

24th January 2014**Notice of Meeting:****Economy and Development Select Committee****Thursday 30th January 2014 at 10.00am
Council Chamber, County Hall, Usk.**

**PLEASE NOTE THAT THERE WILL BE A PRE-MEETING
FOR ECONOMY AND DEVELOPMENT SELECT
COMMITTEE MEMBERS AT 9.30AM.**

AGENDA

Item No	Item
1.	Apologies for absence.
2.	Declarations of Interest.
3.	To confirm and sign the minutes of the Economy & Development Select Committee meeting held on 9 th January 2014 (copy).
4.	Public Open Forum
5.	To scrutinise the Capital Programme 2013/14 Month 8 Forecast Outturn Statement from the Head of Finance (copy attached).
6.	To scrutinise the budget savings relating to the Shared Resource Services (SRS) (copy attached).

7.	Report from the Food & Tourism Strategic Manager – 6 month update on Tourism (copy attached)
8.	An update on the Disposal Policy 6 Months post implementation (copy attached).
9.	Work Programme (copies attached): i) The Select Committees Work Programme for 2013 – 2014 To note items to be received by the committee for budget scrutiny. ii) The Cabinet Forward Work Planner
10.	Summing up and date and time of the next meeting: <ul style="list-style-type: none">• Special - Thursday 20th February 2014 at 10.00 am at Usk• Thursday 13th March 2014 at 10.00am at Usk

Paul Matthews,

Chief Executive

Economy and Development Select Committee

County Councillors:

D.L.S. Dovey
G. Down
D.J. Evans
D.L. Edwards
R.J.C. Hayward
S. Jones
P. Jordan
J.L. Prosser
A.C. Watts
S. White
K. Williams

Connecting with people

Our outcomes

The Council has agreed five whole population outcomes. These are *People in Monmouthshire will:*

- Live safely and are protected from harm
- Live healthy and fulfilled lives
- Benefit from education, training and skills development
- Benefit from an economy which is prosperous and supports enterprise and sustainable growth
- Benefit from an environment that is diverse, vibrant and sustainable

Our priorities

- Schools
- Protection of vulnerable people
- Supporting enterprise, job creation and entrepreneurship

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.

**Minutes of the Economy and Development Select Committee
held at County Hall, Usk
on Thursday 9th January 2014 at 10.00 am**

PRESENT: County Councillor J.L. Prosser (Chairman)

County Councillors: D.L.S Dovey, D.L. Edwards, R.J.C. Hayward and S. White.

County Councillors R. Greenland and P. Watts

OFFICERS IN ATTENDANCE:

Mrs K. Beirne	- Chief Officer, Regeneration and Culture
Mr R. Hoggins	- Head of Infrastructure, Networks and Sustainability
Mrs J. Robson	- Head of Finance
Mr M. Howcroft	- Assistant Head of Finance
Miss H. Ilett	- Scrutiny Manager
Mrs S. King	- Democratic Services Officer

ALSO IN ATTENDANCE:

Sir T. Morris - Chair St. Mary's Trust The Tithe Barn Abergavenny

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillors G. Down, D. Evans. S. Jones, P. Jordan and K. Williams.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. CONFIRMATION OF MINUTES

We received the minutes of the Economy and Development Select Committee as follows:

- i) The minutes of the Economy and Development Select Committee held on 24th October 2013 were confirmed as an accurate record and signed by the Chairman.

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- ii) The minutes of the Special Economy and Development Select Committee held on 7th November 2013 were confirmed as an accurate record and signed by the Chairman.
- iii) The minutes of the Special Economy and Development Select Committee held on 20th November 2013 were confirmed as an accurate record and signed by the Chairman.
- iv) The minutes of the Special Economy and Development Select Committee held on 27th November 2013 were confirmed as an accurate record and signed by the Chairman.
- v) The minutes of the Special Economy and Development Select Committee held on 12th December 2013 were confirmed as an accurate record and signed by the Chairman.

4. PUBLIC OPEN FORUM

We welcomed Sir Trevor Morris and noted the following:

- Thanks were provided to the Chairman and committee for the opportunity to present to the committee.
- Involved in Abergavenny and Bryn y Cwm areas and Chairman of St Marys Priory Development Trust. St Marys trust houses fine collection and the Tithe barn project houses the tapestry.
- Rely heavily on tourist info centre and grateful to Monmouthshire County Council for number of visitors.
- Understand difficulties experienced by Monmouthshire County Council, through the businesses cases.
- Recognise significant importance of Tourist Information Centres, which should be in the centre of towns and easily accessible.
- Requirement to source alternative venues for Tourist Information Centres and offer provision of accommodation within the Tithe Barn.

The committee were invited to ask questions and during discussion the following points were noted:

- The Chairman advised that the issue would be discussed in detail within the agenda and the Cabinet Member and officers would be able to address issues raised.
- The Cabinet Member advised that the aim was to find an alternative venue for Tourist Information Centres, by working with communities and he welcomed discussions with Sir Morris.
- Consideration would have to be given whether budget savings would be achieved through alternative venue proposals.
- The Committee thanked Sir Morris for attending and invited him to stay for the duration of the meeting.

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5. REPORTS FROM HEAD OF FINANCE

i) Budget Proposals 2014/15 to 2017/18

We received a report, for scrutiny and comment, which provided detailed proposals on the budget savings required to meet the gap between available resources and need to spend in 2014/15, for consultation purposes and the committee were invited to consider the 2014/15 budget within the context of the 4 year Medium Term Financial Plan.

Members were advised that all mandates were listed, however, only those relevant to the Economy and Development would be discussed. The mandates had been discussed in full at five meetings and officers would advise on any changes.

The Head of Finance clarified that the recommendation required the committee to scrutinise proposals, which have been released for public consultation purpose and would be considered by Cabinet in February. The background detail identified what changes had been made, the process so far and what has been factored in.

The Medium Term Financial Plan (MTFP) provides links between budget proposals and priorities of councils and how they link with whole authority risk assessment. The report included savings targets, which started at the end of 2013 with mandates as ideas, these are now budget proposals. Additional pressures highlighted any changes to pressures and the Council Tax paragraph states that the increase has been retained, however, a gap of £2.9 million is to be found over the next four years. Additional budget savings would reduce the gap to £1 million.

During the discussion members were invited to ask questions and the following points were noted:

- A member expressed disappointment that the process started in September/October 2013 with a gap of £2.2 million, however, after ideas had been submitted there could still be a gap of £1 million. The Cabinet Member clarified that at the start of the process there was a £9 million gap and there was now approximately £1 million gap. Further consultation would be undertaken with the public to discuss proposals for further saving ideas. There would be a requirement to close the gap by 27th February 2014.
- The Cabinet Member advised that the level of Council Tax would be considered further, through public consultation.
- The committee recognised the importance of highlighting the Council Tax percentage increase in actual financial figures. It was clarified that the presentation would include the actual figure for 3%, 4% and 5% increase for each band per year.
- Members were surprised that a further increase in Council Tax had been considered. We were advised that 3% had been used as a working figure.

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We welcomed the Chief Officer, Regeneration and Culture and the committee were presented with an outline of the mandates, considered at previous meetings. It was highlighted that the mandates related to income generation and expanding positive aspects. There was no proposal of closure/cessation of services, they related to growth, in line with existing offer

Development of Leisure Services

- 35k additional income – swimming, no major changes
Members highlighted risks and threats, that's been highlighted throughout.
- £30k – new memberships, new marketing, different areas for sales, retention of clients.
- £40k – junior fitness offer
- £5k – training academy, entry level opportunities afforded to young people
- £40k – efficiencies on staffing and training. Discussions held re. cleaning.
- Efficiencies around ICT

Further information would be provided in relation to the position of staff undertaking cleaning.

Museums, Shire Hall and Castles and Tourism

- Integrating Tourist Information Centres.
- Caldicot Castle- new approach to events
- New models for Shire Hall and Tintern Station.

Museums

- This mandate had resulted in significant debate and required further consideration and the committee had felt they could not agree proposals.
- It was not intended to close facilities and officers agreed to consult with Town/Community councils and other agencies to develop service.
- Work was still on-going and it was anticipated that fully worked solutions would be presented to the committee.
- Discussions were still on-going for models and ideas.

Questions:

- The committee were surprised to see that the proposal for relocating Tourism Information Centres to Museums was still contained within the mandate.
- We were advised that at present there are no other firm proposals that will save money, need to go forward with least preferable option. Need proposals for best option, these must stay in there. Discussions on-going with Chepstow town council.

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- Members expressed disappointment, however, were advised that further potential solutions would be investigated.
- County Councillors A. Watts and S. White declared personal interests pursuant to the members code of conduct as Town Councillors.
- Discussions had been held with town councils.
- The tourism officer would contact Sir Morris in relation to the offer.

In summing up we noted that the committee do not accept 'they will be merged' and it should be removed. In terms of the way forward, on-going discussions and developments, officers would return to select with final version of proposals. Little change had been presented from original document. Comments from previous meetings were repeated, and officers were invited to present proposals as new opportunities emerged.

We clarified that the other mandates were satisfactory, however, there was strong disagreement with Chepstow and Abergavenny being merged, will not accept as committee.

Caldicot Castle

- Getting it back on a sustainable footing.
- Need significant capital investment in castle, investment needs are so large.
- Proposal unchanged, more about sustainable operating structure, remodelling and less on back office stuff.
- Core visitor facilities, driving business growth and working parties to discuss ownership options – community ownership discussed.
- More commercial marketing and what is done in relation to significant investment.

Shire Hall

- Similar to Caldicot Castle, improving business process efficiency and becoming more commercial.
- Need to ensure we get away from offsetting costs.
- Proposals are unchanged.
- Discussions last time was to leave museum.
- Difficulty in keeping Tourist Information Centre desk open.
- Need to be more business like and maximise opportunities for events.

Old Station Tintern

- Not about cessation of services, it relates to sustainability in the longer term.
- Efficiencies in running in conjunction with Caldicot Castle.
- Attracting more income and generating income.

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- Costs £60k per annum, need to ask if it was commercial entity would that loss be accepted.

Transport Review and Fleet Rationalisation

- Questions raised on private hire and discussed income in broader commercial opportunities. Maximising fleet is interwoven with Children and Young People, home to school transport. Freeing up fleet could release for income generating opportunity.

Questions

- Concerns were expressed regarding the capital expenditure for new depots and buses. Big capital investment tied up and committee recognised it represents significant risk to council – need to highlight that it's high risk strategy.
- We were advised that staff had visited depots and findings would be presented in due course.

Amalgamation of car park charging

- Work was currently being undertaken.
- Discussions would be held with Town Councils.

Property Services and Procurement

- Related to staffing efficiency and ensuring right business process. Concerns were highlighted regarding risks on building and assets. Procurement cards being picked up centrally by finance, will not be considered under this particular mandate.

Questions

- A member highlighted that property would be the responsibility of the Accommodation Board.
- Further details were requested regarding the position of the board, responsibilities and membership set up by full Council.
- We were advised that there was an officer led accommodation working group, which included the cabinet member.

Strategic Property Review (phase 2)

- Strategic management of property portfolio, moving staff into single building and out of innovation house, maximising assets and concessionary rental grants.

Questions

- Some members had reservations regarding the potential income that would be generated from Innovation House.
- It was noted that the saving amount had reduced to £75k.

Regeneration and Culture Staffing Restructures

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- Officers were conscious that the proposal had not been developed and not been to committee previously. The Chief Executive had proposed changes to Senior Leadership Team and the structure would supersede any changes to the Regeneration and Culture directorate.

ICT

- Mainly related to SRS, significant level of saving proposed around staffing structures, rental savings, value for money on Microsoft enterprise contracts. Increasing income through CCTV. Much more efficient and effective approach to business provision.

Questions

- Further clarification would be provided regarding the definition of charging for CCTV services.
- As the committee had not previously considered the mandate, the committee were unclear as to how the £300k savings were to be achieved and agreed that the Manager would be requested to provide a breakdown and explanation of these savings at the next meeting.

ii) **Capital Budget Proposals 2014/15 to 2017/18**

We received a report which outlined the proposed capital budget for 2014/15 and the indicative capital budgets for the three years 2015/16 to 2017/18.

Areas that had been updated were highlighted along with issues that may present an underlying problem. Pressures and risks were also identified.

Members were invited to ask questions and comment, during discussion the following points were noted:

- One member expressed serious concerns regarding the level of slippage and disposal of assets, particularly the old County Hall site. We were advised that we were awaiting further information regarding the sale of the site.
- It was anticipated that the business plan for the cycle track would be included by the end of January.
- Legal documentation was being finalised in relation to income from Abergavenny Market.
- Discussions were held regarding earmarked budget for 21st Century Schools and we were advised that the Welsh Government had confirmed that 21st Century monies were secure. Bids for funding would continue to be submitted.
- Further discussions were on-going in relation to developments within Abergavenny, such as a new library.

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We resolved to receive the report.

iii) Capital Programme 2013/14 Month 5 Forecast Outturn Statement

We received a report which provided the forecast outturn position for the current year's capital programme compared to the budget for the year for schemes relating to this committee.

In presentation of the report, we noted the following:

- The committee would receive the Month 8 report at end of January, which would supersede Month 5 report.
- Provisional slippage £110,000 forecast into 2014/15 relating to Rural Development Plan (RDP) schemes. However, significantly reduced from previous years.
- Most schemes coming in on budget, RDP slipping and overspend on Abergavenny Cattle Market.

We resolved to note the report.

iv) Revenue Budget Forecast Statement 2013/14 Month 6

We received a report which provided Select Committee Members with information on the revenue outturn position of the services relevant to this Select committee at the end of Quarter 2 for the 2013/14 financial year.

We were advised that areas within the report for scrutiny of budget monitoring were covered by the remit of the committee, which included Public Life and Culture; Planning, Place and Enterprise; and Management of Regeneration and Culture Directorate.

During discussion we noted the following points:

- Forecast overspend by £154,000 at month 6.
- Mandate for Caldicot will address castle shortcomings.
- Services required to provide £602,000 savings, of this £492,000 deemed deliverable, leaving £110,000 unachievable at month 6.
- Mitigated in other areas and therefore do not introduce a further net pressure.

We resolved to note the report.

6. WORK PROGRAMME

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i) Select Committee Work Programme 2013-14

We received the Economy and Development Work Programme and noted the following:

- Agreed that the Car Park report would be considered at a Special Economy and Development Select Committee. The meeting would be held on Thursday 20th February 2014 at 10.00am (pre-meeting 9.30am for committee members).
- Meeting 30th January 2014 – Capital Programme 2013/14 Month 8, Capital Receipts, Tourism and SRS savings.
- It was requested that an explanation of the Accommodation Board was provided at a future meeting.
- Meeting 13th March 2014 – Planning Framework, S106 agreement, BBNP and Welsh Water.
- Meeting 1st May 2014 – Reserved for review of years activities and progress.

The Chairman welcomed receipt of modified mandates at the earliest opportunity.

We agreed the work programme and noted changes.

ii) Cabinet Forward Work Planner

We received and noted the Cabinet Forward Work Planner.

Meeting ended 12.35pm

**SUBJECT: CAPITAL PROGRAMME 2013/14
MONTH 8 FORECAST OUTTURN STATEMENT**

DIRECTORATE: Chief Executive's Unit

MEETING: Economy and Development Select Committee

DATE: 30th January 2014

DIVISION/WARDS AFFECTED: Whole Authority

1. PURPOSE:

- 1.1 The purpose of this report is to provide the forecast outturn position for the current year's capital programme compared to the budget for the year for schemes relating to this committee.

2. RECOMMENDATIONS:

- 2.1 That the information on the month 8 forecast outturn position within this Select Committee portfolio for the 2013/14 capital programme is received.
- 2.2 That a potential over spend of £246,000 is noted in respect of Abergavenny cattle market expenditure.
- 2.3 That any such unfinanced balance at year-end will need to be financed from the Authority's useable capital receipts balance.

3. KEY ISSUES:

Overall Summary

- 3.1 The schemes relevant to this select committee are:

- Regeneration schemes which mainly comprise – Abergavenny Cattle Market, Replacement Cattle Market and Rural Development Plan schemes.

3.2 The month 8 forecast capital outturn position for 2013/14 is as follows:

- An adjusted revised budget £5,932,000, being based upon £3,150,000 original 2013/14 approval, slippage from 2012/13 £2,607,000 and £325,000 of revisions less provisionally slipping £151,000 into 2014/15.
- Actual expenditure was £4,537,000 (75% of revised budget) at month 8, compared to £2,425,000 (40.0%) at month 5 2013/14 and £277,000 (9.0%) at month 8 in 2012/13.
- The large variance on spend progress between month 8 2012/13 and month 8 2013/14 financial years is attributable to high slippage in the 12/13 programme relating to the replacement cattle market scheme which is now on target to complete in 2013/14.
- A net over spend of £218,000 is forecast resulting from an over spend of £246,000 on the Abergavenny Cattle Market scheme, offset by an under spend of £28,000 on the Brewery Yard development scheme.
- It should be noted that Abergavenny Cattle Market is also subject to a compensation claim in respect of shooting rights. We anticipate further legal costs of minimum £51k next year, additional to any potential compensation sum.
- Appendix 1 to the report provides a summary explanation of the over and under spends forecast at month 8.

3.3 Appendix 2 provides a summary of the £151,000 provisional slippage forecast into 2014/15 at the end of month 8 which relates to Rural Development Plan schemes.

Areas for Potential Scrutiny

3.4 The main issues for Select Committee scrutiny are:

- Abergavenny Cattle Market over spend

5. BACKGROUND PAPERS:

Appendix 1 – Explanation of over/under spends

Appendix 2 – Provisional slippage

Appendix 3 – Movement from Original to Revised budget

6. AUTHOR:

Joy Robson – Head of Finance
Mark Howcroft – Assistant Head of Finance

7. CONTACT DETAILS:

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1. EXPLANATION OF OVER & UNDER SPENDS AT MONTH 8

1.1 Table 1 below summarises the forecast outturn variance at month 8.

Table 1: Capital Programme 2013/14 – Summary Forecast month 8 Position

Scheme Type	Revised Budget	Provisional Slippage c/f	Adjusted Budget (Reduced by Slippage)	Forecast Over/(Under) Spend
	£000s	£000s	£000s	£000s
Regeneration Schemes	6,082	151	5,932	218
Total	6,082	151	5,932	218

1.2 The main schemes contributing to the forecast over spend of £218,000 are as follows:

1.2.1 Abergavenny Cattle Market

The Abergavenny cattle market regeneration scheme is forecasting to over spend by £246,000 in 2013/14. (Reported at month 5)

A very significant claim has been lodged against the council for the loss of shooting rights at High House Farm. This will be subject to a preliminary hearing to determine the correct legal interpretation of relevant case law in May 2014 at the earliest. This hearing will determine the outcome for a significant proportion of this claim. Legal advice has been provided to the Council but the final outcome remains highly unpredictable as does the amount of compensation payable. In 2013/14 costs will be incurred for:

- 1) Legal and expert advice relating to the compensation claim for shooting rights
- 2) To achieve a cleared site with vacant possession for Morrisons
- 3) Conclusion of negotiations with existing tenants.

An over spend is also anticipated in later years as a further £51,000 is being forecast for legal costs in addition to the compensation potentially payable in relation to shooting rights.

1.2.2 Brewery Yard Development

The Brewery Yard development scheme is forecast to under spend by £28,000. The owner of Oasthouse is now unlikely to proceed with the renovation scheme resulting in a reduced call on the balance of slippage brought forward. The deadline for the owner to claim the grant from the Authority has lapsed and there has been no contact from them. (Reported at month 5)

2. PROVISIONAL SLIPPAGE AT MONTH 5

- 2.1 The provisional total slippage forecast at month 8 for 2013/14 is £151,000. This is £1,992,000 less than the forecast of £2,143,000, reported at month 8 in 2012/13 and £41,000 higher than the forecast of £110,000 at month 5.
- 2.2 At the end of 2012/13, £2,607,000 was approved for slippage into the 2013/14 financial year, all attributable to regeneration schemes and mainly the replacement cattle market.
- 2.3 Further information must be provided in order to produce a meaningful analysis.

Table 1: Capital Programme 2013/14 – Analysis of 2012/13 and 2013/14 Slippage

	Slippage B/F From 2012/13 Approved Outturn 2012/13 £000	Provisional Slippage C/F Month 5 2013/14 £000	Provisional Slippage C/F Month 8 2013/14 £000
Regeneration Schemes	2,607	110	151
Total	2,607	110	151

2.4 Explanation of Provisional Slippage Requests

Budget holders have identified the following items of potential slippage in the current year's capital programme as at month 8.

2.4.1 Regeneration Schemes

Rural Development Plan schemes

Slippage of £151,000 is forecast on Rural Development Plan schemes. The projects form part of Monmouthshire's RDP which is mainly funded through European and Welsh Government support as part of business plan 2. Monmouthshire has agreed to match fund these schemes through the capital programme. Welsh Government recently extended the deadline for business plan 2 to December 2014 meaning that some slippage is required to mirror the revised timescale.

3. MOVEMENT FROM ORIGINAL TO REVISED BUDGET

- 3.1 The revised capital budget at month 8 of £30,972,000 is made up of £15,265,000 of original budget, slippage from 2012/13 totalling £12,216,000 and £3,491,000 of budget revisions.

Table 1: Summary of movement from original to revised 2013/14 capital budget

Scheme Type	Original Budget £000's	Slippage b/f from 2012/13 £000's	Budget Virements £000's	Budget Revisions £000's	Revised Budget £000's
Asset Management Schemes	2,783	1,049	9	1,506	5,347
School Development Schemes:	3,249	2,422	0	275	5,946
Infrastructure and Transport Schemes	4,611	592	0	155	5,358
Regeneration Schemes	3,300	6,746	(9)	718	10,756
Sustainability Schemes	0	0	0	300	300
CountyFarms Schemes	273	294	0	0	567
Inclusion Schemes	850	287	0	165	1,302
ICT Schemes	0	612	0	372	984
Other Schemes	198	214	0	0	412
Total	15,265	12,216	0	3,491	30,972

- 3.2 Virements made within the programme have, as expected, had no overall net effect. All virements have been processed in accordance with the virement rules outlined with the Authority's Financial Regulations.
- 3.3 The £3,491,000 of budget revisions during 2013/14 comprises the following items:

- i. £1,506,000 Asset Management schemes - £915,000 County Hall demolition and remodelling (Torfaen share), £266,000 Drainage works at Caldicot Comprehensive and Leisure Centre site, £200,000 Car Park Granville and Wyebridge street, £25,000 Car Park Riverside, south of rowing club, £100,000 Thornwell Sewerage Diversion.
- ii. £275,000 School Development Schemes - £280,000 New Raglan Primary 21st Century Schools, (£5,000) Flying Start Minor Improvements, reduction in grant.
- iii. £155,000 Infrastructure and Transport schemes - £65,000 RTCG Road Safety, £80,000 Walking and Cycling scheme, £10,000 Rail Strategy Update.
- iv. £718,000 Regeneration schemes - £393,000 Section 106 schemes, £300,000 Caerwent House major repairs, £25,000 Woodstock Way Linkage scheme.
- v. £300,000 Sustainability schemes – PV Schemes various sites
- vi. £165,000 Inclusion schemes – Low Cost Home Ownership
- vii. £372,000 ICT schemes - £220,000 Replace MCC central storage devices, £45,000 purchase of Sharepoint and active directory licences, £20,000 replacement of video conferencing facilities, £87,000 Sims Development Costs.

3.4 All of the revisions and future year changes are supported by Member decisions or awarding documentation where appropriate.

SUBJECT:	Monmouthshire Mandate for saving for the SRS
MEETING:	Economy and Development Select Committee
DATE:	30th January 2014
DIVISIONS/WARDS AFFECTED:	All

1 PURPOSE

- 1.1 To consult with members on the detail behind the £300,000 savings mandate for the SRS.

2 BACKGROUND

- 2.1 A well-publicised consultation process has taken place within Monmouthshire to build the mandate documents that give an overview of the savings areas. The SRS has submitted a mandate document with a target of £300,000 savings to contribute towards the overall Monmouthshire target and we ran a number of ideas sessions with staff across the SRS during November / December.

3 ISSUES:

- 3.1 The mandate document lists eight key areas that will deliver the £300,000 savings target. Those areas are broken down with an explanation of each saving and the progress on making that saving.

3.1.1 HOLD OPEN VACANT ROLES (£45K):

- (i) We have removed one role from the organisation that was a shared cost after an ill health retirement. The Network Manager position will be merged into the responsibilities of the existing Server Manager and an evaluation of the new role performed. Expectation is a £12,000 saving per organisation. This is already achieved.
- (ii) There is currently a vacancy on the Service Desk of .5 to 1 person. We will make a decision on what level of resource to put back into that team as the months progress. Saving will be between £12k and £24k. The minimum of £12k is already achieved.
- (iii) We have two roles held open in the project delivery side of the organisation, one senior and one Apprentice level. We will decide whether or not to use this money as the month's progress. They are currently held open and not incurring cost.

3.1.2 RENTAL SAVING (£50k):

- (i) OPTION 1: The SRS has a number of buildings in Blaenavon that are historically used by them. The teams will consolidate into one building and they will become more agile. The teams will work out of existing Local Authority and Policing buildings. This will reduce the cost of the SRS Estate

and will appear as a surplus in the SRS budget at year end at which point a decision can be made to return it to the organisation.

- (ii) OPTION 2: If the space to consolidate is not available, it will be because further developments have occurred in Blaenavon with respect to data centre rackspace which in itself will bring additional income into the SRS in the form of room rental. This additional income will offset building costs and the surplus in the SRS budget can be returned to the organisation at year end.

3.1.3 GAIN MORE VALUE FROM THE MICROSOFT ENTERPRISE AGREEMENT (£123k):

- (i) The Microsoft Enterprise Agreement cost to the organisation is £357k. There are inefficiencies within that agreement that can be removed. A process of review has taken place with our supplier and Microsoft and a number of recommendations were put forward to us that we needed to agree by December 31st 2013.
 - a. OPTION 1: Sign a new three year agreement at a cost of £227k and step away from our current agreement. In doing this Monmouthshire would have lost £52k worth of benefit that has been allocated to us in consultancy funds to bring people in and help us find efficiencies in other areas.
 - b. OPTION 2: Remain in for a fifth and final year in our current agreement for a cost of £237k and retain the £52k worth of consultancy funding.
- (ii) On December 31st we extended the current agreement by one year and took a saving of £120k whilst retaining £52k worth of consultancy funding. Therefore the new revenue cost of the Enterprise Agreement is £237k which can be negotiated down in December 2014 even further as a new agreement will need to be signed. The reduction expectation is at least a further £20k.

3.1.4 CANCEL CONTRACTS MADE REDUNDANT OVER LAST TWELVE MONTHS (£19k):

- (i) During November and December we reviewed all of the existing contracts and how we could do things differently. Through this we identified a small number of contracts that we could cancel straight away due to projects being completed. We have cancelled contracts such as email filtering due to taking advantage of a Microsoft service included in our Enterprise agreement, Internet Services being carried out another way, software support on the Help Desk system being cancelled and a Social Services application that was replaced by something internally developed. These items are all achieved and will deliver a whole year saving in 14-15.

3.1.5 REDUCE CLEANING COSTS (£5k):

- (i) The cleaning contract for the SRS buildings has been reduced to reflect a less intensive cleaning regime. This is in line with recent changes made to the "parent" contract which is owned by Gwent Police. This has been achieved.

3.1.6 REDUCE THE TRAINING BUDGET (£15k):

- (i) The approach to training currently is to train staff in technologies that are in place and at the time of project development. Removing half of the training budget across all organisations will require that training is built into project costs going forward. We feel this is a better way of funding the required training as staff will only be trained in the areas that the organisations need them to be and at the time they are needed. Saving planned into 14-15 budget so can be treated as achieved.

3.1.7 INCREASE INCOME INTO CCTV (£25k):

- (i) There are multiple areas within Monmouthshire that currently procure CCTV and out of hours contact services from external companies. This recommendation will bring all of those services internally and offset £25k of spend that Monmouthshire currently puts into the service.
- (ii) Areas include CCTV cover for Highways, out of hour's emergency telephone contact services for the Authority and numerous schools.
- (iii) There are also examples of organisations that may have previously been classed as internal that are receiving services for which they do not contribute. We will be contacting these customers to agree a charging mechanism going forward. A charging schedule has been developed and we will be presenting that to various groups over the coming months.

3.1.8 USE SPARES TO SUPPORT END OF LIFE TELEPHONE SYSTEM (£17,900):

- (i) The old telephone switch that still provides services to Schools and Leisure Centres has been end of life for a number of years. The switch is both unreliable and difficult to source contracts for support for. We have a number of spares that we will use to provide a "best endeavours" support service on the switch should anything happen.
- (ii) We are currently in the process of replacing the remaining areas with VOIP technology and are hoping to have this completed prior to April 1st 2014.
- (iii) The £17,900 contract was cancelled and we will see a whole year saving from April 1st 2014 onwards.

4 RECOMMENDATION

- 4.1 That the committee agree and approve all savings proposals within this report.

5. RESOURCE IMPLICATIONS

There are four human resources impacted by this paper, they are currently held open.

6. CONSULTEES

None.

7. BACKGROUND PAPERS

SRS Mandate

8. AUTHOR

Matt Lewis (SRS COO)

9. CONTACT DETAILS:

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SUBJECT:	TOURISM UPDATE
MEETING:	ECONOMY & DEVELOPMENT SELECT COMMITTEE
DATE:	10AM, THURSDAY 30 JANUARY 2014
DIVISION/WARDS AFFECTED:	ALL

1. PURPOSE:

To respond to a request from the Chair of Economy & Development Select Committee for a six monthly update on tourism progress following the meeting on 11 July, 2013 in terms of:

- The successes and difficulties over the last year
- What are we getting right? What are we not getting right?
- Where do you see things heading? i.e. projection forward for 6 months.

2. RECOMMENDATIONS:

To note the information provided in this report.

3. KEY ISSUES:

Successes over the last year

- I. Development of a programme of Community Tourism Ambassador training which will be delivered between March & September 2014. This programme is designed to increase the capacity of Monmouthshire's communities to deliver an enhanced experience to visitors and improve the competitive advantage of Monmouthshire for tourism. 200 individuals will be trained under this programme, up to fifteen of which will also undertake the accredited World Host training course. The programme has been developed to:
 - a. Increase understanding about tourism both within the community and with those involved more directly in tourism such as attractions operators, event organisers etc.
 - b. Increase understanding of Monmouthshire's key markets
 - c. Engage with and encourage young people in the Ambassador scheme
 - d. Make participants aware of the importance of quality provision in all aspects of the visitor experience
 - e. Encourage grass root development and leadership
 - f. Provide insights which will help communities improve their on-territory visitor information
 - g. Provide 'tools' that help communities enhance their visitor offer/experience;
 - h. Increase community awareness of the on-line visitor survey and its importance.

- II. Progress has been made on implementation of the new Destination Marketing Strategy, aimed at making better use of available resources and avoiding duplication. This includes: continued membership of the Brecon Beacons Sustainable Destination Partnership and delivery of a joint PR campaign to promote the Brecon Beacons in key visitor markets. A new collaborative PR & marketing contract has been commissioned for the 'Wye Valley & Forest of Dean' destination, in partnership with Capital Region Tourism, Forest of Dean District Council and Wye Valley & Forest of Dean Tourism Association. MCC is the lead partner for this project which aims to address late availability and seasonality in the area.
- III. Activity delivered under the RDP Axis 3 Welcome Monmouthshire Project since the last update:
 - a. On-going implementation of tourism signage recommendations including: installation of new directional pedestrian signs for St Mary's Priory in Abergavenny & Nelson's Garden in Monmouth; development of new Welcome signs for St Mary's Priory, and installation of a new notice board in Caldicot Town Centre, new brown & white tourism signage in development / being installed for Caldicot Castle (along Church Road) and for Historic Magor Square and Magor Marsh, new cycling signage (showing height, % incline and length) has been developed for The Tumble (B road between Govilon & Blaenavon); new pedestrian signage being installed in Chepstow between Chepstow Train Station and the Town centre; and new welcome signage for Caerwent has also been developed and is about to be installed.
 - b. Usk Valley Walk & Wales Coast Path loops and links project: routes have been identified, negotiations with landowners have taken place and the relevant consents obtained for implementation of works to improve the quality of the path and access to it.
 - c. Community led river access and interpretation project: new interpretation panels for river Monnow, developed in conjunction with Monmouth Anglers, are about to be installed, awaiting better weather. Path improvement works on the circular walk around Llandegfedd Reservoir have also taken place, and we're now waiting for Welsh Water to undertake the required improvements on their own land. Two new kissing gates are about to be installed near the River Neddern at Caldicot, and work has begun on a new bench being sculpted out of a local cedar tree, which will be installed overlooking the river Neddern near Heol Towy. The commissioned sculptor has a meeting arranged with the eco committee of Castle Primary School in Caldicot to talk about the opportunities for words / poetry written by them to be incorporated into the sculpture.
 - d. Online visitor survey: the first report has been received showing interim results relating to the first year of a two year online visitor survey.
 - e. Four new videos have been produced to promote the Wales Coast Path, & 2013 Monmouthshire Food Tourism Business Award Finalists.
 - f. Caldicot Castle visitor experience development project – a brief for this work is being developed and will be advertised on Sell2Wales March 2014.

- g. St Mary's Priory Digital Interpretation Project – a brief for this work is being developed and will be advertised on Sell2Wales early February 2014.

IV. Activity delivered by adventa under RDP Axis 4 Aspirational Monmouthshire Project since last update:

- a. MonBrec200 Festival - The culmination of over 45 separate events in 2013 along the length of the canal resulted in the project winning the Community Category of 'The Waterways Renaissance Awards 2013'
- b. Feasibility into the expansion of the Sudbrook Heritage Room, currently in Sudbrook Non-Pol Club. This study has identified the possibility of a heritage centre forming part of a new community centre in Sudbrook should the Paper Mill residential scheme be given planning approval in years to come. In the meantime the current room will be extended.
- c. Interpretation plan for the Heritage Centre at Sudbrook Non-pol club. This has resulted in a community-led project with ideas to enhance the building with a railway theme, with murals of the Severn Tunnel inside, audio and visual interpretation as well as railway type signage outside. There will also be a potential name change to the 'Tunnel Heritage Centre'. This project is due for completion July 2014.
- d. Three trails leaflets almost complete for Sudbrook, Shirenewton and Gray Hill. These have been produced in conjunction with the relevant local communities and businesses.
- e. Walkers are Welcome (WaW) town accreditation - Abergavenny, Chepstow and Monmouth are all now accredited and Tintern progressing towards accreditation. All now have WaW Groups. This means that there is almost continuous WaW presence along the Offa's Dyke National Trail.
- f. Walkers are Welcome Grants. To date three grants have been given to businesses / groups to improve facilities and encourage walkers.
- g. Walking with Offa project. Adventa takes the lead on this project, with 6 Welsh Partners and 4 English Partners. There have been significant achievements in terms of sustainable transport, joint marketing, digital marketing, and walking leaflets. This is a huge project achieving a very significant and positive impact on the walking offer along the length of Offa's Dyke national trail.
- h. Support provided to a community arts group for production and hanging of the art installation (and its interpretation) in Abergavenny Market Hall in advance of the Food Festival. This is a very distinctive element of the town's food festival, and a feature which not only helps reinforce the food identity of the town, but also attracts significant numbers of visitors to see it all year round.
- i. Support provided for development of Food Festival App
- j. Sponsorship of the Food Festival Conference
- k. Capital funding approval to Humble by Nature for development of Farm shop and Kitchen garden
- l. Capital and Revenue Food Tourism grant approval for Bees for Development to create and market a Monmouthshire Honey Hub with the Monmouth Shop
- m. Support provided for hospitality business to help raise standards and develop applications for the Monmouthshire Business Awards, (food tourism category) and for the food tourism enabler grants. 10 businesses supported to date
- n. Video footage produced for the Abergavenny Food Festival to support their marketing

- o. Support to Made in Monmouthshire to enable them to have more space and a higher profile at the food festival with more flexible and daily rates for members
 - p. Development of a food trail to highlight the Monmouthshire Food Producers to family audience at the Food Festival
- V. Following Select Committee's rejection of the proposal to relocate Abergavenny & Chepstow TICs into the museums, a number of alternative service delivery models are being explored.
- VI. National Cycling Championships 2014 – support being given to Ian Saunders' team to prepare for the event and ensure maximum potential benefits for the destination and a positive experience for visitors.

Difficulties over the last year

We have continued to struggle to progress the interventions recommended in the Visitor Accommodation Opportunities study to improve the quantity and quality of Monmouthshire's accommodation offer to sustain future tourism growth. Planning policy and development control ultimately determine new visitor accommodation development in Monmouthshire so it is important that the planning policy framework is in line with market potential and the types of accommodation that the Council wishes to encourage.

There have been on-going challenges progressing some of the recommendations of the approved brand and marketing strategy. The new destination website for the Brecon Beacons National Park, although now launched, has been significantly delayed and it has taken time to agree the scope and terms of joint marketing activity with the Wye Valley & Forest of Dean Tourism Association Ltd. This has resulted in a requirement to continue maintaining / developing the original online channels to provide much needed marketing support to Monmouthshire tourism businesses in the interim period before the new arrangements are working properly.

Forecast for next six months

STEAM figures for 2013 aren't expected before May, but it's anticipated that the results will show an improvement on 2012 figures. According to the Great Britain Tourism Survey, British visitors made almost 8% more overnight trips to Wales in the first nine months of 2013 and spent almost 12% more compared to the same period in 2012.

The results, published on 16 January, show that 2013 was a very successful year for tourism in Wales, with increases in Wales compared with 2012 well ahead of those for Britain as a whole.

These findings support the results of the Welsh Government's most recent Tourism Business Survey for wave 3, 2013 (undertaken after the August Bank Holiday weekend) which provides the most recent insight into business confidence:

- Over half (57%) of all businesses established for longer than 12 months had received more guests/visitors in August 2013 compared with August 2012, with less than one fifth (17%) reporting they had received fewer. Guest/visitor numbers

showed the greatest increase for attractions (73%) and the smallest increase for self-catering accommodation (30%).

- For businesses receiving more guests/visitors this year, better weather (62%), marketing efforts (7%) and improved rooms/facilities (7%) were felt to have contributed to the increase in numbers. On the other hand, for those businesses that had received fewer guests/visitors, the weather (33%) and economic climate (27%) were felt to be the main causes of this.
- Closely linked to guest/visitor numbers, over half (55%) of the businesses reported a higher turnover in August 2013 compared with August 2012, and just 16% reported a lower turnover. Self-catering accommodation providers were most likely to have experienced lower turnover (22%), whereas attractions were most likely to have had greater turnover (69%).
- Most businesses were confident about the Autumn season (79%), with 20% very confident and 59% fairly confident.

The fact that 4420 of the county's 7292 bedspaces are in the self-catering sector, (which experienced the lowest increases in visitor numbers and the lowest increases in turnover), will obviously impact on Monmouthshire's overall performance compared with other areas which have a more varied bedstock mix, and a higher proportion of serviced accommodation.

New Guidance on State Aid

Following complaints to the European Commission about the use of public funds by UK tourism authorities to support tourism websites, Welsh Government sent a letter dated 16 January, to all regional and local tourism authorities in Wales providing new guidance on specific obligations in respect of State Aid rules. The guidance relates mainly to online bookings, advertising sales, (especially where specific businesses are favoured in promotional activity), and maintaining a 'graded only' policy in marketing. A workshop is being organized on 27 February 2014 in Aberystwyth to discuss the full implications of this new guidance for local, regional and national tourism authorities.

Welsh Government Consultation on Regional Engagement and Partnership Structures in the Tourism Sector

This review of resources to deliver Welsh Government's 'Partnership for Growth' Tourism Strategy is critical to the future of Capital Region Tourism and the other 3 RTPs in Wales. The deadline for responses is 27th February 2014. The full consultation document can be found at

<http://wales.gov.uk/consultations/tourism/tourismregengagementpartner/?lang=en>

Other consultations which we're currently preparing responses for include the Welsh Government's 'Delivering Growth' Action Plan for the Food & Drinks industry 2014-2020 (deadline 3 March 2014) and the AONB's Management Plan, which Matthew Lewis is coordinating the response for, the deadline for which is 31 January.

4. REASONS:

Given the importance of the sector in providing jobs and generating spend in the county, it is critical that Monmouthshire is managed, developed and marketed in a way that delivers the maximum potential benefits for the county.

5. RESOURCE IMPLICATIONS:

All activity referred to has been delivered within existing core budget or externally secured funding.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

None

7. CONSULTEES:

None

8. BACKGROUND PAPERS:

None

9. AUTHOR:

Nicola Edwards

Food & Tourism Strategic Manager

10. CONTACT DETAILS:

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REPORT

SUBJECT	Update on Disposal Policy
MEETING:	Economy & Development Select
DATE:	30th January 2014
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

- 1.1 To provide members on an update of the Disposal Policy which was considered by Strong Communities on 21st March 2013

2. RECOMMENDATIONS:

That Economy & Development Select note the report.

3. KEY ISSUES:

- 3.1 The Disposal of Assets Policy was agreed by Cabinet in May 2013. Prior to this the policy had been considered by the Economy & Development Select Committee who agreed it subject to a review of progress following six months of implementation.
- 3.2 Members will recall that the purpose of the policy was to provide communities with clarity as to which type of properties that they would be eligible to express an interest in (known as the Right to Bid) and therefore delay any disposal process, similar to that envisaged by the Localism Act. The delay enables the communities to develop a business plan and secure funding albeit that any disposal would be at market value.
- 3.3 The Disposal of Assets Policy defined assets to be excluded from the Right to Bid as:
- Residential properties, including gardens, outbuildings and associated land
 - Caravan Sites
 - Operational land of statutory undertakers

- Assets whose recent or current use does not meet the definition of community value, even if the intended use by a community purchaser would be of community value.

- 3.4 Since the introduction of the policy the Council has been dealing with the disposal of 18 assets, as outlined in Appendix 1
- 3.5 As is evident from the list, the existing surplus assets largely fall outside of the Right to Bid definition as prior to being declared surplus they were not utilised for the purposes of social wellbeing or social interests of the community.
- 3.6 Of the three assets that do fall within the definition, two of these were already under offer or legal contracts exchanged prior to the implementation of the policy and therefore the policy has not been applied.
- 3.7 The surplus land at Rogiet has been subject to public consultation as part of an appropriation process and the Local Member is actively involved in the process. We will however ensure that the policy is adhered to and the Local Member will be advertised of our intentions to market the property to afford community groups an opportunity to express an interest.
- 3.8 Given that there has been no surplus assets marketed thus far that fall within the definition of Community asset, it is difficult at this stage to quantify the success or not of the policy in terms of a disposal of a community asset.

4. REASONS

- 4.1 Whilst there has been no evidence in terms of disposals to community groups it has been successful in providing clarity to both officers and community members as to when a Right to Bid can be exercised which enables the disposal process to be more efficient and avoid unnecessary conflict.
- 4.3 It also provides a process until such time that WAG adopt this element of the Localism Act.

5. Resource Implications

The policy to date has been neutral as disposals have been at full market value. Any successful Right to Bid application may result in a delay in the sale of an asset whilst their application is progressed

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS

The EIQA undertaken in March 2013 determined that there would be no negative impacts on the protected groups and potential sustainable benefits.

8. BACKGROUND PAPERS:

Economy & Development Select Committee 21.03.13
Cabinet Report 01.05.13

9. AUTHOR:

Debra Hill-Howells Estates & Sustainability Manager

10. CONTACT DETAILS:

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Appendix 1 - Surplus Assets 13/14

Asset Name	Asset defined as Community Asset ¹	
Darafelin Junior School	No	To be sold at market value
Govilion School	No	To be sold at market value
Land at Rogiet	Yes	Site yet to be marketed so will contact Local Member in accordance with the policy prior to marketing.
West End School	No	To be sold at market value
West End Caretakers bungalow	No	To be sold at market value
Caldicot Food Store Site	Yes	Contracts already exchanged prior to the implementation of the policy
Pen y Clawdd Barn	No	To be sold at market value
38 acres at Pen y Clawdd	No	To be sold at market value
Little Penarth Farm	No	Sold at market value
Portskewett Barn	No	To be sold at market value
Bentley Green	No	Sold at market value
Brecon Road Depot	No	Sold at market value
Mynydd Bach	Yes	Negotiations ongoing prior to implementation of the policy
Portal Road	No	To be sold at market value
Cattle Market	No	To be sold at market value
Sale of land at the Elms	No	To be sold at market value
High Trees	No	To be sold at market value
Coed Glas	No	To be sold at market value

¹ Community Value is defined as

Community Value is defined in the Localism Act as the use of an asset to 'further the social wellbeing or social interests of the local community'. The term social interests includes in particular, though not exclusively, cultural interests, recreational interests and sporting interests.



monmouthshire
sir fynwy

Integrated Equality Impact Assessment Screening Form

and

Sustainable Development Checklist

October 2011

EQUALITY IMPACT ASSESSMENT SCREENING FORM / SUSTAINABLE DEVELOPMENT CHECKLIST

Name of Policy/Service: Proposed Disposal of Assets Policy			
Assessor(s):	Directorate:	Department:	Date assessed:
Debra Hill-Howells	Regeneration & Culture	Estates	14.03.13
Report Author	Date:	Meeting Date:	
Debra Hill-Howells	14.03.13	03.04.13	

EQUALITY IMPACT ASSESSMENT SCREENING

1 Purpose of Policy/Service:

To provide a framework for the disposal of property assets until such time the Part 5 of the Localism Act 2011 is enacted by WAG

2 Which groups of people is the policy/service likely to effect (either positive, negative or neutral)?

	Positive	Negative	Neutral		Positive	Negative	Neutral
Age			X	Race			X
Disability			X	Religion or Belief			X
Gender reassignment			X	Sex			X
Marriage or civil partnership			X	Sexual Orientation			X
Pregnancy and maternity			x	Welsh Language			X

Please explain the nature of the effect:

There will be a neutral effect as none of the above will be discriminated against within the proposed policy

3 Is there any evidence (actual or hypothetical) for a negative impact or discriminatory effect on any group(s)? Please describe adverse effects and tick relevant groups. If no negative impact please state evidence for this conclusion.

Age		Race	
Disability		Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

The proposed policy puts in place an explicit process for managing community groups or not for profit organisations applications to acquire surplus council assets.

4 Is there any evidence (actual or hypothetical) for a negative impact or discriminatory effect on staff? Please describe adverse effects and tick relevant groups. If no negative impact please state evidence for this conclusion.

Age		Race	
Disability		Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

Not applicable.

5 What data has been used for this assessment?

N/A

6 Please indicate below whether you consider this policy/service to have a high, medium or low risk as follows:

	Risk of Inequality		
	High	Medium	Low
Are a large number of people affected?	3	2	1
Is the potential impact significant?	3	2	1
Is the scale/cost to the Authority significant?	3	2	1
Score	3		

Scoring

- 3 Minor No significant impact No further action required
- 4 - 6 Medium Some impact Further consultation to decide whether full impact assessment is necessary
- 7 - 9 High Significant impact Full impact assessment

7 Is a full equality impact assessment required? A high rating in question 6 will require a full assessment. A medium rating will require, as a first stage, further consultation in order to determine whether a full impact assessment is required

Yes / No

PEOPLE IN MONMOUTHSHIRE BENEFIT FROM AN ENVIRONMENT THAT IS DIVERSE, VIBRANT AND SUSTAINABLE

Elements	Contribution			Evidence	Ideas for Improvement
	-	0	+		
What contribution does this make to:					
Reduce, reuse and recycle waste and water		x			
Reduce carbon dioxide emissions by increasing energy efficiency or use of renewable energy			x	Criteria for evaluation bids includes how the proposed scheme will support or develop sustainable and resilient communities	
Prevent or reduce pollution of the air, land and water		x			
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)		x			
Protect or enhance visual appearance of environment			X	As above	
Reduce car and road freight mileage, and encourage public transport, walking and cycling			x	As above	
Have a positive impact on people and places in other countries		X			

PEOPLE IN MONMOUTHSHIRE LIVE HEALTHY AND FULFILLED LIVES

Elements	Contribution			Evidence	Ideas for Improvement
	-	0	+		
What contribution does this make to:					
Ensure that more people have access to healthy food		x			
Improve housing quality and provision		x			
Reduce ill health		x			
Improve facilities and choice of health care provision		X			
Encourage physical activity		x			
Promote independence		X			

PEOPLE IN MONMOUTHSHIRE LIVE SAFELY AND ARE PROTECTED FROM HARM

Elements	Contribution			Evidence	Ideas for Improvement
What contribution does this make to:	-	0	+		
Encourage community participation/action			x	Policy develops an explicit framework for community groups to have the ability to acquire surplus council assets.	
Targets socially excluded		x			
Help reduce crime and fear of crime		x			
Improve access to local facilities for all local people, regardless of age, gender, ability etc.			x	As above.	

PEOPLE IN MONMOUTHSHIRE BENEFIT FROM EDUCATION, TRAINING AND SKILLS DEVELOPMENT

Elements	Contribution			Evidence	Ideas for Improvement
What contribution does this make to:	-	0	+		
Improve access to education and training			x	The scheme should result in the acquisition of surplus assets by community groups as long as they are able to demonstrate how they will improve the lives of the local community in a sustainable way	
Value and support voluntary work			x	As above	
Increase and improve access to leisure and recreation facilities			x	As above	
Increase and improve access to cultural facilities			x	As above	

PEOPLE IN MONMOUTHSHIRE BENEFIT FROM AN ECONOMY WHICH IS PROSPEROUS AND SUPPORTS ENTERPRISE AND SUSTAINABLE GROWTH

Elements	Contribution			Evidence	Ideas for Improvement
What contribution does this make to:	-	0	+		
Protect local shops and services			x	As above	

Link local production with local consumption		x			.
Improve environmental awareness of local businesses		X			
Increase employment for local people		X			
Preserve and enhance local identity and culture			x	As above	
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc		X		It is proposed that the site is redeveloped into new residential dwellings.	

Economy and Development 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 and schools, 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 	30 th January 2014 13 th March 2014 1 st May 2014
Initial Budget Briefing on MTFP 2015-2016	Report being presented to Cabinet 4 th September on Medium Term Financial Plan for year ahead.	TBC
Budgetary Context Meeting	Context setting of next year's budget - Committee to discuss areas identified / proposals being put forward.	TBC
Budget Setting	Consideration of capital and revenue budget proposals for the 2015/16 budget.	TBC
OBA Performance Monitoring	OBA 6 monthly Performance Report Cards focus on the impact of the council's work on people's lives and enables scrutiny of performance across outcomes. The report includes performance against the 6 Improvement Objectives 2013-2014 and performance against the statutory 'all Wales performance indicators'.	TBC
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. Committee to receive the end of year performance 2013-2014.	TBC
Quarterly Risk Monitoring	Scrutiny of the Whole Authority Risk Log - log of risks which affect the Council as a whole, risks which if not managed, could jeopardise the council's ability to achieve its outcomes and improvement objectives for communities, as	TBC

Economy and Development Select Committee		
Scrutiny Role	Purpose of Scrutiny	Meeting Date
	well risk to delivering on statutory plans and/or operational services. The Select Committee has responsibility to monitor and challenge performance in relation to mitigating risks.	
Improvement Plan 2013-16	Improvement Objectives 2012 to 2013 and Stage 1 of the Improvement Plan 2013-2016 were reported in summer 2013.	October 2014 TBC
Pre-decision Scrutiny		
Leisure Service Business Plan	Pre-decision scrutiny of the Leisure Services Business Plan. Leisure Centre Budgets to return	2 nd October 2013 (Special) TBC
Review of Car Parking	Revised report from Consultants for pre-decision scrutiny.	20 th November 2013
On-going Scrutiny of Tourism Matters	<ul style="list-style-type: none"> To monitor the progress of MCC Tourism Alliance Forum Progress monitoring of the delivery of the Destination Plan Pre-decision scrutiny on any significant decisions relating to tourism. <p>Committee reviewed the return on investment of spending activities we support, in terms of what we measure and how, how we compare against others and actual outcomes and added value. Committee monitored performance in terms of successes and failures - visitor numbers and jobs and the projection for the next 6 months. Progress update on this due in 6 months.</p> <p>Committee has identified the need for:</p> <ul style="list-style-type: none"> A retention policy which would limit frequent changes of use from hotel to residential. An Events Strategy - currently does not exist. 	30 th January 2014
Challenging / Monitoring Performance		

Economy and Development Select Committee		
Scrutiny Role	Purpose of Scrutiny	Meeting Date
CMC ² - Community Interest Company leading green and digital growth	<ul style="list-style-type: none"> • Diagrammatical representation of the organisational structure • CMC²'s financial statements for the first quarter of 2013 - 14 • An appraisal of the benefits to the authority • An arrangement for monitoring future performance in relation to Objective 4 of the Stage 1 Improvement Plan • Clarification on accountability arrangements 	12 th September 2013 On-going scrutiny
Broadband in Monmouthshire	Position report on broadband in Monmouthshire.	12 th September 2013
Annual Directors Performance Report on Regeneration	A performance overview report - Committee to test and challenge and offer a view on format, structure and the process going forward.	October 2014
Gilwern Cycle Track	Business case	TBC
Caldicot Castle	Return in 6 months	June 2014 TBC
SRS	<p>Scrutiny of the performance of the Shared Resource Service (SRS) It was agreed that the SRS return to a future meeting to provide:</p> <ul style="list-style-type: none"> - The report detailing service issues during the snow - A breakdown of salary information - Clarification of the delegated sign off levels - Structure of the ICT Board - Performance Monitoring reports that members were advised the SRS board currently receive - Budget monitoring information on capital/revenue overspends/underspends - Any future key documents such as strategies or forward plans - 300k Budget savings and how these will be delivered 	24 th October 2013 On-going scrutiny 30 th January 2014

Economy and Development Select Committee		
Scrutiny Role	Purpose of Scrutiny	Meeting Date
Capital Receipts Policy	Committee to receive a progress report 6 months after policy implementation - (due November/December 2013)	30 th January 2014
Economic Development and the Planning Framework	<p>The Planning department has recently undergone a whole Systems review. The Committee has agreed to scrutinise the planning framework to ascertain if it effectively supports economic development.</p> <p>Scrutiny of the Customer Charter for Development Control.</p> <p>In particular, the Committee has identified the need for:</p> <ul style="list-style-type: none"> • A planning SPG to articulate the type of accommodation development the Council would favour and the locations it would support development. • The need for a retention policy which would limit frequent changes of use from hotel to residential. 	<p>2nd October 2013</p> <p>13th March 2014</p>
Welsh Water Interface	Detail TBC	13 th March 2014
On-going Monitoring of Recommendations made by Scrutiny		
Section 106 Agreements	<p>Annual Progress Monitoring</p> <p>Agreed to invite an Officer from the Brecon Beacons National Park to attend to discuss the application of S106 monies within the park boundary.</p>	13 th March 2014

Monmouthshire's Scrutiny Forward Work Programme 2013-2014

Future Meeting Dates:

- **30th January 2014**
 - Month 8 Budget Monitoring
 - Tourism
 - Capital Receipts Policy
 - SRS

- **20th February 2014 (Special) TBC**
 - Car Parking

- **13th March 2014**
 - Month 9 Budget Monitoring
 - Economic Development and the Planning Framework
 - Section 106 Agreements and Brecon Beacons National Park
 - Welsh Water Interface

- **1st May 2014**
 - Review Meeting

Budget Scrutiny of key proposals 2013

No.	Scrutiny of Work Areas to deliver 2014/15 and MTFP saving targets	Committee and Timescale	
1	Development of Leisure Services	Economy & Development	7 th Nov
6	Museums, Shire Hall and castles and Tourism	Economy & Development	27 th Nov
25	Transport review and fleet rationalisation	Economy & Development	7 th Nov
26	Strategic Property Review (phase 2)	Economy & Development	27 th Nov
27	Property services and procurement	Economy & Development	27 th Nov
28	R & C Staffing restructures	Economy & Development	12 th Dec

Monmouthshire's Scrutiny Forward Work Programme 2013-2014

No.	Scrutiny of Work Areas to deliver 2014/15 and MTFP saving targets	Committee and Timescale	
31	ICT	Economy & Development	Already scrutinising



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
29TH JANUARY 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
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 2014/15 as required by statute	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
Emergency planning – Business Continuity Register of Critical Services.	To seek agreement from the Emergency Planning ‘Portfolio Holder’ to the revised and updated MCC Register of Critical Services.	Cabinet Members Leadership Team Appropriate Officers	Ian Hardman
Re-Grading of Flying Start Posts	To seek approval to re-grade 3 existing Flying Start posts following completion of the Job Evaluation process	Cabinet Members Leadership Team Appropriate Officers	Beth Watkins

Subject	Purpose	Consultees	Author
Subsidy to Community and Town Councils for the provision of public toilets	To decide whether to continue to subsidise Town and Community Councils that provide public conveniences previously provided by the county council and whether to extend the subsidy should management of any other public conveniences transfer from the county council to a town or community council.	Cabinet Members Leadership Team Appropriate Officers	Roger Hoggins
Replacement Bus Service	To replace an existing bus service with a community bus service	Cabinet Members Leadership Team Appropriate Officers	Richard Cope
12TH FEBRUARY 2014 – SPECIAL CABINET			
Final Budget 2013/14 for recommendation to Council	To update Cabinet with the consultation responses to the budget proposals and provide a final set of proposals for recommendation to Council	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
Welsh Church Fund Working Group	To make recommendations to Cabinet on the Schedule of Applications 2013/14 meeting 4.	Cabinet Members Leadership Team Appropriate Officers	David Jarrett
National and Regional Adoption arrangements		Cabinet Members Leadership Team Appropriate Officers	Simon Burch/ Gill Cox
19TH FEBRUARY 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
Development of Customer Services		Cabinet Members Leadership Team Appropriate Officers	Tim Macdermott

Subject	Purpose	Consultees	Author
Review of Careline Policy	To review the existing policy and agree future approach to delivery, particularly in relation to pricing and telecare provision.	Cabinet Leadership Team R&C DMT SS DMT	John Parfitt
Street Naming and Numbering Policy	The policy will provide a consistent approach to this service based upon current legislation and guidance. The policy will also allow the authority to introduce a charge for this service.	Cabinet Members Leadership Team Appropriate Officers	Paul Keeble
Proposed Prohibition of Right Turns, Bareland Street, Barecroft Common, Magor.	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 Local Members Appropriate Officers	Paul Keeble
27th FEBRUARY 2014-COUNCIL			
Budget and Council tax	Final Composite Council tax resolution		Joy Robson
Treasury Management Strategy 2014/15	To accept the annual treasury management strategy		Joy Robson
CCSIW Annual Letter	Presentation of the CCSIW ACRF letter .		Simon Burch
Pay Policy	To approve the MCC Pay Policy in compliance with the Localism Act.		Sian Hayward
Diary of Meetings 2014/15	To approve the Diary of Meetings for the forthcoming year		Tracey Harry
Poverty in Monmouthshire			Will McLean
Engagement Framework			Will McLean
Monmouthshire Welsh in	To adopt the strategic plan.		

Subject	Purpose	Consultees	Author
Education Strategic Plan			Sharon Randall Smith
SRS Business Solutions Ltd	<p>To appoint the representative member to the company.</p> <p>County Councillor P. Murphy (Cabinet Member with portfolio responsibility for finance) previously held this appointment, however, as he has now taken up the appointment as Monmouthshire's Board member there is a vacancy for a representative member.</p>		
5TH MARCH 2014 - CABINET			
Month 9 Revenue Budget Monitoring Report	To provide Members with information on the forecast outturn position of the Authority at the end of Month 9 for the 2013/14 financial year.	Cabinet Members Leadership Team Appropriate Officers	Joy Robson/ Mark Howcroft
Pollinator Policy	The policy endorses the Welsh Government's Action Plan for Pollinators by adapting the way we manage public open spaces, parks, verges and highways. The policy proposes small changes that will help reverse the decline in the pollinator species, reduce CO2 and costs.	Cabinet Members Leadership Team Appropriate Officers	Alison Howard
2014/15 Education and Welsh Church Trust Funds Investment and Fund Strategies		Cabinet Members Leadership Team Appropriate Officers	Dave Jarrett
Review of HR Policies	The revision of HR policies for legislation and to	Cabinet Members	

Subject	Purpose	Consultees	Author
	<p>reflect changes in the way we work –</p> <p>Equal Pay Policy, Employing People with Convictions, Code of Conduct for Employees, Career Break Schemes, Flexible Working, Managing Absence and Leave.</p> <p>The revision of HR policies for legislation and to reflect the implementation of the People Strategy: Protection of Employment for School Based Employees, Model Performance Management Policy for Schools, Capability Policy for School and Non School Based Employees, Carers Policy, Agency Workers, Use of Telephones and Mobile Devices, Flexible Retirement Policy, Dignity at Work, Regrading Appeal Procedure, Travel and Reimbursement.</p>	<p>Leadership Team Appropriate Officers</p>	<p>Sian Hayward</p>
<p>Performance Management Framework</p>	<p>To introduce the Framework for Performance Management of Employees</p>	<p>Cabinet Members Leadership Team Appropriate Officers</p>	<p>Sian Hayward</p>
<p>Charging for Pre-Application advice for Planning</p>	<p>To outline a proposal to introduce charging for pre-application advice for planning</p>	<p>Cabinet Members Leadership Team Appropriate Officers</p>	<p>Phil Thomas</p>
<p>Charging for Pre-Application Advice for Planning</p>	<p>To outline a proposal to introduce charging for pre-application advice for planning.</p>	<p>Cabinet Members Leadership Team Appropriate Officers</p>	<p>Phil Thomas</p>

Subject	Purpose	Consultees	Author
Digital Road Map		Cabinet Members Leadership Team Appropriate Officers	Kellie Beirne/Matt Lewis
Children Missing in Education	To approve the children missing in education policy CYP Director Report to establish overarching strategic performance framework for the whole directorate	Cabinet Members Leadership Team Appropriate Officers	Richard Austin/Sharon Randall-Smith
12TH MARCH 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
26TH MARCH 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
Supporting People Programme Grant – Local Commissioning Plan 2014-17	To seek approval of the commissioning plan that takes into account the recently announced funding cuts.	Cabinet Members Leadership Team SC&H - DMT, SPPG Planning Group; SP Regional Officers group; Providers forum	Chris Robinson
2ND APRIL 2014 - CABINET			
Month 10 Capital Budget Monitoring Report	To present the Month 10 forecast capital outturn for 2013/14 compared to the total budget for the year. The report identifies and provides explanations for variances against budget and the funding implications of the forecast outturn	Cabinet Members Leadership Team Appropriate Officers	Joy Robson/ Mark Howcroft

Subject	Purpose	Consultees	Author
	position. The report also reports slippage anticipated to be carried forward into 2014/15.		
Future of Recycling Services		Cabinet Members Leadership Team Appropriate Officer	Rachel Jowitt
Strategic Equality Plan 2 nd Annual Report	Reporting on progress in achieving the actions related to our equality objectives in the plan.	Cabinet Members Leadership Team Appropriate Officers	Alan Burkitt
Caerwent S106 Off Site Recreation Funding		Cabinet Members Leadership Team Appropriate Officers	Mike Moran
Monmouth S106 Off Site Recreation Funding		Cabinet Members Leadership Team Appropriate Officers	Mike Moran
S106 Funding for Caldicot 3G Pitch and Gilwern Velo Park		Cabinet Members Leadership Team Appropriate Officers	Mike Moran
9TH APRIL 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
10th APRIL 2014 - COUNCIL			
2016 National Eisteddfod	Following an in principle decision by Cabinet to host the 2016 National Eisteddfod, a further report will be presented in due course seeking the approval of Council to agree to host the 2016 National Eisteddfod which will confirm the preferred location and clarifying the full costs of	Cabinet Members Leadership Team Appropriate Officers	Tracey Harry/Deb Hill Howells

Subject	Purpose	Consultees	Author
	hosting the event.		
21 st Century Schools Capital Programme	Approve Programme of Works.		Simon Kneafsey
30TH APRIL 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
7TH MAY 2014 – CABINET			
Early Years Offer	To create a common understanding of provision for all pupils from 3-11 years in Monmouthshire.	Cabinet Members Leadership Team Appropriate Officers	Sharon Randall Smith
14TH MAY 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
28TH MAY 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
4TH JUNE 2014 - CABINET			
Welsh Language Annual Monitoring Report 2013 -14	Reporting upon progress in achieving the actions specified in the Council's Welsh Language Scheme.	Cabinet Members Leadership Team Appropriate Officers	Alan Burkitt