

Directorate	Budget recovery £000's
Social Care, Health & Safeguarding	146
Children & Young People	432
Communities & Place	883
MonLife	362
Chief Executives Unit	65
People & Governance	71
Resources	187
Total	2,145

Type of action	Children & Young People	Social Care & Health	Communities & Place	MonLife	People & Governance	CEO	Resources	Total
Increase Grant / Income	138	60	86	139			75	498
Freeze vacant posts	24	75	259	89	60	17	55	579
Expenditure reduction		11	131	48	3	8	48	249
Service reduction / change				56				56
Service reserve funding	270			30				300
Transfer cost to Capital			407		8	40	9	464
Total	432	146	883	362	71	65	187	2,145

Children & Young People

Ref	Service	Proposal	Amount	Recovery method	Details
			£000's	<i>i.e. Not filling vacant post, reduction in supplies or services, additional income, curtailing service, etc.</i>	<i>A brief description of the proposal including any risks to being able to deliver</i>
CYP1	Support Services	To use grants to displace current salary costs, to be used in line with the current grant terms	85	Grant funding	CYP have a number of grants for capital (3 - 19) early years and capital project management. The work is currently being completed by CYP staff within their existing work.
CYP2	Most Team	Hold vacancy open	5	Vacant post	Post vacant from Christmas does not need to be filled. Team will be restructured to pick up workload
CYP3	PV	The reserve relates to income from the PV solar panels on some schools.	150	Release reserve	The reserve has been building up a large number of years, the original proposal was to use this reserve to help schools fund energy efficient devices. The funding of this has been superseded with other funding streams and therefore the reserve can be released
CYP4	PV	The reserve relates to income from the PV solar panels on some schools.	120	Release reserve	This is as above but it is the forecast revenue stream for Q2 - 4 in the current year. There is a risk that the income will not be generated which is why this is medium risk but it is based on past income.
CYP5	Most team	To use grants to displace current salary costs, to be used in line with the current grant terms	53	Grant funded	The ALN capital grant terms allows any work contributing to improving ALN provision through the medium of Welsh to be charged to the grant. The proposal is to charge the salary costs for the Welsh speaking specialist teacher who works with pupils with ALN in both Welsh medium primary schools. The return to Welsh government will be made at the end of the financial year and there is a small risk this may not be approved expenditure, which is why the risk is medium.
CYP6	Support Services	Vacancy in Support Services not being filled.	19	Vacant post	The vacancy is in the school and student access admissions team, the post is temporary to cover a secondment, the post has been advertised twice and no one has been appointed, work will be redistributed to cover this post.
Total proposals			432		

Social Care, Health & Safeguarding

Ref	Service	Proposal	Amount	Recovery method	Details
			£000's	<i>i.e. Not filling vacant post, reduction in supplies or services, additional income, curtailing service, etc.</i>	<i>A brief description of the proposal including any risks to being able to deliver</i>
SCH1	Adult	Hold identified vacancies	45	Vacant posts	Hold back vacancies to provide additional savings over and above what has already been included in the month 5 forecast
SCH2	Adult	10% reduction in workforce costs	11	Reduction in workforce costs	Limit off site meetings etc to reduce office based/management staff mileage costs
SCH3	Adult	Winter resilience funding	60	Use one off Winter Resilience money to reduce the current overspend	This is subject to agreement through RPB (likely to be achieved)
SCH4	Children	Hold identified vacancies	30	Vacant posts	Hold back vacancies to provide additional savings over and above what has already been included in the month 5 forecast
Total proposals			146		

Communities & Place

Ref	Service	Proposal	Amount £000's	Recovery method <i>i.e. Not filling vacant post, reduction in supplies or services, additional income, curtailing service, etc.</i>	Details <i>A brief description of the proposal including any risks to being able to deliver</i>
C&P1	Waste Services	Use spare capital budget to fund qualifying spend sat within revenue budget	188	Passporting costs to capital	Waste services has a capital budget that it uses to help fund box and vehicle replacement - this can be used to fund qualifying spend that sits within revenue account.
C&P2	Street Lighting	Passport qualifying maintenance spend to capital	50	Passporting costs to capital	Certain revenue repairs can be classed as capital - we can push these costs to the street lighting capital budget - potential risk around having enough capital budget to fund larger replacement scheme such as traffic light systems etc...
C&P3	Highways Operations	Reduce the number of sweepers/vactors currently on hire	50	Curtailing Spend	£50k in year £150k full year saving but currently funded through capital so would continue this work and reduce revenue maintenance works - risk of double counting with C&P9
C&P4	Fleet Maintenance	Pay for fuel tanks from Capital	23	Passporting costs to capital	Transport depot had to purchase new fuel tanks after a health and safety review - this is capital in nature and shouldn't be funded from revenue - relies on there being spare capital funding to accommodate.
C&P5	Fleet Maintenance	Passport qualifying parts & maintenance spend to capital	120	Passporting costs to capital	As with Street Lighting certain revenue repairs can be classed as capital - we can push these costs to the capital budget.
C&P6	Fleet Maintenance	Curtailment of non-essential spend	29	Reduction in Supplies & Services	Freeze on all non-essential spend between now an year end. No risk
C&P7	Fleet Maintenance	Remove Council Car	3	Curtailing Spend	Removal of council car to save on leasing costs (potential for sale proceeds from number plate). £3k in-year saving if decision made now, £8k full year saving in 24-25
C&P8	Fleet Maintenance	Continue review of vehicle fleet (owned & hired) to drive out efficiencies.	10	Curtailing Spend	Implement a governance structure within fleet maintenance to ensure all assets are used efficiently and unnecessary hire costs and damage costs are eliminated.
C&P9	Schools Catering	Curtailment of non-essential spend (outside of above)	4	Reduction in Supplies & Services	Freeze on all non-essential spend between now an year end. No risk
C&P10	Building Cleaning	Curtailment of non-essential spend	5	Reduction in Supplies & Services	Freeze on all non-essential spend between now an year end. No risk
C&P11	Building Control	Use of capitalisation direction	8	Passporting costs to capital	Server Upgrades could be capitalised.
C&P12	Planning	Freezing system development spend relating to the digitising of the Microfiche system.	30	Curtailing System development	Planning have been implementing a digital replacement for the microfiche system, the freeze will not affect the service but will delay the roll-out to the full digitisation of documentation.
C&P13	Car Parks	Withdraw Free Xmas Parking	20	Additional Income	The authority does not continue the offer of free xmas parking.
C&P14	Procurement	Use of capitalisation direction	18	Passporting costs to capital	Software implementation costs - can be capitalised as part of joint procurement SLA.
C&P15	Economic Development & Youth Enterprise	Explore opportunities to use grant funding to cover core costs	66	Additional Income	Reallocation of SPF funding will allow for further core costs to be funded by grant
C&P16	Service Wide	Freezing of all Non-exempt posts	259	Not Filling Vacant Posts	This is the maximum level of saving that would be achieved if all current vacancies were frozen until end of year. There is potential that some of the post on the lists will be deemed essential so this figure will drop.
Total proposals			883		

People & Governance

Ref	Service	Proposal	Amount	Recovery method	Details
			£000's	<i>i.e. Not filling vacant post, reduction in supplies or services, additional income, curtailing service, etc.</i>	<i>A brief description of the proposal including any risks to being able to deliver</i>
PG1	Land Charges	Use of capitalisation direction	8	Passporting costs to capital	Server Upgrades could be capitalised.
PG2	Legal	Reduce training spend	3	Reduction in Supplies & Services	Curtail spend for only essential training requirements
PG3	Vacancy Freeze	Freezing of all Non-exempt posts	60	Not Filling Vacant Posts	This is the maximum level of saving that would be achieved if all current vacancies were frozen until end of year. There is potential that some of the post on the lists will be deemed essential so this figure will drop.
Total proposals			71		

Chief Executives Unit

Ref	Service	Proposal	Amount	Recovery method	Details
			£000's	<i>i.e. Not filling vacant post, reduction in supplies or services, additional income, curtailing service, etc.</i>	<i>A brief description of the proposal including any risks to being able to deliver</i>
CEO1	People Services	Reduce training spend	3	Reduction in Supplies & Services	Curtail spend for only essential training requirements
CEO2	GIS	Use of capitalisation direction	40	Passporting costs to capital	Staff costs associated with transformational support. Depends on available funding.
CEO3	Payroll	Learning Management System Implementation	5.0	Remove contingency budget attached to the roll-out of the Learning Management System	If problems arise during implementation, and require additional costs it will result in overspend or non-delivery of the project
CEO4	HR	Removal of discretionary counselling sessions for staff	0.3	Reduction in service offer	Risks - Negative impact on well-being for a small number of staff who would have accessed counselling over and above our standard 6 week offer. The standard offer is unaffected
CEO5	Vacancy Freeze	Freezing of all Non-exempt posts	17.0	Not Filling Vacant Posts	This is the maximum level of saving that would be achieved if all current vacancies were frozen until end of year. There is potential that some of the post on the lists will be deemed essential so this figure will drop.
Total proposals			65		

Resources

Ref	Service	Proposal	Amount	Recovery method	Details
			£000's	i.e. Not filling vacant post, reduction in supplies or services, additional income,	A brief description of the proposal including any risks to being able to deliver
RES1	Cyber Security Team	Curtail training spend	3.5	Reduction in Supplies & Services	Cyber security is a partnership between MCC, Police, Torfaen & Blaenau Gwent - all essential training has been undertaken for this year so we can freeze any further spend - this will not impact IT security.
RES2	Revenues & Financial System support	Curtail system development spend	29	Curtailling System development	Freezing any further spend on system development
RES3	Revenues & Financial System support	Use of capitalisation direction	9	Passporting costs to capital	Uplift in staff costs associated with transformational support. Depends on available funding.
RES4	Revenues & Financial System support	Vacancy Freeze	9	Not filling vacant post	Not fill cashiers post. This will leave the service running at a minimum, therefore there may be times when we will be unable to provide a full service.
RES5	Revenues & Financial System support	Curtail Non-pay spend	7	Reduction in Supplies & Services	Managed reduction in non-pay spend.
RES6	Revenues & Financial System support	One off Admin Grant & Ukraine grant	40	Additional Income	New burden funding for administering the Energy scheme on behalf of UKG & Ukraine grant for WG
RES7	Service Wide	Freezing of all Non-exempt posts	46	Not Filling Vacant Posts	This is the maximum level of saving that would be achieved if all current vacancies were frozen until end of year. There is potential that some of the post on the lists will be deemed essential so this figure will drop.
RES8	Audit	Agency support freeze	8	Curtailling spend on agency support cover	Curtailling spend on additional agency support for Audit - we can freeze the additional 20 days that was built into M5 forecast. Support was put in place by the request of Audit & Governance cte so curtailling spend will impact on service outputs.
RES9	Landlord Services	Increase in income from commercial and community assets	20	Additional Income	-Industrial portfolio – uplifts on renewals at OPF, Castleway, Raglan -Grazing Licenses – new lettings and agreement renewals -Income for new lettings at Hanbury House, Mon Market Hall -County Farm – uplifts and back rent
RES10	Landlord Services	Investment Assets - Castlegate Business Park	2	Additional Income	Marketing launch of the new flexible working space. Predict income based on additional lettings from New Year.
RES11	Landlord Services	Investment Assets - Castlegate Business Park - Potential for Housing to relocate the storage for homelessness belongings from external supplier to units in Castlegate	13	Additional Income	Income generation in Investments and reduced cost in Housing - this idea is currently being explored to see if space is suitable. Figure will need updating once way forward has been finalised.
Total proposals			187		

MonLife

Ref	Service	Proposal	Amount	Recovery method	Details
			£000's	i.e. Not filling vacant post, reduction in supplies or services, additional income, curtailing service, etc.	A brief description of the proposal including any risks to being able to deliver
ML1	Borough Theatre	Secondment Theatre Manager to SPF Project	30	Secondment - Utilising approved grant funding	To propose that the current post advertised for Youth Arts Project manager be delivered in house through support from the theatre manager and youth service. The SPF bid is a tri-partner bid with Danceblast and Melville theatre. This project needs a dedicated member of staff to lead the project and deliver on the project outcomes. Risks are that it is a specialist project that does require a degree of arts/theatre knowledge however this can be supported by the manager. Tri partners may not agree to post being delivered in house as all agreed post spec and that it would go out externally. Not having a dedicated person to lead this project could mean that the project outcomes are not met in time; consistent contact for partners; stakeholders and young people attending the project.
ML2	Borough Theatre/Museums	Creative Cultures Grant	8	Charge core staffing to grant	Grant funding has allocated funding towards staffing time so no impact on resources or delivery
ML3	Volunteering	Event Budget	2	Face to face volunteering event cancelled	No expenditure in year so far, budget is allocated to marketing materials and celebration event for volunteers annually. Risk is that volunteers feel unappreciated this year with no event to attend.
ML4	Museums	Reserve - Funding core staff	30	Museums fund raising reserve allocated against core museums staff	No risk to allocating this money. Would have allowed creation of more exhibitions for 24/25 however will look to grant funding to continue work across sites
ML5	Attractions	Business Support	8	Do not fill vacant post	Current no spend will create less traffic through business support in the interim - will be able to support for a period of time through attractions business support
ML6	Heritage and Attractions	Reduce Enhancements and Overtime	5	Change Park Rangers - Monday to Friday only and reduce overtime	Currently season coming to close so less activity and for the next 6 months park rangers can do their hours within the working week. Odd couple of events we have in they will ensure that they do litter picks/support site staff. Risks - need posts to resume normal duties from April 1st as site has full programme for 24/25 and require staffing for 7 days a week.
ML7	Markets	Freeze Markets Manager Post	19	4 Month freeze Market managers post	
ML8	Communications	Secondment of Head of Communications	29	Secondment of Head of Communications to Welsh Government	Replacement cover required from November 2023 to June 2024 when Abby will be back in role, to deliver: communications, engagement and marketing strategic direction across all Monmouthshire CC channels. Lead required for any potentially tricky complex/reputational risks presented over the coming months. Key initiatives in plan include: in year budget position communications, communications, engagement and marketing around the 2024-2025 budget engagement process, general election communications and promoting democracy and any new campaigns planned to generate income. Strategic delivery of on-going improvement work to Monmouthshire.gov.uk linking in with the customer strategy and digital programme office. Management of: the long term plan, the tactical weekly plan (particularly around the social media schedule and various 'days'), the Team (4 FTE), on-going communications campaigns (hub, compass and Digital Cwtch), managing film requests. Key objectives to be delivered: •Set the strategic, long term agenda and plan for communications, marketing and engagement. Provide the long term focus and 'annual plan on a page', monitor progress and suggest continual improvements based on insight. •Lead the strategic, delivery of marketing and engagement campaigns across all channels. •Deliver on-going improvements based on data and evidence. Test new channels (inc. digital) to increase engagement. •Protect the reputation of Monmouthshire County Council through all communications. Provide focus to deliver a communications response to emerging, emergency situations, •Demonstrate excellent stakeholder engagement skills, working in partnership with members, stakeholders, colleagues and partners to deliver success. •Grow communications reach across all channels. •Identify opportunities to generate income and optimise budget. •Line manage the team and manage the tactical, monthly communications plan and schedule.
ML9	Monlife Communications	Pause spending on Museums signage	4	Reduction in Supplies and services spend	
ML10	Monlife Communications	Reduce spending on clothing and Uniform	4	Reduction in Supplies and services spend	
ML11	Leisure Services	Reduce Chepstow Café Opening Hours	5	Reduce opening hours to maximise return	The reduction of opening hours has been based on 12 month trends. We will launch the new opening hours, in-line we key programmes and footfall throughout the day and at weekends. We have benefitted from multiskilled staff working across our catering provision, therefore, any staff affected will be assigned to other areas of the business, i.e. delivery of swimming lessons, lifeguarding, etc.
ML12	Outdoor Adventure	Sell surplus equipment	10	Sell surplus equipment - Feb potential the best opportunity to maximise return	Our outdoor equipment is ageing and a number of items, for high footfall commercial usage, is deemed end of life. However, there is a resale market for this type of equipment as the specification is generally much higher than you can purchase from a retailer, i.e. Aldi for paddles, etc. The items are likely to be sold individually or in small amounts and towards the end of the financial year, where the outdoor market starts to move into the more busier period.

MonLife

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ML13	Destinations Management	Freeze implementation of destination management plan	15	Reduced external consultancy cost - delaying development of destination management plan	Removal from current cabinet work programme as existing small team do not have the resources to achieve this without consultancy support. Diminishes the Council's credibility as a leader of the strategic direction of tourism with destination stakeholders. Longer term lack of focus and priorities for destination partners / awareness of potential opportunities / best prospects and more limited access to funding.
ML14	Countryside	Reducing all non essential service spend	15	Maximising supplies & services against grant	Deferred spend on plans and projects. Risks include lack of up to date guidance, therefore impact on the quality of development proposals and thence added pressure on ecology and development management colleagues in assessing proposals and seeking to achieve quality outcomes.
ML15	Countryside	Freeze GGGP Business Support Post	17	Freeze vacancy Business Support Post	Adds pressure on existing staff to provide for the ongoing business support requirements
ML16	Countryside	GGGP - Simplified Costs	21	Extension of grant - allowed full recovery of business support post	No risk
ML17	Countryside	Rights of way	15	Reduction in Supplies and services spend	Includes deferring spend on maintenance issues, maximising spend on grants and not pursuing public path orders in the public interest where advertising costs etc. cannot be recovered (i.e. only processing orders in the landowners interest where costs recovery is possible). This will delay resolving rights of way issues. Deferring maintenance issues unless health and safety priorities is likely to lead to increased future costs
ML18	Active Travel	Officer Recharge PS	70	Charge core staff to grant	No expected risk at this stage due to grant allocation. Consideration may need to go to colleagues in highways and potential increased % being proposed to be claimed back for project managers involved.
ML19	Community Education	Freeze Community Learning Lead Tutor Post	45	Freeze Vacancy	This is a vacancy we have re-entered the market to recruit to, however this post plays an important quality assurance role in complying with our delivery standards for our franchise grant from Coleg Gwent and supporting role to all our tutor staff (franchise and direct grants) to ensure compliance with teaching standards, associated monitoring, reporting, curriculum design and professional peer support.
ML20	Community Hubs	Reduction in rates across hubs	10	Reduction in building costs	No risk.
Total proposals			362		