgets for DDA work and DFGs have been maintained at existing levels. Further work is being explored to see if further investment can be made in DFGs to meet demand.	

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Balancing short term need with long term and planning for the future</p>	Building Future schools will benefit children and communities for future generations	

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>		
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The aim of the report is to present proposals for consultation with key stakeholders</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>		
 <p>Integration</p> <p>Positively impacting on people, economy and environment and trying to benefit all three</p>	<p>Investment in Future Schools will positively impact on the teaching environment</p>	

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age			
Disability	DDA abd DFG budgets have been maintained and further work is being progressed to assess how the demand in DFGs can be met		
Gender reassignment			
Marriage or civil partnership			
Race			
Religion or Belief			
Sex			
Sexual Orientation			
Welsh Language	<i>Under the Welsh Language measure of 2011, we need to be considering Welsh Language in signage, documentation, posters, language skills etc.</i>		

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

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	Safeguarding is taken into account in the design of the new schools		
Corporate Parenting			

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

Previously determined policy in respect of the priority of investing in future schools. There have been no major changes to the proposals presented here.

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

Capital budgets which impact on individuals, such as DFGs and DDA works are being maintained at existing levels, and existing and future demand on DFGs is being assessed.

The investment in future schools is expected to have a benefit for children and communities for future generations

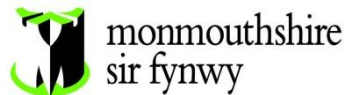
**7. Actions. As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress

**8. Monitoring: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

The impacts of this proposal will be evaluated on:	Annually when the capital MTFP is reviewed
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<b>SUBJECT:</b>	<b>DRAFT BUDGET PROPOSALS 2017/18 FOR CONSULTATION</b>
<b>MEETING:</b>	<b>Adults Select Committee</b>
<b>DATE:</b>	<b>24<sup>th</sup> January 2017</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

## 1. PURPOSE:

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

## 2. RECOMMENDATIONS:

- 2.1 That Select committee scrutinises the draft budget savings proposals for 2017/18 released for consultation purposes.
- 2.2 That Select committee notes that the consultation period and opportunity to present alternative proposals that have been Equality Impact assessed ends on 31<sup>st</sup> January 2017.
- 2.3 That Select committee notes that work is continuing on the areas required to balance the 2017/18 budget and Medium Term Financial Plan (MTFP), through those opportunities identified in the emerging Future Monmouthshire programme.

## 3. KEY ISSUES:

### Background

- 3.1 Cabinet received a report on the MTFP and budget process at their meeting of 2<sup>nd</sup> November 2016. The report outlined the assumptions that were being used in the construction of the budget for 2017/18 and the MTFP and highlighted the outcome of the provisional settlement announcement for Monmouthshire.
- 3.2 As a reminder the following assumptions have been used for the 2017/18 budget:
  - Council Tax – 3.95%
  - Other external income – 2.5%
  - Pay inflation – 1%
  - Non pay inflation – 0%
  - Vacancy factor – 2% (except schools)
  - Superannuation – 21.1% (Actuarial review pending)
  - Schools Budget – 0%
  - Aggregate External Finance – 0.12% reduction based on the provisional settlement

- 3.3 The above assumptions led to a gap of £2.509 million in 2017/18 rising to a gap of £10.5 million over the medium term. At that time further work was being undertaken to assess the pressures both in the current year budget and any new pressures arising from changes in regulations for example. Savings and income generation proposals were also being worked up and reviewed through an internal and external challenge process guided by the principles and thinking established through Future Monmouthshire.

### Pressures

- 3.4 The work on pressures has highlighted that a number of significant pressures need to be taken into account in next years budget. This is most notable in Social care where a combination of increasing complexity of care and demand for services together with changes implemented by Welsh government in relation to caps on charging for care and capital threshold limits and the impact of the National living Wage increase on care contracts has combined to generate £2 million pressure in next years budget. A summary table of pressures is provided below and further information on the other pressures is provided in Appendix 1. It is noticeable that there are a limited number of pressures identified for years 2 to 4 of the MTFP, however it is common for them to be recognised closer to the year in question and this needs to be borne in mind when considering the remaining gap in the MTFP.

	2017/18	2018/19	2019/20	2020/21
Summary of Pressures by Directorate	£000s	£000s	£000s	£000s
Children and Young People	0	0	0	0
Corporate	678	58	112	0
Social Care and Health	2016	434	434	0
Operations	679	47	72	0
Resources	608	0	0	0
Enterprise	585	0	0	0
Chief Executive Office	105	0	0	0
<b>TOTAL PRESSURES</b>	<b>4671</b>	<b>539</b>	<b>618</b>	<b>0</b>
One off pressures to be reserve funded	-581	0	0	0
<b>NET TOTAL PRESSURES</b>	<b>4090</b>	<b>539</b>	<b>618</b>	<b>0</b>

- 3.5 Previously agreed savings that have not been achieved in the past have also been recognised as pressures in the model together with any current year budget overspends that look set to continue into 2017/18. In previous budgets Directorates have been asked to manage these pressures within services, however given the level of savings already being delivered by some service areas a decision has been taken to recognise these pressures in the budget for 2017/18 to mitigate this risk.
- 3.6 Some of the pressures have been recognised as one off pressures and so will be proposed to be met from earmarked reserves. The remaining gap created will be addressed ongoing through focussed work, involving service reviews and redesign, challenge-setting, transfer of external knowledge and best practice.

### Budget Proposals for 2017/18

- 3.7 After several years of taking significant resource out of the budget the means of achieving further savings becomes increasingly more challenging. The work on Future Monmouthshire has meant some changes to the budget process for 17/18. Future Monmouthshire is about keeping the Council 'going' and 'growing' and whilst the pressure of 17/18 is immediate, a one-year process has been developed which aims to position

short-term decisions in the context of a longer-term programme which aligns with the medium Term Financial Plan. Across the board, all service areas were asked to consider how their services would look within a range of reductions available to them, whilst simultaneously, looking ahead and ensuring wherever possible, proposals support the medium term direction of travel. Over 240 proposals were highlighted through this work and is testament to the hard work of service managers willing to continue to look for every available possibility to make efficiencies and work differently whilst minimising the impact on the people and communities of Monmouthshire.

- 3.8 To in-build an additional element of review, all proposals have been considered and tested through a process of internal and external independent challenge. The internal challenge resulted in an initial ranking of savings as red, amber or green and helped identify where further attention could be focused to develop a set of proposals to meet the resource gap. At this stage the list of proposals that fell into the red category have been set aside as requiring further work to assess the impact, risk and full implications of the idea. These now form part of the ongoing work programme of Future Monmouthshire and will ensure that there is an ongoing pipeline of schemes and proposals. This pipeline will support the annual budget process and moreover, embed and ingrain the task of ongoing improvement, efficiency and effectiveness in the every day. The green and amber proposals were then categorised in to the following areas: Income generation, Staff, Organisational efficiency and service reduction. 68 of the proposals were classed as organisational efficiency as they enabled the services to work better and smarter without impact on the service outcomes.
- 3.9 External challenge was also undertaken to provide a high level independent view and challenge of the 2017/18 budget proformas, whilst ensuring that proposals for efficiency savings are aligned to the strategic direction of the Council to be delivered through the Future Monmouthshire programme. The review considered data analysis, facilitated sessions, ranking of the proposals for deliverability and identifying any areas of additional opportunity. The feedback provided accorded in most areas with the internal challenge process and has been taken into account in presenting the proposals in this report. In addition the analysis, provided a useful overview of how the process can be improved in the future. Areas of additional opportunity were highlighted, in particular around future opportunities for service integration commercialisation, income generation, procurement and adult social care are currently being considered and will form part of the ongoing pipeline of activity being built out through Future Monmouthshire. There is a possibility some of these will be sufficiently developed in time to help with meeting the remaining gap as presented below. This remains priority work in progress.
- 3.10 A summary of all the proposals are shown in the table below, and are shown in more detail in the attached appendices 2 and 3.

			Income	Org Efficiency		Staffing	Reduction			
	No of proposals	TOTAL Value	Value	No.	Value	No.	Value	No.	Value	No.
Chief Executive Office	11	£174,034	£0	0	£25,742	4	£144,292	6	£4,000	1
Children and Young People	7	£245,461	£0	0	£125,000	5	£70,461	1	£50,000	1
Enterprise	16	£84,047	£9,000	3	£69,047	12	£6,000	1	£0	0
Operations	46	£669,944	£114,915	8	£315,241	26	£72,061	6	£167,727	6
Resources	18	£266,476	£14,288	2	£154,500	11	£97,688	5	£0	0
Social Care and Health	23	£277,059	£51,435	10	£144,243	9	£22,400	2	£58,981	2
<b>TOTAL</b>	<b>121</b>	<b>£1,717,021</b>	<b>£189,638</b>	<b>23</b>	<b>£833,773</b>	<b>67</b>	<b>£412,902</b>	<b>21</b>	<b>£280,708</b>	<b>10</b>
Corporate	2	£118,000	£98,000	1	£20,000	1	£0	0	£0	0
<b>TOTAL</b>	<b>123</b>	<b>£1,835,021</b>	<b>£287,638</b>	<b>24</b>	<b>£853,773</b>	<b>68</b>	<b>£412,902</b>	<b>21</b>	<b>£280,708</b>	<b>10</b>

### Links to Vision and Priorities

3.11 This approach has been key to enabling a continued focus on the Council's Single Integrated Plan with its vision of sustainable and resilient communities and 3 themes of the County's Single Integrated Plan of; Nobody is left behind, People are capable, confident and involved, Our County thrives and their associated outcomes. This has also allowed the core priorities, as identified within the Administration's Mid Term Report and Continuance Agreement 2015-17, to be maintained, namely:

- direct spending in schools,
- services to vulnerable children and adults and
- activities that support the creation of jobs and wealth in the local economy,
- maintaining locally accessible services

3.12 The budget proposals contained within this report have sought to ensure these key outcomes and priorities can be continued to be pursued as far as possible within a restricting resource base. This does not, however, mean that these areas will not contribute to meeting the financial challenges. The aim is to make sure everything is efficient so that as broad a range of service offer, in line with those functions that matter most to our communities, can be maintained. In the light of this, and current year pressures, the previously identified saving of £600k relating to changing practice in Adults social care has been reviewed and results in a reduction on the saving to £200k, as referenced above, additional review work is currently being undertaken in Adult Social Care to identify where ground can be regained, in future years. Chief Officers in considering the proposals and strategy above have also been mindful of the whole authority risk assessment.

3.13 The following table demonstrates the links at a summary level that have been made with the 4 priorities, Single Integrated Plan and the strategic risks:

Proposal	Link to Priority Areas / Single Integrated Plan	Link to Whole Authority Risk assessment

Schools budgets have been protected at 2016/17 levels,	Direct Spending in schools is maintained People are Capable, confident and Involved Our County Thrives	Budget proposals are mindful of the risk in the register around children not achieving their full potential
Social care budgets will see additional resources going into the budget for Children's and adults social services to meet the pressures in these areas.	Services to protect vulnerable people Nobody is left behind	These proposals seeks to address the risks around more people becoming vulnerable and in need and the needs of children with additional learning needs not being met
The drive for service efficiencies savings has continued across all service areas in order to avoid more stringent cuts to frontline services.	Further reviews of management and support structures and streamlining of processes, contributes to the aims of creating a sustainable and resilient communities.	Addresses risks around the ability to sustain our priorities within the current financial climate
The need to think differently what income can be generated has been a clear imperative in working up the proposals. Clear examples are the income opportunities in and Highways, and operations to maximise trading opportunities	Being able to generate further income streams responds to the consultation responses in previous years regarding a preference for this compared to services cuts and contributes to the aims of creating a sustainable and resilient communities.	

### Treasury Impact

- 3.14 The Capital MTFP is being considered as a separate report on this agenda and for the purposes of establishing the revenue impact of the capital MTFP, the current summary position in the Capital report has been taken.
- 3.15 Members will be aware that Council recently considered and approved a change to its Policy in relation to the amount it sets aside in relation to the Minimum Revenue Provision for the repayment of supported debt. This has created a cash flow benefit in 2017/18 of £1.5 million.
- 3.16 Further work on the Treasury aspects of the budget are still being validated and include, a review of the current year underspend, the profile of capital expenditure and potential slippage, a review of maturing debt over the medium term and the balance between the level of fixed and variable rate debt in the Council's portfolio. The balance of risk is an important consideration in this review as are the principles of security, liquidity and yield when considering any investment strategies.

### Council Tax

3.17 The Council Tax increase in the budget has been modelled as 3.95% per annum across the MTFP as a planning assumption. The Council tax base report on this agenda has concluded an assessment of collection rates and growth in properties. The effect of this is to increase the amount of income available from Council Tax as £515k. In addition, the demand for Council Tax Reduction Scheme payments has been assessed as reducing next year by £370k on the forecasts being projected forward from the current year activity.

### Summary position

3.18 In summary, the 2017/18 budget gap is now £243k, if all the savings proposals contained in the Appendix 3 are approved. Clearly there is a gap still to meet and further work is progressing through Future Monmouthshire to bring forward measures to balance to budget as set out in 3.9 above around the themes of services integration, commercialisation, adult care and procurement. Specific areas being considered include:

- Implementing a corporate landlord model
- Reviewing whole place and 'place based' partnership resources
- Some cross cutting areas of spend such as marketing, photocopying, travel, pool cars and IT equipment.
- Procurement review
- Optimisation review of adult social care
- Validation of treasury budgets over the MTFP

<b>SUMMARY POSTION</b>	
<b>Item</b>	<b>£000</b>
Gap as per MTFP report to Cabinet 2nd Nov	2,509
<b>Adjustments</b>	
Net total pressure = £4,090k so add residual pressures	1,590
Adjustment to savings	400
Change of Policy on Minimum Revenue Provision for supported borrowing	- 1,536
Reduced demand for Council Tax reduction scheme payments	- 370
Council tax base, collection rate and number of properties	- 515
<b>Remaining gap</b>	<b>2,078</b>
Service proposals	- 1,835
<b>Revised Gap/-Surplus</b>	<b>243</b>

### Reserves strategy

3.19 Earmarked reserve usage over the MTFP is projected to decrease the balance on earmarked reserves from £9.3 million in 2016/17 to £5.6 million at the end of 2019/20. Taking into account that some of these reserves are specific, for example relating to joint arrangements or to fund capital projects, this brings the usable balance down to £4 million. The general fund reserve is sustained at its current level of £7 million, and this is within the 4-6% of net expenditure range considered as appropriate to maintain.

3.20 The recently approved Reserves strategy has sought to ensure that earmarked reserves are not used to balance the budget for ongoing expenditure and that they are instead used

to the best effect and impact on one off areas of spend to help the authority transform itself to the new resource levels available to it. A review of the pressures highlighted above as part of the 2017/18 budget has identified that a number of these pressures are one off investments and as such can be reserve funded.

### **Next Steps**

- 3.21 The information contained in this report constitutes the budget proposals that are now made available for formal consultation. Cabinet are interested in consultation views on the proposals and how the remaining gap may be closed. This is the opportunity for Members, the public and community groups to consider the budget proposals and make comments on them. Cabinet will not however, be prepared to recommend anything to Council that has not been subject to a Future Generations Assessment and Equality Impact Assessment and therefore a deadline to receive alternative proposals has been set as 31<sup>st</sup> January 2017.
- 3.22 Public consultation (to include the formal requirement to consult businesses) and Select Committee Scrutiny of Budget proposals, will take place between the 16<sup>th</sup> December 2016 and the 31<sup>st</sup> January 2017. In the past three years we have undertaken extensive community engagement around the budget and the impact of any potential changes under the banner of #MonmouthshireEngages. The budget proposals contained within this report are extensions of previously agreed changes and in addition there has not been any substantive or material service developments; on this basis we will not be conducting another large scale public engagement. There will be opportunity for the community to provide consultation responses via public meetings to be held in Usk, meetings of the Schools budget forum, JAG, and Equality and Diversity group and via the website and social media where details of the proposals will be published and a short film will be available.

In building the 2018/19 budget we will have the ability to rely upon the extensive quantitative and qualitative information generated through the wellbeing assessment (known as Our Monmouthshire).

- 3.23 The scrutiny of the budget proposals are key areas of this part of the budget process. The following dates have been set for Select committees:

Economy and Development – 5<sup>th</sup> January 2017  
Children and Young People – 12<sup>th</sup> January 2017  
Adults - 24<sup>th</sup> January 2017  
Strong Communities - 26<sup>th</sup> January 2017  
Joint Select committee – 31<sup>st</sup> January 2017

- 3.24 Final budget proposals following consultation and receipt of the final settlement will go to a special Cabinet in mid Feb 2017 and Council Tax and budget setting will then take place at Full council on 9<sup>th</sup> March 2017.

## **4 REASONS:**

- 4.1 To agree budget proposals for 2017/18 for consultation purposes

## **5 RESOURCE IMPLICATIONS:**

- 5.1 As identified in the report and appendices

## **6 FUTURE GENERATIONS AND EQUALITY IMPLICATIONS:**

The future generation and equality impacts of the saving proposal have been initially identified per Directorate in Appendix 4. As the impact on services has been kept to a minimum, no significant negative impact has been identified. Further consultation requirements have been identified and are on going. Further assessment of the total impact of the all the proposals will be undertaken for the final budget report.

The actual equality impacts from the final budget report's recommendations will be reviewed and monitored during and after implementation.

**7. CONSULTEES:**

SLT  
Cabinet  
Head of Legal Services

**8. BACKGROUND PAPERS:**

Appendix 1: Pressures

Appendix 2: Summary of budget proposals by Directorate service areas

Appendix 3: Directorate proposals

- a - Chief Executive office
- b - Children and Young People
- c - Enterprise
- d - Operations
- e - Resources
- f - Social Care Health

Appendix 4: Future Generations Evaluation per Directorate

**9. AUTHOR:**

Joy Robson  
Head of Finance

**10. CONTACT DETAILS:**

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APPENDIX 1: Pressures list as at 28th Nov 2017

Directorates	Complete list of pressures	2017/18 £000	Comments
Corporate	Apprenticeship levy	173	Announcement in the Chancellors Autumn statement last year introduced an Apprenticeship levy on employers from April 2017 to fund the plans to create 3 million new apprenticeship roles by 2020. The levy is 0.5% of an employer's pay bill. The levy payment itself can be converted into an electronic voucher and used to purchase training from recognised providers. Approximately the same amount will be levied from the schools payroll.
	Rate revaluations - MCC	174	Valuation Office assessment of new rateable values from 2017, very uncertain as to whether any appeals would be successful
	Discretionary relief - village halls and other char	0	A request to consider providing full business rate relief to village halls as part of the budget setting process has been made. Such a change would require a change to the policy and would affect more than just village halls and cost approximately £108k. It is recommended that a review of the Policy is undertaken by Select committee in order that any proposals to change the Policy are clearly defined and that the additional benefit and/or cost of any change is made explicit.
	South Wales Fire Authority - population increase	92	South Wales Fire Authority levy is based on population
	Insurance premium tax	40	Increase in rate of this tax as per UK budget
	Levies	23	Notifications received from levying authorities
	Employers costs (pension and staff rep)	156	Part funded from earmarked reserves
	Foundation living wage	20	To honour Authority commitment to pay Foundation living wage. Recent announcement of an increase in Foundation Living wage from £8.25 to £8.45
	<b>Total Corporate pressures</b>	<b>678</b>	
	<b>Social Care and Health</b>		
SCH adults	Pay costs to cover bank holidays	90	Part of existing Terms and Conditions
	Increase in residential use	250	There is pressure on the residential budget a notional 50 places is allocated per integrated hub the south team are currently running at 60 plus
	Increase in Living wage impact on social care con	434	National Living wage is projected to reach £9.20 by 2020, this is the effect on social service contracts
	Loss of income due to changes in Charging Policy from the Care Act namely respite treated as non residential and capped a £60 per week	236	Prior to the new charging policy issued by Welsh Government following the Care Act, respite care was chargeable under residential rules i.e. no maximum limit. From 1st April 2016 respite care is now capped at a maximum of £60 per week, meaning previous self funding respite clients not supported by MCC are now approaching us for funding as the maximum they can expect to pay is £60 per week.
	Deprivation of Liberty Safeguards	110	Deprivation of liberty safeguards – increasing numbers with costs attached to staffing of the team, administration and the costs of advocacy. There is no designated budget for this area of work - relates to all of the Directorate
SCH - Childrens	Staffing budget	186	4 temporary posts have been made permanent
SCH - Youth Offending Team	Reduction in grant funding streams	29	MCC share of Youth Justice Board and WG grant funding reductions pressure.
	Legal costs in relation to revocations	180	This is a one off pressure - propose to fund by earmarked reserve rather than add to base budget
SCH - adults	Increase in capital threshold limit from £24k to £30k	501	External factors, very difficult to estimate the cost impact as don't know which clients will now fall within the new limit. Have estimated using lowest weekly rate for resi care and based on no. of new self funded this year to date. Then taken off the new burdens money in the Provisional settlement.
	<b>Total Social Care pressures</b>	<b>2016</b>	

<b>Children and Young People</b>	Pension auto enrolment	0	Pension auto enrolment has been reviewed as the process to auto enrol has been implemented, most Directorates either have budget to cover pension contributions, or many staff opt back out so that the impact has been manageable. Therefore any potential residual pressure has been removed.
	Rate revaluations - Schools	0	Valuation Office assessment of new rateable values from 2017, shows a net increase of £49k across all schools, these will be reviewed and appeals submitted where appropriate
	<b>Total Children and Young People pressures</b>	<b>0</b>	
<b>Operations</b>			
	Waste	311	Increasing contract costs and additional households, no change
	Passenger Transport Unit	30	Additional school transport costs associated with the new Welsh school at Duffryn, no change
	Highways - South Wales Trunk Road Agency	338	Contract now at cost, so pressure in budget
	<b>Total Operations pressures</b>	<b>679</b>	
<b>Resources</b>			
Finance	Summons income, loss of HB grant, Debit and credit card and cashing system fees, budget error	126	Pressures from external sources in the main, outside service control
Digital team	Additional Staff	60	System administrator and system analyst role investment outlined in Cabinet report, part funded from existing budgets
Estates	Property issues	16	2016/17 budget pressure relating to Property rationalisation and community asset transfer
Estates	County farms reduced income following sale	28	Budget for rent needs to reduce as farms are sold
Estates	Markets	70	Mandate for income from markets not deliverable
ICT	Resources mandates - IT	100	Unachievable mandate highlighted as 2016/17 pressure
People services	Resources mandates - HR and training	100	Unachievable mandate highlighted as 2016/17 pressure
People services	Human Resources#]]] restructure	58	To put in place a sustainable structure following staff turnover as per Cabinet report
ICT	ICT replacement budget and digitisation	50	To provide for a rolling programme of ICT replacement and facilitate digitisation agenda
	<b>Total Resources pressures</b>	<b>608</b>	
<b>Enterprise</b>	Tourism Leisure and Culture - Youth service	200	2016/17 budget pressures
	Toursim Leisure and Culture - Caldicot castle	80	2016/17 budget pressures
	Development plans - Local Development Plan	275	£275k One year pressure only so propose to fund from reserves, need to consider service contribution to reserve for use every LDP cycle.
	Development plans Community Infrastructure Levy	30	£30k one year pressure only, until CIL is up and running when admin costs can be claimed back through CIL monies
	<b>Total Enterprise pressures</b>	<b>585</b>	
<b>Chief Executive Office</b>			
	Legal	25	Income target mandate not deliverable
	Contact centre	30	Blue badges and telephony licences
	Abergavenny Hub	50	Not able to fully deliver mandate without investment in joint building
	<b>Total Chief Executive Office pressures</b>	<b>105</b>	
	<b>TOTAL PRESSURES</b>	<b>4671</b>	
	Reserve funded	-581	
	<b>NET TOTAL PRESSURES</b>	<b>4090</b>	

**APPENDIX 1**

	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
<b>Summary of Pressures by Directorate</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
Children and Young People	0	0	0	0
Corporate	678	58	112	0
Social Care and Health	2016	434	434	0
Operations	679	47	72	0
Resources	608	0	0	0
Enterprise	585	0	0	0
Chief Executive Office	105	0	0	0
<b>TOTAL PRESSURES</b>	<b>4671</b>	<b>539</b>	<b>618</b>	<b>0</b>
One off pressures to be reserve funded	-581	0	0	0
<b>NET TOTAL PRESSURES</b>	<b>4090</b>	<b>539</b>	<b>618</b>	<b>0</b>

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## APPENDIX 2

	No of proposals	TOTAL Value	Income		Org Efficiency		Staffing		Reduction	
			Value	No.	Value	No.	Value	No.	Value	No.
CEO/Legal/ Partnerships	Community Hubs & Libraries	£89,991	0	0	0	0	£85,991	2	£4,000	1
	Contact Centre	£14,474	0	0	0	0	£14,474	1	0	0
	Legal	£30,752	0	0	0	0	£30,752	2	0	0
	Policy	£13,275	0	0	£200	1	£13,075	1	0	0
	Community Safety	£1,829	0	0	£1,829	1	0	0	0	0
	Partnerships	£5,900	0	0	£5,900	1	0	0	0	0
	Communications	£17,813	0	0	£17,813	1	0	0	0	0
	<b>TOTAL</b>	<b>11</b>	<b>£174,034</b>	<b>£0</b>	<b>0</b>	<b>£25,742</b>	<b>4</b>	<b>£144,292</b>	<b>6</b>	<b>£4,000</b>
CYP	<b>Children and Young People</b>	<b>£245,461</b>	<b>0</b>	<b>0</b>	<b>£125,000</b>	<b>5</b>	<b>£70,461</b>	<b>1</b>	<b>50,000</b>	<b>1</b>
Enterprise	Tourism Leisure and Culture	0	0	0	0	0	0	0	0	0
	Planning	£43,124	9,000	3	£34,124	9	0	0	0	0
	Housing	£40,923	0	0	£34,923	3	£6,000	1	0	0
	Economic Development	0	0	0	0	0	0	0	0	0
	<b>TOTALS</b>	<b>16</b>	<b>£84,047</b>	<b>9,000</b>	<b>3</b>	<b>£69,047</b>	<b>12</b>	<b>£6,000</b>	<b>1</b>	<b>0</b>
Operations	Property Services	£173,774	£21,000	1	£115,713	8	£37,061	3	0	0
	Highways	£160,597	£37,000	3	£77,370	12	£2,000	1	£44,227	3
	Waste	£259,000	£50,000	3	£70,000	1	£24,000	1	£115,000	2
	Fleet	£61,573	£6,915	1	£37,158	4	£9,000	1	£8,500	1
	Passenger Transport Unit	£15,000	0	0	£15,000	1	0	0	0	0
		<b>46</b>	<b>£669,944</b>	<b>£114,915</b>	<b>8</b>	<b>£315,241</b>	<b>26</b>	<b>£72,061</b>	<b>6</b>	<b>£167,727</b>
Resources	Finance	£135,000	0	0	£84,000	7	£51,000	2	0	0
	Digital	£66,000	0	0	£66,000	3	0	0	0	0
	Estates	£55,976	£9,288	1	0	0	£46,688	3	0	0
	People services	£9,500	£5,000	1	£4,500	1	£0	0	0	0
	<b>TOTALS</b>	<b>18</b>	<b>£266,476</b>	<b>£14,288</b>	<b>2</b>	<b>£154,500</b>	<b>11</b>	<b>£97,688</b>	<b>5</b>	<b>0</b>

SCH

Children	All savings proposals are being focused on managing financial pressures.									
Adults	12	£236,024	£30,800	4	£130,243	5	£16,000	1	£58,981	2
Public Protection	11	£41,035	£20,635	6	£14,000	4	£6,400	1	0	0
<b>TOTAL</b>	<b>23</b>	<b>£277,059</b>	<b>£51,435</b>	<b>10</b>	<b>£144,243</b>	<b>9</b>	<b>£22,400</b>	<b>2</b>	<b>£58,981</b>	<b>2</b>
<b>Total service proposals</b>	<b>121</b>	<b>£1,717,021</b>	<b>£189,638</b>	<b>23</b>	<b>£833,773</b>	<b>67</b>	<b>£412,902</b>	<b>21</b>	<b>£280,708</b>	<b>10</b>
Corporate	2	£118,000	£98,000	1	£20,000	1	£0	0	£0	0
<b>TOTAL</b>	<b>123</b>	<b>£1,835,021</b>	<b>£287,638</b>	<b>24</b>	<b>£853,773</b>	<b>68</b>	<b>£412,902</b>	<b>21</b>	<b>£280,708</b>	<b>10</b>

## APPENDIX 2

### High Level Summary of Green Amber Budget Proposals

			Income		Org Efficiency		Staffing		Reduction	
	No of proposals	TOTAL Value	Value	No.	Value	No.	Value	No.	Value	No.
Chief Executive Office	11	£174,034	£0	0	£25,742	4	£144,292	6	£4,000	1
Children and Young People	7	£245,461	£0	0	£125,000	5	£70,461	1	£50,000	1
Enterprise	16	£84,047	£9,000	3	£69,047	12	£6,000	1	£0	0
Operations	46	£669,944	£114,915	8	£315,241	26	£72,061	6	£167,727	6
Resources	18	£266,476	£14,288	2	£154,500	11	£97,688	5	£0	0
Social Care and Health	23	£277,059	£51,435	10	£144,243	9	£22,400	2	£58,981	2
<b>TOTAL</b>	<b>121</b>	<b>£1,717,021</b>	<b>£189,638</b>	<b>23</b>	<b>£833,773</b>	<b>67</b>	<b>£412,902</b>	<b>21</b>	<b>£280,708</b>	<b>10</b>
Corporate	2	£118,000	£98,000	1	£20,000	1	£0	0	£0	0
<b>TOTAL</b>	<b>123</b>	<b>£1,835,021</b>	<b>£287,638</b>	<b>24</b>	<b>£853,773</b>	<b>68</b>	<b>£412,902</b>	<b>21</b>	<b>£280,708</b>	<b>10</b>

£1,835,021

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APPENDIX 3A - CEO PROPOSALS

	No of proposals	TOTAL Value	Income		Org Efficiency		Staffing		Reduction	
			Value	No.	Value	No.	Value	No.	Value	No.
<b>Community Hubs &amp; Libraries</b>	3	£89,991	0	0	£0	0	£85,991	2	£4,000	1
<b>Contact Centre</b>	1	£14,474	0	0	£0	0	£14,474	1	0	0
<b>Legal</b>	2	£30,752	0	0	£0	0	£30,752	2	0	0
<b>Policy</b>	2	£13,275	0	0	£200	1	£13,075	1	0	0
<b>Community Safety</b>	1	£1,829	0	0	£1,829	1	0	0	0	0
<b>Partnerships</b>	1	£5,900	0	0	£5,900	1	0	0	0	0
<b>Communications</b>	1	£17,813	0	0	£17,813	1	0	0	0	0
<b>TOTAL</b>	<b>11</b>	<b>£174,034</b>	<b>£0</b>	<b>0</b>	<b>£25,742</b>	<b>4</b>	<b>£144,292</b>	<b>6</b>	<b>£4,000</b>	<b>1</b>

**APPENDIX 3A - CEO PROPOSALS  
COMMUNITIES, HUBS & LIBRARIES**

No.	Title	Value	Theme
5.1	Re-structure of management level of Community hubs and SLS	£52,414	Staffing
5.2	Cease the purchase and rental of DVD's	£4,000	Reduction
10.1	Amalgamation of SLS supporting posts from 2 into 1	£33,577	Staffing
	Total	£89,991	

**CONTACT CENTRES**

No.	Title	Value	Theme
5.1	Reduction of staff (Information Officer) by half a post	£14,474	Staffing

**LEGAL**

No.	Title	Value	Theme
5.1	Colleague reducing days.	5,779	Staffing
5.2	Colleague reducing days.	24,973	Staffing
		30,752	

**POLICY**

No.	Title	Value	Theme
10%			
5.1	Reduce capacity of team by deleting some posts and replacing them with posts with reduced responsibilities and working hours	13,075	Staffing

5.2	Reduce non-pay budget by promoting more efficient use of mobile phones, printing and copying	200	Org Efficiency
	TOTAL	13,275	

### COMMUNITY SAFETY

No.	Title	Value	Theme
5.1	Reduce the purchase and maintenance capability for CCTV equipment and repairs to existing system.	1,829	Org Efficiency

### PARTNERSHIPS

No.	Title	Value	Theme
5.1	£5,900 non staff costs can be made through removal of professional fees and licenses	5,900	Org Efficiency

### COMMUNICATIONS

No.	Title	Value	Theme
10.1	reducing the budget for a post to a budget of £8,841 (this post is currently being filled by contractors on a day rate of £250 per day).	17,813	Org Efficiency

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**APPENDIX 3B CHILDREN AND YOUNG PEOPLE PROPOSALS**

	No of proposals	TOTAL Value	Income		Org Efficiency		Staffing		Reduction	
			Value	No.	Value	No.	Value	No.	Value	No.
CYP	7	£245,461	0	0	£125,000	5	£70,461	1	50,000	1

APPENDIX 3B CHILDREN AND YOUNG PEOPLE				
No.	Title	Value	Theme	
CYP Resources				
5.2	Removal of training budget	£8,000	Org efficiency	
10.1	Loss of 3 posts within support services	£70,461	Staffing	
10.2	Removal of professional fees for the directorate	£8,000	Org efficiency	
Early Years				
5.2	To remove the funding provided to childcare voluntary organisations - Wales PPA, Mudiad Meithrin & Clybiau Plant Cymru Kids' Club.	14,500	Org efficiency	
ALN				
10.4	Reduce the Independent Special School Budget	50,000	Reduction	
Other				
	Reduction in pupil numbers	81,000	Org efficiency	
	Reduction in contribution required by EAS	13,500	Org efficiency	
		<b>£245,461</b>		
			<b>Org efficiency</b>	<b>£125,000</b>
			<b>Reduction</b>	<b>50,000</b>
			<b>Staffing</b>	<b>£70,461</b>
			<b>Total</b>	<b>£245,461</b>
				<b>5</b>
				<b>1</b>
				<b>1</b>
				<b>7</b>

**APPENDIX 3C - ENTERPRISE PROPOSALS**

	No of proposals	TOTAL Value	Income		Org Efficiency		Staffing		Reduction	
			Value	No.	Value	No.	Value	No.	Value	No.
TLC	0									
Planning	12	£43,124	9,000	3	£34,124	9	0	0	0	0
Housing	4	£40,923	0	0	£34,923	3	£6,000	1	0	0
Economic Development	0									
<b>Totals</b>	<b>16</b>	<b>£84,047</b>	<b>£9,000</b>	<b>3</b>	<b>£69,047</b>	<b>12</b>	<b>£6,000</b>	<b>1</b>	<b>£0</b>	<b>0</b>

**PLANNING**

No.	Title	Value	Theme
<b>Development Plans</b>			
5.1	Reduce 'Premises' budget line B050 by £1,527 to £0	£1,527	Org Efficiency
5.2	End membership of Severn Estuary Partnership, reducing E002 budget line by £3,490	£3,490	Org Efficiency
5.3	Reduce 'Photocopying' budget line D061 by £2,000 to £3,080	£2,000	Org Efficiency
5.4	Reduce 'Postage' budget line D161 by £1,000 to £1,290	£1,000	Org Efficiency
5.5	Reduce 'Advertising' budget line by £1,000 to £2,008	£1,000	Org Efficiency
5.6	Reduce 'Professional Fees' budget line D080 by £8,183 to £98,244	£8,183	Org Efficiency
<b>Development Management</b>			
5.1	Additional fee income from pre-application advice fee charges	£5,000	Income
5.2	Move towards paperless planning files and consultations; reduction in copying and printing and postage	£5,000	Org Efficiency
5.3	Additional fee income from i) a new Fast Track pre-application advice service and ii) a new Fast Track applications service for householder developments and lawful development certificates (for a proposed use or development)	£2,000	Income
5.4	Fee income from a new Completion certificates service for developers or solicitors/ householders buying and selling their home	£2,000	Income
5.5	Reduce Professional & Specialist Fees budget (D080)	£9,286	Org Efficiency
<b>Development Control</b>			
10.1	Reduce supplies and services budget (£33k) by £2,638	£2,638	Org Efficiency
	<b>Total</b>	<b>£43,124</b>	
			<b>Income</b>
			<b>Org Efficiency</b>
			<b>3</b>
			<b>£9,000</b>
			<b>9</b>
			<b>£34,124</b>
			<b>12</b>
			<b>£43,124</b>



**HOUSING**

No.	Title	Value	Theme
5.1	Decision already made to end the joint/shared Housing Solutions Service with TCBC and re-align the service to an MCC only focus.	20,462	Org Efficiency
10.2	Replace Flare grants software with Ferret software	6,000	Org Efficiency
10.3	Continue to tackle the use of B & B through increased prevention and private sector housing development	8,461	Org Efficiency
10.4	Re-structure of Housing Renewal team	6,000	Staffing
	Total	40,923	
			<b>Org Efficiency</b>
		<b>34,923</b>	<b>3</b>
			<b>Staffing</b>
		<b>6,000</b>	<b>1</b>
		<b>40,923</b>	<b>4</b>

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**APPENDIX 3D - OPERATIONS PROPOSALS**

	No of proposals	TOTAL Value	Income		Org Efficiency		Staffing		Reduction	
			Value	No.	Value	No.	Value	No.	Value	No.
Property Services	12	£173,774	£21,000	1	£115,713	8	£37,061	3	0	0
Highways	19	£160,597	£37,000	3	£77,370	12	£2,000	1	£44,227	3
Waste	7	£259,000	£50,000	3	£70,000	1	£24,000	1	£115,000	2
Fleet	7	£61,573	£6,915	1	£37,158	4	£9,000	1	£8,500	1
PTU	1	£15,000	0	0	£15,000	1	0	0	0	0
<b>Total</b>	<b>46</b>	<b>£669,944</b>	<b>£114,915</b>	<b>8</b>	<b>£315,241</b>	<b>26</b>	<b>£72,061</b>	<b>6</b>	<b>£167,727</b>	<b>6</b>

**Passenger Transport Unit**

No.	Title	Value	Theme
5.1	Collaboration of passenger transport units with Newport CC( saving taken in 15/16 for management support this is in addition through restructuring )	15,000	Org Efficiency

**FLEET**

No.	Title	Value	Theme		
Car parking					
10.1	To withdraw from renting Severn Bridge Social Club car park, Bulwark.	£8,500	Reduction		
10.3	To decrease general contracts maintenance budget	£4,500	Org Efficiency		
Salary Sacrifice scheme					
10.1	Proactively market the scheme with a view to increase numbers.	£6,915	Income		
Transport workshop					
10.1	Restructure/redesign within the Transport Section (posts)	9000	Staffing		
10.2	Savings on spare parts	£11,500	Org Efficiency		
10.3	Savings on consumables & outside contract work	£21,158	Org Efficiency		
	<b>TOTAL</b>	<b>£61,573</b>			
			<b>Org Efficiency</b>	<b>£37,158</b>	<b>4</b>
			<b>Reduction</b>	<b>£8,500</b>	<b>1</b>
			<b>Income</b>	<b>£6,915</b>	<b>1</b>
			<b>Staffing</b>	<b>£9,000</b>	<b>1</b>
				<b>£61,573</b>	<b>7</b>

**WASTE**

No.	Title	Value	Theme		
5.4	Reduce grass cutting frequency to release core staff to focus on income generation and more external work	£100,000	Reduction		
5.5	Charge schools for the full cost of their waste collections and disposal	£30,000	Income		
5.6	Reduce scheduled cuts and maintenance of Monmouth sports grounds to level of original lease agreement	£15,000	Reduction		
5.9	Project Gwyrdd annuity payment from WG for 17-18	£70,000	Org Efficiency		
5.10	Increase bulky waste collection charges by 50% (£12 to £18) and reduce our contribution to Homemakers accordingly	£10,000	Income		
5.11	Additional income from trade waste	£10,000	Income		
5.12	Managing impact of reduced activity/ income on tree works	£24,000	Staffing		
	<b>TOTAL</b>	<b>£259,000</b>			
			<b>Reduction</b>	<b>£115,000</b>	<b>2</b>
			<b>Income</b>	<b>£50,000</b>	<b>3</b>
			<b>Staffing</b>	<b>£24,000</b>	<b>1</b>
			<b>Org Efficiency</b>	<b>£70,000</b>	<b>1</b>
				<b>£259,000</b>	<b>7</b>

HIGHWAYS

No.	Title	Value	Theme
<b>Highways SWTRA &amp; trading</b>			
10.1	Reduction in maintenance budget to reflect impact of investment in new (LED) lanterns	£8,000	Org Efficiency
10.2	Reduce pumping station maintenance budget	£2,000	Reduction
<b>MCC Highways</b>			
5.1	RSL VEB1000 RECYCLING PLANT : IN PLACE AND OPERATIONAL SAVING	£13,970	Org Efficiency
5.4	WELFARE UNITS : IN PLACE AND OPERATIONAL SAVING	£10,150	Org Efficiency
5.7	OVERTIME BACK OFFICE : ADJUST START AND FINISH TIMES	£1,750	Org Efficiency
5.8	SIM CARDS : REVIEW AND REDUCE WHERE NOT REQUIRED	£1,500	Org Efficiency
5.9	REVIEW ALL WALES TENDERS : SUBJECT TO 2nd LAYER OF REDUCING COST	£1,500	Reduction
10.2	Reduction in salt budget to reflect reduced usage over recent years. Stock levels remain constant (budget pays for what is used rather than what is stocked). Actual usage in year may result in overspend depending upon weather conditions	£20,000	Org Efficiency
10.5	BARTERING / HIRING KIT : PARTNERSHIPS WITH NCC / TCBC	£3,500	Org Efficiency
10.6	Reduction in response budget to reflect reduced winter maintenance (response to snowfall) in recent years. Actual conditions during the winter will remain at current standards but a risk of resulting overspend exists	£10,000	Org Efficiency
10.7	REVIEW ALL WALES TENDERS : SUBJECT TO 2nd LAYER OF REDUCING COST	£1,500	Org Efficiency
10.8	CROSS HIRE WITHIN OPS : USE IN HOUSE KIT BEFORE HIRE	£1,000	Org Efficiency
10.9	HIRE EXTERNALLY : SOME CONTRACTORS AFTER PLANT VEHICLE ETC	£2,000	Staffing
10.1	FILL STRUCTURE : RELEASE ADDITIONAL HOURS BEING WORKED	£3,000	Org Efficiency
<b>Highways Infrastructure &amp; Projects</b>			
10.1	Reduce the amount of SCRIM investigations undertaken each year.	£3,000	Org Efficiency
10.2	Reduce the amount of revenue structures maintenance undertaken each year.	£40,727	reduction
<b>TOTAL</b>			
<b>Traffic and Development</b>			
	to increase road closure charges by 50% and recover costs against appropriate capital scheme	£20,000	Income
10.1	to increase skips, scaffolding licences and street name & numbering fee by 50% in 2016/ 2017	£10,000	Income
10.3	to extend charges to other services (to be identified by working group)	£7,000	Income
10.5		<b>£160,597</b>	

<b>Income</b>	<b>£37,000</b>	<b>3</b>
<b>Org Efficiency</b>	<b>£77,370</b>	<b>12</b>
<b>Staffing</b>	<b>£2,000</b>	<b>1</b>
<b>Reduction</b>	<b>£44,227</b>	<b>3</b>
	<b>£160,597</b>	<b>19</b>

**PROPERTY SERVICES AND FM**

No.	Title	Value	Theme
Building maintenance			
10.1	Train existing staff to carry out risk assessments	£25,000	Org Efficiency
Procurement			
10.1	To withdraw the 60% of the Corporate Procurement Training budget.	£6,000	Org Efficiency
Cleaning			
5.1	Non replacement of Shared Facilities Manager, following resignation. (£11,500 saving)	£6,500	Staffing
Catering			
10.1	Mounton House Restructure	£19,063	Staffing
	Increase School meal price from £2.00 to £2.10 (5p already in MTFP)	£21,000	Income
Property Services			
5.1	flexible retirement, reduced 5 days to 3	£11,498	Staffing
Office Services			
10.3	Vehicles – reduction in leasing costs for courier vehicles	£2,000	Org Efficiency
10.4	Press Notices – cease advertising Bank Holiday office closures in the Press	£3,000	Org Efficiency
10.5	Refreshment provision – cease providing refreshment supplies	£1,000	Org Efficiency
5.1	Increase the time between risk assessments for Legionella, Asbestos, Fire & Glazing from the current 2/3 years to minimum of 5 years	£10,000	Org Efficiency
10.2	10% reduction in corporate building maintenance reactive budget	£53,713	Org Efficiency
	Realignment of budget for previous efficiencies achieved	£15,000	Org Efficiency
	<b>TOTAL</b>	<b>£173,774</b>	

<b>Income</b>	<b>£21,000</b>	<b>1</b>
<b>Org Efficiency</b>	<b>£115,713</b>	<b>8</b>
<b>Staffing</b>	<b>£37,061</b>	<b>3</b>
<b>Reduction</b>	<b>0</b>	<b>0</b>
	<b>£173,774</b>	<b>12</b>



**3E - RESOURCES PROPOSALS**

	No of proposals	TOTAL Value	Income		Org Efficiency		Staffing		Reduction	
			Value	No.	Value	No.	Value	No.	Value	No.
Finance	16	£135,000	0	0	£84,000	12	£51,000	4	0	0
Digital	3	£66,000	0	0	£66,000	3	0	0	0	0
Estates	4	£55,976	£9,288	1	0	0	£46,688	3	0	0
People/HR	4	£9,500	£5,000	1	£4,500	1	0	0	0	0
<b>TOTALs</b>	<b>27</b>	<b>£266,476</b>	<b>£14,288</b>	<b>£2</b>	<b>£154,500</b>	<b>16</b>	<b>£97,688</b>	<b>7</b>	<b>0</b>	<b>0</b>

**FINANCE**

No.	Title	Value	Theme		
5.1	Delete two part time vacant posts from structure (Cashiers & Systems)	£31,000	Staffing		
5.2	Revise and reduce the structure of the Benefits Shared service thereby reducing MCC's annual contribution	£20,000	Staffing		
5.3	Reduce the Sections budget for postage costs to reflect the planned shift to automation, email and self service through the web	£6,000	Org Efficiency		
5.4	Release savings from Security Carrier tender evaluation	£10,000	Org Efficiency		
5.5	Cancel contract for folding machine maintenance to reflect reduced mail in 5.3 and planned moved to outsourcing of mail to Canon	£4,000	Org Efficiency		
5.6	Savings in insurance fees and studies	£30,000	Org Efficiency		
10.3	Cut the budget for consultancy across the Division	£22,000	Org Efficiency		
10.7	Reduce the number of cases referred to external Enforcement Agents	£5,000	Org Efficiency		
10.11	Training budget internal audit	£7,000	Org Efficiency		
	<b>TOTAL</b>	<b>£135,000</b>			
			<b>Income</b>	<b>0</b>	<b>0</b>
			<b>Org Efficiency</b>	<b>£84,000</b>	<b>12</b>
			<b>Staffing</b>	<b>£51,000</b>	<b>4</b>
			<b>Reduction</b>	<b>0</b>	<b>0</b>
				<b>£135,000</b>	<b>16</b>

<b>DIGITAL</b>			
No.	Title	Value	Theme
Digital IT			
5.1	Reduction in Enterprise Agreement	£13,000	Org Efficiency
5.3	General reduction in laptop replacement budget	30000	Org Efficiency
SRS			
5.1	Specific Server virtual management software no longer required, using existing software to remove cost	23000	Org Efficiency
		£66,000	

ESTATES					
No.	Title	Value	Theme		
Asset Management					
5.1	Removal of Assistant Markets Officer Post	£23,288	Staffing		
10.2	Community Development Officer - 3 to 2 days	£7,400	Staffing		
10.3	Facilities Officer reduced hours	£16,000	Staffing		
Sustainability					
5.1	Savings from Solar Farm	£9,288	Income		
		<b>£55,976</b>			
			<b>Income</b>	<b>1</b>	<b>£9,288</b>
			<b>Staffing</b>	<b>3</b>	<b>£46,688</b>
				<b>4</b>	<b>£55,976</b>

PEOPLE, HR ETC						
No.	Title	Value	RAG	Theme		
5.2	Generate income from selling training	5,000	Green	Income		
5.3	Stop producing paper payslips for schools and move to electronic payslips	4,500	Amber	Org Efficiency		
	total	<b>9,500</b>				
				<b>Income</b>	<b>1</b>	<b>5,000</b>
				<b>Org Efficiency</b>	<b>2</b>	<b>4,500</b>
					<b>3</b>	<b>£9,500</b>

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**APPENDIX 3F - SCH**

Social Care & Health

			Income		Org Efficiency		Staffing		Reduction	
	No of proposals	TOTAL Value	Value	No	Value	No	Value	No	Value	No
<b>Children</b>	All savings proposals are being focused on managing financial pressures.									
<b>Adults</b>	12	£236,024	£30,800	4	£130,243	5	£16,000	1	£58,981	2
<b>Public Protection</b>	11	£41,035	£20,635	6	£14,000	4	£6,400	1	0	0
<b>TOTAL</b>	<b>23</b>	<b>£277,059</b>	<b>£51,435</b>	<b>10</b>	<b>£144,243</b>	<b>9</b>	<b>£22,400</b>	<b>2</b>	<b>£58,981</b>	<b>2</b>

	<b>CHILDREN</b>			
	<b>No</b>	<b>Title</b>	<b>Value</b>	<b>Theme</b>
	Following challenge and feedback all proformas marked as red, savings will be used to manage pressure			



ADULTS					
No	Title	Value	Theme		
Direct Care Older					
5.1	Parity on pricing structure between day service and community meals	£25,000	Income		
5.2	Development of café at Mardy park and establish private and business partnerships to develop catering services	£2,000	Income		
5.3	Hire of Mardy Park outside or core hours	£1,000	Income		
Adult Resources					
5.1	Restructure finance and benefits advice team to replace 2 posts on lower grades	£16,000	Staffing		
5.3	Reduce IT Development budget	£10,000	Org Efficiency		
10.2	alignment of welfare benefits information, advice and assistance services	£13,000	Org Efficiency		
Adult Commissioning					
5.1	Detailed Contract Review	£56,243	Org Efficiency		
5.2	Terminate room rental in Abergavenny	£4,000	Org Efficiency		
Adults S408 ILT					
5.2	Changing transport practice. two types of transport savings:- mileage incurred by staff to transport service users, and cost of providing transport	£26,981	Reduction		
Adults 406 MCHT					
5.1	Review of transport policy to support people who can transport themselves	£32,000	Reduction		
5.2	explore live in carer rather than hourly cost via care agency	£47,000	Org Efficiency		
Adult Direct Care Disability					
5.2	income generation from MDMY	£2,800	Income		
		£236,024			
			<b>Org Efficiency</b>	<b>£130,243</b>	<b>5</b>
			<b>Staffing</b>	<b>£16,000</b>	<b>1</b>
			<b>Income</b>	<b>£30,800</b>	<b>4</b>
			<b>Reduction</b>	<b>£58,981</b>	<b>2</b>
				<b>£236,024</b>	<b>12</b>

PUBLIC PROTECTION					
Stage 2 - Proceeding to Full Proposal/Business Case Development.					
No	Title	Value	Theme		
5.1	training provided during core time rather than over time	£7,000	Org Efficiency		
5.2	FSA Grant for food safety management work	£7,225	Income		
5.3	Start charging for health export certificates	£2,500	Income		
5.4	food standards sampling grant	£810	Income		
5.5	Implement "buy with confidence" trader approval scheme	£2,500	Org Efficiency		
5.6	Regional Animal Health Coordination	£2,500	Org Efficiency		
5.7	WHoTS Coordination -recharge	£3,000	Income		
5.8	Set up Primary Authority Partnership scheme for TS proactive work	£2,000	Org Efficiency		
5.9	Restructure of licensing team	£6,400	Staffing		
5.1	Increase charge for marriages at Old Parlour Usk	£1,300	Income		
5.2	Increase cost of certificates of "priority certificates"	£5,800	Income		
		£41,035	<b>Total proposals</b>	<b>11</b>	
		£41,035			
			<b>Income</b>	<b>6</b>	<b>£20,635</b>
			<b>Org Efficiency</b>	<b>4</b>	<b>£14,000</b>
			<b>Staffing</b>	<b>1</b>	<b>£6,400</b>
			<b>Reduction</b>	<b>0</b>	<b>0</b>
				<b>11</b>	<b>£41,035</b>

<p><b>Name of the Officer</b> completing the evaluation Will McLean</p> <p><b>Phone no:</b> 07834435934 <b>E-mail:</b> willmclean@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal:</b></p> <p><u>Communities, Hubs and Libraries</u> Re-structure of management level of Community hubs and SLS Cease the purchase and rental of DVD's Amalgamation of SLS supporting posts from 2 into 1</p> <p><u>Contact Centres</u> Reduction of staff (Information Officer) by half a post</p> <p><u>Legal</u> Colleague reducing days. Colleague reducing days.</p> <p><u>Policy</u> Reduce capacity of team by deleting some posts and replacing them with posts with reduced responsibilities and working hours Reduce non-pay budget by promoting more efficient use of mobile phones, printing and copying</p> <p><u>Community Safety</u> Reduce the purchase and maintenance capability for CCTV equipment and repairs to existing system.</p> <p><u>Partnerships</u> £5,900 non staff costs can be made through removal of professional fees and licenses</p> <p><u>Communications</u> reducing the budget for a post to a budget of £8,841 (this post is currently being filled by contractors on a day rate of £250 per day).</p> <p><b>Where thchange is organizational efficiency there will be no impact upon the Wellbeing or</b></p>
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Name of Service – Chief Executive’s Directorate	Date Future Generations Evaluation form completed 9 <sup>th</sup> December 2016 Wellbeing Goals
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**NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc**





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

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p><u>Communities, Hubs and Libraries</u> There will be a consequence on employment with a reduction of 1 FTE post. <u>Contact Centres</u> There will be a consequence on employment with a reduction of 0.5 FTE</p>	<p><u>Communities, Hubs and Libraries</u> Work will be integrated across the teams, following the alignment of the Libraries and one-stop-shops. <u>Contact Centres</u> This reduction will be mitigated by the development of an electronic booking system.</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>No impact</p>	<p>Not applicable</p>
<p><b>A healthier Wales</b> People’s physical and mental wellbeing is maximized and health impacts are understood</p>	<p>No impact</p>	<p>Not applicable</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p><u>Community Safety</u> There is a risk that a reduction in the spend on CCTV budget could in the longer term compromise the robustness of the system. <u>Contact Centres</u></p>	<p>We will work with partners to ensure the best value for money is achieved for our CCTV provision</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	There will be a consequence on employment with a reduction of 0.5 FTE – this is likely to impact on the booking system currently provided to support the Grass Routes Bus service.	<u>Contact Centres</u> This reduction will be mitigated by the development of an electronic booking system.
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	No impact	Not applicable
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	No impact	Not applicable
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	No impact	Not applicable

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p>	These suite of proposals are designed to allow the continuation of service delivery in the medium term.	None

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Working together with other partners to deliver objectives</p>	<p>Where there are partners involved and relevant to service delivery in these areas we will work alongside them in order to maximize the impact.</p>	<p>None</p>
 <p>Involving those with an interest and seeking their views</p>	<p>We have worked with service users to design the most effective arrangements for public engagement in the Hubs (the merger of libraries and one-stop-shops). This was done with the significant involvement of the service users.</p>	<p>None</p>
 <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Not applicable</p>	<p>None</p>
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>These changes to the services delivered by the Chief Executive's department have been considered against the principle of integration of the act's aims and those of other bodies. The services are in the main support services, with the very clear exception of the contact centre and Hubs and libraries.</p>	<p>None</p>

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Not applicable	<u>Contact Centre</u> The reduction of staff at the contact centre could have an impact on the administration of the Grass Routes bus services. This is predominately used by older members of the community.	<u>Contact Centre</u> An electronic booking system is being developed to remove the dependency on telephone bookings.
Disability	Not applicable	<u>Contact Centre</u> The reduction of staff at the contact centre could have an impact on the administration of the Grass Routes bus services. This is predominately used by older members of the community.	<u>Contact Centre</u> An electronic booking system is being developed to remove the dependency on telephone bookings.
Gender reassignment	Not applicable	Not applicable	Not applicable
Marriage or civil partnership	Not applicable	Not applicable	Not applicable
Pregnancy or maternity	Not applicable	Not applicable	Not applicable
Race	Not applicable	Not applicable	Not applicable
Religion or Belief	Not applicable	Not applicable	Not applicable
Sex	Not applicable	Not applicable	Not applicable

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<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Sexual Orientation	Not applicable	Not applicable	Not applicable
Welsh Language	Not applicable	Not applicable	Not applicable

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

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	Not applicable	Not applicable	Not applicable
Corporate Parenting	Not applicable	Not applicable	Not applicable

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



Discussions with the team leaders across these service areas have been used to identify risks.

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

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

The most significant impact affecting public facing services is the changes to the staffing at the contact centre where a particular impact could be felt in the administration of the Grass Routes Bus Service. This is being mitigated by the introduction and development of the e;lectronic booking system.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress
N/A			

**8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

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

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
<b>0.1</b>	Cabinet	<b>16/12/2016</b>	<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>



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

<p><b>Name of the Officer</b> completing the evaluation Will McLean</p> <p><b>Phone no:</b> 07834435934 <b>E-mail:</b> willmclean@monmouthshire.gov.uk</p>	<p><b>There are a series of five proposals to reduce central costs within the Children and Young People Directorate. They are:</b></p> <ul style="list-style-type: none"> <li>i. Reduction in expenditure on professional fees</li> <li>ii. Streamlining of funding to voluntary childcare organisations</li> <li>iii. Better management of the Independent Special School Budget</li> <li>iv. Reduction in the ISB due to fall in pupil numbers</li> <li>v. Agreed reduction in the funding to the Education Achievement Service</li> </ul> <p>Where the changes are related to organizational efficiency there will be no impact. There is one 'reduction' and its impact will be identified below.</p>
<p><b>Name of Service – Children and Young People Directorate</b></p>	<p><b>Date Future Generations Evaluation form completed</b></p> <p>9<sup>th</sup> December 2016</p>




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

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

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	No impact	None necessary
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	No impact	None necessary
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	No impact	None necessary
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	No impact	None necessary
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	No impact	None necessary
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	No impact	None necessary
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	No impact	None necessary

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>The reduction of fees paid to specialist independent schools will be achieved through more children being educated in appropriate mainstream educational settings. This is a more sustainable, longer term solution.</p>	<p>None necessary</p>
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>Not applicable</p>	<p>None necessary</p>
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>The reduction of fees paid to specialist independent schools will be achieved through more children being educated in appropriate mainstream educational settings. This is a more sustainable, longer term solution. The future provision of Additional Learning Needs is currently under review and relevant stakeholders are being involved in the process.</p>	<p>None necessary</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The reduction of fees paid to specialist independent schools will be achieved through more children being educated in appropriate, mainstream educational settings. This is a more sustainable, longer term solution.</p> <p>The placement of children with ALN into appropriate mainstream settings is part of the ALN review which is predicated on early intervention and prevention.</p>	None necessary
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The proposal is an early part of the ALN review which is an integrated review of Additional Learning Needs review. This will ensure that the goals and principles are addressed.</p>	None necessary

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	This proposal will impact on children with additional learning needs. It will ensure that at all possible times children are educated in county at mainstream or our own special needs resource bases.	None	None
Disability	This proposal will impact on children with additional learning needs. It will ensure that at all possible times children are educated in county at mainstream or our own special needs resource bases.	None	None
Gender Reassignment	Not applicable	None	Not applicable
Marriage or civil partnership	Not applicable	None	Not applicable
Pregnancy or maternity	Not applicable	None	Not applicable
Race	Not applicable	None	Not applicable
Religion or Belief	Not applicable	None	Not applicable
Sex	Not applicable	None	Not applicable
Sexual Orientation	Not applicable	None	Not applicable

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Welsh Language	Not applicable	None	

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	This proposal will impact on children with additional learning needs. It will ensure that at all possible times children are educated in county at mainstream or our own special needs resource bases.	None	-
Corporate Parenting	This proposal will impact on children with additional learning needs. It will ensure that at all possible times children are educated in county at mainstream or our own special needs resource bases.	None	-

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

- This assessment has been based upon the information provided by the Additional Learning Needs team and the use of trend data to specify the types of additional learning needs we are seeing in the County.



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

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

**The proposal has no negative impacts – in terms of the Wellbeing of Future Generations Act or Equalities legislation.**

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress
N/A	N/A	N/A	N/A

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**MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

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

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
0.1	Cabinet	16/12/2016	


<p><b>Name of the Officer</b> completing the evaluation Mark Hand</p> <p><b>Phone no:</b> 0773478579 <b>E-mail:</b> markhand@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal:</b></p> <p>To achieve budget savings while retaining an effective and acceptable level of delivery of services that are important to our communities.</p> <p><u>Housing</u> (10% saving on net budget) Re-structure of Housing Renewals team to accept a request for flexible early retirement; Accommodation savings by relocating the Housing service to County Hall, Usk from the Melin offices at Pontypool; Replace a back-office IT system with a better but cheaper alternative; Reduce spend on B&amp;B use to accommodate homeless people, by increased prevention measures and increased use of private sector rented accommodation.</p> <p><u>Planning</u> (5% saving on net budget) Additional income in Development Management from additional use of the pre-application service and removing some fee exemptions, and from offering additional discretionary fast-track services and/or ‘Seller’s Packs’; Move towards a paperless service in Development Management with associated reductions in printing and postage costs; Reduced expenditure on buying in professional advice for both Development Management and Planning Policy, and reductions against various other budget lines in Planning Policy; Cease our membership of the Severn Estuary Partnership.</p> <p><u>Building Control</u> (10% reduction in net budget) Reduce spend on supplies and services.</p>
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	Where the change is organisational efficiency, there will be no impact upon the Wellbeing of our communities or significant impact on service delivery.
Name of Service – Enterprise and Innovation Directorate	Date Future Generations Evaluation form completed 15 <sup>th</sup> December 2016

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

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



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Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	<u>All</u> All of the proposals seek to make the most efficient use of financial and staff resources. <u>Planning</u> The additional discretionary services will give customers and businesses additional choice to opt for additional services if they wish, which are aimed at supporting investment and certainty.	<u>Housing</u> Consideration is being given to succession planning and resilience to mitigate the reduced hours in the Housing Renewals Team. <u>Planning</u> Discretion will be used regarding discretionary pre-application fees in the case of very small scale charities or community groups.
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	No impact	<u>Planning</u> Consideration is being given to retaining involvement with the Severn Estuary Partnership on a regional basis rather than as an individual Local Planning Authority. However, the current arrangement does not represent value for money for MCC. There is a risk to the Partnership's future activities if others also cease funding. Funding for

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
		ASERA will continue via Tourism, Leisure and Culture.
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	<u>Housing</u> The reduced reliance on B&B accommodation for homeless people is likely to be beneficial in terms of the physical and mental wellbeing of potentially vulnerable people.	Not applicable
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	<u>Planning</u> As part of the move to becoming paperless, Town and Community Councils will be consulted electronically only, instead of both electronically and by paper as is the current situation. T&CCs have been notified of the proposal and those that have replied are either supportive or are making adjustments to accommodate this change.	<u>Housing</u> Consideration is being given to resiliance and succession planning to ensure that a prompt, efficient and caring service is retained, in particular for DFGs, where work enables people to remain in their homes and communities.
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	No impact	See comments above regarding Severn Estuary Partnership
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	No impact	Not applicable
<b>A more equal Wales</b>	<u>Housing</u> The reduced reliance on B&B accommodation for homeless people is likely to be beneficial in terms of	<u>Planning</u> Discretion will be used regarding discretionary pre-application fees in the case of very small scale charities or community groups. However, the

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
People can fulfil their potential no matter what their background or circumstances	<p>the physical and mental wellbeing of potentially vulnerable people.</p> <p><u>Planning</u> The additional discretionary services will give customers and businesses additional choice to opt for additional services if they wish, which are aimed at supporting investment and certainty.</p>	current fee exemptions do not align with those for the statutory pre-application advice service and provide a free service to organisations such as RSLs who are able to afford to employ planning agents.

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p> <p>Long Term</p>	<p>These suite of proposals are designed to allow the continuation of service delivery in the medium term, with the potential to grow additional discretionary fee-earning planning services.</p>	<p>The additional services will require a review after 12 months to assess if they are meeting customer needs, and if demand is sustainable. If the services are very successful, there may be capacity and delivery issues.</p>
 <p>Working together with other partners to deliver objectives</p> <p>Collaboration</p>	<p>We seek to work more closely with private sector landlords and with Social Services to better predict and manage demand for accommodation.</p> <p>The additional discretionary planning services should assist home owners, businesses and investors get prompt and effective advice. The level of demand is currently unknown and cannot be quantified until the market has been tested.</p>	<p>Town and Community Councils have been offered the opportunity of continuing to receive paper copies of planning documents if necessary, but they will need to cover the costs. Only one Community has expressed an interest in this offer to date.</p> <p>Consideration is being given to regional level support to the Severn Estuary Partnership, but it needs to be clear how this is value for money to MCC and our communities.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>We have met with the Severn Estuary Partnership to clarify what they do and of what benefit it is to MCC and our communities/environment.</p> <p>We have asked pre-application customers for feedback on the current service provided and on their needs going forwards.</p> <p>All budget proposals were put forward following engagement with colleagues within the affected service areas, with associated working groups carrying out more detailed work on the proposals as needed.</p>	<p>Town and Community Councils have been offered the opportunity of continuing to receive paper copies of planning documents if necessary, but they will need to cover the costs. Only one Community has expressed an interest in this offer to date. T&amp;CCs with concerns have also been put in contact with Andy Smith to advice regarding potential funding for digital inclusion.</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>See above.</p> <p>The proposals to reduce B&amp;B use for accommodating homeless people should be beneficial in the longer term.</p>	<p>None</p>
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>These changes to the services delivered by the Enterprise and Innovation directorate have been considered against the principle of integration of the act's aims and those of other bodies, bearing in mind the frontline nature of these services and the needs of our customers, clients and communities.</p>	<p>None</p>

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Not applicable	Not applicable	<p><u>Housing</u></p> <p>Elderly people are proportionately more likely to require adaptations to their homes to enable them to remain living at home safely. Full consideration has been given to staffing resource levels in the Renewals Team (deal with DFGs) as well as succession planning and resilience, to ensure the service continues to deliver. However, the main current constraint at present relates to the budget rather than staffing resource.</p>
Disability	Not applicable	Not applicable. Fee exemptions would remain for planning advice services for disabled adaptations.	<p><u>Housing</u></p> <p>Disabled people are proportionately more likely to require adaptations to their homes to enable them to remain living at home safely. Full consideration has been given to staffing resource levels in the Renewals Team (deal with DFGs) as well as succession planning and resilience, to ensure the service continues to deliver. However, the main current constraint at present relates to the budget rather than staffing resource.</p>
Gender reassignment	Not applicable	Not applicable	Not applicable
Marriage or civil partnership	Not applicable	Not applicable	Not applicable
Pregnancy or maternity	Not applicable	Not applicable	Not applicable



Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Race	Not applicable	Not applicable	Not applicable
Religion or Belief	Not applicable	Not applicable	Not applicable
Sex	Not applicable	Not applicable	Not applicable
Sexual Orientation	Not applicable	Not applicable	Not applicable
Welsh Language	Not applicable	Not applicable	Not applicable

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?

Safeguarding	Proposals relating to reduced reliance on B&Bs to accommodate homeless people may be of relevance. Work is on-going to maximize the use of private sector rented properties to accommodate homeless people but also young people currently in foster care but leaving home to attend University or due to their age, as well as young vulnerable mothers.	Not applicable	Work closely with appropriate landlords and with Social Services and relevant partner agencies.
Corporate Parenting	As above	Not applicable	As above

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

Discussions with the team leaders across these service areas have been used to identify risks.

Discussions with colleagues within the teams to suggest budget proposals and to help shape those ideas that have been put forward.

Customer research regarding additional planning services to seek to identify potential demand.

Discussions with Matthew Lewis (Countryside Manager) and Severn Estuary Partnership regarding that proposal.

Independent challenge and scrutiny from PeopleToo.

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

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

The main positive impact is being able to maintain customer service while achieving budget savings. The main negative impact is the inevitable additional pressure that this places on colleagues.

**7. ACTIONS:** As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress
Consider regional support to Severn Estuary Partnership	By April 2017	SEWSPG	

**8. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	31 March 2018
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
<b>0.1</b>	Cabinet	<b>16/12/2016</b>	<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>

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

<p><b>Name of the Officer</b> completing the evaluation: Roger Hoggins</p> <p><b>Phone no:</b>01633 644133 <b>E-mail:</b> rogerhoggins@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal:</b></p> <p><b>Assessment of various proposals included within the 17/18 revenue budget proposals included within appendix 3d: Operations proposals included in the report to Cabinet on the 16<sup>th</sup> December 2016 titled: DRAFT BUDGET PROPOSALS 2017/18 FOR CONSULTATION.</b></p> <p><b>This evaluation is referenced to the appendix 3d proposals. The proposals are defined as organisational efficiency, staffing, income or reduction. In some instances the proposals do not impact upon service delivery or upon staff in which case no FGE is provided.</b></p>
<p><b>Name of Service:</b> Operations department: Highways, waste&amp;street scene, Property and FM, passenger transport and fleet mgt.</p>	<p><b>Date Future Generations Evaluation form completed:</b></p> <p>9<sup>th</sup> December 2016</p>

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

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


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>FLEET &amp; CAR PARKING</p> <p>10.1 Withdrawal from lease of Severn Bridge Soc Club car park.</p> <p>HIGHWAYS</p> <p>5.1 Invest in asphalt recycling plant</p> <p>PROPERTY &amp; FM</p> <p>5.1 &amp; 10.1 reduction in staffing budgets</p>	<p>The social club has indicated that they will give MCC six months notice at some point in the future in anticipation of their submission of a planning application to develop the site. Although MCC would withdraw from the lease officers will enquire if the social club is willing to continue to allow the site to be used as a car park until such time as it is developed.</p> <p>Capital investment in recycling plant allows planings to be restored to useable asphalt for patching and limited resurfacing works.</p> <p>Reduction by flexible retirement in tehProperty team can be accommodated by remaining staff. The catering provision in Mounton House can be sustained without the current vacant post being filled.</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>		
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>		

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p><b>WASTE &amp; STREET SCENE</b></p> <p>5.4 Reduce grass cutting frequency on public open spaces.</p> <p>5.6 &amp; 5.7 Reduce grounds mtce regime at Monmouth Sports ground and withdraw from maintenance of Bailey Park bowls club.</p> <p>5.10 Increase charge for bulky household waste from £12 to £18.</p> <p><b>HIGHWAYS</b></p> <p>10.2 Reduction in structures mtce budget</p> <p><b>PROPERTY &amp; FM</b></p> <p>10.2 reduction in reactive corporate building maintenance budget</p>	<p>Visual impact of reduction in cutting frequency will depend upon growing season but officers will endeavor to organize cutting frequencies over the year to reduce the overall impact through the year.</p> <p>Officers are working with the association and clubs to offer support as they take on a greater role in maintaining the facility for the members' benefit.</p> <p>Condition surveys demonstrate demand and officers will use this information to prioritise with the budget that remains available in order to keep highways open.</p> <p>Condition surveys demonstrate demand and officers will use this information to prioritise with the budget that remains available in order to keep our buildings open and fit for purpose.</p>
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local</p>		





Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
social, economic and environmental wellbeing		
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation		
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	<i>This includes the protected characteristics of age, disability, gender reassignment, race, religion or beliefs, gender, sexual orientation, marriage or civil partnership, pregnancy or maternity</i>	

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p>	<p>There are various proposals with differing impacts but in all instances the proposals have been assessed by officers as the most prudent for sustaining long term service provision whilst making necessary service and budget adjustments to meet the budget process in conjunction with the Council's published priorities.</p>	<p>Wherever possible the proposal seek to sustain service provision rather than ending service provision and within the Ops budget setting exercise a certain amount of income assumption is included rather than simply reduction.</p>



Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>The budget proposals continue the approach of seeking support from other bodies to maintain service provision.</p> <p>This concept is already established in some service areas and officers will continue to work with clubs, associations etc. to achieve this.</p>	
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>Conversations have already been held with those affected and the budget overall will be published for consultation</p>	
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Projects will be prioritized to ensure that budgets are best allocated to service areas in most need and for projects of highest overall need comparing usage, cost, demand etc.</p>	
 <p><b>Integration</b></p> <p>Considering impact on all wellbeing goals together and on other bodies</p>		

3. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link:<http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age		10.1 Increase primary school meal price	After applying the increase MCC still remains below the average primary school meal charge in Wales.
Disability			
Gender reassignment			
Marriage or civil partnership			
Pregnancy or maternity			
Race			
Religion or Belief			
Sex			
Sexual Orientation			

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Welsh Language			

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding		None of the Operations Department proposals have safeguarding implications	
Corporate Parenting		Not applicable	

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

The proposals have been developed by officers and subjected to internal challenge and scrutiny prior to wider consultation on the proposals. The proposals are designed to have least service impact although it is recognised that the reduction in maintenance budgets delays remedial works to council assets. Increases in charges are intended to allow the services to remain competitive or better reflect service costs. In some areas the proposals seek to make best use of new technology to reduce costs with least service impact.

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

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

There are numerous proposals but significant amongst them is a reduction in the revenue maintenance budgets for structures (highways) and property maintenance, assumptions about increased income from fees and additional trading, revenue benefits from investment in plant (recycling, welfare units) and equipment ( LED lighting) and staffing cost savings where available without service impact. These have arisen from officer working groups, market analysis, service good practice, research of new technology, budget analysis and priorities. These have arisen through analysis, challenge and are now submitted for further consultation and scrutiny. Inherent within the exercise so far has been an assessment of the potential impact upon the protected characteristics and within the context of the Future Generations and Well being legislation and as far as possible preparing a set of proposals that are sustainable with least impact upon well being and equality albeit acknowledging that the council's priorities and the budget modelling inevitably place pressure upon many of the Operations service areas. This does not denigrate the importance of these services but acknowledges that the budgets must be adjusted by reduction or income to contribute to the budget modelling overall.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

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What are you going to do	When are you going to do it?	Who is responsible	Progress
Implementation of approved budget proposals	Wherever possible for commencement in April 2017	Various heads of service	Ongoing implementation monitoring

**8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

The impacts of this proposal will be evaluated on:	Budget approval in February 2017 and ongoing thereafter in line with budget monitoring protocols/frequencies.
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**9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.**

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
<b>1</b>	Submitted as part of the Budget proposal report to Cabinet – 16 <sup>th</sup> December 2016	<b>16<sup>th</sup> December 2016</b>	To be completed .

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monmouthshire  
sir fynwy

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

<p><b>Name of the Officer</b> completing the evaluation Peter Davies</p> <p><b>Phone no:</b> 07768466632 <b>E-mail:</b> <a href="mailto:peterdavies@monmouthshire.gov.uk">peterdavies@monmouthshire.gov.uk</a></p>	<p><b>Please give a brief description of the aims of the proposal:</b></p> <p>Assessment of various proposals included within the 17/18 revenue budget proposals included within appendix 3d: Resources proposals included in the report to Cabinet on the 16th December 2016 titled: DRAFT BUDGET PROPOSALS 2017/18 FOR CONSULTATION.</p> <p>This evaluation is referenced to the appendix 3d proposals. The proposals are categorized as organisational efficiencies, staffing savings and income generation. There are no service reductions that directly impact on front line service provision.</p>
<p><b>Name of Service</b> – Resources Directorate, comprising Estates, People Services, ICT, Finance and Revenues</p>	<p><b>Date Future Generations Evaluation</b> form completed <b>15<sup>th</sup> December 2016</b></p>

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


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

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	No impact	None necessary
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	No impact	None necessary
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	No impact	None necessary
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	No impact	None necessary
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	No impact	None necessary
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	No impact	None necessary
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	No impact	None necessary



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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b> Balancing short term need with long term and planning for the future</p>	All savings proposals are underpinned by the need to derive a more sustainable, longer term solution for services provided.	None necessary
 <p><b>Collaboration</b> Working together with other partners to deliver objectives</p>	Not applicable	None necessary
 <p><b>Involvement</b> Involving those with an interest and seeking their views</p>	Not applicable	None necessary
 <p><b>Prevention</b> Putting resources into preventing problems occurring or getting worse</p>	All savings proposals are underpinned by the need to derive a more sustainable, longer term solution for services provided.	None necessary

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	Not applicable.	None necessary

3. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

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Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	None	None	Not applicable
Disability	None	None	Not applicable
Gender reassignment	None	None	Not applicable
Marriage or civil partnership	None	None	Not applicable

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Pregnancy or maternity	None	None	Not applicable
Race	None	None	Not applicable
Religion or Belief	None	None	Not applicable
Sex	None	None	Not applicable
Sexual Orientation	None	None	Not applicable
Welsh Language	None	None	Not applicable

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

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

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

Budget savings proposals for the resource directorate and subsequent analysis of them.

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

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

**The proposal has no negative impacts – in terms of the Wellbeing of Future Generations Act or Equalities legislation.**

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress
N/A	N/A	N/A	N/A

**8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

The impacts of this proposal will be evaluated on:

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

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
<b>0.1</b>	<b>Cabinet</b>	<b>16/12/2016</b>	

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## Future Generations

<p><b>Name of the Officer :</b> Clare Morgan</p> <p><b>Phone no:</b> 07770 838419 <b>E-mail:</b> <a href="mailto:claremorgan@monmouthshire.gov.uk">claremorgan@monmouthshire.gov.uk</a></p>	<p><b>Please give a brief description of the aims of the proposal</b> To provide a transport policy that is equitable for all residents of Monmouthshire. To give practitioners a framework to work within</p>
<p><b>Name of Service:</b> SCH</p>	<p><b>Date Future Generations Evaluation</b> 12.12.16</p>

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




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>MCC currently pay some individuals travel expenses as part of a care package. This policy will support people towards independent travel, including paying for their own transport costs or making their own arrangements where they have the means and/or capability to do. Social services arranging transport can create dependency rather than enabling independence which is our purpose.</p>	<p>This policy will ensure that there is equity around the application of determining how transport costs are paid and to whom</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>No impact</p>	



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>People will be encouraged and supported toward independent transport arrangements</p>	<p>Robust reassessment of need, supporting the person to independence. Physiotherapy to maximize mobility, travel training. There is strong evidence from elsewhere that travel training enables people with disabilities to safely transport themselves</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>No impact</p>	
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>No impact</p>	
<p><b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>No impact</p>	
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p>promoting and supporting independent travel</p>	



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? Describe how.	If not, what has been done to better meet this principle?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>No impact</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>Better collaboration with community groups, third sector, alternative transport modes</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>This will be achieved as part of a reassessment with individuals affected.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? Describe how.	If not, what has been done to better meet this principle?
 <p>Putting resources into preventing problems occurring or getting worse</p> <p><b>Prevention</b></p>	No impact	
 <p>Considering impact on all wellbeing goals together and on other bodies</p> <p><b>Integration</b></p>	No impact	

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**Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link:

<http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age			

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability	<i>Minimized dependence on Social Services therefore increasing potential for integration into the general community for people who have mobility difficulties by virtue of illness, physical or mental impairment.</i>	<p><i>Some individuals who currently have their travel costs paid for by MCC will be encouraged to pay their own travelling expenses in the future/ make their own travel arrangements</i></p> <p><i>This policy proposal will impact on individuals who previously may have received transport arranged and paid for by the social Services department who could have had some mobility difficulties by virtue of illness, physical or mental impairment</i></p>	Robust reassessment, maximizing independence, supporting individuals to find community/public based alternative transport options
Gender reassignment			
Marriage or civil partnership			
Pregnancy or maternity			
Race			
Religion or Belief			
Sex			
Sexual Orientation			

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Welsh Language			

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding			
Corporate Parenting			

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

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

Some people who are currently transported by the Council will not receive this service in the future, however their independence will be enabled through the application of this policy. The proposal promotes increased independence for individuals, the use of their own or community resources. Individuals will be supported to maximize their independence and therefore releasing the potential for increased social inclusion.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress
Present policy to relevant senior staff and members for approval	Early 2017	Clare Morgan	
Engage and consult with individuals and their carers about changes in practice and policy at time of review/reassessment	at each review/reassessment	Clare Morgan/Team managers/ assessors in teams	

**8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

The impacts of this proposal will be evaluated on:	June 2017 initially
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**9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.**

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
<b>1</b>	<i>Scrutiny</i>	<b>12.12.16</b>	<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>

## Future Generations

<b>Name of the Officer :</b> Clare Morgan  <b>Phone no:</b> 07770 838419 <b>E-mail:</b> <a href="mailto:claremorgan@monmouthshire.gov.uk">claremorgan@monmouthshire.gov.uk</a>	<b>Please give a brief description of the aims of the proposal</b> To provide a transport policy that is equitable for all residents of Monmouthshire. To give practitioners a framework to work within
<b>Name of Service:</b> SCH	<b>Date Future Generations Evaluation</b> 12.12.16

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




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	MCC currently pay some individuals travel expenses as part of a care package. This policy will support people towards independent travel, including paying for their own transport costs or making their own arrangements where they have the means and/or capability to do. Social services arranging transport can create dependency rather than enabling independence which is our purpose.	This policy will ensure that there is equity around the application of determining how transport costs are paid and to whom
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	No impact	



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>People will be encouraged and supported toward independent transport arrangements</p>	<p>Robust reassessment of need, supporting the person to independence. Physiotherapy to maximize mobility, travel training. There is strong evidence from elsewhere that travel training enables people with disabilities to safely transport themselves</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>No impact</p>	
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>No impact</p>	
<p><b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>No impact</p>	
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p>promoting and supporting independent travel</p>	



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? Describe how.	If not, what has been done to better meet this principle?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>No impact</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>Better collaboration with community groups, third sector, alternative transport modes</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>This will be achieved as part of a reassessment with individuals affected.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? Describe how.	If not, what has been done to better meet this principle?
 <p>Putting resources into preventing problems occurring or getting worse</p> <p>Prevention</p>	No impact	
 <p>Considering impact on all wellbeing goals together and on other bodies</p> <p>Integration</p>	No impact	

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**Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link:

<http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age			

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability	<i>Minimized dependence on Social Services therefore increasing potential for integration into the general community for people who have mobility difficulties by virtue of illness, physical or mental impairment.</i>	<p><i>Some individuals who currently have their travel costs paid for by MCC will be encouraged to pay their own travelling expenses in the future/ make their own travel arrangements</i></p> <p><i>This policy proposal will impact on individuals who previously may have received transport arranged and paid for by the social Services department who could have had some mobility difficulties by virtue of illness, physical or mental impairment</i></p>	Robust reassessment, maximizing independence, supporting individuals to find community/public based alternative transport options
Gender reassignment			
Marriage or civil partnership			
Pregnancy or maternity			
Race			
Religion or Belief			
Sex			
Sexual Orientation			

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Welsh Language			

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding			
Corporate Parenting			

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

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

Some people who are currently transported by the Council will not receive this service in the future, however their independence will be enabled through the application of this policy. The proposal promotes increased independence for individuals, the use of their own or community resources. Individuals will be supported to maximize their independence and therefore releasing the potential for increased social inclusion.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress
Present policy to relevant senior staff and members for approval	Early 2017	Clare Morgan	
Engage and consult with individuals and their carers about changes in practice and policy at time of review/reassessment	at each review/reassessment	Clare Morgan/Team managers/ assessors in teams	

**8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

The impacts of this proposal will be evaluated on:	June 2017 initially
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**9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.**

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
<b>1</b>	<i>Scrutiny</i>	<b>12.12.16</b>	<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>

## *Monmouthshire's Scrutiny Forward Work Programme 2016*

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
13 <sup>th</sup> Dec 2016	<b>Annual Complaints Report</b>	Scrutiny of the report for 2015-16	Annette Evans	Performance Monitoring
	<b>Improvement Objectives, Performance and Risk Assessment</b>	Scrutiny of the following: 1) Improvement Objectives - Six month progress 2) Performance Indicators - Quarter 2 update 3) Strategic Risk assessment 2016	Matthew Gatehouse	Performance Monitoring
	<b>'My Mates' Initiative</b>	Presentation on the 'My Mates' scheme. *Invite key stakeholders*	Julie Boothroyd Shelley Welton	Policy Development
24 <sup>th</sup> Jan 2017	<b>Budget Scrutiny</b>	Pre-decision scrutiny of the budget proposals for 2017-2018.	Joy Robson	Budget Scrutiny
6 <sup>th</sup> Feb 2017 10am ~ Joint Meeting with CYP	<b>Population Needs Assessment</b>	To consider the draft population needs assessment for Monmouthshire in line with the requirement to produce a well-being assessment (Future Generations Act 2015)	Matthew Gatehouse	Policy Development
27 <sup>th</sup> Feb 2017 2pm Joint Select Committee	<b>Alternative Service Delivery Model</b>	Scrutiny of the business case for the new Delivery Model	Tracey Thomas Ian Saunders Cath Fallon	Pre-decision Scrutiny
28 <sup>th</sup> Feb 2017	<b>Social Services and Wellbeing Act</b>  (responsibilities and performance monitoring)	Scrutiny of the responsibilities to ensure the Council delivers its duties in terms of providing information and advice (requires implementation by April 2017). The Council's approach needs scrutiny, together with clear performance measures to monitor its delivery.	Claire Marchant Nikki Needle	Performance Monitoring

*Monmouthshire's Scrutiny Forward Work Programme 2016*

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
		Link with the Community Coordination implementation (now termed Place Based approach) as this approach is critical in delivering the requirements of the act. The placed-based approach cuts across the adults and children's services portfolio, with duties around preventive work linking directly to the requirement to ensure well-being.		
	<b>Violence against Women and Domestic Abuse Act</b>	The context of the act is the alignment to the Future Generation Act in terms of the Council's responsibilities around well-being. There are ramifications for all services / cross cutting.	Claire Marchant	Policy Development
	<b>Budget Monitoring</b>	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Mark Howcroft	Budget Monitoring
<b>Special Meeting early March 2017 *Date TBC*</b>	<b>Stroke Services</b>  (Invite ABUHB and Stroke Association)	ABUHB to present their reformed stroke service. Invite public questions.	ABUHB	Policy Development



*Monmouthshire's Scrutiny Forward Work Programme 2016*

<b>Adults Select Committee</b>				
<b>Meeting Date</b>	<b>Subject</b>	<b>Purpose of Scrutiny</b>	<b>Responsibility</b>	<b>Type of Scrutiny</b>
	<b>Young Carers Strategy</b> <b>(Invite Carers Strategy Group and ABUHB)</b>	Following the successful agreement of the Adults Carers Strategy, work is progressing towards producing the first ever Young Carers Strategy in Monmouthshire. Invite the Carers Strategy Group who are instrumental in delivering the Strategy and the Young Carers Team. Both strategies have highlighted health specific topics which need partnership working to ensure Carers are supported.	MCC Carers Team ABUHB	Policy Development
	<b>Support for Carers</b>	Scrutiny of the Councils Carers in Employment Policy.	People Services	Policy Development
<b>Joint Meeting</b> <b>(Economy, Strong Communities, Planning invited)</b>  <b>*Date TBC*</b>	<b>Supplementary Planning Guidance on Affordable Housing</b>	Pre-decision scrutiny of an SPG prepared on Affordable Housing in Monmouthshire.	Mark Hand	Policy Development
<b>Mid-March Special Meeting</b>	<b>Learning Disability provision and commissioning</b>	Scrutiny of the continuing journey towards modernising services progressed through "My Day My Life". The scrutiny should focus on the care that the Council provides and commissions. There is a need for a renewed push on models of accommodation and support for people with learning disabilities, so scrutiny could explore how the	Claire Marchant Julie Boothroyd	Policy Development

## *Monmouthshire's Scrutiny Forward Work Programme 2016*

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
		Council prioritises the modernising of services for people with learning disabilities with the newly appointed learning disabilities commissioner funded through the intermediate care fund.		
	<b>Integrated Services</b>	Scrutiny of the journey to integrate primary care through neighbourhood care networks (established by the Health Board). Discussions on wellbeing approaches have been discussed with a range of partners with a view to moving towards integrated governance.	Claire Marchant Julie Boothroyd	Policy Development
25 <sup>th</sup> Apr 2017	<b>Supporting People</b>			
	<b>Community Coordination</b>			
	<b>Disabled Facilities Grants</b>			

### Future Work Programme items:

- ABUHB ~ continued scrutiny of Stroke, GP out of hours.
- × **CSSIW Domiciliary Care Report** - To consider the report and findings of the inspectors on the Domiciliary Care Service. Invite staff for this item. Link with the Turning the World Upside Down Project on Domiciliary Care.
- × **Gwent Frailty Annual report.**
- × **Regulation and Inspections Act** - This act focusses on our responsibilities in terms of regulated care settings and learning disability facilities as well as our role as a commissioner of services. Need to invite the commissioning team / those with new roles around the act, particularly new statutory roles. Need an overview and position update report.

## Council and Cabinet Business – Forward Plan

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

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

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

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

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

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

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

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



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

Subject	Purpose	Consultees	Author
Report			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17, meeting 1 held on the 16th June 2016.		Dave Jarrett
Review of Reserves			Joy Robson
End of year performance on Whole Authority Safeguarding			Teresa Norris / Claire Marchant
Proposed changes to the whole authority safeguarding approach			Teresa Norris / Claire Marchant
Car Park Management and Obstructions in the Highway			Roger Hoggins
LSS Annual report			Claire Marchant
190			
<b>13<sup>th</sup> July – INDIVIDUAL CABINET MEMBER DECISION</b>			
Proposed prohibition of waiting at any time & prohibition of waiting mon – sat 10:00am – 3:00pm, st kingsmark avenue,			Paul Keeble
Proposed 30mph speed limit, R139 Crick Road, Crick.			Paul Keeble
Proposed prohibition of waiting at any time & prohibition of waiting mon – fri 8am – 5pm, Monmouth Road & other roads, Usk			Paul Keeble

Subject	Purpose	Consultees	Author
Proposed 30mph speed limit, R122 (Crick to Shirenewton ), Crick.			Paul Keeble
Proposed 40mph speed limit, R122 Earlswood Road, Crick.			Paul Keeble
Proposed weight restriction order Usk			Paul Keeble
Monmouthshire Meals Leadership			Colin Richings
Mounon House – Catering Staff restructure			Rob O’Dwyer
<b>27<sup>TH</sup> JULY – INDIVIDUAL CABINET MEMBER DECISION</b>			
Wye Valley Management Plan			Matthew Lewis
Procurement Memorandum for Understanding for Regional Garden Waste Treatment			Carl Touhig
Team Abergavenny Business Case for Capital Expenditure	To consider an application for expenditure		Deb McCarty
Review of the Council’s Allocation Scheme			Karen Durrant
Language and Play/Engagement Worker Post Deletion Proposal			Beth Watkins
<b>27<sup>TH</sup> JULY – CABINET</b>			
Budget Monitoring report – Period 2	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2016/17 financial year.		Joy Robson/Mark Howcroft
Children’s Services Improvement Reports			Claire Marchant
Redundancy Report –	<b>EXEMPT REPORT</b>		Ian Saunders

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

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

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

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

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



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

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

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

Subject	Purpose	Consultees	Author
<b>1<sup>ST</sup> FEBRUARY 2017 – INDIVIDUAL CABINET MEMBER DECISIONS</b>			
Childcare Sufficiency Assessment 2017			Sue Hall
Garden Waste Charges			Carl Touhig
Disabled Facility Grants/Budgets			Ian Bakewell
Letting of Welsh Church Trust land in Trellech'			Gareth King
<b>15<sup>TH</sup> FEBRUARY 2017 – SPECIAL CABINET</b>			
Final Draft Budget Proposals for recommendation to Council			
Proposed sale of land at Clock Road to Melin Homes			Deb Hill Howells
<b>15<sup>TH</sup> FEBRUARY 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
RSPO x 2: Fairfield Car Park and Abergavenny Skate Park			Andrew Mason
<b>1<sup>ST</sup> MARCH 2017 - CABINET</b>			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17 meeting 5 held on the 19 <sup>th</sup> January 2017.		Dave Jarrett
Outcomes of the Recycling Review.	Cabinet to agree the Final Business Case determining the outcomes of the Recycling Review.		Rachel Jowitt
The Knoll, Abergavenny Section 106 funding			Mike Moran
ADM – Business Case			Tracey Thomas

Subject	Purpose	Consultees	Author
<b>9<sup>TH</sup> MARCH 2017 - COUNCIL</b>			
Final Budget Proposals			Joy Robson
Final Composite Council Tax Resolution	To set budget and Council tax for 2017/18		Joy Robson
Treasury Management Strategy 2017/18	To accept the annual Treasury Management Strategy		Joy Robson
<b>20<sup>TH</sup> MARCH 2017 - COUNCIL</b>			
Monmouth Pool			Pete Davies
ADM Business Case			Tracey Thomas
Population Needs Assessment			Matt Gatehouse
Well-being Assessment			Matt Gatehouse
Council Well-being Objectives			Matt Gatehouse
Future of MCC's HWRC, Transfer Station and Residual Waste Haulage Contract.	To agree the procurement strategy and affordability envelope to commence procurement and to award appropriate delegations for contract award.		Rachel Jowitt
Community Governance Report			Will McLean
Position Statement report re: Social Services			Geoff Burrows
Council Diary			
<b>5<sup>TH</sup> APRIL 2017 – CABINET</b>			
Welsh Church Fund Working Group	The Purpose of this report is to make recommendations to Cabinet on the Schedule of applications 2016/17, meeting 6 held on the 20 <sup>th</sup> March 2017		Dave Jarrett
The introduction of a Council operated Social Lettings			Steve Griffiths

Subject	Purpose	Consultees	Author
Agency within Monmouthshire			
<b>3<sup>RD</sup> MAY 2017 – CABINET</b>			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17, meeting 8 held on the ..... 2017.		Dave Jarrett
Transfer of management of Raglan VC Primary School	To receive a progress update on the transfer of the management of Raglan VC Primary School former junior building to the Enterprise Directorate.		Cath Sheen