

County Hall
The Rhadyr
Usk
NP15 1GA

1st September 2014

Notice of Meeting:

Adults Select Committee

Tuesday 9th September 2014 at 10.00am
Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA

**PLEASE NOTE THAT THERE WILL BE A PRE-MEETING FOR
ADULTS SELECT COMMITTEE MEMBERS AT 9.30AM**

AGENDA

The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.

Item No	Item
1.	Apologies for absence.
2.	Declarations of Interest.
3.	To confirm and sign the minutes of the Adults Select Committee held on 15 th July 2014 (copy attached).
4.	Public Open Forum.
5.	Stroke Redesign Service.
6.	Month 3 Revenue & Capital Budget Monitoring (copy attached).

7.	Social Services Annual Complaints Report (copy attached).
8.	Housing and Regeneration Medium Term Financial Plan Project Mandate – Integrated Approach to Housing Options (copy attached).
9.	Work Programming (copies attached): i) The Select Committee’s Work Programme for 2014 – 2015. ii) The Cabinet Forward Work Planner.
10.	Summing up and date and time of the next meeting: • Tuesday 18 th November 2014 at 10.00 a.m.

Paul Matthews
Chief Executive

Adults Select Committee

County Councillors:

R. Chapman
R. Edwards
P.S. Farley
R.G. Harris
M. Hickman
P. Jones
P. Jordan
P.A. Watts
A.M. Wintle

Co-opted Members:

D. Hill
D. Hudson

Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

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

People Are Confident, Capable and Involved

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

Our County Thrives

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

Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation

Our Values

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

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the Adults Select Committee held at County Hall, Usk on Tuesday
15th July 2014 at 10.00a.m.**

PRESENT: County Councillor P.S. Farley (Chairman)

County Councillors: R. Edwards, R.F. Chapman, R.G. Harris, P. Jones, P.A. Watts and A.M. Wintle.

COOPTED MEMBERS:

Mrs. D. Hudson.

OFFICERS IN ATTENDANCE:

Mrs. J. Boothroyd	-	Head of Adult Services
Mr. C. Richings	-	Development & Implementation Lead
Mrs. C. Morgan	-	Group Manager for Mental Health and Learning Disabilities
Miss H. Ilett	-	Scrutiny Manager
Mrs. S. King	-	Senior Democratic Services Officer
Mrs. N. Perry	-	Democratic Services Officer

APOLOGIES FOR ABSENCE

1. Apologies for absence were received from County Councillors R.P. Jordan, M. Hickman and Mr. D. Hill.

DECLARATIONS OF INTEREST

2. There were no interests declared by Members at the meeting.

MINUTES

3. The minutes of the Adults Select Committee meeting held on Tuesday 10th June 2014 were confirmed as a correct record and signed by the Chairman.

PUBLIC OPEN FORUM

4. The Chairman welcomed contributions from members of the public, which were received as follows:

a) Mr J. Harris

Mr Harris raised concerns that most policies are governed by legislation and that the ordinary citizen does not understand how meetings should be observed. Mr. Harris provided two examples:

- First person suffered with illness, resulting in residential care. The children, who were carers, were told the property had to be sold, and then contacted

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Mr. Harris. The children had attended informal meetings but there were no minutes taken at these meetings. Mr. Harris was greatly concerned that Occupational Health, GP and the care home had no official records of the patient. Mr Harris had asked for a copy of minutes of meeting and four months later there are still no minutes, which were needed for continuing health care funding.

- The second issue related to an individual who had received funding but was not aware of any formal policies or procedures. The individual had been told by a social worker that there would be no funding. There was no record of the meeting being held. A superior officer denied that there had been a previous meeting.

It was suggested that Mr. Harris submit his concerns in writing, in order for the committee to discuss issues with officers. The Chairman suggested that these issues should be followed up, to assess accountability and delivery of the process.

We agreed that the committee would undertake further work and scrutinise the relevant policies and procedures, to ensure that there was understanding of how the process was interpreted and delivered.

The Chairman advised Mr Harris that he would be notified of the date when the issue would be considered by the committee.

DEPRIVATION OF LIBERTY SAFEGUARDS REPORT (DOLS)

5. We received a report from Julie Boothroyd, Head of Adult Services and Claire Morgan, Team Manager of Mental Health and Group Manager for Mental Health and Learning Disabilities.

The Supreme Court had clarified that there was a deprivation of liberty for the purposes of Article 5 of the European Convention on Human Rights when the following applies:

- The person is under the continuous supervision and control.
- Is not free to leave.
- The person lacks the capacity to consent to these arrangements.

As a result of the judgement the following circumstances are no longer relevant to the test of deprivation:

- The person's compliance or lack of objection
- The relative normality or quality of the placement ("a gilded cage is still a cage"), and
- The reason or purpose behind the placement or restriction.

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Arrangements for processing DoLS assessments are managed via a service level agreement with ABHUB and the 5 Gwent Local authorities; this has been in place since 2009.

There had been low numbers of individuals considered to have been deprived of their liberty until this Supreme Court ruling. The low numbers of deprivations were highlighted in successive annual monitoring reports this led to an all Wales Inspection of DoLS practice being conducted by Welsh Government in 2014. Monmouthshire is one of the seven authorities being inspected. This took place on the 13, 14 and 15th May 2014 a report is due in August with an All Wales report being published in September 2014.

There are separate functions under DoLS for care homes and hospital wards (Managing Authorities) who identify and refer individuals likely to be a deprivation, and for Local Authorities (Supervisory Bodies) for assessing and if appropriate, authorising those deprivations.

Monmouthshire is both a Managing Authority (for our own care homes) and a Statutory Body for the authorising Standard and Urgent Deprivations. Deprivations in the community, including supported living and adult family placement, are dealt with through, and authorised by, the Court of Protection.

The report highlighted 5 guiding principles in considering whether people lack mental capacity:

- There is a presumption that people have capacity. Capacity is also issue and time specific.
- People are empowered to contribute to the process and helped in whatever way possible to engage.
- The foolish are not necessarily incapable.
- Decisions are taken in the best interest of the individual.
- The least restrictive options are pursued.

Having received the report, the following points were noted:

- If a person can physically walk out, is it a responsibility of next of kin? It was confirmed that under legislation this is not the case. If a person is under assessment, where possible an agreement is made with the family. If there is a conflict with the family the case would be referred to Court of Protection.
- The original case was brought into question. Would there be a future problem with less support being provided in future, due to the implication of high costs?
- Will there be Government funding? This is unknown at the moment and the team are waiting for a response from the Government

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- The officers confirmed that they wanted the support and understanding of the committee. Also need funding for 1 full time social worker. The committee supports the issue and will express so in a letter to Cabinet.

RAGLAN DOMICILIARY CARE MODEL

6. We received a report from Colin Richings, Development & Implementation Lead, Direct Care Services.

Approval was sought from the directorate management team at the end of 2012 to develop a new approach to delivering domiciliary services to people with dementia living in local.

The pilot project commenced in May 2013 and was subject to formal evaluation in February 2014. Senior managers gave their approval to expand the project across all in-house domiciliary care teams.

The principal outcome of the project is to develop person centred services to older people with dementia that support a more natural living experience; a move away from task and time orientated care to a service based on a detailed knowledge of the individual, and a service that responds to how a person is feeling and what they need at any given time.

The current employment relationship for domiciliary care staff in Monmouthshire and across the UK does not support the above outcome for the following reasons: Homecare Assistants are currently employed on a 'piecemeal' basis where staff are paid only for the work they are allocated.

Work is allocated within a time limit as set by the care manager on care plan and does not allow the flexibility to deliver person centred care.

Work is allocated at fixed times and does not pay due regard to how the person receiving support feels on any given day.

The 'Raglan' approach ensures that all assessed needs are met whilst giving autonomy and control to the staff to make informed decisions on a daily basis based directly on the self-expressed needs of the service user and how they feel on any given day.

To deliver improved outcomes to the people we support, we needed to adopt some very clear principles:

- Care cannot be provided without first establishing a relationship with the person receiving care. We must know the person 'ordinarily'.
- The emotional and social needs of the people supported are equally as important as their physical needs.
- Care must respond to how the person feels on any given day and flexibility in provision is required to work in this way.

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- The needs of the informal carer must not only be assessed but met and it is ok to provide support directly to them.
- Decisions are best made by those closest to the issues and authority stems from this, not a position in the hierarchy.
- Staff members must be listened to. There must be a direct dialogue between the care co-ordinator and the people providing the support.
- Staff must be salaried and we need to ensure that our focus is to support them to do their job well.

Having received the report the following points were noted:

- Members felt that this was a heart-warming presentation, and the committee were in full support of the project.
- It was questioned whether the Raglan Model had been initiated elsewhere. It was confirmed that it was a new project but a similar scheme had been tried in Swansea. It had been developed from liaising with frontline staff in home care.
- A query was raised whether there was evidence that the staff involved in the Model were doing above and beyond the call of duty and if adequate support measures were in place. We were informed that the staff were encouraged to get involved and connect with individuals, but they must remain within the confines of the project. There would be support available for staff if required.
- The Committee were informed that further work was required in relation to cover for staff holidays. It was anticipated that there would be pool of 5 or 6 staff to meet the requirements.
- A member suggested that The Kings Fund should be informed of this project.

It was requested that the Committee be kept informed and updated on developments.

OFFICE SERVICES: INVESTIGATION OUTCOME AND CONCLUSION REPORT

7. We received a report from Julie Boothroyd, Head of Adult Services, which informed and updated members of the outcome of the external investigation carried out at Office Services between March 2011 and May 2014.

Chair of the Adult select committee and cabinet member have been informed on an on-going basis regarding the progress of this investigation.

At the time of this investigation Office services was run along the lines of a 'social enterprise' with an emphasis on providing 'work type' opportunities. Previously it was a traditional day service for older and disabled people.

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An external investigation was commissioned in March 2012 following an internal investigation into staff bullying and harassment in September 2011. The outcome of the internal investigation led us to require an independent investigation to ensure a comprehensive investigation could be carried out.

An initial 'whistle blowing' allegation was raised with regards to staff bullying and harassment in September 2011.

Strong indicators emerged from this initial investigation that there may be instances of service user abuse, in February 2012, 5 staff were suspended. Following this we commissioned an external investigation, March 2012. A full and far ranging investigation including financial audit, personnel, service users, process and policy was completed.

Preliminary service user report was developed and formed part of the evidence to proceed with disciplinary action and adult protection work.

Systematic disciplinary investigations were carried out between August 2012 - November 2012 for the enablement workers and day centre officer with staff dismissals / resignations completed.

Systematic disciplinary investigation of Team Manager August 2012 - December 2013. Manager dismissed in December 2013.

Members accepted that a thorough and comprehensive investigation was carried out and all available sanctions were actioned. We agreed that the Chairman and Cabinet Member will have a detailed briefing to fully conclude this item.

ADULTS SELECT COMMITTEE WORK PROGRAMME

8. We received the Adults Select Committee Work Programme for forthcoming meetings.

It was noted that:

- i. Agenda items for the meeting dated 9th September 2014 would include:
 - Month 3 Revenue & Capital Budget Monitoring
 - Social Services Annual Complaints Report
 - Gwent Frailty Programme
- ii. A special meeting to be held in October, to scrutinise Aneurin Bevan Health Board, to include:
 - Minor Injuries Unit
 - Integrated Care Priorities for the Last Days of Life

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- iii. All four selects would scrutinise partnerships. The Strategic Partnerships Manager had been appointed to progress the single integrated plan and priorities would be split across committees.
- iv. A special joint meeting, with Strong Communities, to be arranged to consider:
 - Homelessness
 - Discretionary housing payments
 - Joint Housing Option Team

We resolved to receive the report and note its content.

THE CABINET FORWARD WORK PLANNER

9. We received the Forward Planner for Cabinet and Council business.

DATE AND TIME OF NEXT MEETING

10. We noted that the next Adults Select Committee Meeting would be held at County Hall, Usk on Tuesday 9th September 2014 at 10.00am.

The meeting ended at 12.30pm



REPORT

SUBJECT	REVENUE & CAPITAL BUDGET MONITORING 2014/15 MONTH 3 OUTTURN FORECAST STATEMENT
DIRECTORATE	Chief Executive's Unit
MEETING	Adult Select
DATE	9th September 2014
DIVISIONS/WARD AFFECTED	All Authority

1. PURPOSE

- 1.1 The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at the end of month 3 for the 2014/15 financial year.
- 1.2 It also seeks to review the quality of monitoring information so that Members can continue to have a confidence in its accuracy as a catalyst for change.

2. RECOMMENDATION

- 2.1 That Members consider the position concerning 1st quarter revenue monitoring and seek assurance of the action Chief Officers are taking to address the over spends in their service areas.
- 2.2 That Members consider the position concerning school balances and note the potential for in year withdrawal of school improvement grant by Welsh Government.
- 2.3 On an exception basis, that Members note the variances in approach and progress concerning the mandates identified in para 3.3.3, with a view to receiving further updates from those areas identified, or alternative proposals to achieve the original savings target.
- 2.4 That Members consider the position concerning 1st quarter capital monitoring, note the slippage identified in respect of Abergavenny library and 21st Century schools feasibility, and approve the use of capital receipts to finance the identified overspend.
- 2.5 That Members consider the review of financial monitoring, and conclude whether it remains an accurate management tool on which to identify financial performance.

3. MONITORING ANALYSIS

3.1 Revenue Position

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

3.1.2 Responsible Financial Officer's Summary of Overall Position

Summary Position

Table 1: Draft Council Fund Outturn
2014/15 – Summary Total Net
Expenditure Position at
Month 3

	Appendix	Annual Forecast at Month 3	Revised Budget	Forecast Over/(Under) Spend at Month 3
		£000's	£000's	£000's
Social Care & Health	5&6	37,217	36,604	613
Children & Young People	6	52,328	52,302	26
Enterprise	4	10,484	10,252	232
Operations	3	18,234	17,849	385
Chief Executives Unit	3	7,292	7,425	(133)
Corporate Costs & Levies	3	17,847	17,941	(94)
Net Cost of Services		143,402	142,373	1,029
Attributable Costs – Fixed Asset Disposal	3	225	224	1
Interest & Investment Income	3	(77)	(29)	(48)
Interest Payable & Similar Charges	3	3,538	3,769	(231)
Charges Required Under Regulation	3	5,571	5,606	(35)
Contributions to Reserves	3	91	86	5
Contributions from Reserves	3	(2,700)	(2,700)	0
Amounts to be met from Government Grants and Local Taxation		150,050	149,329	721
General Government Grants	3	(69,340)	(69,340)	0
Non-Domestic Rates	3	(28,984)	(28,984)	0
Council Tax	3	(57,128)	(56,780)	(348)
Council Tax Benefits Support	3	5,917	6,071	(154)
Council Fund (Surplus)/Deficit		515	296	219
Budgeted contribution from Council Fund		(296)	(296)	0
		219	0	219

3.1.3 The bottom line situation, a £219,000 potential overspend, has been mitigated significantly by anticipated Council Tax receipts and treasury considerations. So it is important to highlight that net cost of services exhibits an overspend of circa £1 million. Putting this in some context, whilst still a significant challenge, this is a favourable position over that calculated at quarter 1 2013/14 of a £1.7 million overspend on net cost of services.

3.1.4 Given the financial challenges that will continue to face the Authority for the foreseeable future, Chief Officers are tasked with ensuring that services live within the budgets and savings targets set for the current financial year. The exception to this is in Children's social services where the nature and scale of the pressure on this budget is the subject of a separate report on this agenda. Future monitoring reports will seek to contain the information on what is being done to manage the overspends identified and the positive action that is required to ensure that the budget is not breached.

3.1.5 Summary pressures and underspends within the net cost of services include:

Service area	Forecast Overspend £'000	Forecast Underspend £'000	Headline Cause
Social Care & Health (SCH)			
Children's services	583		Looked after children activity and additional team and conveyance of client costs
Adult service	30		Most notably historic Monnow Vale partnership cost apportionments and increased residential care staff hours
Children and Young People (CYP)			
Standards	38		Shortfall on income targets
Resources and Performance		12	Net salary saving
Enterprise (ENT)			
Community led delivery	107		Net effect of restructure changes not fully implemented yet
Commercial & people development	79		Shortfall in savings target presumed on SRS and reduced training grant
Public Life & culture	46		Redundancy costs at Caldicot Castle, employee cost pressures at Old Station, and reduced rental following Brecon Beacons National Park moving to tithe barn
Operations (OPS)			
Highways		300	Extra agency income
Property	108		Schools meals service transfer from CYP with significant pressure, and net pressure to schools cleaning caused by unbudgetted contract management costs
Home to school transport	354		Past budget saving reviews of home to school and SEN haven't taken place, and external transporter costs are anticipated to introduce a further pressure following rolling retender
Transport	88		Car parking income deficit
Waste	235		A prudence around when Energy from waste collaboration will come online. Moving streetscene services to Town & Community Councils hasn't occurred as anticipated. Not included in the outturn forecast, the service manager also highlights a potential for potential significant additional costs from the tendering of recycling contract in Jan 15 and potential redundancy cost, combined totalling £270,000
Grounds		100	Additional income
Chief Executives Office (CEO)		133	Housing benefit activity below budget levels
Corporate (CORP)		94	Predominantly an underspend on external audit fees due to a refund for previously charged fees (£42,000), a new fee calculation method employed by the Welsh Audit Office (£26,000) and savings against the grant audit budget due to a reduction in time employed by WAO (£29,000).
Total	1,668	639	Net overspend position is £1.029 million on net cost of services

3.1.6 More detailed monitoring information together with a narrative of more significant variance over £25,000 is provided in the Select Appendices 3 to 6.

3.2 Schools

3.2.1 Each of the Authority's Schools is directly governed by a Board of Governors, which is responsible for managing the school's finances. However, the Authority also holds a key responsibility for monitoring the overall financial performance of schools. Below is a table showing the forecast Schools' balances position for the year-end at month 3.

Draft Council Fund Outturn 2014/15 – Summary Forecast Year-end School Balances Position at Month 3	Opening School Balances (Surplus ())	Budgeted use of balances	Forecast use of balances at Month 3	Forecast Closing School Balances
	£'000's	£'000's	£'000's	£000's
<u>Clusters</u>				
Abergavenny	(285)	256	226	(59)
Caldicot	(242)	115	76	(166)
Chepstow	(14)	218	214	200
Monmouth	(393)	113	70	(323)
Special	(54)	32	27	(27)
	(988)	734	613	(375)

3.2.2 School balances at the beginning of the financial year amounted to £988,000 credit. The budgeted draw on balances has been identified as being £734,000 resulting in closing school balances budgeted to be £254,000 credit.

3.2.3 At month 3, the current forecast suggests that the contribution required from school balances will be £613,000, a decrease from budget of £121,000, and would result in closing school balances of £376,000 credit.

3.2.4 Within these summary figures, of particular note, is the deficit reserve position experienced in the Chepstow cluster, caused by a significantly worsening position at Chepstow comprehensive school, whose deficit is anticipated to be £352,000 by the end of year. The school is subject to a 4 year recovery plan, but this level of deficit balance remains a risk to the Council going forward in the interim.

3.2.5 6 schools exhibited a deficit position at the start of 2014/15, and alongside Chepstow Comprehensive, Llandogo is predicted to exhibit a worsening position. However Deri View, Llanvihangel Crocorney, Castle Park and Ysgol Gymraeg Y Ffin are all forecast to improve their deficit balance position by the end of the year.

3.2.6. Of concern, King Henry Comprehensive and Mounton House are anticipated to move into deficit by the end of year. It is usual for the school to have 3 months to put in place an agreed recovery plan, so Mounton House have until 30th September to do so. King Henry has been given an extension until 31st October, appreciating a new headteacher will be starting in September.

3.2.7 Schools balances exhibit a reducing trend, and by definition can only be used once

Year	Net level of school balances
2011-12	(965)
2012-13	(1,240)
2013-14	(988)
2014-15 forecast	(376)

3.2.8 There has been a significant reliance on reserve balances to supplement school spending plans in the last 2 years, and no indication of potential replenishment evident. This isn't a sustainable prospect. As a rough guide, prior to 2010, Welsh Government advocated that school balance

levels equated to 5% of budget share. Using 2014/15 delegated budget levels, this would equate to £2.2 million. Members may wish to seek a comfort that balances aren't being used to subsidise and sustain core costs such as staffing.

3.2.9 Allied to this, Welsh Government have indicated very recently they may need to adjust downwards the level of grants paid to schools across the Principality within the current year, but cannot be any more specific as to amounts or when such resourcing might be withdrawn this year. This will necessitate schools reviewing and revising their improvement programmes and may introduce a further pressure to schools balances as schools accommodate the change.

3.2.10 Further information on Schools is provided in Children & Young People Select appendix 6.

3.3 2014/15 Savings Progress

3.3.1 The monitoring above reflects the progress in achieving necessary savings agreed as part of the 2014/15 budget process. Appendix 1 provides details of specific savings initiatives and progress made in delivering them in full by the end of 2014/15 financial year.

In summary they are as follows,

2014/15 Budgeted Service Savings Mandates Progress at Month 3					
DIRECTORATE	Saving included in 2014/15 Budget £'000	Savings achieved £'000	% progress in achieving savings	Delayed savings £'000	Savings not achievable £'000
Children & Young People	812	729	90%	0	83
Social Care & Health	1,030	877	85%	0	153
Enterprise	1,276	1,036	81%	147	94
Operations	1,412	990	70%	156	266
Chief Executive's	923	923	100%	0	0
Total Budgeted Service Savings 2014-15	5,453	4,555		303	596

3.3.2 Operations Directorate exhibits the lowest level of savings achieved at the moment, it's a very "young" structure, and managerial changes and appointments are still taking place to embed new approaches.

3.3.3 The savings appendix also indicates a risk score as to whether savings are likely to be achieved or otherwise. Of those reported to be high or medium risk, Members will need to receive specific updates on the following mandates from Directors.

Operations (OPS)

- School meals -increase price, market and expand service – none of saving anticipated has materialised (£69,000).
- Street scene and pest control - £25,000 short of requirement relating to work with Town & Community Councils
- Facilities - transfer functions to other providers – none of the work with Town & Community Councils likely to realise £100,000 saving
- Transport review and fleet rationalisation, £40,000 short of mandate requirements

Enterprise (ENT)

- Sustainable energy initiatives - £35,000 short of mandate requirements.
- Museums, Shirehall & Castles and Tourism – shortfall in income targets of £7,500, and additional salary costs evident in Countryside of £36,000

- Strategic Property Review (phase 2) - shortfall in savings of £15,000 caused predominantly by move of SCH Children's services into 2nd floor of Magor. Original intention was to rent this space out.
- Additionally the Adult Education mandate (£90,000) is unlikely to be delivered in the way originally expected, and requires a more fundamental consideration of sustainability of service due to the extent of funding withdrawal (from £607,000 to £400,000) by Coleg Gwent for courses run from September 2014.

Children and Young People (CYP)

- School library service – shortfall of £30,000 against target. A partnership service with Torfaen CBC. Both authorities' schools wish to terminate the service, which is likely to result in a changed mandate/subsequent report pertaining to closure, redundancies, distribution of assets and deficit reserve.
- Grants to micro finance and rationalise numerous grants to single organisations – none of savings required have materialised (£37,000)

Social Care & Health (SCH)

- Community meals increase take-up – meal numbers are 200 below the 1,450 target introducing a £26,000 shortfall
- SCH children's staff restructuring – Innovation facilitated work has proposed re-introduction of post volunteered by the service for deletion introducing a £32,000 shortfall on savings target

All

- Review of additional payments – Social Care and Health exhibit challenges in meeting any of their saving requirements of £95,000, CYP report making £16,000 of £31,000 requirement, CEO and Operations report intention to make their £163,000 in other ways but haven't specified how, ENT report having made their £48,000 in full.

3.4 Capital Position

3.4.1 The summary Capital position as at month 3 is as follows

Select Portfolio	Provisions B/F	Actual Month 1 to 3	Annual Forecast	Total Approved Budget	Provisional Budget Slippage C/F to 2015-16	2014-15 Budget	Annual Overspend / (Underspend)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Children and Young people	(509)	1,250	6,292	7,112	751	6,360	(68)
Adult	(3)	1	95	59		59	35
Economy & Development	(232)	58	814	732		732	82
Stronger Communities	(890)	1,154	10,752	14,199	3,433	10,766	(14)
Grand Total	(1,634)	2,462	17,952	22,102	4,185	17,917	35

3.4.2 Abergavenny Regeneration is anticipated to overspend by £82,000, consequential to the legal costs incurred in defending against a 3rd party action, and Caldicot School Drainage scheme is proposed to overspend by £53,000 due to ground conditions.

3.4.3 There have been £58,000 of virements within property maintenance schemes from mechanical to electrical services as the maintenance manager seeks to refine replacement works. An increase of £101,000 has been added to low cost home ownership to allow for the back to back resale of Castlewood properties, which is compensated for by an increased receipt. Additionally the 2014/15 programme has been supplemented by £376,000 additional Section 106 funding, and £295,000 of extra transport grant funded works.

- 3.4.4 Expenditure on capital schemes in the first 3 months of the year can be low as there can be a degree of lead-in period as the studies and procurement necessary to facilitate works are progressed.
- 3.4.5 However the actual expenditure incurred by end of June is not significantly higher than the provisions for work carried forward from 2013/14. There is a presumption that any provision created at the end of March would have been settled by end of June as one of the requirements to incur such a provision is that the work has been incurred by 31st March but simply not yet invoiced.

	£'000
Actual Expenditure Incurred by end month 3	2,462
Provisions b/fwd. from 2013-14	(1,634)
Net expenditure to date	828

- 3.4.6 To put this net spend in context, this spend is against a budget of £17.9 million. Managers remain confident that projects are on track and indicate an outturn forecast spend consistent with the budget. From experience however, capital slippage tends to increase during the year leaving expenditure to be incurred over the winter months, which increases the risk that inclement weather could adversely affect progress.

3.5 Capital Financing and Receipts

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

Financing Stream	Annual Forecast Financing	Approved Slippage B/F	Original Budget	Budget Revisions	Total Approved Budget	Provisional Budget Slippage C/F to 2015-16	2014-15 Adjusted Budget	Increased / (Reduced) Financing
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Supported Borrowing	2,420		2,420		2,420		2,420	
General Capital Grant	1,473		1,473		1,473		1,473	
Grants and Contributions	1,595	53	1,247	295	1,595		1,595	
S106 Contributions	941	556		386	941		941	
Unsupported borrowing	6,017	6,710	3,492		10,202	4,185	6,017	
Earmarked reserve & Revenue Funding	687	656		31	687		687	
Capital Receipts	4,623	2,957	1,707	61	4,724		4,724	(101)
Low cost homw ownership receipts	60	60			60		60	
Unfinanced Expenditure	136							136
Grand Total	17,952	10,991	10,338	772	22,102	4,185	17,917	35

- 3.5.2 The Future Schools (Monmouth & Caldicot) schemes (£751,000) and the proposed new Abergavenny Library scheme (£3,433,000) are forecasting to slip into 2015/16. This slippage will delay the need to call on unsupported borrowing.
- 3.5.3 County Farms maintenance and investment is forecast to underspend by £100,000 reducing the need to call on capital receipts.

3.5.4 The Abergavenny Regeneration (£82,000) and Caldicot School Drainage (£53,000) schemes are forecast to overspend. Financing needs to be identified to fund this expenditure. There is an under-utilisation of capital receipts evident. It is proposed that capital receipts be used to fund the anticipated overspends identified.

3.5.5 Given 21st century schools aspirations it is particularly important to review the effect of the changes to the forecast capital receipts on the useable capital receipts balances available to meet future capital commitments. The table overleaf also compares this to the balances forecast within the 2014/18 MTFP capital budget proposals.

Movement in Available Useable Capital Receipts Forecast				
TOTAL RECEIPTS	2014/15	2015/16	2016/17	2017/18
	£'000	£'000	£'000	£'000
Balance b/f 1 st April	7,854	14,055	19,836	32,132
Receipts forecast to be received in year as 2014/18 MTFP	21,165	13,556	4,000	2,000
Increase / (decrease) in forecast receipts forecast at month 3	(10,209)	(7,081)	18,820	650
Deferred Capital Receipts	4	4	4	4
Less: Set aside Capital Receipts	0	0	(10,452)	0
Less: Receipts to be applied	(4,759)	(698)	(76)	(538)
TOTAL Actual / Estimated balance c/f 31st March	14,055	19,836	32,132	34,248
TOTAL Estimated balance reported in 2014/18 MTFP Capital Budget proposals	14,062	26,923	30,851	32,317
Increase / (Decrease) compared to MTFP Capital Receipts Forecast	(7)	(7,087)	1,281	1,931

3.5.6 The balance of capital receipts available, allowing for the funding of anticipated overspend above, at the end of 2014/15 is forecast to be in line with the 2014/18 MTFP, despite changes in the timing of some significant receipts within this period.

3.5.7 It is estimated that net receipts at the end of 2017-18 will be circa £2million more than MTFP estimates. This relates to an additional anticipation in 2017-18 concerning a likely LDP site and a surplus building sale not currently approved and so not contained in the medium term financial plan receipt projections.

4. Review Of Forecasting, based upon 2013-14 financial year

4.1 Revenue Position

4.1.1 A review of the budget monitoring and forecasting arrangements in 2013/14 has been undertaken in order to understand the movements of the forecasts from quarter 1 to the yearend position. This information will be shared so that the learning can be taken on board for 2014/15 monitoring and forecasting.

4.1.2 The following summary table indicates the information reported each quarter in comparison with the outturn experienced.

	Qtr 1 outturn forecast	Qtr 2 outturn forecast	Qtr 3 outturn forecast	Outturn	Extent of net costs mitigated between qtr 1 outturn
	£'000	£'000	£'000	£'000	£'000
Net cost of services to be met by Govt grant and local taxation	1,713	1,456	871	(328)	(2,041)
Difference to preceding qtr		(257)	(585)	(1,199)	
Govt grants, NNDR & Council Tax	(535)	(633)	(535)	(549)	(14)
Difference to preceding qtr		(98)	98	(14)	
Total	1,178	823	336	(877)	(2,055)
Difference to preceding qtr		(355)	(487)	(1,213)	

4.1.3 The general financial picture this presents is as follows,

Qtr 1 The initial period is based on 3 months actual net expenditure and 9 months predicted. Officers working in areas of historic pressure or overspend will tend to report prospective year end prudently. The budget for the forthcoming year tends to include saving requirements that often aren't fully delivered or deliverable by month 3 without further work, hence the inclusion of a savings progress assessment on a quarterly basis, and again progress is reported accurately. Managers not affected by this will commonly be managing the resources they've been delegated to a balanced position.

Qtr 2 & 3 The 2nd and 3rd quarter will tend to exhibit a more balanced position with less reliance on prediction and more data on actual net expenditure available. Consequential to quarter 1, those managers managing their budgets to a balanced position will instead have been engaged to deliver compensatory savings to mitigate the adverse outturn. Some of the savings positions that were underdeveloped at quarter 1 would be refined and savings flowing through. Council is also able to take advantage of adhoc and unpredicted situations e.g. not filling particular posts that have occurred during the year.

Qtr 3 to outturn The last quarter reflects the most accurate position given the balance of known spend and further reduced reliance on prediction. It provides a further period in which to drive savings improvements and mitigate discretionary spend. However it also provides an additional quarter for pressures to manifest themselves. One notably area where such a pressure occurred was in Passenger Transport service which all year reported and adverse position of £150,000 when the reality in the last quarter was a £560,000 overspend. Whilst reservations were made in Select monitoring reports about the extent of adverse situation being reported by the service, the business practices and non use of corporate systems made challenging the service prediction difficult. The

situation is being addressed in 2014/15 with a greater interaction with corporate systems and a more timely recording of income and expenditure items which should make forecasting an easier and more reliable prospect. . Also some advance work on 2014/15 saving delivery e.g. Enterprise and Operations restructures, would have a beneficial effect on 2013/14 where for instance vacancies remain unfilled pending restructures. The corporate aspect of the budget which involves partnering costs gets refined in light of external notifications e.g. Crematorium extraordinary dividend to Council of £138,000 was not anticipated earlier in the year, Fire service underspend notified in last quarter, and assessment of provisions levels (e.g. bad debts, insurance) only made on full year activity.

4.1.4 A more detailed examination is provided in appendix 2, which indicates that despite SCH and CYP being the main areas exhibiting financial pressure, they haven't exhibited significant volatility in forecasting through the year. R&C and CEO by necessity of having to find savings to compensate for the pressures experiences in SCH and CYP have indicated an improving trend during the quarterly forecast process, but that isn't something that can be predicted in month 3 as a given. . What can be unappreciated in judgements comparing early quarters with outturn is the focus provided by monitoring and reporting as a management tool to provide a catalyst for change and the work behind the scenes undertaken by senior leadership team, service managers and their accountants to realise financial improvement.

4.2 Capital Position

4.2.1 Financial monitoring is currently the main measure of capital project performance reported on a periodic basis to Members.

4.2.2 Capital expenditure won't tend to exhibit the same volatility in over or underspend prediction as revenue spends do, as commonly managers will seek to utilise underspends in future years through slippage mechanisms, or provision overspends in a timely fashion by reporting the need for budget virement/increase to Cabinet.

4.2.3 Given MCC approach to allocate a full scheme budget at inception and passport underspends to subsequent years in the form of slippage, an accurate assessment of progress in the year can be difficult to assess, which also has a potential to impact upon capital funding requirement predictions, and the revenue account of the Council in incurring principal and interest costs.

4.2.4 Consequently a common feature of monitoring over last 12 months has been an increase in the levels of slippage predicted by managers as being necessary at the end of the financial year, as evidenced in the following table

Data from 2013-14

Reporting Period	Budget	Net actual expenditure incurred at end of the reporting period	Anticipated expenditure predicted by service managers for remainder of year	Outturn forecast	Overspend/ (underspend)	Indicative slippage requested by service managers
	£'000	£'000	£'000	£'000	£000	£'000
Month 5	30,422	5,999	19,204	25,203	(292)	4,927
Month 8	30,972	11,489	11,791	23,280	(276)	7,416
Month 10	31,143	16,582	4,344	20,926	(68)	10,149
Outturn	30,912	19,650		19,650		10,991

5 REASONS

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

6 RESOURCE IMPLICATIONS

- 6.1 As contained in the report.

7 EQUALITY AND SUSTAINABLE DEVELOPMENT IMPLICATIONS

- 7.1 The decisions highlighted in this report have no implications, the budgets are being vired for the purpose they were agreed.

8 CONSULTEES

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

9 BACKGROUND PAPERS

- 9.1 None

10 AUTHORS

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Appendices

Appendix 1	Savings Summary
Appendix 2	Review of quarterly forecasting position
Appendix 3	Strong Communities Select Committee portfolio position statement
Appendix 4	Economy and Development Select Committee portfolio position statement
Appendix 5	Adult Select Committee portfolio position statement
Appendix 6	Children and Young People Select Committee portfolio position statement

Savings Summary – excel file attached

Appendix 2

Review of quarterly forecasting position

Table 1: Draft Council Fund Outturn 2013/14 – Summary Total Variance Position between Qtr 1 and Outturn

	Forecast Qtr 1	Forecast Qtr 2	Forecast Qtr 3	Outturn	Extent of movement between qtr 1 prediction and outturn
	£'000	£'000	£'000	£'000	
Social Care & Health	781	820	880	832	Variance £51k on £36.4m budget (0.1% variance)
Children & Young People	694	744	545	172	Variance £139k on £52m budget (0.3% variance)
Outturn artificially improved by £383k reserve usage not drawn so equivalent outturn to qtr 1 £555k					
Regeneration & Culture	688	319	233	(210)	£898k on £28m budget (3% variance)
Chief Executives Unit	20	(206)	(304)	(511)	£531k on £11m budget (5% variance)
Corporate Costs & Levies	(390)	(864)	(1,128)	(1,510)	£1,120k on £18m budget (6% variance)
Due to extraordinary dividend from Joint Crem (£138k), £280k for insurance contract renegotiation not due until later in year, underutilisation of Single status budget £778k not reported in the summary table in 1 st quarter but mentioned in text.					
Net Cost of Services	1,793	813	226	(1,227)	
Attributable Costs – Fixed Asset Disposal	10	(11)	(17)	(96)	£106k reflective of delay in sales
Interest & Investment Income	(36)	(44)	(59)	(161)	£125k, predominantly the effect of unanticipated Heritable payback
Interest Payable & Similar Charges	(126)	(130)	(130)	(128)	2
Charges Required Under Regulation	(21)	(88)	(88)	(20)	1
Contributions to Reserves	(7)	795	790	1,151	£1158k
The outturn takes account of actual effect of reported caveated use of reserves e.g. single status resource. Also a review of provisions and reserves is undertaken on fully year activity once service outturn is certain e.g. a £500k movement from residual reserve offset increased use of contribution from reserves. Also national MMI reserve became insolvent Jan 14					
Contributions from Reserves	100	121	149	153	£53k
Amounts to be met from Government Grants and Local Taxation	1,713	1,456	871	(328)	
General Government Grants	0	0	0	0	
Non-Domestic Rates	0	0	0	0	
Council Tax	(438)	(438)	(285)	(255)	
Council Tax Benefits Support	(97)	(195)	(250)	(294)	
Council Fund (Surplus)/Deficit	(535)	(633)	(535)	(549)	£14k on collective income of £48 million (0.03% variance)
Budgeted contribution from Council Fund	1,178	823	336	(877)	

**Strong Communities Select Committee Portfolio Position Statement
Position Statement and Prospective Scrutiny Points**

1. Revenue Outturn Forecast

The combined budget and outturn forecast for this portfolio is,

Service Area	Budget	Forecast Outturn	Variance
	£'000	£'000	£'000
Chief Executive's office	7,425	7,292	(133)
Operations	17,849	18,234	385
Corporate	17,941	17,847	(94)
Appropriations	6,956	6,649	(307)
Financing	(149,032)	(149,534)	(502)
Total	(98,861)	(99,512)	(651)

The more significant over and underspends are,

	Overspend predicted £'000	Underspend predicted £'000	Cause
Chief Executives Office		133	Housing benefit activity below budget levels
Operations – Highways		300	Extra agency income
Operations – Property	108		Schools meals service transfer from CYP with significant pressure, and net pressure to schools cleaning caused by unbudgetted contract management costs
Operations – Home to school transport	354		Past budget saving reviews of home to school and SEN haven't taken place, and external transporter costs are anticipated to introduce a further pressure following rolling retender
Operations – Transport	88		Car parking income deficit
Operations – Waste	235		A prudence around when Energy from waste collaboration will come online. Moving streetscene services to Town & Community Councils hasn't occurred as anticipated. Not included in the outturn forecast, the service manager also highlights a potential for potential significant additional costs from the tendering of recycling contract in Jan 15 and potential redundancy cost, combined totalling £270,000
Operations – Grounds		100	Additional income
Corporate		93	Predominantly saving in external audit fees
Appropriations		308	Anticipated savings in interest payable, combined with improved interest receivable, and reduction in charges due to 2013-14 capital slippage

Financing		502	Predicted extra Council tax receipts and reduced CT benefits
	785	1,436	

2. 2014-15 Savings Progress

The savings required by 2014-15 budget process, identified in appendix 1, are not fully secured.

- Of Operations savings totalling £1,412,000, £990,000 are anticipated to be made, £156,000 deferred to 2015-16 but £266,000 not achievable.
- Of Chief Executives savings totalling £923,000, £923,000 are reported to be made.

- **What plans have the Operations Directorate and Chief Executives office to mitigate pressures and drive alternate adhoc savings?**

3. Capital Outturn Forecast

The capital budget for the year is £10,766,000. This was made up of £6,235,000 2014-15 allocation, £7,192,000 slippage from 2013-14 (although £3,433,000 relates to the new library provision and is anticipated to slip into 2015-16 consequently to further consultation and engagement). The budget has been increased by £772,000 revisions and virements comprising £295,000 additional transport and road grants, £333,000 additional Sc106 awards and £42,000 additional sc106 resources attributed to 3g pitch work.

At the start of 2014-15 the Council accrued for £890,000 worth of work completed but not invoiced, as at the end of month 3 it had incurred only £1,153,000. This wouldn't normally be a profile that would indicate full spending by the end of the year but project officers are confident to predict a forecast outturn that other than library project doesn't involve any slippage and only exhibits a net £14,000 underspend, caused by an underspend on the County Farms portfolio (£100,000) compensating for additional costs foreseen in respect of property maintenance (£32,000) and drainage works at Caldicot school and leisure centre site (£54,000).

- **Why is the net spend at the end of month 3 only a little above the level of provision created at the end of 2013-14?**

4. Forecasting approach

Based on the forecasting review undertaken in the main body of the report and appendix 2 above,

- **Do Members have any refinements to the budget monitoring process or are they comfortable with its accuracy and use as a management tool?**

Monitoring Key

Page 1	Chief Executives & Operations Directorates Revenue Divisional Summary
Page 2	Chief Executives Revenue – Democracy & Regulatory Services Division
Page 3	Chief Executives Revenue – Finance Division
Page 4	Chief Executives Revenue – Policy & partnerships Division
Page 5	Operations Directorate Revenue
Page 6	Corporate Costs & levies Revenue
Page 7	Appropriations Revenue

Chief Executive's Unit & Operations					
<i>DIRECT COSTS ONLY</i>		ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER)
<i>DIRECTORATE SERVICE</i>	<i>SERVICE LEAD</i>	3 £	0 to 13 £	£	SPEND AT M3 £
Democracy & Regulatory Services	Tracey Harry	467,513	4,445,262	4,445,262	0
Finance	Joy Robson	350,462	2,032,014	2,164,014	(132,000)
Policy & Partnership	Will McLean	154,480	815,149	815,369	(220)
Sub Total CEO		972,455	7,292,425	7,424,645	(132,220)
Operations	Roger Hoggins	5,871,950	18,234,173	17,849,227	384,946
<i>Net Directly Managed Expenditure</i>		6,844,405	25,526,598	25,273,872	252,726

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Democracy & Regulatory Services		SERVICE LEAD : TRACEY HARRY				
DIRECT COSTS ONLY		ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECTORATE SERVICE	RESPONSIBLE OFFICER	3	0 to 13			
		£	£	£	£	
Corporate (CEO)	Tracey Harry					
Total Corporate (CEO)		52,806	212,118	212,118	0	On Budget
Customer Relations	Annette Evans					
Total Customer Relations		48,687	226,073	226,073	0	On Budget
Development & Building Control	Nigel George					
Total Development & Building Control		(253,325)	538,919	538,919	0	On Budget
Emergency Planning	Ian Hardman					
Total Emergency Planning		30,523	145,895	145,895	0	On Budget
Health & Safety	Lawrence Dawkins					
Total Health & Safety		28,454	119,764	119,764	0	On Budget
Democratic Services	Hazel lillet, John Pearson					
Total Democratic Services		338,272	1,362,500	1,362,500	0	On Budget
Legal & Land Charges	Rob Tranter, Tudor Baldwin					
Total Legal & Land Charges		113,598	462,992	462,992	0	On Budget
Public Protection	Graham Perry, Gareth Walters					
Total Public Protection		106,167	1,377,001	1,377,001	0	On Budget
Net Directly Managed Expenditure		467,512	4,445,262	4,445,262	0	

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Finance		SERVICE LEAD: JOY ROBSON				
DIRECT COSTS ONLY		ACTUAL TO MONTH 3	ANNUAL FORECAST 0 to 13	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECTORATE SERVICE	RESPONSIBLE OFFICER	£	£	£	£	
Audit Department	Andrew Wathan					
Total Audit Department		45,611	240,636	240,636	0	Balanced Budget
Exchequer and systems administration	Ruth Donovan					
Total Exchequer/Office Services		100,539	421,126	421,126	0	Balanced Budget
Central Finance	Mark Howcroft					
Total Finance & Improvement Dept		186,470	652,587	652,587	0	Balanced Budget
Revenues Department	Ruth Donovan					
Total Revenues Department		17,843	717,665	849,665	(132,000)	At month 3 the benefits budget is forecasting a net under spend of £132,000. There are three factors that make up this under spend. Firstly the net position of benefits paid out and subsidy paid in is anticipated to be £90,000 less than when the budget was prepared. This reflects the current client profile and updated system parameters. Secondly the Discretionary Housing payments budget is forecast to under spend by £26,000. This area of the budget appears to be stabilising and levelling off, although there is still some latent demand, as not all those affected by the benefit changes have sought assistance. Thirdly additional Administration Grant income of £16,000 has been received in excess of the amount budgeted.
Net Directly Managed Expenditure		350,463	2,032,014	2,164,014	(132,000)	

Policy & Partnership						
DIRECT COSTS ONLY		ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECTORATE SERVICE	RESPONSIBLE OFFICER	3	0 to 13			
		£	£	£	£	
<u>Policy And Partnerships</u>						
Donations	Will McLean	0	85,784	85,784	0	On budget
Levies & Subscriptions	Will McLean	71,617	84,158	84,158	0	On budget
Improvement	Matthew Gatehouse	7,425	209,500	209,525	(25)	On budget
Communications	Rob Webb	38,222	131,900	131,926	(26)	On budget
Policy and Partnership Management	Nicola Bowen	28,577	283,700	283,781	(81)	On budget
Equalities and Welsh Language	Alan Burkitt	10,422	57,600	57,688	(88)	On budget
Citizen Engagement Management	n/a	50,681	0	0	0	closed - need to move to Deb HH area
C.C.T.V	Andy Mason	(12,798)	(35,900)	(35,900)	0	On Budget
Grant related schemes	Andy Mason, Rachel allen, Amelia Wheatstone, Sarah Harp, Emma J Williams	(39,685)	(1,593)	(1,593)	0	
Net Directly Managed Expenditure		154,478	815,149	815,369	(220)	

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Infrastructure and Networks		DIRECTOR: ROGER HOGGINS				
DIRECT COSTS ONLY		ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER/(UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)OVER SPENDS
DIRECTORATE SERVICE	Responsible Officer	£	£	£	£	
<u>Highways</u>	Tony Wallen					
Total Highways		645,582	3,649,910	3,949,910	(300,000)	The Highways department is forecasting to underspend by £300,000 as a result of increased income from the SWTRA section as projected income streams will outstrip budget targets.
<u>Registrations B, D and M</u>	Sally Morgan					
Total Registrations B, D and M		(15,320)	27,120	27,120	0	On Budget
<u>Property Services & Facilities Management</u>	Rob O'Dwyer					
Total Property Services & Facilities Management		1,599,918	3,165,082	3,056,844	108,238	At month 3 the overspend against the property services and facilities management department is due to £100,000 overspend on school catering, primarily from increase employee and ingredient costs to comply with Appetite for Life. £81,000 overspend on Building cleaning and public conveniences mainly due to increased pressure on Regent Cleaning contract along with increase utilities mainly associated with public conveniences. These over spend have been offset by £42,000 underspend on procurement due to expected additional post remaining vacant, and £35,000 reduction in accommodation costs, primarily associated with Magor and Usk as many items remain under warranty so no repairs or maintenance expected during this financial year.
<u>Home to School Transport Dept</u>	Richard Cope					
Total Home to School Transport Dept		1,127,048	5,779,141	5,425,359	353,782	At month 3 the overspend against the passenger transport section is due to £151,000 on the main internal home to school transport budget, primarily from increases in vehicle related costs and increases in employee costs. £113,000 as external operator charges are expected to exceed the budget available. These costs have been offset by the part year benefits expected from the telephone auction and re-awarding of new contracts from September, it is hoped that with the broader range of operators and increased competition prices will drop. £120,000 of SEN savings which are currently unachievable however the review panel is due to meet in August so some modest benefit has been included from September. £34,000 increase vehicle maintenance and subsidy costs. These over spends have been offset slightly by additional one off income £65,000.
<u>Trading Services</u>						
Admin Overhead Account	Roger Hoggins	16,365	(70,000)	(70,000)	0	
Total Trading Services		16,365	(70,000)	(70,000)	0	
<u>Transport Department</u>	Deb Jackson					
Total Transport Department		832,906	(1,276,897)	(1,364,824)	87,927	The Transport section is forecasting a £88,000 over spend due to car parking income levels being down by £89,000 and a currently unachievable savings target against the green car scheme of £28,000. This has been offset slightly by a vacant post in car parking of £14,000 and reduction in spend on general contracts £15,000.
<u>Waste and Street Services</u>	Rachel Jowitt					
Total Waste and Street Services		1,665,454	6,959,817	6,824,817	135,000	Waste and Street Services are forecasting an overspend of £135k. £235k overspend from waste offset by £100k increased income from Grounds. £85k relates to landfill costs, primarily from an increase in landfill tax. Agreement has been given to work with Cardiff and other LAs on an interim residual waste contract which will look to use Energy from Waste as soon as possible, so it is anticipated that these costs will too reduce. A benefit of £100k has been built into the budget modelling for the move to EFW and it is hopeful that by month 6 a more positive outturn will be reported. £25k is not being delivered from the Street Scene budget saving mandate due to lack of funding support from Town and Community Councils and therefore delays in implementing the reduction in manual sweeping capacity. There are 2 potential pressures that could further affect the outturn figure 1) The new Materials Recycling Facility (MRF) contract is renewed in Jan 2015 and there is a possibility of increased prices, circa £110k based on market assessments. However it is hoped that with a recovering recycling market the cost will come in less than this. In addition the budget has been based on largely using landfill for the year. 2) The section is also carrying a potential £162k pressure for one-off redundancy costs which may need to be funded from reserves should the section be unable to incorporate it within the budget.
Net Directly Managed Expenditure		5,871,953	18,234,173	17,849,226	384,947	

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Corporate Costs & Levies						
	SERVICE MANAGER	ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND M3	NARRATIVE
DIRECT COSTS ONLY		3	0 to 13			
DIRECTORATE SERVICE		£	£	£	£	
Precepts and Levies	Joy Robson	3,960,245	15,167,648	15,178,726	-11,078	
Coroners	External	-1,519	33,206	40,037	-6,831	
Gwent Joint Records	External	0	171,554	171,554	0	
Corporate Management (CM)	Joy Robson	-95,967	346,713	433,986	-87,273	Net saving on external audit fees
Non Distributed Costs (NDC)	Joy Robson	-1,486	750,431	737,505	12,926	
Single Status	Joy Robson	0	75,936	75,936	0	
Office Furniture & Equipment	Sian Hayward	1,472	107,689	107,689	0	
Insurance	Mark Howcroft	458,673	1,194,293	1,195,104	-811	
Net Directly Managed Expenditure		4,321,418	17,847,470	17,940,537	-93,067	

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Appropriations Section		SERVICE LEAD: Joy Robson				
NET COSTS		ACTUAL TO MONTH 3	ANNUAL FORECAST 0 to 13	REVISED BUDGET	FORECAST VARIANCE	EXPLANATION FOR (UNDER)/OVER SPENDS
Appropriations Section	Responsible Officer	£	£	£	£	
Attributable Costs - Fixed Asset Disposal	Mark Howcroft	16,805	225,195	224,047	1,148	
Interest and Investment Income	Mark Howcroft	12,142	(77,000)	(29,000)	(48,000)	As at month 3 the Authority is forecasting a surplus of £48,000 on interest and investment income. The surplus is expected to be achieved due to a higher average investment balance for the year compared to budget, mainly as a result of slippage in the 2013/14 capital programme.
Interest Payable and Similar Charges	Mark Howcroft	82,849	3,538,467	3,769,000	(230,533)	As at month 3 the Authority is forecasting a saving of £231,000 on interest payable. Attributable to: A forecast saving of £125,000 on temporary borrowing, mainly due to the continued availability of cheap loans from other Local Authorities. Resulting in a forecast average interest rate cost for the year of (0.55%) compared to budget of (1.25%). A forecast saving of £92,000 on PWLB debt, the budget assumed the direct replacement of maturing PWLB borrowing with new PWLB borrowing (@ 10 yr rates > 3%). The month 3 forecast assumes that the Authority will continue to utilise cheap LA borrowing to maximise 14/15 savings (£68,000). An underspend of £13,000 is forecast on interest payable to trust funds. It should be noted that this position may change and it will be monitored closely throughout the year with assistance from the Authority's treasury advisors.
Charges Required Under Regulation	Mark Howcroft	0	5,570,645	5,605,750	(35,105)	Under spend mainly due to slippage in the 13/14 capital programme funded by borrowing.
Other Investment Income	Mark Howcroft	(412)	(412)	0	(412)	
Capital Expenditure Financing	Mark Howcroft	0	15,500	15,500	0	
		111,384	9,272,395	9,585,297	(312,902)	
Earmarked Contributions to Reserves (General Fund)	Joy Robson	0	76,221	70,228	5,993	
Earmarked Contributions From Reserves (Revenue)	Joy Robson	0	(2,700,025)	(2,700,025)	0	
Net Cost Total		111,384	6,648,591	6,955,500	(306,909)	

Financing Section						
	SERVICE MANAGER	ACTUAL TO MONTH 3	ANNUAL FORECAST 0 to 13	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT MONTH 3	NARRATIVE
		£	£	£	£	
General Government Grants	Joy Robson	(21,078,132)	(69,339,570)	(69,339,570)	0	
Non Domestic Rates Redistribution	Joy Robson	(8,915,520)	(28,984,132)	(28,984,132)	0	
Council Tax	Joy Robson	0	(57,128,030)	(56,780,030)	(348,000)	Anticipated likely recovery
Council Tax Benefits Support	Joy Robson	0	5,917,108	6,071,546	(154,438)	Follows similar pattern to last year
Net Cost Total		(29,993,652)	(149,534,624)	(149,032,186)	(502,438)	
Contributions to/(from) Council Fund		0	-296410	(296,410)	0	
Net Cost Total including Contributions to/(from) General Fund		(29,993,652)	(149,831,034)	(149,328,596)	(502,438)	

MONMOUTHSHIRE COUNTY COUNCIL CAPITAL PROGRAMME 2014/2015
MONTH 3 CAPITAL BUDGET MONITORING REPORT
REPORT DESIGNATION: Strong Communities Detailed

Forecast

Project Description	Budget Holder	Provisions B/F	Actual Month 1 to 3	Annual Forecast	Approved Slippage B/F	Original Budget	Budget Virements	Budget Revisions	Provisional Slippage C/F	Adjusted Budget	Annual Overspend / (Underspend)	Comment on Reason for under/overspend; Reason for delay, resulting in slippage; Progress
Development Schemes Over £250k												
Drainage Works at Caldicot School & LC Site	Robert O'Dwyer	(101,108)	141,162	60,054	6,796	0				6,796	53,258	An overspend of £53,000 is anticipated at month 3. Project is complete, awaiting payment of retention. The overspend has materialised due to issues in hitting rocks underground resulting in additional works and extended time frame of main contractor on site.
County Hall replacement	Robert O'Dwyer	(118,101)	17,862	2,792	2,792	0	0	0		2,792	0	Project complete. Awaiting settlement of accounts.
Shire Hall - Furniture and Equipment Costs	Mike Booth	0	0	17,211	17,211	0	0	0		17,211	0	On target for completion in year.
Proposed New Abergavenny Library	Robert O'Dwyer	0	0	0	3,433,302	0	0	0	3,433,302	0	0	The New Abergavenny library project is on hold pending the future strategy for the library service in 2015.
County Hall Demolition and Remodelling	Robert O'Dwyer	(4,250)	33,595	56,000	56,000	0	0	0		56,000	0	Project complete, awaiting settlement of account for additional drainage works. Anticipated to be on target and within budget.
Sub Total		(223,459)	192,619	136,057	3,516,101	0	0	0	3,433,302	82,799	53,258	
Development Schemes Under £250k - Essential Works												
Sub Total		(375)	8,756	469,041	299,041	170,000	0	0	0	469,041	0	
Development Schemes Under £250k - Other												
Sub Total		(55,179)	45,418	779,614	509,325	270,000	0	0	0	779,325	289	
Infrastructure												
Sub Total		(392,953)	592,711	4,722,704	731,241	3,991,463	0	0	0	4,722,704	0	
IT Schemes - Infrastructure/Hardware												
Agile Working	Sian Hayward	(27,804)	8,181	57,480	57,480	0	0	0		57,480	0	On target for completion in year.
CRM	Roger Hoggins	0	0	146,652	146,652	0	0	0		146,652	0	On target for completion in year.
Highways Asset Management & Road	Pete Mullen	0	12,176	50,089	50,089	0	0	0		50,089	0	Full spend anticipated
Public Sector Broadband Aggregation	Sian Hayward	(1,328)	1,328	0	0	0	0	0		0	0	On target
Cash System Upgrade - Civica ICON	Sian Hayward	0	21,958	0	0	0	0	0		0	0	Project complete. Actuals to be recoded to revenue.
Land Charges - M3 System	Tudor Baldwin	0	0	36,000	36,000	0	0	0		36,000	0	Full spend anticipated
Replace MCC Central Storage Devices(Net App Servers)	Sian Hayward	0	0	49,299	49,299	0	0	0		49,299	0	On target for completion in year.
Replacement of Video Conferencing Facility	Sian Hayward	0	0	20,000	20,000	0	0	0		20,000	0	On target for completion in year.
Purchase of Sharepoint and Active Directory Licences	Sian Hayward	(6,263)	0	38,737	38,737	0	0	0		38,737	0	On target for completion in year.
Upgrade to the Agresso system	Lisa Widenham	0	0	48,000	48,000	0	0	0		48,000	0	On target for completion in year.
Provision of online facilities Revenue's section	Sue Deacy	0	0	13,000	13,000	0	0	0		13,000	0	Full spend anticipated
IT - Physical & Virtual Access Measures Collections	Lee Jones	0	0	13,000	13,000	0	0	0		13,000	0	Full spend anticipated

**MONMOUTHSHIRE COUNTY COUNCIL CAPITAL PROGRAMME 2014/2015
MONTH 3 CAPITAL BUDGET MONITORING REPORT
REPORT DESIGNATION: Strong Communities Detailed**

Project Code	Project Description	Budget Holder	Provisions B/F	Actual Month 1 to 3	Annual Forecast	Approved Slippage B/F	Original Budget	Budget Virements	Budget Revisions	Total Approved Budget	Provisional Slippage C/F	Adjusted Budget	Annual Overspend / (Underspend)	Comment on Reason for under/overspend; Reason for delay, resulting in slippage; Progress
IT Schemes - Web Related														
Sub Total			0	0	40,104	40,104	0	0	0	40,104	0	40,104	0	
Low Cost Home Ownership														
Sub Total			0	81,700	161,500	60,000	0	0	101,500	161,500	0	161,500	0	
Maintenance Schemes - County Farms														
Sub Total			(41,315)	7,127	441,603	236,877	304,726	0	0	541,603	0	541,603	(100,000)	As at month 3 County Farms maintenance and reinvestment is forecasting to underspend by £100,000. Slippage and new year budget allocation is in excess of programme requirement for the year. Part of the slippage was as a result of access issues with tenants, due to ongoing issues some works are now unlikely to be completed.
Renovation Grants														
Sub Total			0	46,626	688,912	88,912	600,000	0	0	688,912	0	688,912	0	
Section 106														
Sub Total			0	11,455	1,373,465	997,819	0	(17,500)	393,146	1,373,465	0	1,373,465	0	Limited spend to date, ongoing engagement with Community Groups with nothing tangible to indicate extent of slippage/outturn yet
Specific Grant Funded														
Local Road Safety 11-12		Mark Davies	0	0	198	0	0	0	0	0		0	198	
Tidy Towns 2011/12 Usk Island Car Park		Matthew Lewis	(46)	546	653	653	0	0	0	653		653	0	Final signage under preparation, otherwise scheme fully complete.
Walking & Cycling Scheme Development for Monmouthshire - SD155		Mark Youngman	(18,497)	18,497	0	0	0	0	0	0		0	0	
Rail Strategy Update SD158		Mark Youngman	(15,000)	15,000	0	0	0	0	0	0		0	0	Project complete
RTCG Road Safety 12/13		Mark Davies	(4,488)	1,661	50,000	0	0	0	50,000	50,000		50,000	0	Full spend anticipated
Local Transport Fund 14/15		Mark Youngman	0	0	220,000	0	0	0	220,000	220,000		220,000	0	Full spend anticipated
Safe Routes in the Community 14/15		Mark Youngman	0	0	25,000	0	0	0	25,000	25,000		25,000	0	Full spend anticipated
Sub Total			(38,031)	35,704	295,851	653	0	0	295,000	295,653	0	295,653	198	
Maintenance Schemes - Property														
Ceilings Sub Total		Rob O'Dwyer	(340)	261	7,116	0	6,810	0	0	6,810	0	6,810	306	
DECORATION Sub Total			0	0	5,675	0	5,675	0	0	5,675	0	5,675	0	
Electrical Services Sub Total			0	850	46,535	0	28,375	58,160	0	86,535	0	86,535	0	
External Areas Sub Total			(9,636)	0	82,335	71,385	17,025	(6,810)	0	81,600	0	81,600	735	
External Walls, Doors & Windows Sub Total			(27,619)	24,294	165,570	0	164,575	0	0	164,575	0	164,575	995	
Floors & Stairs Sub Total			0	0	20,430	0	20,430	0	0	20,430	0	20,430	0	
FIXED FURNITURE & FITTINGS Sub Total			0	15,633	15,633	0	0	0	0	0	0	0	15,633	Unbudgeted costs
Internal Walls & Doors Sub Total			(37,462)	31,301	163,776	0	155,495	0	0	155,495	0	155,495	8,281	
Mechanical Services Sub Total			(16,121)	13,087	258,581	85,400	215,650	(51,350)	0	249,700	0	249,700	8,881	
Roofs Sub Total			(11,918)	1,903	305,830	51,567	256,510	0	0	308,077	0	308,077	(2,247)	
SANITARY SERVICES Sub Total			0	0	27,808	0	28,375	0	0	28,375	0	28,375	(567)	
Sub Total - Property Maintenance			(103,096)	87,329	1,139,289	208,352	898,920	0	0	1,107,272	0	1,107,272	32,017	
Grand Total			(889,803)	1,153,782	10,751,877	7,192,162	6,235,109	0	772,146	14,199,417	3,433,302	10,766,115	(14,238)	

**Economy & Development Select Committee Portfolio
Position Statement and Prospective Scutiny Points**

1. Revenue Outturn Forecast

The revenue budget for 2014-15 equates to £10,252,000. Net forecast outturn expenditure is predicted as £10,484,000, of which £2,560,000 had been incurred at the end of 1st quarter, resulting in an anticipated overspend of £232,000.

	Overspend predicted	Underspend predicted	Cause
	£'000	£'000	
Community led delivery	107		Net effect of restructure changes not fully implemented yet
Commercial & people development	79		Shortfall in savings target presumed on SRS and reduced training grant
Public Life & culture	46		Redundancy costs at Caldicot Castle, employee cost pressures at Old Station, and reduced rental following Brecon Beacons National Park moving to tithe barn
	232		

2. 2014-15 Savings Progress

The savings required by 2014-15 budget process, identified in Appendix 1, are not all fully secured. Of Enterprise savings totalling £1,276,000, £1,036,000 are anticipated to be made, £147,000 deferred to 2015-16 but £94,000 not achievable.

- **What plans has the Directorate to mitigate pressures and drive alternative savings?**

3. Capital Outturn Forecast

Capital budget for the year is £732,000. This was made up entirely of slippage from 2013-14. No additional revisions or virements have been made.

At the start of 2014-15 the Council accrued for £232,000 worth of work completed but not invoiced in respect of cattle market commissioning. As at the end of month 3 it had incurred only £58,000, and none of that related to cattle market. This wouldn't normally be a profile that would indicate full spending by the end of the year but project officers are confident to predict a forecast outturn that exhibits a net £82,000 overspend, caused by ongoing anticipated legal costs associated with abergavenny regeneration. This prediction does not include any compensation should the Council lose the case.

- **Why is the net spend at the end of month 3 only a little above the level of provision created at the end of 2013-14?**

4. Forecasting approach

Based on the forecasting review undertaken in the main body of the report and appendix 2 above,

- **Do Members have any refinements to the budget monitoring process or are they comfortable with its accuracy and use as a management tool?**

Monitoring Key

Page 1	Enterprise Directorate Revenue Divisional Summary
Page 2	Enterprise Revenue – Community Led Delivery Division
Page 3	Enterprise Revenue – Commercial & People Development
Page 4	Enterprise Revenue – Development Planning
Page 5	Enterprise Revenue – Public Life & Culture
Page 6	Capital

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3								
Enterprise	DIRECTOR - Kellie Beirne							
	SERVICE LEAD	ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	REASON		
DIRECT COSTS ONLY		3	0 to 13					
DIRECTORATE SERVICE		£	£	£	£			
Community Led Delivery	Deb Hill Howells	600,078	2,478,667	2,371,798	106,869			
Commercial & People Development	Peter Davies	1,328,617	4,369,160	4,290,700	78,460			
Development Planning	George Ashworth	69,268	508,013	508,013	0			
Public Life and Culture	Ian Saunders	562,462	3,127,996	3,081,753	46,243	Includes 24k redundancy costs which will be funded by reserves if it cannot be contained within service budgets		
Net Directly Managed Expenditure		2,560,425	10,483,836	10,252,264	231,572			

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Community Led Delivery	SERVICE LEAD - Deb Hill Howells					
DIRECT COSTS ONLY	RESPONSIBLE OFFICER	ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECTORATE SERVICE		3	0 to 13			
		£	£	£	£	
<u>Asset Management</u>	Ben Winstanley, Tom James, Gareth King					
Total Asset Management		115,106	(99,819)	(164,789)	64,970	The current overspend relates primarily to £35,000 overspend within the sustainability section due to an inability to meet unrealistic income targets, £17,000 overspend on Markets due to the compulsory maintenance and £15,000 overspend on strategic property management relating to rates for Coed Glas.
<u>Community Education</u>	Andrea Charles					
Total Community Education		(42,842)	30,935	15,288	15,647	The current forecast indicates £140k overspend primarily due to the service entering into a new franchise agreement with Coleg Gwent resulting in income reducing significantly leaving a shortfall of £125k, it is thought that this will be recovered through a reduction in courses and tutor expenditure, this will be confirmed by month 6.
<u>Community Hubs</u>	Deb Hill Howells, Ann Jones, Vivien Thomas, Fiona Ashley, Sally Bradford, Sue Wallbank, Julia Greenway, Judith Busby					
Total Community Hubs		491,961	2,078,209	1,976,877	101,332	The overspend is a result of saving not being met due to posts still being in position awaiting staffing restructure.
<u>General Fund Housing</u>	Ian Bakewell, Karen Durrant, John Parfitt, Lindsay Stewart, Ruth Barton					
Total General Fund Housing		70,541	461,609	516,747	(55,138)	Overall Housing are forecasting an under spend of £55,000 due to a vacancy within the homelessness team £20,000 and forecast increased income levels through the lodging sscheme of £37,000. However, it needs to be kept in mind that the £37,000 could fall depending on occupancy levels over this financial year.
<u>Whole Place</u>	Deb Hill Howells, Deb McCarty					
Total Whole Place		(34,692)	7,733	27,674	(19,941)	Underspend primarily relates to increase cemeteries income.
Net Directly Managed Expenditure		600,074	2,478,667	2,371,797	106,870	

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Commercial & People Development	SERVICE LEAD - Peter Davies					
DIRECT COSTS ONLY	RESPONSIBLE OFFICER	ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECTORATE SERVICE		3	0 to 13			
		£	£	£	£	
<u>Business Growth & Enterprise</u>	Peter Davies, James Woodcock, Colin Phillips, Liz Thomas, Cath Fallon, Becky Hughes, Nicola Edwards					
Total Business Growth & Enterprise		376,872	358,559	372,645	(14,086)	Net saving generated to assist with other pressures
<u>Innovation</u>	Lisa Knight Davies					
Total Innovation		50,136	390,548	395,548	(5,000)	
<u>People Services</u>	Marilyn Maidment, Dave Binning, Sian Sexton, John McConaghie					
Total People Services		301,422	1,166,850	1,136,850	30,000	Shortfall in training grant income from 2013-14
<u>Technology & Organisational Design</u>	Sian Hayward					
Total Technology & Organisational Design		600,187	2,453,203	2,385,657	67,546	A potential overspend given an anticipated shortfall in 14/15 savings unlikely to be achieved by our SRS partner
Net Directly Managed Expenditure		1,328,617	4,369,160	4,290,700	78,460	

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Development Planning	SERVICE LEAD - George Ashworth					
	RESPONSIBLE OFFICER	ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECT COSTS ONLY		3	0 to 13			
DIRECTORATE SERVICE		£	£	£	£	
Development Plans	Martin Davies					
Total Development Plans		69,268	508,013	508,013 ✓	0 ✓	
<i>Net Directly Managed Expenditure</i>		69,268	508,013	508,013 ✓	0 ✓	

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Public Life and Culture	SERVICE LEAD - Ian Saunders					
DIRECT COSTS ONLY	RESPONSIBLE OFFICER	ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECTORATE SERVICE		3	0 to 13			
		£	£	£	£	
<u>Cultural Services</u>	Ian Saunders, Ian Kennett, Mike Booth, Eileen Atkinson, Annie Rainsbury, Rachel Rodgers					
Total Cultural Services		191,068	736,411	739,954	(3,543)	
<u>Leisure Services</u>	Richard Simpkins, Sandra Fennesey, Lesley John, Mike Moran,					
Total Leisure Services		17,955	1,315,226	1,300,352	14,874	
<u>Sports Development</u>	Nick John					
Total Sports Development		31,626	(1,132)	4,062	(5,194)	
<u>Tourism</u>	Matthew Lewis, John Sterry, Mike Booth, Nicola Edwards, Kate Burton					
Total Tourism		321,814	1,077,491	1,037,385	40,106	Consequential to budget savings requirements, unfunded salary costs evident @ Caldicott Castle £24k and Old Station £14k, also a pressure introduced to tourist information centres from reduced rental income from Brecon Beacons National Park following their move into Tith Barn £10k (currently compensated by underspends in Countryside section)
Net Directly Managed Expenditure		562,463	3,127,996	3,081,753	46,243	

MONMOUTHSHIRE COUNTY COUNCIL CAPITAL PROGRAMME 2014/2015
MONTH 3 CAPITAL BUDGET MONITORING REPORT
REPORT DESIGNATION: Economy & Development Detailed Forecast Month

Project Description	Budget Holder	Provisions B/F	Actual Month 1 to 3	Annual Forecast	Approved Slippage B/F	Original Budget	Budget Virements	Budget Revisions	Provisional Slippage C/F	Adjusted Budget	Annual Overspend / (Underspend)	Comment on Reason for under/overspend; Reason for delay, resulting in slippage; Progress
Development Schemes Over £250k												
Abergavenny Cattle Market Regeneration	Debra Hill - Howells	0	32,056	82,000	0	0	0	0	0	0	82,000	At month 3 the Abergavenny Regeneration project is forecasting to overspend by £82,000, due to legal costs. The case outcome is still unknown, the hearing has taken place but a decision is not expected to be known until after the summer. Dependant on outcome there is also the potential for compensation costs in relation to shooting rights. Further update to be provided at month 6.
Brewery Yard Development	Colin Phillips	0	0	12,500	12,500	0	0	0	0	12,500	0	Grant applicant working towards completion and opening of Bethany Chapel by Oct 14 to release final grant claim.
Replacement Cattle Market	Robert O'Dwyer	(232,327)	0	226,325	226,325	0	0	0	0	226,325	0	Phase 1 completion achieved. Phase 2 completion pending resolution of sewerage treatment plant issues. Anticipated to be on budget.
Caerwent House, Major Repairs	Simon Robertshaw	0	0	300,000	300,000	0	0	0	0	300,000	0	The project has encountered further delays with the withdrawal of support from the Buildings Conservation Trust. However this will not stop the project, alternative avenues are being looked at and all efforts will be made to achieve completion within this financial year. Further issues may result in an extended timescale and potential slippage. However, unable to determine at this stage.
Sub Total		(232,327)	32,056	620,825	538,825	0	0	0	0	538,825	82,000	
Development Schemes Under £250k - CED's												
Rural Development Plan for Wales	Liz Thomas	0	0	6,430	6,430	0	0	0	0	6,430	0	Project on target for completion in year.
Tintern Angiddy Proj Ltd Comm Micro Hydro Scheme	Liz Thomas	0	0	51,681	51,681	0	0	0	0	51,681	0	Project on target for completion in year.
Cap - Agripreneurial Monmouthshire MON51	Liz Thomas	0	2,007	4,614	4,614	0	0	0	0	4,614	0	Project on target for completion in year.
Cap - Broadening Business MON52	Liz Thomas	0	11,967	66,163	66,163	0	0	0	0	66,163	0	Project on target for completion in year.
Cap - Welcome Monmouthshire MON53	Liz Thomas	0	3,200	31,821	31,821	0	0	0	0	31,821	0	Project on target for completion in year.
Cap - Vital Villages MON54	Liz Thomas	0	3,785	8,654	8,654	0	0	0	0	8,654	0	Project on target for completion in year.
Cap - Origins Monmouthshire MON55	Liz Thomas	0	0	5,318	5,318	0	0	0	0	5,318	0	Project on target for completion in year.
Cap - Next Steps MON56	Liz Thomas	0	1,111	2,414	2,414	0	0	0	0	2,414	0	Project on target for completion in year.
Cap - Connecting Monmouthshire MON57	Liz Thomas	0	3,438	4,932	4,932	0	0	0	0	4,932	0	Project on target for completion in year.
Sub Total		0	25,508	182,027	182,027	0	0	0	0	182,027	0	
Development Schemes Under £250k - Other Recommend												
Woodstock Way Linkage Scheme	Debra Hill - Howells	0	0	11,170	11,170	0	0	0	0	11,170	0	
Sub Total		0	0	11,170	11,170	0	0	0	0	11,170	0	
		(232,327)	57,564	814,022	732,022	0	0	0	0	732,022	82,000	

1. Revenue Outturn Forecast

The revenue budget for 2014-15 equates to £29,648,000. The net forecast outturn expenditure is predicted as £29,678,000, of which £3,158,000 had been incurred at the end of 1st quarter, resulting in an anticipated overspend of £30,000.

	Overspend predicted £'000	Underspend predicted £'000	Cause
Social Care – Adults			
Disability Equipment (Gwices)		38	Reduced activity
Day Centres		11	
Residential care	84		Mainly Mardy Park partnership pressure
Community Meals	26		Shortfall in income
Domicilliary care	33		Increase in staff hours caused by training and reconfiguration
Transition cooperative partnership		47	Secondment cost borne by partner
Management team		21	
Monnow Vale partnership	75		Historic agreement precludes passing equitable cost to partner
Commissioning	11		
Resource and performance		83	Reduced premises and fleet cost, and net salary saving
Total	229	200	

2. 2014-15 Savings Progress

- The savings required by 2014-15 budget process, identified in Appendix 1, are not fully secured.
- Of Social Care savings affecting Adults totalling £962,000, £841,000 are anticipated to be made, none deferred to 2015-16 but £121,000 not achievable.
- **What plans has the Directorate to mitigate mitigate pressures and drive alternative savings?**

3. Capital Outturn Forecast

Capital budget for the year is £59,000. There was no slippage from 2013-14, and no additional revisions or virements have been made.

At the start of 2014-15 the Council accrued for £3,000 worth of work completed but not invoiced. As at the end of month 3 it had incurred only £1,000, and none of that related to cattle market. This wouldn't normally be a profile that would indicate full spending by the end of the year but project officers are

confident to predict a forecast outturn that exhibits a net £35,000 overspend, caused by anticipated property maintenance costs. Stronger Communities exhibits a similar £33,000 pressure, which is compensated in full by property maintenance underspends forecast at schools.

- **Why is the net spend at the end of month 3 only a little above the level of provision created at the end of 2013-14?**

4. Forecasting approach

Based on the forecasting review undertaken in the main body of the report and appendix 2 above,

- **Do Members have any refinements to the budget monitoring process or are they comfortable with its accuracy and use as a management tool?**

Monitoring Key

Page 1	Social Care and Health Directorate Revenue Divisional Summary
Page 2	Social Care and Health Revenue – Adult Division
Page 3	Social Care and Health Revenue – Community Care
Page 4	Social Care and Health Revenue - Commissioning
Page 5	Social Care and Health Revenue – Resourcing & Performance
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REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3					
Social Care and Health		DIRECTOR: Simon Burch			
DIRECT COSTS ONLY		ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3
DIRECTORATE SERVICE	SERVICE LEAD	3	0 to 13		
		£	£	£	£
Adult Services	Julie Boothroyd	1,429,287	7,214,192	7,111,935	102,257
Community Care	Julie Boothroyd	3,084,912	19,717,691	19,717,370	321
Commissioning	Julie Boothroyd	388,507	1,761,834	1,751,295	10,539
Resources & Performance	Julie Boothroyd	219,127	984,190	1,067,516	(83,326)
Sub Total Adult Services		5,121,833	29,677,907	29,648,116	29,791
Children Services	Tracy Jelfs	1,964,247	7,539,138	6,956,246	582,892
Net Directly Managed Expenditure		7,086,080	37,217,045	36,604,362	612,683

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Adult Services	SERVICE LEAD : JULIE BOOTHROYD					
DIRECT COSTS ONLY		ACTUAL TO MONTH 3	ANNUAL FORECAST 0 to 13	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECTORATE SERVICE	Responsible Officer	£	£	£	£	
<u>Aids for Daily Living</u>	Eve Parkinson					
Total Aids for Daily Living		0	311,412	349,603	(38,191)	These figures are provided by the financial host T Orfaen as at 31st May. These figures have been questioned as they may be as a result of a single year injection from the Intermediate Care Fund, so a word of caution is necessary. Still awaiting questions to be answered and for June forecast.
<u>Day Centres</u>	Hywel Griffiths, Alysia Mayo, Sandra Dobbs, Hilary gooch, Shelley Welton					
Total Day Centres		236,515	883,750	894,597	(10,847)	
<u>Direct Care Residential</u>	Sian Gardner, Stephen Clarke					
Total Direct Care Residential		473,624	1,762,291	1,678,683	83,608	Staff costs are expected to overspend by £47,000 due to regulatory hours required. Income streams from new clients has decreased due to lower means assessed charges. This budget has been heavily affected by budget reductions to the tune of £60,000.
<u>Direct Care</u>	Pauline Batty, Colin Richings, Cheryl Haskell, Sandra Dobbs, Shelley Welton					
Community Meals Service	Pauline Batty	39,035	193,332	167,090	26,242	At present weekly sales are 1,250, with the breakeven weekly sales required being 1,450. The overspend is largely due to the under achieved sales target. Increased marketing and rebranding, and exploring new sales opportunities could improve this situation in coming months.
Domiciliary Care	Colin Richings	385,402	2,049,356	2,016,349	33,007	The undertaking of staff training and service reconfiguration has lead to an increase in hours provided to backfill staff.
Flexible Respite Options	Cheryl Haskell	4,145	51,604	51,604	0	
Budden Crescent	Cheryl Haskell	79,067	315,440	318,134	(2,694)	
Individual Support Service	Sandra Dobbs	48,598	205,996	201,090	4,906	
Adult Placement	Shelley Welton	0	72,532	73,525	(993)	
Total Direct Care		556,247	2,888,260	2,827,792	60,468	
<u>Grant Schemes (SHS)</u>	Debbie Powell, Mike Logan					
Total Grant Schemes (SHS)		(16,008)	37,748	84,692	(46,944)	Partnership income from a three year secondment opportunity for two staff members.
<u>Management Team</u>	Julie Boothroyd, Simon Burch					
Total Management Team		110,943	510,594	531,915	(21,321)	
<u>Monnow Vale</u>	Eve Parkinson, Helen Neville, Ceri York, Shelley Welton					
Total Monnow Vale		67,966	820,137	744,653	75,484	Monnow Vale partnership. Overspend due to Unitary charge 37k above budget; Running cost contribution 16k above budget along with projected share of £100k pooled budget overspend of 28k. Also, Income is expected to come in 5k lower than budget.
Net Directly Managed Expenditure		1,429,287	7,214,192	7,111,935	102,257	

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Community Care						
DIRECT COSTS ONLY		ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECTORATE SERVICE	Responsible Officer	3	0 to 13			
		£	£	£	£	
Community Learning Disability Team	Jon Russ					
Total Community Learning Disability Team		1,125,812	5,702,653	5,641,778	60,875	Currently supports 60 residential care placements and provides care hours in the Community of 595 per week
Community Care Team	Lisa Powell, Bernard Boniface, Annett Brady, Clare Morgan, Jon Russ					
Total Community Care Team		1,745,823	12,858,642	12,847,344	11,298	This budget supports 46 residential placements and weekly community care hours of 1,697.
Contingency	Julie Boothroyd					
Total Contingency		(388)	0	0	0	
Frailty Workstream	Julie Boothroyd					
Total Frailty Workstream		213,665	1,156,396	1,228,248	(71,852)	Relates to the lower than anticipated loan repayment to the Frailty scheme.
Net Directly Managed Expenditure		3,084,912	19,717,691	19,717,370	321	

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Commissioning						
DIRECT COSTS ONLY		ACTUAL TO MONTH 3 £	ANNUAL FORECAST 0 to 13 £	REVISED BUDGET £	FORECAST OVER / (UNDER) SPEND AT M3 £	EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECTORATE SERVICE	Responsible Officer					
<u>Grant Schemes</u>	Ceri York					
Total Grant Schemes		27,365	21,748	19,843	1,905	
<u>Commissioning Strategy</u>	Ceri York					
Total Commissioning Strategy		236,618	824,712	822,592	2,120	
<u>Commissioning Team</u>	Ceri York					
Total Commissioning Team		91,250	316,195	304,881	11,314	
<u>Support For Users & Carers</u>	Chris Robinson, Ceri York					
Total Support For Users & Carers		52,390	598,191	588,637	9,554	
<u>Grants to Voluntary Organisations</u>	Ceri York					
Total Grants to Voluntary Organisations		(19,116)	988	15,342	(14,354)	
Net Directly Managed Expenditure		388,507	1,761,834	1,751,295	10,539	

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Resources & Performance						
DIRECT COSTS ONLY		ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECTORATE SERVICE	Responsible Officer	3	0 to 13			
		£	£	£	£	
Facilities Management	Morley Sims					
Facilities	Morley Sims	37,398	82,450	120,421	(37,971)	Under spend largely due to staff saving on Coed Glas Facilities Manager post and also due to a reduction in Premises costs from the closure of Hightrees and the imminent closure of Hanbury House
Social Service's Transport Management	Morley Sims	490	138,309	172,854	(34,545)	Under spend due to low lease costs now that vehicles have been purchased outright. Budget still needs to be maintained as appropriate vehicles may need to be purchased in line with day service redesign
Total Facilities Management		37,888	220,759	293,275	(72,516)	
Finance (SHS)	Tyrone Stokes					
Total Finance (SHS)		102,573	413,076	427,866	(14,790)	
Performance Management	Simon Burch					
Total Performance Management		5,573	34,636	34,636	0	
Management	Simon Burch					
Total Management		18,695	19,908	27,959	(8,051)	
Service Strategy	Simon Burch					
Total Service Strategy		22,171	87,899	76,244	11,655	
Systems	Steve Beard, Tyrone Stokes					
Total Systems		32,228	207,912	207,536	376	The Council has earmarked £200,000 for a bespoke replacement to the Swift system. The Swift contract is due for renewal in October 2014, and will result in £46,000 savings. In time such savings will be recyclable by the Directorate but initially will replenish the corporate funding until the investment is self financed
Net Directly Managed Expenditure		219,128	984,190	1,067,516	(83,326)	

MONMOUTHSHIRE COUNTY COUNCIL CAPITAL PROGRAMME 2014/2015
MONTH 3 CAPITAL BUDGET MONITORING REPORT
REPORT DESIGNATION: Social Care and Health Detailed

Project Code	Project Description	Budget Holder	Provisions B/F	Actual Month 1 to 3	Annual Forecast	Approved Slippage B/F	Original Budget	Budget Virements	Budget Revisions	Total Approved Budget	Provisional Slippage C/F	Adjusted Budget	Annual Overspend / (Underspend)	Comment on Reason for under/overspend; Reason for delay, resulting in slippage; Progress
Maintenance Schemes - Property														
Electrical Services														
	Mardy Park - Upgrade lighting with energy efficient	Robert O'Dwyer	(2,519)	795	0	0	0	0	0	0		0	0	Project complete awaiting payment for retention.
	Tudor Day Centre Rewire and Additional sockets	Robert O'Dwyer	0	0	17,025	0	17,025	0	0	17,025		17,025	0	On target
	Mardy Park - Phase 3 Lighting replacement	Robert O'Dwyer	0	0	11,350	0	11,350	0	0	11,350		11,350	0	On target
Electrical Services Sub Total			(2,519)	795	28,375	0	28,375	0	0	28,375	0	28,375	0	
Mechanical Services														
	Mardy Park - repl boilers	Robert O'Dwyer	0	0	40,000	0	17,025	0	0	17,025		17,025	22,975	The project is forecasting an overspend due to poor condition of existing boilers and equipment resulting in additional costs.
	Mardy Park - Repl Air conditioning	Robert O'Dwyer	0	0	18,814	0	5,675	0	0	5,675		5,675	13,139	Overspend anticipated due to the need to complete additional works.
	Shire Hall - Provide local controls in Kitchen for air supply	Robert O'Dwyer	0	0	2,270	0	2,270	0	0	2,270		2,270	0	On target
Mechanical Services Sub Total			0	0	61,084	0	24,970	0	0	24,970	0	24,970	36,114	
SANITARY SERVICES														
	Severn View Res Home - Replacement of Waste disposal system	Robert O'Dwyer	0	0	5,045	0	5,675	0	0	5,675		5,675	(630)	On target
SANITARY SERVICES Sub Total			0	0	5,045	0	5,675	0	0	5,675	0	5,675	(630)	
Sub Total			(2,519)	795	94,504	0	59,020	0	0	59,020	0	59,020	35,484	
Grand Total			(2,519)	795	94,504	0	59,020	0	0	59,020	0	59,020	35,484	

**Children and Young People Select Committee Portfolio
Position Statement and Prospective Scutiny Points**

1. Revenue Outturn Forecast

The combined revenue budget for 2014-15 is made up of SCH Childrens services £6,956,000 and CYP Directorate £52,302,000, totalling £59,258,000. The net forecast outturn expenditure is predicted as £59,867,000, of which £48,071,000 had been incurred at the end of 1st quarter (skewed by the effect of delegating of annual budget to schools), resulting in an anticipated overspend of £583,000 in Social Care and £26,000 in CYP, combined £609,000.

	Overspend predicted £'000	Underspend predicted £'000	Cause
Social Care – Children			
Looked after children	380		Additional case volume
Joint adoption	39		Reflective of anticipated activity
Fostering allowances	35		Foster carers travel allowances – no budget
Disability equipment (Gwices)		33	
Therapeutic services		19	
Counsel costs	66		Anticipated in line with 2013-14 activity
Young persons accomodation		42	Reduced activity
Respite home		46	Premise closed whilst new carers identified and assessed
Team Costs	224		Staffing costs and conveyance of client pressure
Unaccompanied asylum seeking children, local safeguarding board and misc underspends		21	
Total	744	161	

	Overspend predicted £'000	Underspend predicted £'000	Cause
Children and Young People			
Standards	38		Shortfall on income targets
Resources		12	Net salary saving

2. 2014-15 Savings Progress

The savings required by 2014-15 budget process, identified in Appendix 1, are not fully secured.

- Of Social Care - Children savings totalling £68,000 £36,000 are anticipated to be made, none deferred to 2015-16 but £32,000 are regarded as not achievable.
- Of Children & Young people Directorate savings totalling £812,000, £729,000 are reported to be made none deferred but £83,000 regarded as not achievable
- **What plans have the Directorates to mitigate these pressures and drive alternate adhoc savings?**

3. Schools reserves

Schools balances, as indicated in the main report from para 3.3 onwards exhibit a declining trend, such that the forecast outturn balance would not accommodate the same level of expenditure as the 2014/15 financial year.

- **What is the intention for the use of reserves going forward?**
- **What proportion of reserve usage if any, is used to fund core salary costs?**
- **Do other Councils utilise a balances approach, and if so what is good practice in their administration and is there any prudent level that schools should maintain?**

4. Capital Outturn Forecast

Capital budget for the year is £7,112,000 after slipping the £751,000 21st Century feasibility underspend to 2015-16. This was made up of £4,044,000 2014/15 allocation and £3,067,000 slippage from 2013/14. No revisions or virements have taken place

At the start of 2014/15 the Council accrued for £509,000 worth of work completed but not invoiced. As at the end of month 3 it had incurred only £1,250,000. This wouldn't normally be a profile that would indicate full spending by the end of the year but project officers are confident to predict a forecast outturn that exhibits a net £68,000 underspend caused by anticipated property maintenance costs. As is usual the Property Maintenance aspect is balanced across all Directorates and so the net underspend in school spending compensates for additional Property Maintenance pressures in the Strong Communities and Adult Select areas.

- **Why is the net spend at the end of month 3 only a little above the level of provision created at the end of 2013-14?**

5. Forecasting approach

Based on the forecasting review undertaken in the main body of the report and appendix 2 above,

- **Do Members have any refinements to the budget monitoring process or are they comfortable with its accuracy and use as a management tool?**

Monitoring key

Page 1	Social Care and Health Directorate Revenue Divisional Summary
Page 2	Social Care and Health Revenue – Childrens Division
Page 3	Children & Young People Directorate Revenue Divisional Summary
Page 4	Children & Young People Revenue – Delegated schools budgets
Page 5	Children & Young People Revenue – Resources
Page 6	Children & Young People Revenue – Standards
Page 7	Children & Young People Revenue – Youth
Page 8/9	Schools reserves
Page 10	Capital

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3

Social Care and Health		DIRECTOR: Simon Burch			
DIRECT COSTS ONLY		ACTUAL TO MONTH 3	ANNUAL FORECAST 0 to 13	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3
DIRECTORATE SERVICE	SERVICE LEAD	£	£	£	£
Adult Services	Julie Boothroyd	1,429,287	7,214,192	7,111,935	102,257
Community Care	Julie Boothroyd	3,084,912	19,717,691	19,717,370	321
Commissioning	Julie Boothroyd	388,507	1,761,834	1,751,295	10,539
Resources & Performance	Julie Boothroyd	219,127	984,190	1,067,516	(83,326)
Sub Total Adult Services		5,121,833	29,677,907	29,648,116	29,791
Children Services	Tracy Jelfs	1,964,247	7,539,138	6,956,246	582,892
Net Directly Managed Expenditure		7,086,080	37,217,045	36,604,362	612,683

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Children Services		SERVICE LEAD : TRACY JELFS				
DIRECT COSTS ONLY		ACTUAL TO MONTH 3	ANNUAL FORECAST 0 to 13	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS
DIRECTORATE SERVICE	Responsible Officer	£	£	£	£	
Children Services Other						
Fostering Allowances and Payments For Skills	Angela McErlane	255,992	900,947	865,570	35,377	Over spend primarily due to foster carers travel costs for which there is no specific budget
Local Safeguarding Children Boards	Jane Rodgers	(6,977)	0	8,527	(8,527)	
Younger People's Accommodation	Rachel Palser	25,054	123,601	166,237	(42,636)	Under spend is due to significant drop in forecasted accommodation costs compared to 2013/14 largely due to two young people who now only require support sessions
JAFF (Joint Assessment Family Framework)	Tracy Jelfs	8,261	0	(1,001)	1,001	
Children – Service Contracts	Tracy Jelfs	153,472	308,219	308,707	(488)	
Tyr Enfys	Angela McErlane	3,254	23,401	69,816	(46,415)	Under spend due to this respite home being closed at present and forecasted to re-open 1st Feb 15 once two new carers have been appointed and assessed
Ser Bach	Angela McErlane	15,655	35,387	34,913	474	
Counsel Costs	Gill Cox	27,078	190,000	124,391	65,609	Over spend is due to level of legal activity forecasted for the year which, at Month 3, is expected to be in line with 2013/14 costs
Fostering Panel	Angela McErlane	345	2,624	4,799	(2,175)	
Therapeutic Service	Gill Cox	2,638	29,008	48,090	(19,082)	
Joint Adoption	Gill Cox	(9,997)	265,670	226,236	39,434	This budget includes the possibility of purchasing two adoptive placements at a cost of £27,000 each.
External Placements - LAC	Gill Cox	400,530	1,730,854	1,350,938	379,916	Over spend based on 36 external LAC placements which include several high cost residential placements.
Unaccompanied Asylum Seeking Children	Rachel Palser	1,950	40,502	47,522	(7,020)	
External Placement - Non-LAC	Gill Cox	33,772	193,506	196,386	(2,880)	
GWICES (Gwent Wide Integrated Community Equip Services)	Tracy Welch	0	6,052	39,486	(33,434)	These figures are provided by the financial host Torfaen as at 31st May.
Total Children Services Other		911,027	3,849,771	3,490,617	359,154	
Children Services Teams						
Total Children Services Teams	Angela McErlane, Jason O'Brien, Jane Rogers, Rachel Palser, John Branchflower, Tracy Jelfs, Tracy Welsh, Debbie Davies	1,053,219	3,689,367	3,465,629	223,738	Net overspend mainly due to conveyance of clients plus staff travel costs and staff efficiency savings not expected to be made
Net Directly Managed Expenditure		1,964,246	7,539,138	6,956,246	582,892	

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Children & Young People		DIRECTOR - Sarah McGuinness				
	SERVICE LEAD	ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	REASON
<i>DIRECT COSTS ONLY</i>		3	0 to 13			
<i>DIRECTORATE SERVICE</i>		£	£	£	£	
21st Century Schools	Simon Kneafsey	6,501	0	0	0	
Individual School Budget	Sarah McGuinness	45,705,949	44,421,415	44,421,415	0	
Resources	Deb Mountfield	(360,853)	1,493,493	1,505,541	(12,048)	
Standards	Sharon Randall Smith	2,538,195	5,616,720	5,578,277	38,443	The net effect of income for Breakfast club included in the budget, this is not going ahead.
Youth	Deb Mountfield	179,560	796,780	796,780	0	
<i>Net Directly Managed Expenditure</i>		48,069,352	52,328,408	52,302,013	26,395	

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Individual School Budget	SERVICE LEAD - Deb Mountfield					
	RESPONSIBLE OFFICER	ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS
<i>DIRECT COSTS ONLY</i>		3	0 to 13			
<i>DIRECTORATE SERVICE</i>		£	£	£	£	
<u>Individual Schools Budget</u>						
Primary Schools	Nikki Wellington	23,363,402	24,455,644	24,455,644	0	
ISB Secondary Schools	Nikki Wellington	19,773,991	19,773,991	19,773,991	0	
6th Form Funding (DCells)	Nikki Wellington	2,573,806	150,325	150,325	0	
Raglan Community Education Centre	Jez Piper	(5,374)	26,500	26,500	0	
Usk CRC	Victoria Evans	245	14,955	14,955	0	
Total Individual Schools Budget		45,706,070	44,421,415	44,421,415	0	
Net Directly Managed Expenditure		45,706,070	44,421,415	44,421,415	0	

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Resources	SERVCE LEAD - Deb Mountfield					
	RESPONSIBLE OFFICER	ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)/OVER SPENDS
<i>DIRECT COSTS ONLY</i>		3	0 to 13			
<i>DIRECTORATE SERVICE</i>		£	£	£	£	
<u>Service Agreements with schools</u>						
Total Service Level Agreement	Deb Mountfield	(493,811)	572,711	572,711	0	
<u>Support Services</u>						
Total Support Services	Deb Mountfield, Nikki Wellington, Matt Jones	132,959	920,782	932,830	(12,048)	
Net Directly Managed Expenditure		(360,852)	1,493,493	1,505,541	(12,048)	

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Standards	SERVICE LEAD - Sharon Randall-Smith					
	RESPONSIBLE OFFICER	ACTUAL TO MONTH 3 £	ANNUAL FORECAST 0 to 13 £	REVISED BUDGET £	FORECAST OVER / (UNDER) SPEND AT M3 £	EXPLANATION FOR (UNDER)/OVER SPENDS
<i>DIRECT COSTS ONLY</i>						
<i>DIRECTORATE SERVICE</i>						
Additional Learning Needs	Steph Hawkins					
Total Additional Learning Needs		187,647	3,371,261	3,426,692	(55,431)	Net effect of pupil placements in Monmouthshire dropping
Education Achievement Service	Sharon Randall-Smith					
Total Education Achievement Service		522,288	837,090	837,090	0	
Early Years	Sue Hall, Beth Walkins					
Total Early Years		1,643,006	1,147,345	1,065,892	81,453	The income for Breakfast club was included in the budget, this is not going ahead.
Standards Initiatives & Improvement	Emma Taylor					
Total Improvement		15,716	896	896	0	
Inclusions	Claire Evans, Richard Austin, Sue Hall, Angela Noble					
Total Inclusions		169,537	260,128	247,706	12,422	Potential additional costs anticipated but not quantified at quarter 1 consequential to School library service partnership ceasing in next quarter
Net Directly Managed Expenditure		2,538,194	5,616,720	5,578,276	38,444	

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3



Youth		SERVICE LEAD - Deb Mountfield					EXPLANATION FOR (UNDER)/OVER SPENDS
	RESPONSIBLE OFFICER	ACTUAL TO MONTH	ANNUAL FORECAST	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3		
DIRECT COSTS ONLY		3	0 to 13				
DIRECTORATE SERVICE		£	£	£	£		
<u>Inclusions</u>							
Community Education Youth General	Tracey Thomas	179,560	796,780	796,780	0		
Total Inclusions		179,560	796,780	796,780	0		
Net Directly Managed Expenditure		179,560	796,780	796,780	0		

Movement in School Reserves							
Qtr 1 Forecast							
	Responsible Officer	Opening Reserves (Surplus)/Deficit 14-15	Anticipated in-year movement in reserves (Surplus) /Deficit	Difference reported from Month 3 to budget (Surplus) /Deficit	In year forecast at Month 3 (Surplus) /Deficit	Anticipated Reserves to be carried forward to 2015-16 (Surplus) /Deficit	Notes
Abergavenny cluster							
E003 King Henry VIII Comprehensive	Yvonne Jones	(114,518)	187,260	0	187,260	72,742	
E073 Cantref Primary	Richard Brunson	(68,138)	31,700	(18,312)	13,388	(54,750)	Savings on staffing as costs being funded by SEG/PDG and lower scale staff used to cover maternity leave.
E072 Deri View Primary	Sarah Davies	79,952	(37,238)	34,328	(2,910)	77,042	Increase in hours of some non-teaching staff to cover planning & preparation.
E035 Gilwern Jnr & Inf	Roger Guy	(41,057)	10,825	698	11,523	(29,534)	
E037 Goytre Fawr Jnr & Inf	Nicola Sutherland	(4,709)	(9,067)	5,046	(4,021)	(8,730)	
E041 Llanfair Kilgeddin CV Jnr & Inf	LEA	(22,611)	16,359	0	16,359	(6,252)	
E093 Llanfoist Fawr	Jon Murphy	(32,933)	(5,581)	(6,732)	(12,313)	(45,246)	
E044 Llantilio Pertholey Jnr & Inf	David Evans	(65,340)	55,596	(10,352)	45,244	(20,096)	Savings on staffing as costs being funded by SEG/PDG.
E045 Llanvihangel Crocorney Jnr & Inf	Sherri Davies	40,656	(10,461)	(1,705)	(12,166)	28,490	
E090 Our Lady and St Michael's RC Primary School	Rosalind Trigg	(23,663)	10,624	(20,030)	(9,406)	(33,069)	Savings as lower scale staff are covering maternity leave, also employed lower scale teacher than what was budgeted for.
E067 Ysgol Gymraeg Y Fenni	April Wiggins	(32,161)	6,240	(13,694)	(7,454)	(39,615)	Savings as teaching staff hours reducing and being replaced by lower scale staff.
Caldicot cluster							
E001 Caldicot Comprehensive	Susan Gwyer-Roberts	(60,620)	53,060	688	53,748	(6,872)	
E068 Archbishop Rowan Williams Primary	Graham Murphy	(21,991)	(10,380)	6,912	(3,468)	(25,459)	
E094 Castle Park	Kay Ford	97,998	(33,807)	5,194	(28,613)	69,385	
E075 Dewstow Primary School	Gillian Bray	(106,113)	93,911	(17,924)	75,987	(30,126)	Savings on replacement caretaker as on lower scale, plus provision for the supply staff budget reduced
E034 Durand Jnr & Inf	Allison Waters	(44,725)	28,916	217	29,133	(15,592)	
E048 Magor Vol Aided Jnr & Inf	Gareth Atwell	(31,137)	(22,669)	3,070	(19,599)	(50,736)	
E056 Rogiet Jnr & Inf	Kathryn Evans	(83,152)	39,871	(36,573)	3,298	(79,854)	Maternity cover budgeted for in Error plus resignation - head to meet with Governors in September to re-do investment plan
E063 Undy Jnr & Inf	Mark Gunn	(10,117)	(3,451)	(527)	(3,978)	(14,095)	
E069 Ysgol Gymraeg Y Ffin	Diane Ebo	17,914	(30,450)	0	(30,450)	(12,536)	

Agenda Item 6

Movement in School Reserves							
Qtr 1 Forecast							
	Responsible Officer	Opening Reserves (Surplus)/Deficit 14-15	Anticipated in-year movement in reserves (Surplus) /Deficit	Difference reported from Month 3 to budget (Surplus) /Deficit	In year forecast at Month 3 (Surplus) /Deficit	Anticipated Reserves to be carried forward to 2015-16 (Surplus) /Deficit	Notes
Chepstow cluster							
E002 Chepstow Comprehensive	Claire Price	214,589	146,361	(8,799)	137,562	352,151	
E091 New Pembroke Primary School	Garry Keeble	(79,671)	42,132	2,028	44,160	(35,511)	
E057 Shirenewton Jnr & Inf	Jayne Edwards	(81,568)	17,938	903	18,841	(62,727)	Reserve includes £21.5k projects (MAPS & PMI). Schools projected C/f £41,180
E058 St Mary's Chepstow RC Jnr & Inf	Mike Gorell	(813)	(5,025)	3,529	(1,496)	(2,309)	
E060 The Dell Jnr & Inf	Steve King	(50,107)	3,362	(507)	2,855	(47,252)	
E061 Thornwell Jnr & Inf	Tim Appleby	(16,136)	13,594	(1,739)	11,855	(4,281)	
Monmouth cluster							
E004 Monmouth Comprehensive	Vaughan Davies	(130,975)	0	0	0	(130,975)	Savings on staffing due to retirement, staff leaving and maternity - all being replaced by lower scale staff, also reduction in SLA costs
E032 Cross Ash Jnr & Inf	Marilyn Balkwill	(47,987)	43,476	(23,095)	20,381	(27,606)	
E092 Kymin View Primary School	Suzanne Gooding	(34,355)	16,976	0	16,976	(17,379)	
E039 Llandogo Jnr & Inf	Katie Pingree	5,780	16,458	73	16,531	22,311	
E074 Osbaston Church In Wales Primary	Cathryn Jones	(48,712)	(2,379)	(2,032)	(4,411)	(53,123)	Savings around staffing - staffing left and replaced at a lower grade and some staff now funded by SEG/PDG - depending on september intake, an additional teacher may be employed which will reduce this surplus
E051 Overmonnow Jnr & Inf	Huw Williams	(33,729)	24,311	(19,688)	4,623	(29,106)	
E055 Raglan Jnr & Inf	Jeremy Piper	(41,259)	21,026	0	21,026	(20,233)	
E062 Trellech Jnr & Inf	Karen Christofi	(33,605)	(18,243)	2,101	(16,142)	(49,747)	
E064 Usk CV Jnr & Inf	Victoria Evans	(28,687)	11,249	0	11,249	(17,438)	
		(933,700)	702,494	(116,922)	585,572	(348,128)	
Special Schools							
E020 Mouton House	Paul Absalom	(18,464)	31,671	(4,789)	26,882	8,418	
E095 Pupil referral unit	Richard Austin	(35,992)	0	0	0	(35,992)	
		(54,456)	31,671	(4,789)	26,882	(27,574)	
		(988,156)	734,165	(121,711)	612,454	(375,702)	

MONMOUTHSHIRE COUNTY COUNCIL CAPITAL PROGRAMME 2014/2015
MONTH 3 CAPITAL BUDGET MONITORING REPORT
REPORT DESIGNATION: Children & Young People Detailed

Project Code	Project Description	Budget Holder	Provisions B/F	Actual Month 1 to 3	Annual Forecast	Approved Slippage B/F	Original Budget	Budget Virements	Budget Revisions	Total Approved Budget	Provisional Slippage C/F	Adjusted Budget	Annual Overspend / (Underspend)	Comment on Reason for under/overspend; Reason for delay, resulting in slippage; Progress
Development Schemes Under £250k - Essential Works														
Sub Total		Paul Jones	(5,675)	0	94,325	44,325	50,000	0	0	94,325	0	94,325	0	
Education Strategic Review														
New Raglan Primary, 21st Century Schools Programme		Simon Kneafsy	0	109060	2,757,907	45,857	2,712,050	0	0	2,757,907		2,757,907	0	Project is on target, will continue beyond 14/15, budget allocation in future years.
ESR: Access For All		Robert O'Dwyer	0	0	177,380	127,380	50,000	0	0	177,380		177,380	0	On target
Llanfoist Primary		Robert O'Dwyer	(1,725)	1,480	0	0	0	0	0	0		0	0	Project Complete
Rogiet Primary		Robert O'Dwyer	0	0	15,000	15,000	0	0	0	15,000		15,000	0	
Flying Start - Minor Improvements		Robert O'Dwyer	(2,639)	0	0	0	0	0	0	0		0	0	Project is complete, awaiting payment against accrual.
Caldicot Castle Park (St Mary's Remodelling)		Robert O'Dwyer	0	0	15,000	15,000	0	0	0	15,000		15,000	0	Main project is complete, awaiting completion of post occupancy evaluation and remedials / alterations.
New School Caldicot Green Lane Site		Robert O'Dwyer	(1,930)	54,152	50,000	50,000	0	0	0	50,000		50,000	0	Project complete within budget.
21st Century Schools		Simon Kneafsy	0	655	0	0	0	0	0	0		0	0	
New Thornwell Primary		Robert O'Dwyer	(448,437)	826,196	690,037	598,037	92,000	0	0	690,037		690,037	0	Project complete, awaiting agreement of final account.
Monmouth Comp – 21C Feasibility		Simon Kneafsy	0	0	472,055	839,133	0	0	0	839,133	367,078	472,055	0	The Future Schools feasibility project is forecasting an underspend of £750,000 at month 3. The original scheme profile included 5 year employee costs whereas these costs can only be funded from feasibility until work reaches stage E (Construction). Any further employee costs will then need to be funded by the main construction schemes 'pending full approval'.
Caldicot Comp – 21C feasibility		Simon Kneafsy	0	4,400	478,755	863,063	0	0	0	863,063	384,308	478,755	0	
Raglan VC Primary feasibility		Simon Kneafsy	0	1,886	0	0	0	0	0	0		0	0	Project complete. Miscode
Sub Total			(454,731)	997,829	4,656,134	2,553,470	2,854,050	0	0	5,407,520	751,386	4,656,134	0	
IT Schemes - Infrastructure/Hardware														
Sub Total		Deb Mountfield	0	14,844	21,270	21,270	0	0	0	21,270	0	21,270	0	
Maintenance Schemes - Property														
		Rob O'Dwyer												
Electrical Services Sub Total			(24,104)	16,761	171,018	0	162,873	0	0	162,873	0	162,873	8,145	
External Areas Sub Total			(2,987)	7,675	213,308	0	275,847	0	0	275,847	0	275,847	(62,539)	
External Walls, Doors & Windows Sub Total			(3,486)	6,367	256,610	0	241,755	0	0	241,755	0	241,755	14,855	
Floors & Stairs Sub Total			0	0	16,383	0	14,755	0	0	14,755	0	14,755	1,628	
Internal Walls & Doors Sub Total			0	0	1,124	0	0	0	0	0	0	0	1,124	
Mechanical Services Sub Total			(5,270)	197,847	664,594	430,750	240,620	0	0	671,370	0	671,370	(6,776)	
Roofs Sub Total			(12,974)	8,808	161,749	5,000	181,600	0	0	186,600	0	186,600	(24,851)	
SANITARY SERVICES Sub Total			0	0	35,198	12,498	22,700	0	0	35,198	0	35,198	0	
Sub Total - Maintenance Programme			0	(48,821)	237,458	1,519,984	448,248	1,140,150	0	0	1,588,398	0	1,588,398	(68,414)
Grand Total			(509,227)	1,250,131.00	6,291,713	3,067,313	4,044,200	0	0	7,111,513	751,386	6,360,127	(68,414)	



SOCIAL CARE AND HEALTH

CUSTOMER RELATIONS

ANNUAL REPORT FOR ADULT SERVICES

APRIL 2013 – MARCH 2014

1 Introduction

- 1.1 Representation and complaints procedures in Social Services departments are a statutory requirement. They were introduced under the Health and Social Care (Community Health and Standards) Act 2003 and the Children Act 1989.

Complaints regulations came into force on 1 April 2006 – The Representations Procedure (Children) (Wales) Regulations 2005 and the Social Services Complaints Procedures (Wales) Regulations 2005.

- 1.2 Every local authority that provides social services is required to produce an annual report concerning the operation of its representation and complaints procedure.
- 1.3 This report presents information relating to comments, compliments and complaints received during 2012/2013 for Adult social care.

2 Listening to our Service Users

- 2.1 Everyone who makes a complaint about social services has a right to be listened to properly and have their concerns resolved quickly and effectively.
- 2.2 Despite our best intentions, things can go wrong. We recognise this and the representation and complaints procedure provides the opportunity for people to voice their concerns when they are dissatisfied so that the issue can be sorted to their satisfaction wherever possible; make compliments and suggest improvements.

3 Social Services Complaints Procedure

- 3.1 The complaints procedure has three stages:

Stage 1 Local Resolution – The emphasis at this stage is to resolve the complaint locally wherever possible by means of discussion and problem solving.

The first step is to talk about the problem with the staff or manager who provides the service locally. The majority of complaints are dealt with in this way and most are concluded without the need for formal investigation.

Stage 2 Formal Consideration - Where initial discussions have not achieved a resolution, complainants have the right to make a formal complaint. Investigations are undertaken and are subject to statutory time limits for completion of the investigation (25 working days). The

complainant receives a full response detailing findings, conclusions and recommendations.

Stage 3 The Independent Panel - If a complainant is not satisfied following a formal investigation they have the right to have their complaint reviewed by an Independent Panel who are wholly independent of the Council. The Panel consists of 3 people who will review the handling of the complaint, the conclusions and recommendations of the investigation and the Council's response.

The panel will prepare a report on their conclusions and recommendations. A copy of the report is sent to the complainant and the Director of Social Care and Health. He will then respond to the complainant.

3.2 The Public Services Ombudsman for Wales

The Ombudsman provides an external independent service to consider complaints about all local authority services including social services. The Ombudsman is concerned with maladministration causing injustice and will normally require complainants to have used their local council's procedures before accepting a complaint for investigation.

4 **Making a complaint**

General advice about the procedure can be found in our complaints leaflet "How to be heard". Alternatively, people can contact the Customer Relations team for help and advice about how to make a complaint.

Translations of the representation and complaints procedure can be provided on request and we can also arrange interpretation services where required.

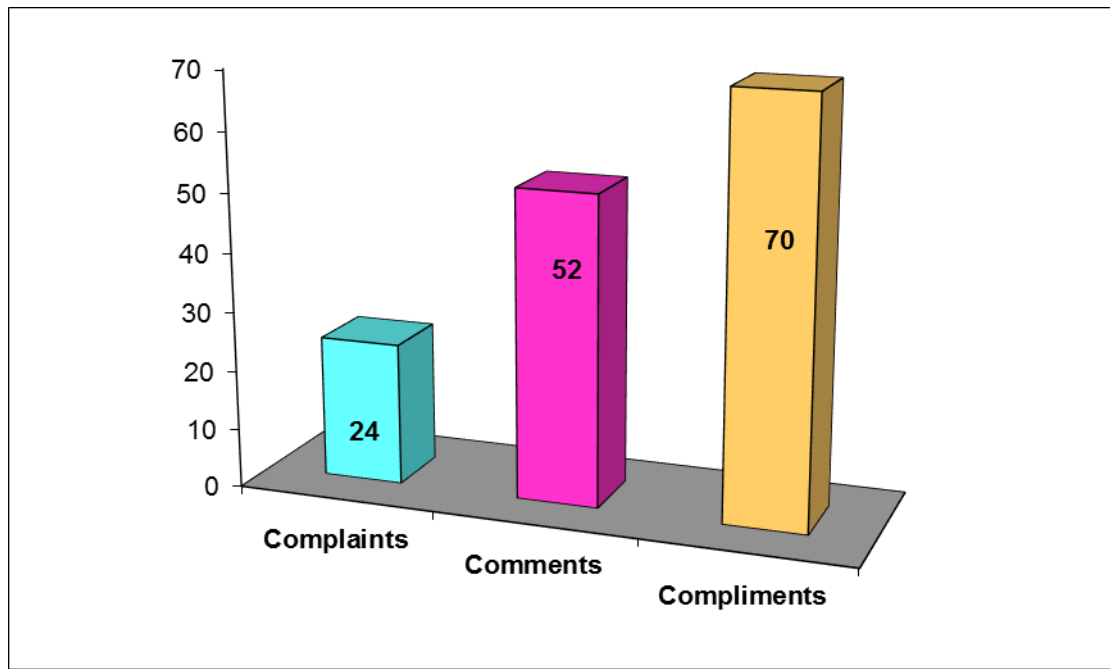
We can arrange for advocacy services to be provided for complainants in some cases.

Our aim is to secure a better service for people and we are:

- Accessible and supportive to those with particular needs
- Prompt and responsive with resolution at the earliest possible time
- Operate without prejudice or discrimination

5 **How many complaints / comments / compliments were made**

Period 1 April 2013 – 31 March 2014



Comments

52 comments were received. This includes comments received from the Community Care questionnaire that is sent to regular and new users of social care and comments made to our Commissioning team.

The majority of the comments made concerned home care, varying from lack of continuity with carers calling, poor communication, late calls. Below are examples of some of the comments that were made:

- *The organisation of the carers seems to be inefficient with carers being sent far from their base and sometimes two carers working in the same road.*
- *As I work full time I am not entitled to any recompense for the hours I attend my mother. On the whole the service works very well, except when we arranged further cover over one weekend recently. On the Monday no-one arrived but luckily I had returned from holiday.*
- *It is very difficult to access my social worker. The workload placed on carers has a detrimental effect on my care and my relationship with certain individual carers. This friction has a worrying effect on my health.*
- *Unhappy about lack of continuity of carers. Too many different ones come.*
- *X had an assessment for a stair lift on 27 February 2013 and has not received any further contact (as at June 2013)*

- *Sometimes throughout the year, staff (carers) are changed a little too frequently making my mother nervous of changing faces especially night carers.*
- *My mother is quite happy with the service she has. Her only worry is holiday time when carers are away and new faces appear. But this is understandable and she is content with the kindness shown once she knows they are coming the following morning or evening. As for a total review this also worries her.*
- *The services Mam receives is very good, but sometimes due to carers having a time to see to each client, there should be a change around for those who are got up very early in the mornings and undressed early on a summer's evening for bed.*
- *All good, except they come at 7pm to put me to bed. I feel that this is too early as I cannot move from the bed and think they could come later, for example 8-8.30pm.*
- *Sometimes services are late arriving or too late at night to help get up or be put to bed.*
- *More reviews and CPN contact. If anyone can't make it, they should let me know.' 'More contact and information. The quality of the assessment was poor.*
- *Unsure on how often my needs are to be assessed.*
- *More home visits. Possibly keeping a log of existing care plan as we are unsure of the last contact with services and what is available.*
- *It would be nice to have fewer different people to provide care. It would be better if all lunchtime carers could cook. Some can't.*
- *More opportunities for getting out of the house. More day care. Access to transport. More services to visit people in home for social contact and stimulation; not just basic needs, eg, reading to us, pat a dog service.*
- *There is a great turnover of staff with regard to the care services due one suspects to open nature of their contracts of late. This has got better and the staff provided have been very good. Staff are flexible within their care plan duties. Some staff are better than others due to on occasions their longevity of their job employment, rapid turnover of staff does little to improve their training.*
- *It would be nice to have more time at centres like Mardy Park, for people living outside the old age complex system. There is very little provision for people to get out only one day a week.*

Instead of one site the various inclusive sites means that some disabled are left out in the cold and ones who are perhaps a better financial option, in so far as they keep out of the residential care system.

- *Better communication within multi-disciplined teams. More money in the pot.*

All the comments received are considered carefully by team managers and where appropriate, necessary action taken and fed back to us.

Compliments

70 compliments were received about Adult services.

A range of compliments about the whole of the directorate was received with so many individual staff named for their kindness, help and professionalism. All staff were informed of the compliments received about them and a certificate given to them commending their efforts.

There were so many compliments made about individual staff that said similar things to the examples below:

- *The lady that called was very supportive and so understanding She explained who would come to fit any adaptations for me. The service provided was so good as we didn't know about what we could have for my Dad, but we made a few phone calls and within a couple of days we were contacted and then he had a visit. I would not hesitate to contact you in the future if he needed anything else.*
- *Thanks to the Social Worker for all that she had done for us. We were very impressed. Even though X worked part time they said that they could ring up on a Wednesday morning – when she technically finished at lunch time – with an issue to be looked at the next week but X sorted it immediately.*
- *Services provided by staff are excellent.*
- *Very happy with the service I receive.*
- *I can't fault them.*
- *They are always willing to listen to my concerns as a carer and give extra time if needed.*
- *As a carer I look forward to seeing a friendly face twice a day and getting advice and help if I need it.*

- *Since home care was revised to the Raglan project where 5 care staff work in this area it is better because of the continuity of care. The carers are exemplary, nothing is too much trouble for them. They are cheerful, helpful and kind.*
- *So far X has been wonderful. My mother enjoys their visits and has no complaints. The staff are caring and courteous. Mum's social worker has been so supportive and understands both mum's and my needs and has always met them.*
- *Such a great help having someone to help with household chores which frees my time allowing a bit of quality time with my wife instead of just care time.*
- *X, social worker/O.T has been exceptional to me and gives me valuable support which I appreciate immensely. I have hearing loss and am partially sighted.*

There were also compliments for services as a whole. For example:

- *The Reablement service have been praised for "being amazing and so helpful, an excellent service".*
- *The care my mother has received has been outstanding. I think Monnow Vale and staff should be awarded a centre for excellence award. Also her doctors at Dixton Road surgery and all the staff of course.*
- *To the volunteers and staff at Severn View Day Centre I am writing to tell you of my appreciation for you all. My dad has been attending for the last few months and I have noticed subtle but positive changes both in his mental acuity and in his mobility. Your organisation is an integral part of mum & dad's life now – giving dad a purpose to his week and some much needed activity and socialisation. Isolation is the biggest problem for the elderly.*
- *All I can say is that the staff and services at Severn View are great. Thank you all for your care and attention of my mother, over the past eight years. I was always happy that she was in a safe place lovingly cared for by dedicated caring staff who treated her as if she were their own. Whatever I say cannot adequately express my thanks and admiration for the manner of your care, ensuring that she retained her dignity right until her final hours. Your consideration and support for me also has been a great help and comfort, especially over the past few months, and will never be forgotten.*
- *Like to express gratitude for the Reablement service provided by X and X (physio therapist and reablement technician). Also to*

congratulate these particular staff for their attitude and hard work. Mrs X also identifies a very positive outcome in terms of improved quality of life and applauds the accurate understanding of her needs.

- I have contacted social services when I have needed them - less than a year since I was last assessed. They have always been excellent in their help and advice. They are very approachable. The help I have received from social services, district nurses, OT and social workers is excellent everyone has been first class and supportive.*
- Very happy with services received. The day centre services do help me. Maindiff Court and the care I receive.*
- They are excellent. Without the support I get I would not be able to get out and about and have enjoyable times.*
- The excellent provision I receive for my mental health problems.*
- Budden Crescent were given a "great big thank you for organising such a fab holiday. X has had the best time ever".*
- Inhouse and external domiciliary care providers were thanked for example: "Staff are courteous, friendly and professional." "Very caring and understanding." "staff have been absolutely wonderful; that everyone who had contact with my mum treated her with dignity and respect.*
- The Dingestow Project is wonderful.*
- I have excellent services from the Raglan Care Group. They know all my care needs and provide extra services like taking me out, giving me extra help at lunch time, as well as taking me to my granddaughter's wedding and helping with my disability needs there. The group is a brilliant example for all carers in Monmouthshire.*
- I enjoy going to Greenfingers. It has helped me a lot with mixing with people and has helped a lot by giving me confidence in different situations.*
- The services get me out of the flat and help give me confidence.*
- They are excellent. Without the support I get I would not be able to get out and about and have enjoyable times.*
- The team that come to help to care for my mother are excellent. Don't change the team that I have as they are fab.*

- *We always feel able to contact the office about any queries and know they will help to their best abilities.*
- *I would like to express my appreciation of the excellent and rapid work by the staff in your department, please let both X and X know.*

Complaints

24 complaints were received about Adult services.

6 Stage 1 Complaints

18 complaints were resolved at this level. One complaint went straight to Stage 2.

6.1 The most common aspects of services complained about were:

- Quality of service
- Communication/Information
- Attitude of staff

7 Stage 2 Complaints

6 complaints proceeded to stage 2 of the complaints procedure.

- 1) Complainant was unhappy with the decision taken as a result of the Protection of Vulnerable Adult process. Complaint not upheld.
- 2) Complained about the lack of contact from social worker in regard to CRB disclosure. Complaint partially upheld.
- 3) Unhappy with service received from Community Learning Disability Team and social worker – failure to provide appropriate assistance when a relative received hospital treatment.

3 parts of this complaint were upheld, 2 were not upheld.

- 4) Lack of communication and support from the Community Learning Disability Team.

4 parts of the complaints were upheld, 2 not upheld.

- 5) Unhappy with the reduction in services provided. The complaints were not upheld.
- 6) Unhappy with the service received from the department, alleged failure to provide adequate and timely support for complainant to be discharged from hospital.

3 parts of this complaint were upheld and two parts no findings were made.

Recommendations were made and acted upon.

8 Stage 3 Complaints

No complaints progressed to this stage.

9 Ombudsman Complaints

No complaints were investigated by the Ombudsman.

10 Analysis of Complaints

Stage 1 complaints have slightly decreased this year and we were able to find a resolution or explain decisions made to the majority of the complaints. However, 6 remain dissatisfied and progressed to stage 2.

Year	Stage 1 complaints		Stage 2 complaints	Stage 3 complaints
		External Providers		
2013-14	23	0	6	0
2012-13	27	2	0	0
2011-12	37	8	4	1
2010-11	21	2	2	0
2009-10	20	1	1	0
2008-09	22	6	2	0

10.1 Response Timescales

There are statutory requirements established in respect of the timescales for responding to complaints. A full response should be provided in 10 working days for stage 1 complaints and for stage 2 complaints, a full response is required within 25 working days. Where we need to exceed these limits, we will get the service user/carer's agreement.

This table shows the length of time it has taken to respond on complaints:

<u>Timescale</u>	<u>Stage 1</u>	<u>Stage 2</u>
Between 1-10 working days	12 complaints	
11– 25 working days	4 complaints	2 complaints
25+ working days	7 complaints	4 complaints

Where complaints go over 25 working days, this is often due to the complexity of the matter under investigation and the need to consult with others (who may not be available) before concluding matters.

11 Learning from and responding to complaints and comments made

11.1 Information from complaints represents an invaluable source of user feedback as it can highlight aspects of service delivery that fall below the standard we wish to achieve.

There were a range of improvements made as a result of listening and responding to customers complaints.

We recognise that some people do not always want to complain but they may wish to make comments about the service they receive. We ensure that comments are also noted and responded to.

11.2 The following are some examples of appropriate action taken on issues raised as a result of a complaint.

- Apologies given where appropriate
- Staff to confirm significant decisions are carried out in writing and that this is in place as part of good practice in the teams.
- Change of social worker
- Staff to update their knowledge with regards to ALAC and wheelchair referral procedures.
- Limited funding for supporting activities
- Documents / forms and all outgoing correspondence is checked against the original documents
- Services reviewed
- Further explanation of decisions made

The most commonly mentioned reasons for making a complaint are that:

- A genuine grievance is recognised and acknowledged
- An apology is provided
- Practical action to remedy an injustice is undertaken
- Where it has been identified as having failed, departmental policy, procedure and practice is reviewed
- Through their complaints other people are spared similar experiences
- Action is pursued against staff and managers

12 Commentary

12.1 Every effort is made to resolve complainants' dissatisfaction about our services and address any identified shortcomings. We try to ensure early intervention is made in dealing with complaints so that the majority of them are resolved at stage 1.

- 12.2 We continue to produce action plans to ensure that recommendations arising from complaints investigations are acted upon and lessons learned where appropriate.
- 12.3 Meetings are held with staff in order to raise awareness of their role in responding to and resolving complaints.
- 12.4 The Welsh Government has issued new guidance and regulations to underpin a new social services complaints and representation process. The regulations will be progressed through the National Assembly before the summer recess and they will come into force on 1 August 2014.

A post-consultation working draft document has been issued and they have said that they do not expect it to alter substantially before the final version is formally published in advance of 1 August 2014.

In essence the new procedure focuses on an initial local resolution stage where the majority of complaints will be resolved at this early stage. If they are not, there is a formal stage and if issues are still not resolved there is recourse to the Public Services Ombudsman for Wales.

Briefings on the new process will be given to relevant staff and our complaints policy and procedure will be updated to reflect the changes.

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SUBJECT:	Housing & Regeneration Medium Term Financial Plan Project Mandate – Integrated Approach to Housing Options
DIRECTORATE:	Regeneration & Culture
MEETING:	Adults Select Committee
DATE:	9th September 2014

1. PURPOSE

- 1.1 To inform the committee about the proposal to develop an integrated approach to Housing Options delivery with Torfaen County Borough Council and establish a new joint Housing Solutions Service for Monmouthshire and Torfaen. The proposal supports the implementation of the Housing & Communities Medium Term Financial Plan project, as agreed by Cabinet on 8th January 2014.

2. RECOMMENDATION

- 2.1 To note and comment on the content of the report.
- 2.2 To recommend to Cabinet to adopt the attached proposal. **(See Appendix)**

3. KEY ISSUES

- 3.1 Members will recall from previous committees (most recently 18th March 2014), the Council together with Torfaen, has participated in a Welsh Local Government Association Homeless Prevention Initiative. Participation in the initiative made the case for combining the homeless services of both Councils. The feedback from the initiative has, therefore, been used to inform the development of a proposal to integrate the homeless functions of both Councils, as per the Cabinet agreement on 8th January 2014.

- 3.2 The Council has now established a proposal and structure to enable the start of a new joint Housing Solutions Service for Monmouthshire and Torfaen. The following provides an overview of the key features of the proposal:

- A single Housing Solutions Service for both Counties, providing increased resilience
- A new and more flexible structure that will facilitate the delivery of the proposal through the formation of two new integrated teams. Two new teams will be established - a Housing Solutions Team and a Private Sector Housing Team made up of employees from both Council's
- Staff affected will continue to be employed by their current Council employer under their existing terms and conditions
- Subject to final approval, the new service can be operational by November 2014 and will be implemented on a pilot basis for one year
- Services will be delivered through more rationalised processes
- Pooling the accommodation resource
- Accountability will remain with each Council but could include joint scrutiny (pending TCBC approval)

3.3 Subject to Cabinet approval, the short-term priority is to implement the new service and for the proposed new teams to be operational by November 2014. Once operational the following will be priorities for further development:

- Establishing a Memorandum of Understanding with Torfaen
- Rationalising business processes and procedures
- Looking to independently brand the new service of both Council's.
- Involving other sectors in the development and management of the model and considering establishing an advisory board
- Engaging and involving service users
- Maximising consistency of service across both Counties
- Identifying income generation opportunities
- Undertaking both an interim evaluation of the new pilot service prior to April 2015 and prior to the end of the pilot.

3.4 To inform the development of the proposal, a joint risk assessment has been undertaken. The outcome of the risk assessment is that it is regarded that there are no high risks associated with the proposal. The assessment has helped to identify actions that have and are due to be taken to implement this proposal.

3.5 The implementation of this proposal and establishment of the two new Housing Solutions and Private Sector Housing Teams as a pilot project is regarded as Phase 1 of establishing a new Housing Solutions Service for Monmouthshire and Torfaen. Phase 1 will include a formal review and evaluation of the pilot before the end of the 1 year period. Phase 2 will give consideration to the Housing Register functions becoming part of the new service together with the scope to possibly include other services.

4 REASONS:

4.1 The project contributes towards the Council's Medium Term Financial Plan and helps the Council to prepare for the impending duty to prevent homelessness in April 2015 arising from the current Housing Bill, in particular to ensure the provision of 'reasonable steps' to prevent homelessness.

5. RESOURCE IMPLICATIONS:

5.1 The project will save £55,000 over the forthcoming 3 years.

6. **CONSULTEES:** Cabinet Member for Environment, Public Services & Housing; Chief Officer for Enterprise; People Management Advisor, Programme and Employee Services; Unison; Head of Housing – Torfaen County Borough Council; Head of Finance.

7. **BACKGROUND PAPERS:** 'Delivering a Combined Housing Solutions Service for Monmouthshire & Torfaen' Reports No.1 & No.2 - Andy Gale, Housing Consultant, November 2013 and February 2014

8. **AUTHOR:** Ian Bakewell, Housing & Communities Manager

9. **CONTACT DETAILS:**

Tel: 01633 644479 **E-mail:** ianbakewell@monmouthshire.gov.uk

Proposal

Delivering a Combined Housing Solutions Service for Torfaen & Monmouthshire

Purpose

August 2014

The purpose of this report is to propose to establish a pilot joint approach with Torfaen County Borough Council's Housing Service to deliver a Housing Option's service for both Councils.

The proposal relates, in part, to the Housing & Community Services Cabinet Project Mandate agreed by Cabinet on 8th January 2014. The proposal contributes towards the Council's Medium Term Financial Plan by saving £55,000 over three years between 2014/15 and 2016/17.

The proposal also supports the Council to prepare for the impending statutory duty to prevent homelessness with effect from April 2015 arising from the recent Housing Bill.

Recommendation

- On a pilot basis for one year, to establish a joint approach with Torfaen County Borough Council
- To restructure the Council's Housing Options Team (alongside and in tangent with Torfaen) to support the creation of two new joint integrated Housing Solutions and Private Sector Housing Teams.

Introduction

A key responsibility for the Council is the legal requirement to assess applications from households who claim to be homeless or threatened with homelessness under Part VII of the Housing Act 1996, as amended by the Homelessness Act 2002. This responsibility includes the provision of accommodation under defined circumstances.

In addition, there is the expectation and requirement by Welsh Government for local authorities to prevent homelessness. Homeless prevention has been an increasing practice of the Council for a number of years now and as previously mentioned, the priority to prevent homelessness is to be strengthened through the activity becoming a statutory responsibility from April 2015. It is also planned that once the new Housing Act receives Royal Assent, that LAs will be able to discharge the homelessness duty into the private rented sector, (currently not the case).

The main responsibility for the provision of homelessness and homeless prevention is through the Housing Options Team within Housing & Community Services.

The Housing Options Team, together with the wider Housing & Community Services Team has been co-located with Torfaen County Borough Council's Housing Services team since January 2012. Torfaen provide a very similar homeless prevention and homeless service to the Council. Both Councils' have been taking advantage of the co-location to collaborate and work more closely together, essentially to make better use of resources and reduce duplication. Key successes to date have included:

- the Council accessing Torfaen's temporary accommodation (on occasions as an alternative to B & B)
- sharing furniture storage
- providing a joint out of hours service
- securing joint funding bids, one of which has facilitated the funding of a temporary joint Private Sector Access post
- establishing a joint private landlords forum
- developing a proposal for a joint private sector landlord 'offer.'

Due to the similarities of the respective teams and the co-location, the opportunity exists to further exploit the co-location and it has been provisionally agreed by both Council's to further build upon the collaboration to date and establish a joint approach to delivering Housing Options functions for both Council's.

Background & Methodology

During 2013, Welsh Local Government Association commissioned an independent consultant, Andy Gale, to undertake an evaluation of all Welsh Local Authorities position, in relation to each Council's respective ability to deliver housing services in light of the new Housing Bill and homeless prevention legislation to be implemented from April 2015. The aim of the project was to support Councils to strengthen homeless prevention and meet the increased responsibilities as a result of the Act being passed.

An initial baseline study undertaken highlighted key challenges for both Authorities were the under developed private rented sector, the lack of sufficient shared one bedroom units to deal with the impact of Welfare Reform and the need to increase focus on services to prevent homelessness. With regards to Monmouthshire specifically, the lack of social housing and the general lack of homeless related resources were also recognised as key challenges.

Torfaen and Monmouthshire subsequently further utilised the WLGA Homeless Prevention Improvement initiative to review the options for both Authorities in the delivery of homelessness and homeless prevention functions. The Council received a joint options report which considered the following three options: to continue delivery as individual local authorities; to contract out the housing option functions or to deliver the service jointly as a new 'Housing Solutions' model. The latter option was the recommended option

A further report and advice was then received which considered the possible detail for the detail the joint service.

The advice, reports and recommendations have been used to facilitate discussions between both Councils to inform the development of this proposal to establish and deliver a joint Housing Solutions Service on a one year pilot basis.

The Combined Housing Solutions Service Model – Broad Overview

The proposal is to merge existing services and resources of both Councils to develop a new Housing Solutions Service with two new integrated teams. The aim is to develop the service as a model of innovation and excellence, which will be the first such service, both in Wales and the UK.

The intention is that the service will be marketed and promoted as a new 'Solutions Service' that will offer help and advice to any resident in Monmouthshire and Torfaen in housing need, as well as practical help well before those residents who are threatened with homelessness reach the point of losing their home. This is a key objective of the new homeless legislation to be enacted in Wales. At the moment, the existing service is probably perceived as that of a traditional homelessness service dealing with people at the point of crisis.

The new service will be focused on providing help and advice for all in housing need thereby improving housing help for many more residents and seen to be essential and relevant service to many more residents. It is proposed that the new service will:

- Be able to respond fully to the new Welsh Government 'Preventing Homeless' duty without any increase in costs to either local authority.

- Improve the private rented sector as a viable housing solution
- Will operate, as with any business, by adhering to a strict budget and able to deliver an excellent customer service.
- Be business-like but not a business.
- Innovation and cultural change will be critical to its success. Accountability will remain to the local authority but the service will reach out to the voluntary sector and business sectors to guide its development, through an advisory group/board providing direction.
- aim to be independently branded of both Authorities
- have scope for additional services to be added in at in the future
- Customer led service

Due to the extent and complexities of the changes necessary, the new service will be introduced and established on a phased and evolving basis.

Strategic Context & Project Aims

The aims of the proposal will:

- Contribute towards vision of the Monmouthshire Single Integrated Plan – *Sustainable and Resilient Communities*
- Support the Council's priority to protect *Vulnerable People*
- Support the mission of the Community Led Delivery Service to *Invest in communities to enable them to build their own resilience*

The specific aims of the proposal are to:

- Establish a new customer led, joint Housing Solutions Service for Torfaen and Monmouthshire encompassing housing advice, homeless prevention, homelessness, temporary accommodation and the development of the private rented sector
- Build resilience and capacity within the service to deal with the anticipated increase in demand arising from the pending duty to prevent homelessness in April 2015.
- Streamline current business processes into one robust system for the service, improving efficiency and effectiveness and providing a consistent service to residents from both Counties
- Build a service with an increased focus on prevention of homelessness
- Develop an available stock of housing accommodation in the private sector to increase housing options in both Counties to meet housing need, to facilitate the discharge of the homelessness duty and the more effective prevention of homelessness.
- For Monmouthshire, the proposal supports the Council's Medium Term Financial Plan

Current Housing Options Structure & Functions of Monmouthshire & Torfaen

The following are the main Housing Options related functions provided by both Councils:

- Housing advice

- Housing Register
- Homeless prevention
- Homeless assessments
- Provision of temporary and interim accommodation
- Accommodation management

The following are the respective staffing structures for each Council, to deliver the above functions:

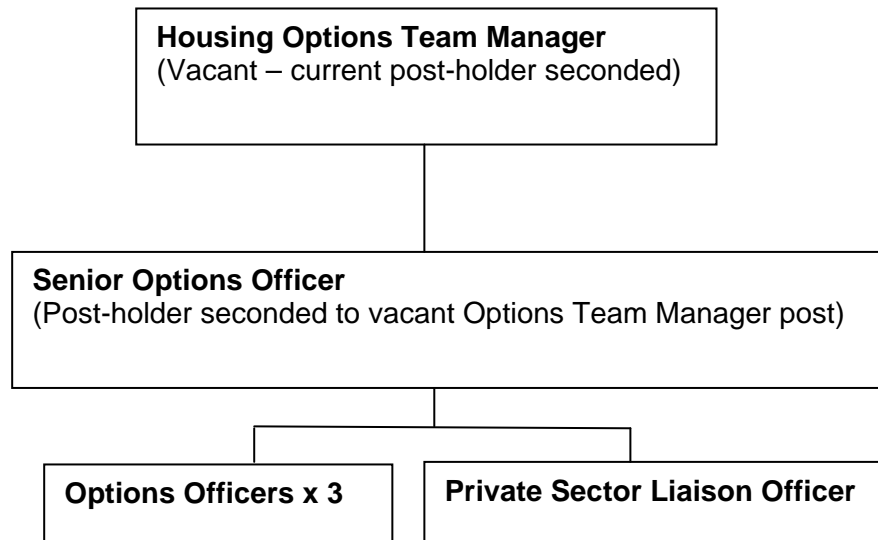
Monmouthshire:

Housing Access Function:

Monmouthshire Housing Register
 Delivered under Service Level Agreement by
 Monmouthshire Housing Association

The Council's Housing Options Team Manager is responsible for monitoring and contributing to the management of this function

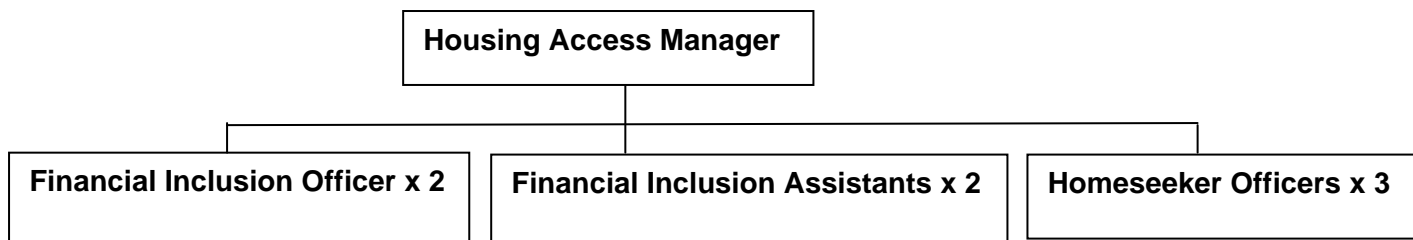
Housing Options Function:



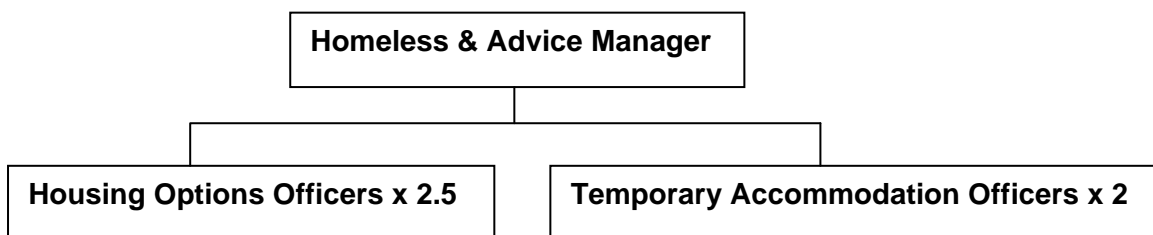
Post	SCP Scale	Salary	NI	Super	Total
Options Team Manager	41-45	38,422	3,189	8,107	49,718
Senior Options Officer	37-41	34,894	2,722	7,363	44,979
Options Officer	33-37	31,160	2,368	6,575	40,103
Options Officer	33-37	31,160	2,368	6,575	40,103
Options Officer	33-37	31,160	2,368	6,575	40,103
Private Sector Liaison Officer	29-33	28,127	2,081	5,935	36,143
					251,149

Torfaen:

Housing Register Function



Housing Options Function:



Proposal for Delivering a Combined Housing Solutions Service

The proposal for the new combined Housing Solutions service is create two new integrated teams, on a pilot basis for one year:

- a Housing Solutions Team and
- a Private Sector Team

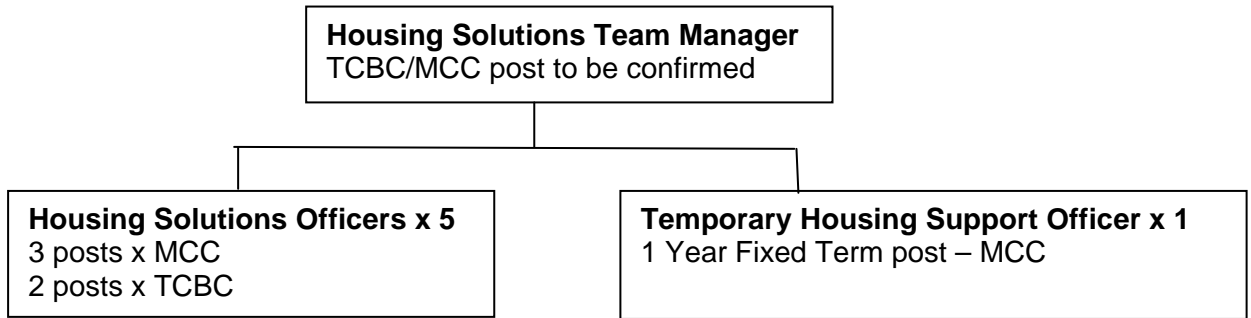
The Housing Solutions Team will cover the homeless or potentially homeless demand related part of the service and the Private Sector Team will cover the accommodation supply part of the service, with particular emphasis on increasing the use of private sector accommodation.

The proposed new teams will be integrated teams made up of staff from each Council to provide a combined single service to cover both respective Council areas. The staff affected by the proposal will continue to remain employed by their current Council employer under their existing terms and conditions.

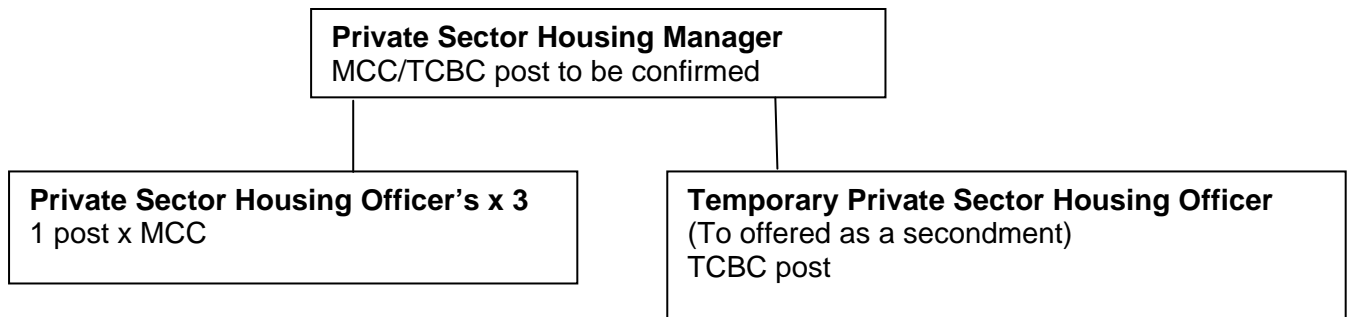
At this stage, it is not proposed that the Housing Register functions of each Council will form part of the new Housing Solutions Service due to the different delivery methods and the associated complexities. Monmouthshire Housing Association, therefore, will continue to deliver the Housing Register on behalf of the Council under the current arrangement. It is, therefore, recommended that the future of this function and possible joint delivery is considered at a later date after this proposal has had the opportunity to successfully bed in and the outcomes evaluated.

Proposed Structure

Housing Solutions Team:



Private Sector Team



Post	SCP Scale	Salary	NI	Super	Total
Housing Solutions Manager	41-45	38,422	3,189	8,107	49,718
Senior Options Officer	Post to be deleted				
Housing Support Officer – Fixed Term	25-29	24,646	1,799	5,200	31,645
Housing Solutions Officer	33-37	31,160	2,368	6,575	40,103
Housing Solutions Officer	33-37	31,160	2,368	6,575	40,103
Housing Solutions Officer	33-37	31,160	2368	6,575	40,103
Housing Solutions Officer	Torfaen Post				
Housing Solutions Officer	Torfaen Post				
Private Sector Manager	Torfaen Post				
Private Sector Housing Officer	29-33	28,127	2,081	5,935	36,143
Private Sector Housing Officer	Torfaen Post				
Private Sector Housing Officer	Torfaen Post				
Total MCC Salary Commitment					237,816

On the basis of the above structure and arrangement, the proposal will make a financial salary saving of £13,334 for the Council.

Contribution to the Medium Term Financial Plan

This proposal forms part of the Housing & Communities Project Mandate agreed by Cabinet on 8th January 2014. The proposal is required to contribute to the Medium Term Financial Plan £55,000 over three years starting in 2014/15.

This proposal provides the required savings for the Council over the three year period through the above restructure and through the increase in homeless prevention and the reduction of Bed & Breakfast use.

Model for Service Delivery

The proposed team structure will base service delivery on a modernised delivery model, which the Council has already started to implement. The model is based around four distinct workstreams:

Workstream 1 - Establishing an on-line self-assessment tool covering self-help on homelessness prevention, social housing prospects and wider options.

A template has been established for (Monmouthshire) and now needs IT support to finalise implementation.

Workstream 2 - A front end and first contact arrangement (through face to face and telephone assistance) that delivers the service to the overwhelming majority of actions at the first point of contact. The principle behind the approach is on the basis that typical demand, it is reasonable to aim for actions and decisions to be completed at that first point of contact and/or on the same day for the majority of cases.

This is being implemented through a telephone duty system

Workstream 3 - A back-office function to facilitate complex or time consuming homeless enquiries and prevention work. The guidance is that the back-office staff should also be able to do same-day home-visits

The telephone duty system frees up other members of the team to undertake the more involved case work.

Workstream 4 - A distinct part of the service will be to manage and source private sector housing either prevent homelessness or end homeless duties. A key element will be to develop effective relationships with private landlords.

This proposal and the establishment of a Private Sector Team will facilitate this part of the model.

Streamlining Activity & Use of Resources

A key aim of this proposal is to reduce duplication through rationalisation and make better use of existing resources. Once the new proposed team structure has been established, the short to medium term priority will be to reduce the duplication and establish one system/procedure. This will take some time due to the number of individual systems and the need to run project development alongside the ongoing delivery of the service. The intention though is to systematically review the respective systems/procedures, identify best practice and agree the most effective system for proceeding with. This will relate to activities such as:

- Referral and access arrangements
- Assessment procedures
- Case recording systems
- IT systems
- Performance monitoring
- Property management and maintenance
- Standard stationary
- Developing a joint landlord offer
- Continuing with the joint Landlord Hub

A key resource that the proposal will seek to combine will be the pool of accommodation. At present each Council has a separate portfolio of accommodation. The accommodation will be brought together and effectively managed as one. In addition to accommodation, the proposal will seek to identify and flexibly pool other available resources. Again this will be undertaken on a systematic and evolving basis once the proposal has been implemented and the new teams are operational.

It needs to be noted that in the short to medium term there will not be a consistent provision of service across both Counties. For example, Torfaen County Borough Council directly currently offer a Financial Inclusion Service (a housing support activity funded through Supporting People) through the Housing Service. However, Monmouthshire currently provides generic floating support (also housing support activity funded through Supporting People) under contract to a number of external providers.

However, it is an ongoing priority to consider opportunities to achieve a consistent service for the residents of both Councils. For example, through joint planning and joint commissioning and utilising pending funding opportunities that are anticipated through Welsh Government. The proposed Temporary Housing Support Officer will contribute towards achieving consistency.

How will success be measured?

It is proposed to measure the success of the project through:

- Increase in the number of homeless prevention cases and reduced homelessness
- Decrease in the use of B & B
- Increased customer satisfaction levels that demonstrate effective service delivery
- Achieve efficiency savings as per the respective budget pressures of each Council
- Reduced void rates of local authority and private rented temporary accommodation stock
- Reduced requests for homeless reviews
- Increase in the number of landlords working in partnership with both Council's

For the Council and Monmouthshire, it is also relevant that the proposal meets the £55,000 financial target of the proposal in respect of the Medium term Financial Plan.

Other Benefits

The following are some of the key wider benefits of the proposal:

- Reductions in resource, service and procedural duplication eg IT, MAPPA, MARAC, external contracts
- Identification and consistent implementation of good practice
- Shared work-force development and training

- Improved access to private sector housing accommodation, associated services and products as a viable and desirable alternative to social housing
- Improvements to the quality and availability of private rented housing

Risks of Proposal

The risks of the proposal have been considered and there are no risks associated with the project and the implementation of the proposal that are considered to be high.

Please see attached **Appendix**.

Consultation and Engagement

Engaging and consulting with staff, the Union and Personnel has been a priority to inform this proposal. The following provides an overview to the opportunities provided for staff to influence and help shape this proposal:

- Staff have been asked to comment on the detail of the service outlined in Andy Gales report. These comments will be used to help further inform and develop the proposal.
- Staff have been invited to establish a mechanism for contributing to influencing and shaping the proposal and to facilitate two way feedback. Staff have accepted the offer and established a representative staff group to liaise with management.
- Trade Unions and Personnel have been involved in this process.
- A joint away day was held with staff from both authorities to build relationships and consider how the authorities could best work together to build this new service. This collated a list of options for service development, and considerations about improving customer journeys.
- After evaluation of the final report from Andy Gale, and comments from staff and trade unions, a proposal document detailing the joint model for operating a pilot/interim project to establish an integrated Housing Solutions Team.
- In addition to the staff group to liaise with management, subject specific staff working groups have been held develop proposals

Next Steps

The following are the next steps to implementing this proposal and delivering the new joint Housing Solutions Service:

- Both Authorities acquiring necessary permissions to implement the proposal. From a Monmouthshire perspective this will be through acquiring approval from Monmouthshire's Cabinet, scheduled for 1st October 2014.
- Subject to agreement, implement the agreed staffing structure by November 2014
- Through staff working groups, rationalise and streamline business processes and procedures.

This will be an on-going part of the project and due to the number of individual systems is likely to continue throughout the pilot period. The initial emphasis will though, be on critical systems such as IT systems, in order that staff do not have to utilise dual systems to record and manage individual cases. A further element will be to consider systems relating to accommodation, with a view to releasing capacity to secure/ acquire accommodation and further develop relationships with private landlords, in addition to day to day management requirements.

In addition, a key focus will be to develop the service to provide a consistent and standard level of service to residents of both Council's. This won't be possible in the short-term due to the configuration and commissioning of current services. For example, Torfaen CBC provides a specialist Financial Inclusion Service funded by Supporting People, whereas, for Monmouthshire, Supporting People funding provides a more generic housing support service through the Housing Support Gateway and individual housing support providers.

Identifying and undertaking joint staff training and development will underpin the rationalisation of business processes.

- Developing a Memorandum of Understanding under which the new service will operate.
- Establishing an alternative brand and identity for the service that is independent of both authorities.
- The aim is for the new service to be a model of innovation and excellence. It will certainly be the first of its kind in UK. It is proposed that consideration be given to involving other sectors in the development of the model, perhaps by establishing an advisory board.
- In developing the new service, it is proposed that the service becomes a 'customer' led model. There will be a need to establish a mechanism for engaging and involving service users to provide the opportunity to influence the development of the service.
- There needs to be an interim review and evaluation of the pilot. It is proposed to undertake this before the end of March 2015 in order to fully understand the progress and success of the pilot prior to April 2015 and the introduction of the new statutory responsibilities through the Housing Bill. This will enable any required changes to be implemented that may be necessary in readiness for 1st April 2015
- The establishment of the new Housing Solutions Team and Private Sector Team is regarded as Phase I of establishing a combined Housing Solutions Team for Monmouthshire and Torfaen and effectively will run until November 2015. Consideration, therefore, during the pilot will be given to moving the project into a further Phase. Phase II will give consideration, particularly, to the future needs and demands of the service including access to social housing, consideration will be given as to whether it's appropriate to include other services to the model.

Appendix

Development of MCC & TCBC Joint Housing Options Service

Joint Risk Assessment

Risk	Reason	Level	Mitigating Action
The new joint service will not adequately prepare both Council's for the new Housing Bill, including the pending statutory duty to prevent homelessness	There could be a significant increase in demand for homeless and homeless prevention services which both Council's cannot absorb	Low	<p>The new service will reduce and/or eliminate duplicate activity, thereby, effectively releasing additional staff capacity to focus on the new statutory duty to prevent homelessness and the development of the private sector to facilitate the pending ability to discharge duty using private sector housing.</p> <p>By merging existing staff into an integrated new team, both Council's will become more resilient to possible changes in future demand</p> <p>The model is based on the advice and recommendation of an independent housing consultant, Andy Gale, an expert in the field of homelessness. The proposal has further been considered by a homeless specialist WLGA representative.</p> <p>The model has increased the level of staffing resource that is currently provided to develop private sector housing</p>
Staff won't 'buy' into the project and support its aims and objectives	Staff not supporting the project could undermine the ultimate success of the proposal There is a pay differential between the staff of the two Councils.	Low	<p>Staff, Union and Personnel engagement has been and continues to be a priority component of the project.</p> <p>A joint staff forum has been established to enable staff, unions and Personnel to engage with management and influence the development of the proposals.</p> <p>Staff working groups have been established to enable staff to contribute to the development of the proposal.</p> <p>There is a commitment for project documentation to be circulated to staff and the opportunity to comment.</p>

<p>The new service won't reduce costs or may result in additional expenditure</p>	<p>The project could fail to reduce existing costs. For example, by continuing to operate dual systems</p> <p>There could be some short-term set up costs that need to be incurred</p>	<p>Low</p>	<p>The project is designed to reduce to expenditure through joint working. A key element of the project is to rationalise and streamline business process and procedures. A key one being IT systems.</p> <p>By aligning activity, duplicate costs will be reduced/eliminated</p> <p>The project already has enabled both Council's to reduce costs through shared furniture storage, joint approach to out of hours, a shared Landlord Hub and sharing temporary accommodation</p> <p>The project is enabling Monmouthshire to reduce salary related expenditure through a restructure</p> <p>The Council is aware that Welsh Government is making available some short-term grant funding to support local authorities deliver the new short-term homeless prevention duty. The project will consider utilising this funding to support any short-term set-up costs identified</p>
<p>The new service won't improve service delivery</p>	<p>Performance could deteriorate due to new business processes and procedures eg being more cumbersome, inefficient etc</p>		<p>The new service will reduce and/or eliminate duplicate activity, thereby, effectively releasing additional staff capacity to focus on priority activity eg the new statutory duty to prevent homelessness and the development of the private sector to facilitate the pending ability to discharge duty using private sector housing.</p> <p>The intention is that in developing the service it becomes 'customer led.' Part of the proposal will be to develop an approach that establishes a structure that will enable service users to get involved and influence the future of the service.</p> <p>A priority of the service is to improve private sector housing. Increasing engagement and improving relationships with private landlords and supporting them to reduce their risks is a key element of the proposal.</p>
<p>The new delivery of the new service and the service quality could be jeopardised due a deterioration in relationships between the Councils.</p>	<p>An arising dispute between the two Councils could impact negatively</p>		<p>A Memorandum of Understanding will be established that will provide the basis for dispute resolution.</p> <p>Both Councils are already functioning from shared offices and</p>

	on the project		will continue to ensure joint staff working arrangements and meetings take place on a regular basis.
There will not be a consistent level of service across both Council's	Each Council delivers the current Housing Options Service in a different way.	Medium	<p>In the short to medium term and in order not to unnecessarily delay the implementation of the proposal, there will not be complete consistency of service for residents of each County. Through staff working groups, the project will continue to identify opportunities to rationalise and streamline business processes and procedures.</p> <p>A key area of difference between the two Council's is the use of Supporting People funding, particularly in relation to Financial Inclusion. This will be an on-going key area of development with feedback being provided to respective Supportive People Planning and Commissioning processes.</p> <p>The Council is aware that Welsh Government is making available some short-term grant funding to support local authorities deliver the new short-term homeless prevention duty. The project will consider this funding to help support service alignment.</p>
Local Government may have an impact upon the future or long-term viability of the new service. There could be significant cost implications disruptions to dismantle the service.	Subject to the new local govt boundaries being agreed, there may be political pressure to cease the MCC & TCBC partnership	Medium	<p>The service has been designed that will facilitate a straight-forward exit strategy. Staff will continue to be employed by their existing employer under their existing terms and conditions.</p> <p>One area of risk is in relation to the proposal to utilise one IT system for data management. The implications of possibly giving notice on a system will be fully evaluated prior to any decisions being made.</p>
Locality differentials that lead to inconsistent decision-making in turn increasing complaint, customer dissatisfaction and the risk of serious challenge that could negatively impact on respective LA reputations	Each Council/Locality has different resources, housing markets and supply of services and service pathways at its disposal	Medium	<p>In the short to medium term there will not be complete consistency of service for customers of each County. A key area of difference is Housing Support Services.</p> <p>Through staff working groups, the project will continue to identify opportunities to rationalise and streamline business processes and procedures.</p> <p>By continuing to work with the WLGA on the new homelessness</p>

			legislation template and procedures, it is anticipated that commonality will prevail not only for both MCC and TCBC, but more widely across Wales.
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Adults Select Committee		
Scrutiny Role	Purpose of Scrutiny	Meeting Date
Budget, Performance and Risk Monitoring		
<u>Quarterly Budget Monitoring</u> (To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	<ul style="list-style-type: none"> - Month 8 Capital Budget Monitoring - Month 9 Revenue Budget Monitoring - Month 10 Capital Budget Monitoring - Revenue and Capital Outturn reports - No report - Month 3 Revenue & Capital Budget Monitoring - No report - Month 6 Revenue & Capital Budget Monitoring - No report - Month 6 Revenue & Capital Budget Monitoring 	28 th January 2014 18 th March 2014 29 th April 2014 10 th June 2014 15 th July 2014 9th September 2014 18 th November 2014 13 th January 2015 24 th February 2015 14 th April 2015
Special Budgetary Context Meeting	Context setting of next year's budget - Committee to discuss areas identified / proposals being put forward.	Special in November 2014
Budget Setting	Consideration of capital and revenue budget proposals for the 2014/15 budget.	13 th January 2015
Improvement Plan 2013-16	Full year 2013-14 scrutiny of performance against the Improvement Objectives and the statutory 'all Wales performance indicators'.	10 th June 2014
	6 Months 2014-2015 scrutiny of performance against the Improvement Objectives and the statutory 'all Wales performance indicators'.	Special in October or 18 th November 2014
Outcome Agreements	The Council has a 3-year Outcome Agreement with the Welsh Government from 2014 - 2017, which outlines mutually beneficial targets and milestones that the Council will work towards, depending on performance (this is built into the medium term financial plan). The Select Committee is responsible for scrutinising performance of outcomes annually.	10 th June 2014 Special in October or 18 th November 2014
Performance Report on Adult Services	Periodic performance report on areas within the social services remit.	29 th April 2014
Quarterly Risk Monitoring	Scrutiny of the Whole Authority Risk Log - log of risks affecting the Council,	18 th November 2014 or

Adults Select Committee		
Scrutiny Role	Purpose of Scrutiny	Meeting Date
	which if not managed, could jeopardise the council's ability to achieve its outcomes and improvement objectives for communities, as well risk the delivery of statutory plans/operational services. Select Committees have a responsibility to monitor and challenge performance in relation to mitigating risk.	Special in December 2014
Annual Council Reporting Framework (ACRF) Report	ACRF report on Social Services to be discussed jointly with Adults and CYP Select Committees. Out of the 8 key areas, officers to identify those relevant for further scrutiny.	1 st May 2014 - Jointly with CYP Select
Social Services Annual Complaints Report	Scrutiny of the annual complaints report for Adults Social Services.	9th September 2014
Pre-decision Scrutiny		
Commissioning Strategy	Pre-decision scrutiny of the strategy making appropriate recommendations.	10 th June 2014
Allocations Review	Pre-decision scrutiny of the revised allocations policy - invite Strong Communities Select Committee.	January 2015
Supporting People	Supporting People Grant report for pre-decision scrutiny. Position update due post-comprehensive spending review (published May 2015).	24 th February 2014 14 th April 2015
Challenging / Monitoring Performance		
Deprivation of Liberty Safeguards	Scrutinise the implications of the new high court judgement and the financial implications on Adult Social Care and Health. Awaiting outcome of national review of Dols - return to committee. Significant financial and legal implications.	15 th July 2014 Special October 2014
6 Priorities	Monitor progress on the 6 priorities outlined in the Transforming Social Care Directors Annual Report 2013.	Special in October or 18 th November 2014
Homelessness LINKED WITH...	Homelessness is a key risk in the Whole Authority Strategic Risk Assessment 2012-15 which both Adults Select and Strong Communities Select are jointly responsible for scrutinising. The Adults Select Committee have prioritised homelessness in the work programme, to scrutinise with welfare reform and this was prioritised as an issue for scrutiny at Council.	14 th October 2013 (Special invite Strong Communities)

Adults Select Committee		
Scrutiny Role	Purpose of Scrutiny	Meeting Date
Discretionary Housing Payments Policy	Agreed to revisit after the implementation of the Welfare Reform (6 months). Invite Strong Communities Select Committee.	On-going - special September 2014
Joint Housing Option Team	Arising from the MTFP budget setting, a mandate to combine a joint Housing Option Team with Torafen Council was supported by the committee and agreed by the Council. Ongoing scrutiny of implementation.	18 th March 2014 9 th September 2014
Policy Development/Review		
Careline Policy	<ul style="list-style-type: none"> - Revision of an existing policy, due to be considered by Cabinet in April - Committee agreed discussions needed to take place between social services and housing, Members welcoming a return of the policy pre-Cabinet. - Careline position update. - Policy and marketing plan to return for pre-decision scrutiny 	12 th March 2013 17 th Sep 2013 24 th Feb 2014
Dublin Declaration	Pre-decision scrutiny of signing the Dublin declaration and implications.	18 th March 2014
Gwent Frailty Programme	Select Committee to annually challenge performance in relation to the Gwent Frailty Programme and Monmouthshire's Integrated Service Model. Progress review due October /November: <ul style="list-style-type: none"> - impact of services - demand projected - consultants snapshot of acute bed use over a 3 month period 	October/November 2014
GWICES - Joint equipment store - retender of service in 18 months.	Torfaen host the scheme and lead on operations. Committee to scrutinise: <ul style="list-style-type: none"> - Services delivered and how they are configured - Cost of the service - Performance of the service 	29 th April 2014 Revisit in 6 - 9 months
Scrutiny of Partnerships (All 4 Select Committees)	Special Joint Select Committee of all Selects - Scrutiny of first year of the Single Integrated Plan. Committee to explore the role of partnerships in supporting older people - links	14 th October 2014

Adults Select Committee		
Scrutiny Role	Purpose of Scrutiny	Meeting Date
	to the Older Persons Strategy Group. Tie in with Ageing Population Report.	
POVA	Committee to challenge performance in relation to the Protection of Vulnerable Adults framework and monitor progress annually.	29 th Apr 2014
ABHB - Stroke Redesign	Redesign of key service prior to consultation.	7 th May 2014 (Special) 9th September 2014
Minor Injury Units	The decision taken by the Aneurin Bevan LHB to withdraw this service has ramifications for other topics to be scrutinised - Committee to discuss the decision and alternative service provision with key people in health.	26 th Sep 2013 (Special) Revisit in 6-9 months. Special October 2014 TBC.
Continuing Health Care	Item suggested by a member of the public and agreed for inclusion into the Adults Work Programme.	TBC.
"Integrated Care Priorities for the Last Days of Life"	Discussion with the Aneurin Bevan Health Board on the Welsh Governments strategy for Care pathways. Invite St Davids Hospice.	Special October 2014 TBC.
Raglan Project	Committee to scrutinise a new model for in house service provision.	15 th July 2014

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
20th AUGUST 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
Job evaluation and subsequent re-grading	To confirm implementation of the outcome of a re-evaluation of the post of Transport Officer	Cabinet SLT	Roger Hoggins
Establishing a Regional Marketing Centre for Fostering	To seek agreement to join a regional marketing centre for fostering	Cabinet SLT	Gill Cox
3RD SEPTEMBER 2014 – CABINET			
Month 3 Revenue and Capital Budget Monitoring report		Cabinet Members Leadership Team Appropriate Officers	Joy Robson/Mark Howcroft
MTFP and Budget process 2015/ 16.	To agree the process for developing the MTFP and budget for 2015/16	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
Children's Services Financial Plan	To propose a financial strategy for Children's Services, based on analysis of demand and statutory requirements to inform the Medium Term Financial Plan and ensure the continued	Cabinet SLT	Simon Burch

Subject	Purpose	Consultees	Author
	viability and effectiveness of the service		
Review of Car Parking			Roger Hoggins
10th SEPTEMBER 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
Proposed prohibition of waiting at any time, Mount Way, Chepstow	To consider the proposed order subsequent to representations received following advertisement in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1994.	Cabinet Members Leadership Team Appropriate Officers	Paul Keeble
Agreement to enter into an inter-authority agreement - Waste			Rachel Jowitt
24th SEPTEMBER 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
Proposed 20mph Speed Limits, Thornwell Area, Chepstow	To consider the proposed order subsequent to representations received following advertisement in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1994.	Cabinet Members Leadership Team Appropriate Officers	Paul Keeble
25th SEPTEMBER 2014 – COUNCIL			
MCC Audited Accounts 2013/14 (formal approval)	To present the audited Statement of Accounts for 2013/14 for approval by Council		Joy Robson
ISA 260 Report	To provide external audits report on the Statement of Accounts 2013/14		Wales Audit Office
Financial Regulations			Andrew Wathan
Monmouthshire County Council Constitution			Murray Andrews
Chief Officer Enterprise – Annual Report	To set out the actions, target and outcomes for the year 14/15 in a comprehensive annual report and appraisal.		
Anti-poverty report	To set out the Councils strategic approach to addressing poverty and disadvantage in the county	Cabinet SLT	Kellie Beirne / Will McLean
Revision of Planning Scheme of Delegation and	To adopt a revised Planning Scheme of Delegation and Code of Practice	Cabinet SLT	Paula Clarke

Subject	Purpose	Consultees	Author
Code of Practice			
1ST OCTOBER 2014 – CABINET			
Review of allocation policy		Cabinet Members Leadership Team Appropriate Officers	Ian Bakewell
Integrated Housing Options Service with TCBC	To approve the establishment of a joint housing options service with Torfaen CBC in order to create a fresh focus on comprehensive housing solutions	Cabinet Leadership Team	Ian Bakewell
Food and Fitness Template policy for schools	To introduce the revised Food and Fitness Template Policy for all maintained schools.	Cabinet SLT	Emma Taylor
Sex and relationships education template policy for schools in Monmouthshire	To introduce the revised Sex and Relationships Education (SRE) Template Policy for all schools and replaces any previous templates or guidance issued by the local authority	Cabinet SLT	Emma Taylor
Monmouthshire Crowdfunding platform	To seek approval for the development of a crowdfunding platform that together with Authority loan finance will support business growth and job creation	Cabinet SLT Member Seminar Pre-scrutiny	Peter Davies
Revised Social Media Policy and Guidelines	To agree the social media policy and associated guidelines	Cabinet SLT	Sian Hayward
Vale of Usk Local Development Strategy submission <i>(possible Sept ICMD)</i>	To approve the submission to WG of the Local Development Strategy that looks to draw down RDP funds for 2014-2020	Cabinet SLT	Peter Davies
Asset Management Strategy	To approve the Council's holistic Strategic Asset management plan covering all of its buildings, assets and property	Cabinet SLT	Deb Hill Howells
Five Lanes Transfer Station	To agree funding to purchase Right of Pre-emption which is due for renewal in March 2015. The Right of pre-emption allows the Estate which originally owned the land now occupied by the Five Lanes Transfer Station/CA Site to dictate what activity is undertaken on the site and is re-	Cabinet SLT	Rachel Jowitt

Subject	Purpose	Consultees	Author
	negotiated every 10 years. MCC wants to buy the title outright to secure the site given its strategic importance to residents as a CA Site and to the Council's waste and recycling operations.		
Broadband in Monmouthshire	To provide and overview of the likely implications to the County of the roll-out of Superfast Cymru and to seek endorsement of the proposed options for moving forward	Cabinet SLT	Peter Davies
Update on ALN and proposed recommendations for service modification		SLT Cabinet	Sharon Randall Smith/Stephanie Hawkins
School Catchment Area Review	To consider the recommendations made by the Member Working Panel and to seek agreement to consult on those proposals.	Cabinet Members Leadership Team Appropriate Officers	Cath Sheen
New ASB Crime & Policing Act 2014 particularly in relation to the new Community Trigger		Cabinet Members Leadership Team Appropriate Officers	Andrew Mason
New post – School Improvement Information Officer	To seek approval to add an Information Officer to the structure in CYP	SLT Cabinet	Matt Lloyd
Asset Management Plan			Ben Winstanley
Monitoring Officer/ Head of Legal	Arrangements for providing Monitoring Officer/ Head of Legal Role	Leadership Team Cabinet	Tracey Harry
Car Use and Transport Policy	To provide a comprehensive policy on the use of vehicles, either privately owned or owned by the council for travel on council business	Leadership Team Cabinet	Sian Hayward
Options for future library provision and capital investment in Abergavenny		Cabinet Members SLT HR, Unions, Finance Appropriate Officers	Roger Hoggins

Subject	Purpose	Consultees	Author
People Strategy 2.0	To endorse the second phase in our organisational development programme.	Cabinet Members Leadership Team	Kellie Beirne
Advertising Opportunities on MCC assets			Roger Hoggins
Shared Library Service	To update members on the shared library service and request funding for redundancy costs	Cabinet SLT	Sharon Randall-Smith
Informing the future of cultural services	To seek invest to save funding to commence a feasibility study into future ownership and development mechanisms for our cultural services and heritage assets	Cabinet SLT	Ian Saunders
Enterprise Structure and re-alignment reports	To seek approval for changes to the establishment arising from the Chief Officer Enterprise restructure report in March 2014	Cabinet SLT	Deb Hill-Howells Peter Davies Ian Saunders
5TH NOVEMBER 2014 – CABINET			
Capital Budget Proposals	To outline the proposed capital budget for 2015/16 and indicative capital budgets for the 3 years 2016/17 to 2018/19	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
MTFP & Budget Proposals for 2015/16	To provide Cabinet with revenue budget proposals for 2015/16 for consultation purposes	Cabinet Members Leadership Team Appropriate Officers	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 2015/16	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
Business Growth and Enterprise Strategy	To seek endorsement of the new strategy which re-affirms the Council's priority around business growth.	Cabinet SLT	Peter Davies
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2014/15, meeting 3 held on the 25 th		Dave Jarrett

Subject	Purpose	Consultees	Author
	Sept 2014		
CMC ² Strategic Review and Year 4 Business Plan	To endorse the review of CMC ² and future business strategy and approve year ahead business plan	Cabinet SLT	Peter Davies Sian Hayward
Major Events Strategy	To set out a Major Events Strategy through which to co-ordinate all local community and organised events in the county	SLT Cabinet	Ian Saunders
Safeguarding Report	6 month update	Leadership Team Cabinet	Simon Burch
Public Protection restructure update	6 month update	SLT Cabinet	David Jones
Whole Place review and next steps	To provide detailed review update as per WAO report recommendation	SLT Cabinet	Deb Hill-Howells
Community Education – options for the future	To set out future development options for community education	SLT Cabinet	Deb Hill-Howells
Future of Recycling Services		Cabinet Members Leadership Team Appropriate Officers	Rachel Jowitt
12TH NOVEMBER 2014 – INDIVIDUAL CABINET MEMBER DECISION			
Re-purposing Tourism Destination Strategy	To update and reinvigorate the Tourism Destination Plan	Cabinet Members Leadership Team	Ian Saunders
Youth Offer Update		Cabinet SLT	Tracey Thomas
13TH NOVEMBER 2014 – COUNCIL			
3RD DECEMBER 2014 – CABINET			
Month 6 Revenue & Capital Budget Monitoring report	To provide Members with information on the forecast outturn position of the Authority at the end of month 6 for the 2014/15 financial year	Cabinet Members Leadership Team Appropriate Officers	Joy Robson/Mark Howcroft
Welsh Church Fund	The purpose of this report is to make		Dave Jarrett

Subject	Purpose	Consultees	Author
Working Group	recommendations to Cabinet on the Schedule of Applications 2014/15, meeting 4 held on the 13 th November 2014		
Council Tax Base 2015/16 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 2015/16 and to make other necessary related statutory decisions	Cabinet Members Leadership Team Appropriate Officers	Sue Deacy/Ruth Donovan
Future Generations Bill – what it means for Monmouthshire	To set out implications of Bill for the County	Cabinet SLT	Kellie Beirne / Will McLean
Review of Public Protection	To review the arrangements for public protection implemented in March 2014 to ensure the service is fit for purpose.	Cabinet Members Leadership Team Appropriate Officers	Dave Jones/Graham Perry
Private Sector Loan Scheme	To agree to participate in and support the administration of the Welsh Government Private Loan Scheme.	Cabinet Members Leadership Team	Steve Griffiths
17TH DECEMBER 2014 – INDIVIDUAL DECISION			
Local Government (Wales) Act 1994 The Local Authorities (Precepts) Wales Regulations 1995	To seek approval of the proposals for consultation purposes regarding payments to precepting Authorities during 2015/16 financial year as required by statute	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
18TH DECEMBER 2014 – COUNCIL			
7TH JANUARY 2015 – CABINET			
Council Tax Reduction Scheme Adoption	The purpose of this report is to present arrangements for the implementation of the Council Tax Reduction Scheme and to approve it for 2015/16	Cabinet Members Leadership Team Appropriate Officers	Joy Robson/Wendy Woods/Ruth Donovan
Revenue & Capital Budget proposals for public	To present revenue and capital budget proposals following receipt of final settlement	Cabinet Members Leadership Team	Joy Robson

Subject	Purpose	Consultees	Author
consultation (if required)		Appropriate Officers	
Community Infrastructure Levy	To provide an overview of the work undertaken to establish CiL within the County	SLT Cabinet	George Ashworth
14TH JANUARY 2015 – INDIVIDUAL DECISION			
Local Government (Wales) Act 1994 The Local Authorities (Precepts) Wales Regulations 1995	To seek Members approval of the results of the consultation process regarding payments to precepting Authorities for 2015/16 as required by statute	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
22ND JANUARY 2015 – COUNCIL			
Engagement framework evaluation report			Will McLean
4TH FEBRUARY 2015 – CABINET			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2014/15, meeting 5 held on the 18th December 2014		Dave Jarrett
Developing a Business Improvement District in Abergavenny	To seek endorsement of a new BID in Abergavenny town centre	SLT Cabinet	Deb Hill Howells
18TH FEBRUARY 2015 – SPECIAL CABINET			
Final Budget 2015/16 for recommendation to Council	To update Cabinet with the consultation responses to the budget proposals and provide a final set of proposals for recommendations to Council	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
26TH FEBRUARY 2015 – COUNCIL			
Final composite council tax resolution	To set Budget and Council Tax for 2014/15		Joy Robson
Treasury Management Strategy 2014/15	To accept the Annual Treasury Management Strategy		Joy Robson

Subject	Purpose	Consultees	Author
4TH MARCH 2015 - CABINET			
Month 9 Revenue & Capital Budget Monitoring report	To provide Members with information on the forecast outturn position of the Authority at the end of Month 9 for the 2014/15 financial year		Joy Robson/Mark Howcroft
15TH APRIL 2015 – CABINET			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2014/15, meeting 6 held on the 26 th March 2015		Dave Jarrett
2015 – TBC			
Supplementary Planning Guidance	Community Infrastructure Levy, Renewable Energy and Green Infrastructure	SLT Cabinet	George Ashworth