



**Neudd y Cyngor
Y Rhadyr
Brynbuga
NP15 1GA**

**County Hall
Rhadyr
Usk
NP15 1GA**

14 Ionawr 2015

14th January 2015

**Notice of meeting:
Monmouthshire County Council**

***Hysbysiad o gyfarfod:
Cyngor Sir Fynwy***

**Thursday 22nd January 2015, at 2.00pm
Council Chamber, County Hall, Rhadyr, Usk**

***Dydd Iau 22 Ionawr 2015, am 2.00yp
Siambr y Cyngor, Neuadd y Cyngor, Y Rhadyr, Brynbuga,***

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.	Chairman's report and receipt of petitions.
3.	To receive declarations of interest.
4.	Public Forum items (none received).
5.	Notices of motion None received
6.	To receive the minutes of the following meetings: (a) Democratic Services Committee 1st September 2014 (b) Internal Monitoring Board 5th December 2014

7.	To receive the SACRE Annual Report for 2013/14
8.	Report of the Head of Finance/S151: (a) Revenue and Capital Budget 2015/16 – Final proposals
9.	Members' questions None received

Paul Matthews

Chief Executive
Prif Weithredwr

I Gadeirydd ac Aelodau
Cyngor Sir Fynwy

To the Chairman and Members of
Monmouthshire County Council

Aims and Values of Monmouthshire County Council

Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

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

People Are Confident, Capable and Involved

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

Our County Thrives

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

Our priorities

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

Our Values

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

Nodau a Gwerthoedd Cyngor Sir Fynwy

Cymunedau Cynaliadwy a Chryf

Canlyniadau y gweithiwn i'w cyflawni

Neb yn cael ei adael ar ôl

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

Pobl yn hyderus, galluog ac yn cymryd rhan

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

Ein sir yn ffynnu

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

Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi

Ein gwerthoedd

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

12th December – 17th January

Friday 12 th December 7 p.m.	Gwent Music's North Monmouthshire Music Centre Christmas Concert Monmouth Leisure Centre
Sunday 14 th December PM	Abergavenny Annual Christmas Food and Drink Fair Market Hall, Abergavenny
Sunday 14 th December 6.30 p.m.	Usk Town Council Civic Carol Service Usk Baptist Church
Wednesday 17 th December 7 p.m.	Monmouth Comprehensive School, Annual Carol Concert St Mary's Church, Monmouth
Thursday 8 th January 11 a.m.	Citizenship Ceremony Registry Office, Usk
Sunday 11 th January 12.30 p.m.	2015 British Cyclo-Cross Championships Abergavenny Leisure Centre

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of the Democratic Services Committee held at County Hall, Usk on 1st September 2014 at 2.00 p.m.

PRESENT: County Councillor D. Blakebrough (Chairman)

County Councillors: D. Evans, D.L. Edwards, R.G. Harris, P. Jones, S.G.M. Howarth and V.E. Smith.

OFFICERS IN ATTENDANCE:

Mrs. T. Harry	-	Head of Democracy and Regulatory Service
Mr J. Pearson	-	Local Democracy Manager
Mr M. Long	-	Design Manager, Property Services
Mrs S. King	-	Senior Democratic Services Officer

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillors A. Easson, S. Jones and S. White.

2. PUBLIC OPEN FORUM

There were no members of the public present.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. CONFIRMATION OF MINUTES

We resolved that the minutes of the meeting of the Committee held on 23rd June 2014 be confirmed as a correct record and signed by the Chairman.

We noted updates on actions from the last meeting, as follows:

- Action sheet to be included, with minutes, on future agendas.
- Questionnaire had been despatched to members and results would be discussed as part of the agenda.
- A query was raised regarding annual reports and we noted that the deadline for receiving reports had passed and they would be published in the near future.
- A Member requested a target date for the completion of the plan for development of the website. The committee were updated that design was in progress and it was expected that it would be working in approximately 4 weeks. It was agreed that an item would be included on a future agenda for members to look at progress with the new website.

**Minutes of the Democratic Services Committee
Dated 1st September 2014 - continued**

- It was recognised that information within the website was disjointed and had to be centralised to one area, the website had to be developed to ensure it was more user friendly.
- Members suggested that a pro-forma could be designed and issued, so that members could complete and fulfil their responsibilities of information that had to be published.
- A meeting would be arranged for the working group to colour code the Charter for Member development. The charter would be circulated, for members information.
- The Local Democracy Manager would be meeting with a member to discuss requirements for a telephone directory.
- Progress had been made on engagement and local democracy, an item was included on the agenda.
- Letters had been sent to the four secondary schools, Monmouth had responded and would advise of dates. Subsequent letters would be sent asking for confirmation of whether meetings could be held at the schools.

5. RESULTS OF COUNTY HALL SURVEY

We were presented with feedback, following the questionnaire that had been issued to members in relation to the County Hall, Usk building. Previous concerns had been expressed in relation to lighting, heating and general environment for meetings.

Lighting

The Design Manager informed members that a variety of different diffusers had been installed over the dias, and feedback was required. It was recognised that there was a glare issue at the back of the chamber, which would have to be addressed.

We noted the following comments:

- It was noted that a light was required at the lectern and that it would benefit from steps, for some presenters.
- The diffusers were beneficial as they spread light, members agreed that they should be in the whole of the chamber.
- Concerns were expressed that after leaving the chamber, some members experienced headaches and vision was temporarily affected.
- Some members felt that it was a suitable venue as a meeting chamber.

Heating/Air Conditioning

Issues were ongoing and discussions had been held with the designers. Alterations had been made in the boiler house and it was hoped that systems would work in severe cold weather.

We noted the following comments:

- We were advised that the facilities officers were able to adjust control levels and change the temperature within the Chamber.
- It was recognised that there had been issues at previous meetings and members had been informed that the temperature could not be altered.

**Minutes of the Democratic Services Committee
Dated 1st September 2014 - continued**

- Members were advised that there were still issues with heating/ventilation which were being discussed.
- An update would be provided at a future meeting.

Health/safety

We noted the following comments:

- Issues with the central floor socket in the Independent Office and location of tables, poor furniture design.
- Members suggested that sockets could be moved and furniture changed.
- An issue was raised regarding acoustics in the chamber, particularly difficulty for members of the public listening in the public gallery.
- It was noted that microphones in the chamber were designed for speakers to be seated. We were informed that a speaker had been installed at the rear of the chamber, in the public gallery.
- The committee considered whether members should sit when full Council was addressed.

During discussion we noted the additional following points:

- Difficulty had occurred using power sockets located on the floor of rooms.
- A query was raised regarding lockers and a members library, we were advised that during design, there was no requirement and these factors were not included in original plans.
- Members were informed that lockers were available for members to use, within the first floor office space.
- It was noted that alternative meeting rooms were available throughout County Hall.
- A member felt that lockers should be available within the group office and that facilities should be more user friendly.
- Concerns were expressed of the lack of size in the independent office. Members would discuss issues directly with the Design Manager.
- A query was raised regarding security and access. Security (swipe card access) had been disabled on the first floor of the building.
- It was suggested that key/swipe card access could be installed on group offices. We were advised that cost implications would be investigated and information would be circulated to members.
- Issues would be passed to SLT in relation to working space for officers.
- Further information would be obtained regarding the cost of notice boards for group officers.

6. DEMOCRATIC SERVICES STRUCTURE AND CABINET REPORT

We received a copy of the Democratic Services department structure and Cabinet Report which detailed staffing changes within Democratic Services, Elections and Scrutiny.

During discussion we noted the following points:

**Minutes of the Democratic Services Committee
Dated 1st September 2014 - continued**

- The Chair had visited other authorities to ascertain what support was provided to members and what their needs were, this included the role of the Democratic Services Committee.
- It was noted that members need to be supported in carrying out their functions. Sarah Titcombe, WLGA, had offered the opportunity to discuss member roles and needs, in comparison to the structure that was in place.
- In relation to vacancies within the team, there had been 1.5 Democratic Services Officer posts vacant. The part time post had been filled. The full time post was vacant due to secondment to another department, which was linked to a restructure. A temporary position had been advertised externally
- Members highlighted that there had been inadequate support, in terms of the number of officers. It was hoped to reach the full complement of 3 full time and one part time, in the near future.
- We were advised that the restructure was based on reduced area committees, paperless meetings and an electronic system for agenda management. It would be difficult to assess requirements until all systems were in place.
- Concerns were expressed that there would be no support available, if staff were sick or on holiday.
- The Members secretary and Chairman/Leaders secretary were available for day to day support for members.
- There was a need to ensure that members were supported sufficiently.
- Members welcomed further discussions with the WLGA.
- It was recognised that consistent support for members would be ideal.
- We agreed that a meeting would be held with Sarah Titcombe, to identify needs and any potential gaps for support.
- The committee received the organogram for Democratic Services, however, it was noted that a detailed structure was required for the full authority. This would be progressed for members.
- Telephone numbers and contact details were available on the Hub, but members discussed the possibility of having a paper directory available in group offices.

7. PROMOTING LOCAL DEMOCRACY

Members were presented with the Democratic Services Committee, Public Engagement Strategy 2014-15, which identified areas for improving engagement in the democratic process.

During discussion we noted the following points:

- The plan was for small scale engagement during local democracy week, then target citizens in 2015. Discussions had been held with the Head of Partnerships, who had suggested undertaking engagement training which will fit around engagement sessions. This strategy would be for continual engagement and not specifically aligned with Monmouthshire Engages.

**Minutes of the Democratic Services Committee
Dated 1st September 2014 - continued**

- Members requested further detail, from the engagement team, on the proposed training and charter liaison group.
- Members were encouraged to get involved and promote local democracy week.

8. UPDATES FROM HEAD OF DEMOCRACY AND REGULATORY SERVICES

i) Live Streaming

The committee were advised that meetings had been recorded, however, due to technical difficulties it had not been possible to live stream meetings. Members were invited to comment on whether a recording would be broadcast or to live stream. Sarah Titcombe, WLGA, had undertaken a consultation exercise in relation to live streaming and associated costs.

During discussion we noted the following points:

- It was noted that costs for live streaming were not subsidised.
- Further information was requested regarding problems that had occurred with live streaming, in Monmouthshire. We were informed that recording and sound equipment had been installed in the Chamber (a maintenance agreement was in place with ProAV), however, a separate system had to be installed to provide cost free live streaming (via Google). Problems had occurred with the two systems working in collaboration and discussions were ongoing between the relevant parties.
- The committee recognised the importance of being able to live stream meetings. We discussed the possibility of publishing recorded videos of meetings.
- We highlighted that there was a problem linking the existing system in the chamber, and problems had occurred with google. It was noted that a grant had been received from the Welsh Government, which covered provision within the chamber. However, significant costs would be involved for one company to provide technical equipment and run live streaming concurrently.
- There was a 5 year contract in place with ProAV.
- The Head of Democracy had circulated best practice guidance for web streaming.

We resolved that, the right protocols were required and live streaming should be addressed. Recordings should be published on the website and the chair of any committee must notify at the start of a meeting, that it would be recorded and published.

ii) Tax on home to work mileage claims

The Head of Democracy advised that Central Government had indicated the obligation would be moved, however, it was anticipated that legislation would not be introduced until November and would be implemented in April 2015.

**Minutes of the Democratic Services Committee
Dated 1st September 2014 - continued**

The position would be clarified with the Payroll Manager and members would be notified accordingly.

9. WORK PROGRAMME 2014/15

We discussed items for the future work programme, and noted actions as follows:

- A more concise work programme would be compiled.
- Discussions were held regarding engagement and more effective methods for doing this with residents and groups.
- We noted that the next meeting would be held on Monday 13th October 2014, which was the start of Local Democracy week. Schools had not confirmed whether they would have facilities available for a meeting. We agreed that the meeting would be held in County Hall, Usk and Sarah Titcombe, WLGA would be invited to attend. It was requested that the meeting was held in the Conference Room.

Action points related to the following:

- Questionnaire on building
- Report on H&S
- Working Group to be established to colour code the Charter
- Working Group to be established to look at draft strategy for local democracy
- Letters to be sent to schools
- Organisation chart to be circulated to members
- Head of Democracy to check and confirm agenda despatch
- 1st September meeting, receive information on vacant posts
- Seminar to be arranged regarding tax on mileage

10. DATE AND TIME OF NEXT MEETING

We agreed that Sarah Titcombe, WLGA, would be invited to attend the next meeting.

It was noted that the next meeting of the Committee would be held at County Hall, Usk on **Monday 13th October 2014 at 2.00pm.**

The meeting ended at 4.30 p.m.

MONMOUTHSHIRE COUNTY COUNCIL
Minutes of the meeting of the Internal Monitoring Board
held at Innovation House, Magor on Friday 5th December 2014 at 9.00am

PRESENT: County Councillor P. Fox (Chairman)

County Councillors: D. Batrouni, L. Guppy, E.J. Hackett Pain, P. Jones and F. Taylor

OFFICERS IN ATTENDANCE:

Mr. P. Matthews: Chief Executive

Ms. S. McGuinness: Chief Officer, Children and Young People

Mrs. D. Mountfield: Head of Resources, Children & Young People Directorate

Ms. S. Randall-Smith: Children & Young People Directorate

Mr. R. Williams: Democratic Services Officer

1. APOLOGIES FOR ABSENCE

County Councillor D. Blakebrough.

2. MINUTES

We received and noted the minutes of the Internal Monitoring Board dated 20th October 2014.

3. DECLARATIONS OF INTEREST

None.

4. SCHOOLS TARGETS

We received an update on schools targets set against actual results for the past three years and on school predicted targets based on early December 2014 information.

In doing so, the following information was noted:

- 71% of primary schools have set targets above the median for Core Subject Indicators (CSI).
- 100% of secondary schools have set targets above the median for L2 inclusive.
- At Key Stage 2 targets were generally higher. The majority of targets were above the Fischer Family Trust (FFT) D band.
- There was a general significant upward trend in English and Maths.
- Progress against targets – two schools were predicting falling below their targets.

**Minutes of the meeting of the Internal Monitoring Board
Dated 5th December 2014 continued**

- The Education Achievement Service (EAS) has returned to the schools in order to address the individual challenges.
- Scrutiny has been extensive and robust via the EAS and the local Authority. Schools are engaged in the challenge.
- An individual stock take of Undy School will be undertaken.
- A meeting would shortly be held to discuss an intervention plan for Ysgol Y Ffin.
- At Key Stage 2, if the rate of progress continues, next year 58% of schools will be above the median in English, with 35% of the schools being in the highest quartile.
- In quartile 4 there were a persistent number of schools in this quartile. The EAS, with the local authority, was addressing this matter.
- Overall, there was still room for improvement.
- Key Stage 4 targets – Schools continue to be ambitious, in line with Fischer Family Trust data.
- Level 2 Threshold – Improving but the area still needs further work.
- English and Maths – Targets were above the median but there was still further work to be done.
- Improvements in Maths at King Henry VIII School were being made but further work was being undertaken. The school was working with the EAS regarding implementing a development plan.
- Monmouthshire's schools were improving but compared to the family of schools, further improvements were required. The Authority was challenging the EAS to continue with these improvements.
- Monmouthshire's four secondary schools had some way to go with regard to their family comparisons but all four schools were on an upward trajectory regarding results and performance. All four schools have the potential to reach the top of their family of schools. Since 2010, the gap has been closing.
- After the stocktake of schools, a table could be provided showing the family of schools comparisons.
- In response to a question raised regarding the data which indicated that performance in science was not a strength within Monmouthshire's schools, it was noted that many students were studying science via BTec courses. However, this will change when the BTec qualification is downgraded in the near future, i.e., the relative weight of BTec Science from 2017 will diminish.

**Minutes of the meeting of the Internal Monitoring Board
Dated 20th October 2014 continued**

However, schools were aware of the differential and were improving overall in respect of science.

We resolved to receive the report and noted its content.

5. DRAFT SELF EVALUATION REPORT

We received an update on the draft self-evaluation report. In doing so, Members were provided with the following information:

- Officers had met with a representative of the Monmouthshire Recovery Board (MRB) and had been working with him regarding Section 1 of the draft report.
- It had been acknowledged that the self-evaluation report was still too descriptive at this stage and a much shorter, sharper analytical document was required.
- Early in the New Year the draft document will be subject to consultation. A meeting will be held with the MRB representative on the 10th December 2014 in which Section 1 of the draft document will be re-visited. It was noted that the document was a work in progress and much work was required before it would be available for consultation.

Having received the draft document, the following points were noted:

- With reference to table 3, it was noted that Free School Meal (FSM) data will be available in January 2015.
- In response to questions raised regarding information contained within the draft document, the Chief Officer for Children and Young People stated that the statutory requirements were being met but more work needed to be done. In the review, the Directorate was ensuring that the teaching assistant stock were shared with all of Monmouthshire's children, i.e., children needed to be integrated into the classroom. Tuition withdrawal of pupils with Additional Learning Needs (ALN) was outdated.
- Magor School was a good example of a school in transition, i.e., more outward looking.
- Pupil Deprivation Grant (PDC) – Challenge Advisors were working with head teachers and school governors with a view to showing how PDC can be used to benefit every child.

We resolved to receive the report and noted its content.

6. INTERNAL MONITORING BOARD TERMS OF REFERENCE

We resolved that the Internal Monitoring Board Terms of Reference would be presented to the next meeting in order to evaluate the progress that has been made.

The meeting ended at 10.20am.

Annual Report



Standing Advisory Council On Religious Education (SACRE)

1st August, 2013 - 31st July, 2014

Annual Report Of Monmouthshire County Council Standing Advisory Council On Religious Education (SACRE)

1st August, 2013 - 31st July, 2014

Contents

	Page
1. Executive Summary	4
2. Advice To The LA	
2.1 Locally Agreed Syllabus.	6
2.2 Standards in Religious Education	7
2.3 Methods of teaching and the choice of teaching materials	8
2.4 Teacher training	12
2.5 Collective Worship	13
2.6 Advice to the LA on other issues	15
3. Annexes:	
A) Number of meetings	21
B) The Composition of SACRE	21
C) Membership	22
D) Distribution of the Annual Report	23

1. Executive Summary

Summary of advice given to the LA:

- **RE Today Art in Heaven competition**

On SACRE's recommendation details of the RE Today Art in Heaven competition were sent to all schools.

- **Farmington Fellowship 2014 – 2015**

Opportunities provided through the Farmington Fellowship were distributed to all schools with the LAs support.

- **RE Quest Website**

SACRE commended the newly revamped RE Quest Website and with the support of the LA notified all schools of this valuable resource.

- **RE Quality Mark**

Following consideration of the RE Quality Mark criteria, SACRE recommended that the LA distribute the documentation as a valuable tool to support self-evaluation. The criteria was subsequently sent to all schools with a letter endorsing its value.

- **RE Celebration Days**

On SACRE's recommendation, the LA authority agreed to support the arrangement of RE Days for Year 6 pupils to attend at their cluster secondary school.

- **Estyn Review of Religious Education in Secondary Schools**

Following consideration of the report it was resolved to recommend that the report be distributed to all secondary schools within the authority and to ask each school for their response in relation to their own provision. This was accepted and the report distributed accordingly. SACRE is awaiting responses from schools.

- **People, Beliefs and Questions: Religious Education for 3 – 7 Year olds In Wales**

Following consideration of the report and notification that it had been removed from the WG website, it was recommended that the LA investigate further the status of the document before distributing it to schools. Investigations have been made with WG but no conclusive response has been received.

- **Welsh Government Review of SACRE Reports 2008 – 2011**

SACRE analysed its performance against the Welsh Government recommendations and identified areas for further improvement: The LA agreed to support the committee as far as it was able.

- **Support in linking RE to the Literacy and Numeracy**

Representatives of the Teachers' Associations requested support and advice regarding appropriate incorporation of numeracy and literacy tasks into RE.

The Head of Achievement and Learning assured representatives that the Authority was working closely with the Literacy and Numeracy sections of the EAS, holding fortnightly intelligence meetings and sharing good practice across five local authorities. Where possible, representative would be furnished with examples of how to include literacy and numeracy tasks into RE.

We resolved to request details from EAS to SACRE regarding the LNF.

2. Advice To The LA

2.1 Locally Agreed Syllabus.

Date of adoption of current Agreed Syllabus: September 2008
Last review held: 24th January, 2008
Agreed Syllabus implementation date: September 2008

2008 Agreed Syllabus

Printed copies of the Agreed Syllabus were distributed to all schools within the authority. Each primary school received 2 copies with each secondary school receiving four copies. This is in addition to the electronic copy previously distributed.

The concepts and skills based Agreed Syllabus is fully in line with other curriculum subject documentation and the Foundation Phase. It is supported by comprehensive guidance material.

Training opportunities have been provided to support the implementation of the Agreed Syllabus for Foundation Phase and Key Stage 2. A course for Key Stage 2 / 3 was offered but was cancelled due to insufficient number of applicants. Secondary schools have been advised of other training opportunities.

Review

SACRE initiated a review of the 2008 Agreed Syllabus as required within the five year period. Teacher representatives on SACRE have considered the effectiveness of the Agreed Syllabus and reported back to SACRE at several meetings. It was felt that overall the programmes of study are effective however, the Level Descriptions need to be reviewed and revised.

It was agreed that any changes made to the Agreed Syllabus for RE should be in line with the National Curriculum and therefore the review of the Agreed Syllabus would be ongoing until the outcome of the WG National Curriculum review and the review of the Foundation Phase was known.

2.2 Standards in religious education

Monitoring of Standards

The LA does not have a subject Adviser for religious education. An RE Consultant is employed to support SACRE. This does not allow time for extra activities and support such as visiting schools and monitoring provision. SACRE analyses school inspection reports and gleans what information it can in relation to religious education and collective worship. Since the 2010 inspection framework, this has become increasingly difficult with little or no evidence of religious education or collective worship contained within the reports. Therefore SACRE has in place a process of asking schools to provide their own evaluation of the provision of religious education and collective worship shortly after the school is inspected by Estyn.

Six primary schools and one secondary school received inspections during this reporting period.

In primary school 1, SACRE noted from the inspection report that ‘the overall provision for the promotion of pupils’ social, moral, spiritual and cultural development is good. The arrangements to enhance pupils’ spirituality successfully encourage pupils to reflect and to appreciate wider issues. Pupils have good opportunities to consider moral questions and to learn about and value the cultures and traditions of other countries. Provision for personal and social education is planned well and is included regularly in many activities across the curriculum’.

The school submitted a very detailed and helpful self evaluation of RE and members were pleased to note the many references to good provision and outcomes together with ways in which the school intends to further raise standards.

It was noted that in March 2007 standards at Key Stage 1 and Key Stage 2 had been deemed to be ‘Good’.

A letter was sent to the school to congratulate them on their recent achievements.

In primary school 2 SACRE was pleased to note from the inspection report that ‘overall, the school addresses the pupils’ moral, social and cultural development well. However, the provision for pupils’ spiritual development is limited’.

A detailed and informative self evaluation of RE was submitted by the school and members were pleased to note the many references to good provision.

An earlier inspection report in 2007 had stated that standards in RE at Key Stage 1 and Key Stage 2 were Grade 2.

Members were pleased to note the present high standards of RE in the school and a letter was sent acknowledging the school’s current achievements.

In primary school 3, SACRE noted from the inspection report that ‘across the school, learning experiences offer stimulating opportunities to promote learners’ social, moral, and cultural development. The provision for spiritual development is less effective’.

The school submitted a very detailed and helpful self evaluation of RE and members were pleased to note the many references to good provision and outcomes. A letter was sent to the school to congratulate them on their achievements and provided suggestions to support the school in pursuing the areas for development which it had identified.

In primary school 4, SACRE noted from the inspection report that 'the school develops provision for their spiritual, moral, social and cultural development well'.

An informative self evaluation of RE was submitted by the school and members were pleased to note the references to good provision and planned areas for development. Earlier inspection reports had reported RE as KS1 Very good and KS2 Good in 1996, KS1 Good and KS2 Satisfactory in 2001, and in 2007 it was noted that 'pupils' understanding of a variety of religions and cultures is good.

Members were pleased to note the present standards of RE in the school and a letter was sent acknowledging the school's current achievements and wishing them well with their pursuit of a Bronze accreditation for the Religious Education Quality Mark.

In primary school 5, SACRE noted from the inspection report that 'the provision for pupils' spiritual, moral, social and cultural development is good'.

The school submitted a very detailed and analytical self evaluation of RE and members were pleased to note the many positive approaches the school has identified in order to further develop provision and raise standards.

Earlier inspection reports had reported RE as having good standards at both key stages in 1996, 2001 and 2007.

A letter was sent to the school to congratulate them on their achievements and provided suggestions and information to support the school in pursuing the areas for development which it had identified.

In primary school 6, SACRE noted from the inspection report that 'the school has effective arrangements to promote pupils' spiritual, moral, social and cultural development'.

A detailed and informative self evaluation of RE was submitted by the school and members were pleased to note the many references to good provision and the areas identified for development.

Previous inspection reports had reported RE as having Satisfactory standards at both key stages in 1997 and Good standards at both key stages in 2002 and 2007

A letter was sent to the school to congratulate them on their achievements and provided suggestions to support the school in pursuing the areas for development which it had identified.

In the secondary school report SACRE was pleased to note from the inspection report that 'There are appropriate arrangements to promote pupils' spiritual, moral, social and cultural development.'

The school submitted a very detailed and helpful self evaluation of RE and members were pleased to note the school identified that the quality of teaching and RS leadership was considered to be good. This was substantiated by many references to good provision and outcomes. The self-evaluation noted that learning experiences were adequate. SACRE was pleased to note the positive areas for development identified by the school in order to improve standards in this area.

2.3 Methods of teaching and the choice of teaching materials

Comprehensive advice on methods of teaching and the choice of teaching materials is provided by the authority. Schools also have access to the professional adviser to SACRE on an independent basis for individual school support.

- **2008 Support Material**

Foundation Phase

Comprehensive Foundation Phase support material entitled 'Think Topic' was distributed to all settings and schools within the authority in summer 2008.

The production of the material in the form of a CD and hard copy was a joint project with two other authorities. A working party of teachers, Foundation Phase Training Officers and the RE Consultant developed topic based support material with Religious Education included as appropriate. Additional religious education support material was included in the pack as it was recognised that this area of learning often needs additional guidance.

Key Stage 2 / 3

The Key Stage 2 / 3 Agreed Syllabus Support Material was made available to all schools in autumn 2008. The material includes an updated outline long term plan for Key Stage 2 'straight classes' and a long term plan for 'mixed classes' over a two year cycle. There are twelve units of work, six of which are exemplified with samples of pupils' work. All of the units promote a skills based approach to RE and provide a wealth of activities and specific learning objectives. The units are aimed to be supported by the use of the 'Developing Primary RE' series produced by RE Today Services and schools have been encouraged to invest in the purchase of these publications.

Key Stage 3 teachers should find the support material helpful in providing an insight into the provision of RE at Key Stage 2 and the quality and standards of pupils' work being achieved. Many of the units identify key resources and areas of exploration for Key Stage 3 which will effectively build on prior learning.

Feedback from schools using the support material has been extremely positive. Teachers have found the material easy to use and very effective in supporting a skills based approach to Religious Education. SACRE will continue to monitor the impact of the use of the material across schools within the authority.

- **RE Today publications**

To accompany the locally produced support material, schools were advised that it was highly recommended that they purchase the '*Developing Primary RE*' and '*Developing Secondary RE*'. A significantly reduced cost was negotiated with RE Today Services and schools were invited to place an order via the authority. Sixteen primary schools subsequently purchased the resources which have been cross-referenced with the Agreed Syllabus Support Material units of work.

- **RE Today Art in Heaven competition**

On SACREs recommendation details of the RE Today Art in Heaven competition were sent to all schools.

- **Farmington Fellowship 2014 – 2015**

Opportunities provided through the Farmington Fellowship were distributed to all schools with the LAs support.

- **RE Quest Website**

SACRE commended the newly revamped RE Quest Website and with the support of the LA notified all schools of this valuable resource.

- **RE Quality Mark**

Following consideration of the RE Quality Mark criteria, the full document was distributed to all schools commending it as a valuable tool to support self-evaluation. Schools were advised that the criteria has been specifically written to match the RE curriculum in Wales and it was recommended that schools make good use of this material which should prove to be a helpful resource.

- **RE Celebration Days**

On SACRE's recommendation, the LA authority agreed to support the arrangement of RE Days for Year 6 pupils to attend at their cluster secondary school.

- **Estyn Review of Religious Education in Secondary Schools**

Following consideration of the report it was resolved to recommend that the report be distributed to all secondary schools within the authority and to ask each school for their response in relation to their own provision. This was accepted and the report distributed according. SACRE is awaiting responses from schools.

- **People, Beliefs and Questions: Religious Education for 3 – 7 Year olds In Wales**

Following consideration of the report and notification that it had been removed from the WG website, it was recommended that the LA investigate further the status of the document before distributing it to schools. Investigations have been made with WG but no conclusive response has been received.

- **Welsh Government Review of SACRE Reports 2008 – 2011**

SACRE analysed its performance against the Welsh Government recommendations and identified areas for further improvement: The LA agreed to support the committee as far as it was able.

- **Support in linking RE to the Literacy and Numeracy**

Representatives of the Teachers' Associations requested support and advice regarding appropriate incorporation of numeracy and literacy tasks into RE.

The Head of Achievement and Learning assured representatives that the Authority was working closely with the Literacy and Numeracy sections of the EAS, holding fortnightly intelligence meetings and sharing good practice across five local authorities. Where possible, representative would be furnished with examples of how to include literacy and numeracy tasks into RE.

We resolved to request details from EAS to SACRE regarding the LNF.

- **Artefact Loan Service**

A comprehensive Artefact Loan Service is available specifically for Monmouthshire schools and is operated by the Schools' Library Service.

2.4 Teacher training

St Gabriel's weekend

On SACREs recommendation details of the free St. Gabriel's RE Leadership professional development weekend were sent to all schools. The event taking place on 28-29 September 2013 at Wokefield Park Conference Centre, Reading was highly commended by SACRE. It is not known if any teachers attended.

WASACRE Conference 10th October, 2013

An invitation was sent to all schools to attend the WASACRE funded Conference which supported SACRE members and RE teachers in addressing the National priorities of Literacy and Numeracy through Religious Education, as well as discussing the key messages from the Estyn Thematic Review for RE. Two teachers and one faith representative from Monmouthshire attended the event.

2.5 Collective Worship

Inspection Findings

SACRE continued to analyse inspection reports in order to monitor the provision of collective worship in schools within the authority although evidence is limited. Self evaluation reports were received from schools giving details of collective worship provision.

Six primary schools received inspections during this reporting period. SACRE was pleased to note that none of the reports stated that statutory requirements in relation to collective worship were not being fulfilled.

In primary school 1, SACRE noted from the inspection report that ‘the overall provision for the promotion of pupils’ social, moral, spiritual and cultural development is good. The arrangements to enhance pupils’ spirituality successfully encourage pupils to reflect and to appreciate wider issues.

The school submitted a very detailed and helpful self evaluation of Collective Worship and members were pleased to note the many references to excellent provision and commended the identification of appropriate areas for development.

In primary school 2 SACRE was pleased to note from the inspection report that ‘overall, the school addresses the pupils’ moral, social and cultural development well. However, the provision for pupils’ spiritual development is limited.

Collective worship is regularly organised on a class, phase and whole school basis’. A self evaluation of Collective Worship was submitted by the school and members were pleased to note the references to good provision and the ways in which it plans to further address opportunities for spiritual development.

In primary school 3, SACRE noted from the inspection report that ‘across the school, learning experiences offer stimulating opportunities to promote learners’ social, moral, and cultural development. The provision for spiritual development is less effective particularly because there are no agreed arrangements for collective worship in classes to ensure that statutory requirements are met’.

The school submitted a very detailed and helpful self evaluation of Collective Worship which clarified the comment made by inspectors regarding non-compliance with statutory requirements. SACRE members were pleased to note that the school does provide daily collective worship which takes place in a variety of settings and groupings. Members noted the many good features of Collective Worship identified in the school’s self evaluation report.

In primary school 4, SACRE noted from the inspection report that ‘the school develops provision for their spiritual, moral, social and cultural development well’. A self evaluation of Collective Worship was submitted by the school and members were pleased to note the references to good provision and the areas identified by the school for further development.

In primary school 5, SACRE noted from the inspection report that ‘the provision for pupils’ spiritual, moral, social and cultural development is good’. The school submitted a very detailed and helpful self evaluation of Collective Worship and members were pleased to note the many references to excellent provision and commended the identification of appropriate areas for development.

In primary school 6, SACRE noted from the inspection report that ‘the school has effective arrangements to promote pupils’ spiritual, moral, social and cultural development. Visitor, pupil and teacher led Collective Worship support these well’. A self evaluation of Collective Worship was submitted by the school and members were pleased to note the references to good provision and the areas identified for further development.

In the secondary school report SACRE was pleased to note from the inspection report that ‘There are appropriate arrangements to promote pupils’ spiritual, moral, social and cultural development.’ However, it was also noted that ‘the school does not fully meet the statutory requirement for a daily act of collective worship.’ The school submitted a detailed and helpful self evaluation of collective worship which assured SACRE that the school had subsequently made arrangements to ensure that the statutory requirements were met. It also highlighted many areas of good practice in relation to the provision of collective worship. SACRE was pleased to note this development and improvement in provision.

A letter was sent to each of the schools acknowledging their achievements.

Collective Worship Guidance

In 2010, locally produced guidance on the provision of collective worship was distributed to all schools within the authority together with Estyn’s Collective Worship Guidance document and the WASACRE guidance on sixth form provision.

On the recommendation of SACRE faith representatives, schools have also been advised that the guidance should prove useful to visiting clergy who contribute to the school’s collective worship.

In July 2012 the WASACRE Guidance on Collective Worship was distributed to all schools.

Christian Aid Assemblies

Details of Christian Aid Assembly ideas are forwarded to schools on a regular basis.

Determinations

SACRE did not receive any requests for determinations this year.

2.6 Advice to the LA on other issues

Local Issues:

6th Form RE Conference

We heard that a very successful RE Conference, provided by Matthew Lewis was held at Monmouth Comprehensive School. Ten faith representatives from six world religions provided workshops, some of whom were members of Monmouthshire SACRE. The 6th form students asked searching questions and were open, reflective and courteous. Attendees commented that the event was very well organised.

Mission

SACRE's Roman Catholic faith representative informed the Committee that St Joseph's R.C. School would run a mission in September 2014. The school sought involvement from other schools in Newport. The mission would consider how to find God in life experiences such as in times of joy and bereavement.

Support to Caldicot School by Buddhist representative

We welcomed notice that the Buddhist faith representative attended Caldicot School to support year 8 students in their study of reincarnation. The students particularly enjoyed a meditation session.

October 2013 WASACRE Conference Monitoring and Evaluating RE Provision

SACRE received a paper from the October 2013 WASACRE Conference regarding self - evaluation and how SACREs can achieve effective monitoring.

The paper provided evidence of methods employed by schools in judgement making;

- Teachers collect a sample of pupils' work (range of abilities, ages and gender)
- Teachers and school leaders observe lessons
- Schools may issue questionnaires to pupils, teachers and parents and analyse the results.
- Schools may utilise teacher assessment data and or external examination data to identify trends or patterns.
- Schools may also form judgements based on other evidence including external accreditation.

The Committee welcomed the document as a useful example of the key words and tools utilised by schools to form sound self – evaluations which would assist SACRE in its monitoring role.

Celebrating RE 2014 Transition Day for Year 6 pupils

Following the success of the Celebrating RE days in March 2011, Monmouthshire County Council SACRE, arranged an opportunity for Year 6 pupils to participate in a day of RE Celebrations in 2014. The days took place at each of the four Comprehensive Schools throughout January and February, 2014.

A series of workshops were provided throughout the day by the Library Service staff and representatives from a range of different faith communities. Each workshop had a specific theme and organised activities for the pupils to undertake.

Children thoroughly enjoyed the sessions and were totally absorbed in the activities provided. Every pupil was invited to give an evaluation of the day and comments were extremely positive. One pupil said: "The best thing today was learning about all the different religions" while another declared: "I have learnt that everyone's committed to their own faith but they understand each other's as well".

Feedback received from schools indicated that pupils enjoyed the events; that they were extremely valuable in terms of supporting religious education and they provided a further opportunity for familiarisation with the secondary school setting.

Teachers appreciated the efforts of workshop providers to pitch the activities at an appropriate level, although on some occasions this was not entirely achieved.

The RE Consultant acknowledged that workshop providers are not qualified teachers but were inspirational never the less.

Secondary school teachers felt that the input required of them was minimal as most of the organisation of the days was carried out by the RE Consultant. All feedback indicated that future similar events would be appreciated.

Media coverage of the event was featured in several local newspapers. It was reported that County Councillor Liz Hackett Pain, Monmouthshire's cabinet member for Schools and Learning and Chair of SACRE said: "It is wonderful to see so how many young people involved in this project. They have participated with such enthusiasm to all aspects of these special days. They have had fun with time to reflect on the meaning of faith."

Religious Education consultant Gill Vaisey who organised the four events added: "The response from each and every pupil has shown what a huge success the events have been and what an incredibly valuable experience it has proved to be for our Year 6 pupils across Monmouthshire.

We are so grateful to all our faith representatives and workshop providers who have given so freely and generously of their time to work with the pupils. This has been a wonderful opportunity for pupils and they have experienced how exciting and valuable it can be to learn about different beliefs and practices whilst enabling them to become better equipped to live in a mutually understanding and respectful society."

It is hoped that such events will be repeated in the future.

Monmouthshire Equality and Diversity Group

SACRE is represented on the Monmouthshire Equality and Diversity Group by the RE Consultant who regularly attends meetings.

School Visits to Blaina Mosque

The Muslim representative advised the Committee that a class of year 4 pupils from Blaina Primary School had visited Blaina Mosque and had participated in and enjoyed an informative workshop and photographic opportunities. A further visit from year 6 pupils had also been planned. Mrs Jilani extended an invitation to Monmouthshire schools to visit Blaina Mosque. The SACRE Chairman expressed her thanks to Mrs Jilani and agreed to raise this at the forthcoming Head Teachers' Conference.

National Issues:

WASACRE

Monmouthshire SACRE is a member of the Welsh Association of SACREs and its representatives regularly attend meetings. Nominated representatives of Monmouthshire SACRE at WASACRE meetings are Bahá'í representative Mrs. Sue Cave, Mrs. Sharon Perry-Phillips, teacher representative and Gill Vaisey, RE Consultant.

The LA funds supply cover and travel expenses for teacher representatives to attend WASACRE meetings.

Gill Vaisey also represents Monmouthshire on the WASACRE Executive Committee.

National Advisory Panel for Religious Education (NAPfRE)

The RE Consultant to Monmouthshire SACRE, Gill Vaisey, is a member of NAPfRE and regularly attends meetings on SACRE's behalf. In this way SACRE is able to keep abreast of developments in Wales and play a crucial role in informing decisions and policies that affect religious education.

Estyn Thematic Review of Religious Education in Secondary Schools

SACRE considered the 2013 Estyn review of Religious Education in Secondary Schools and was pleased to note the many positive achievements in Religious Education across Secondary schools in Wales.

The document was distributed to all secondary schools and commended as a valuable tool to assist in evaluating RS departments against the general findings of Estyn across the twenty secondary schools visited.

Schools were asked to advise SACRE of their current position in their own department in relation to each of the six points identified.

Welsh Governments Review of SACRE Annual Reports 2008 – 2011.

SACRE received the Welsh Governments Review of SACRE Annual Reports 2008 – 2011 which although outdated, did acknowledge changes to the curriculum and the Numeracy and Literacy Framework.

The RE Consultant advised that the review contained some inaccuracies in terms of Monmouthshire and Blaenau Gwent's SACRE provision given that the RE Consultant provides equitable support and advice to both local authorities.

The Committee was asked to utilise the report as a basis to assess how Monmouthshire SACRE was performing against the following Welsh Government recommendations and to identify areas for improvement:

- **Provide effective advice to local authorities on matters related to raising standards in teaching and learning as identified in the agreed syllabuses. All SACREs should continue to support schools and monitor and evaluate the success of the advice given.**

We agreed that the Committee provides advice to schools and we emphasised the importance of maintaining direct links with schools via the attendance of the teaching

association representatives at SACRE meetings. Monmouthshire SACRE boasts an active Chairperson who regularly reports back to the local Authority.

We resolved to address methods for improving the evaluation of the advice SACRE provides.

- **SACRE's should advise their local authorities on supporting and evaluating effective collective worship to ensure compliance with statutory requirements.**
 We agreed that we fulfil this recommendation. We monitor provision of collective worship via Estyn Inspection reports. SACRE attempted to run a training course on collective worship but it could not go ahead due to an insufficient number of delegates. Several guidance documents produced locally and nationally have been distributed to schools in recent years.
- **SACREs must provide an Annual Report by 30th December each year.**
 Monmouthshire SACRE fulfils this requirement effectively.
- **Each Authority must adopt a locally agreed syllabus for religious education for all community schools, foundation schools and voluntary aided schools without a religious character and review it every five years.**
 Monmouthshire County Council has adopted a locally agreed syllabus. The five yearly review has begun within the required period and is ongoing pending review of the wider curriculum. SACRE has reminded schools to utilise the agreed syllabus and its support material on many occasions.
- **SACREs should work with their local authorities to monitor and improve standards in religious education in schools. SACRE should analyse school inspection reports, self – evaluation reports, examination results and results of end of key stage assessments.**
 Monmouthshire SACRE requests that schools provide a self - evaluation report to monitor standards in RE. We noted that Welsh Government recommends that SACRE's request self - evaluations on an annual basis rather than as with Monmouthshire which currently requests self - evaluations on a 6 yearly inspection cycle.
 The DFES recommended that SACREs analyse RE examination data against all Wales figures. To date, this had yet to be actioned by Monmouthshire given the difficulty in obtaining all Wales data. We welcomed notice that Mr A. Jones, Caldicot School would be in a position to provide this data at the next SACRE Committee.
 SACRE agreed to explore how to reduce the gender gap between girls and boys. It was thought that girls performed better because the examinations involved extended writing tasks.

We received assurance that the Authority undertakes evaluative assessments /reviews of schools mid - way between inspections.

We resolved that the SACRE Committee needed to improve its evaluative processes in response to the Welsh Government Review of SACRE reports 2008 – 2011.

Universal House of Justice Conference held at Warwick University.

Mrs S. Cave, representing the Bahá'í Faith, informed the Committee that a Universal House of Justice Conference was held at Warwick University. It was one of 114 conferences held throughout the world. It was attended by approximately 1000 Bahá'í youth and their friends, including some from Wales. The youngsters were from diverse backgrounds and came together for youth-led discussions and workshops to enable them to fulfil their high destiny, both materially and spiritually. Many attendees have since offered their services to their local communities by engaging with the local junior youth and inviting them to participate in a junior youth empowerment programme, with the aim of understanding of how they can help contribute to society in a positive and meaningful way.

3. Annexes

Annex A) **Number of meetings**

Monmouthshire SACRE met on three occasions this year:

18th October, 2013

28th March, 2014

27th June, 2014

Annex B) **The Composition Of Monmouthshire SACRE**

6 Representatives of the Local Education Authority

12 Representatives of Religious Denominations

7 Representatives of Teachers' Associations

2 Co-opted Places

The committee is also supported by the following officers:

Clerk to SACRE

School Improvement Officer responsible for RE

RE Consultant

Annex C) **Membership Of Monmouthshire County Council
Standing Advisory Council On Religious Education**

As at 31st July, 2014:

Representatives of the Local Education Authority:

Councillor E. J. Hackett Pain Chairperson
 Councillor P. Clarke
 Councillor D.W.H. Jones
 Councillor B. Strong
 Councillor A. Easson
 Councillor J. George

Representatives Of Religious Denominations

Free Churches (4 places):

Gwent Baptist Association	The Reverend Dr. P. Baines
The Salvation Army	Major S. Wilson
2 vacancies	

Church In Wales	Mrs. V. Howells
Roman Catholic Church	Sister D. O'Donnell
Bahá'í	Mrs. S. Cave
Buddhist	Ngakma Shé-zér Chatral
Hindu	Mr. S. Sharma
Jewish	Mr. A. Davidson
Sikh	Mrs. N. Baicher
Muslim	Mrs. F. Jilani

Representatives Of Teachers' Associations

NASUWT	Mr. A. Jones
NAHT	Ms. A. Wiggins
ATL	Mrs. R. Davies
NUT	Mrs. C. Cooper
ATL	Mrs. S. Perry Phillips
NUT	Ms. M. Millington
NUT	Mrs. J. Thomas

Co-option

Mrs. K. Fitter
 Mr. S. Mock

Officers:

Ms G. Vaisey	RE Consultant
Mrs. D. Mountfield	School Improvement Officer
Mrs. E. Tapper	Clerk to SACRE

Annex D) **Distribution of the Annual Report**

A copy of this annual report has been sent to the following organisations:

- Monmouthshire County Council Full Council
- All Monmouthshire County Council maintained primary, secondary and special schools
- Voluntary Aided Schools in Monmouthshire
- University of Wales, Newport
- Welsh Government / DfES
- National Library of Wales

It has been made available to WASACRE and all Local Education Authorities in Wales via the Welsh Association of SACRE's website.



REPORT

SUBJECT: Revenue and Capital Budget 2015/16– Final proposals
MEETING: Council
DATE: 22nd January 2015
DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

- 1.1 To update Council with the consultation responses on the budget proposals received since the Cabinet meeting on 7th January 2015.
- 1.2 To make recommendations to Council on the Capital and Revenue budgets and level of Council Tax for 2015/16.
- 1.3 To receive the statutory report of the Responsible Financial Officer on the budget process and the adequacy of reserves.

2. RECOMMENDATIONS:

- 2.1 It is recommended that the following be approved:
 - (a) The revenue estimates for the year 2015/16 as recommended by the Cabinet at its meeting of 7th January 2015. (Appendix I)
 - (b) The capital programme for 2015/16 to 2018/19 including the additional schemes and funding notes in 3.1.8 and 3.1.9 as recommended by Cabinet at its meeting of 7th January 2015. (Appendix J1)
 - (c) The disposal of assets at best value
 - (d) 4.95% increase in the Band “D” equivalent Council Tax to apply for County purposes in 2015/16

3. KEY ISSUES:

BUDGET CONSULTATION

- 3.1 Cabinet issued its budget consultation proposals on 5th November 2014 thereby allowing a period for consultation and scrutiny. Early budget ideas had been the subject of public engagement sessions in October. The MTFP and budget was also discussed at the all Member Seminar held on 1st October 2014. The proposals were considered in December by the Children’s and Young Persons, Strong Communities, Adult Services, and Economy and Development Select Committees and the minutes of these meetings were considered by Cabinet on 7th January 2015. Further public engagement has taken place in January as well as meetings of JAG, and the Schools Budget Forum. Notes of this further consultation are included as **Appendices A1, B and C** respectively. The Monmouthshire Equality and Diversity Group and other relevant groups were also

consulted on the work undertaken to assess the Equality Impact of the budget proposals, see **Appendix A2**.

- 3.2 The budget proposals were also made available on the Council's website and the Cabinet Member for Finance has been filmed being interviewed about the budget, this is available via You Tube and Twitter.
- 3.3 As might be expected, responses to consultation varied, comments made early on in the October engagement sessions were able to be taken into account when the draft budget proposals were presented in November 2014. There have been no strong objections made to the overall shape of the budget reduction proposals. There were however a number of comments that were received via the all member seminar, the Select Committee meetings and other consultation meetings that are identified below. There were positive comments about the engagement sessions and the openness of the Authority in discussing the issues and challenges it faces. Members and others welcomed the new ways of engaging and thinking to meet the budget challenges. A large number of questions were raised via the public engagement and scrutiny process and answers have been provided. In terms of issues being raised which seek to affect the budget proposals specifically, the following items were noted:
- 3.4 The issues mentioned through the Select Committee consultation process were:

- Transformation of Children's services for Special and additional needs – mandate needs greater clarity to indicate where the savings are coming from and the impact

The mandate has been amended to reflect more clarity on the 2015/16 savings proposal. Savings in 2016/17 onwards will be the subject of a more detailed consultation exercise beginning in the new year.

- Community hubs – agreed in principle by Strong Communities Select, but required further information on the detail when that is clarified.

Further clarity around the location of the Hubs is provided below in order to establish the capital investment required to enable the saving to be delivered.

- Museums, Castles, TIC and tourism the Select committee would like the following issues to be addressed:
 - The structure of the mandate
 - The risk of over reliance on volunteers
 - The importance of being innovative and ambitious in the tourism industry

The mandate has been amended slightly, recognizing that this is a transition mandate whilst the review of cultural services is undertaken.

- Highways – not agreed by Strong Communities Select as the reduction in highways has an impact on everyone travelling in Monmouthshire

It is acknowledged that with a reducing resource base, not all services will be able to perform at the levels they have previously attained.

- 3.5 On capital account, general support was expressed about the need to invest in 21st century schools whilst recognizing that this put pressure and risk on the rest of the capital

programme and required the sale of assets at a time when market prices were less than could be achieved in the height of the property boom.

3.6 The public consultation that took place early in January 2015 sought views on the budget proposals and the potential impact they may have on individuals. Most of the proposals were commented on over the course of the consultation, however there were some clear themes that people have focused on:

- Libraries /Hubs
- Waste
- Additional Learning Needs

Most of the comments or questions have been about gaining further understanding of the proposals and the challenges facing the Council.

Council Tax has also been commented on but in the sense that people see that increasing Council tax is preferable to losing services. The record of questions and comments collected during this public consultation phase is contained in **Appendix A1**.

CABINETS RECOMMENDATIONS TO COUNCIL

REVENUE BUDGET

3.7 The Cabinet budget report of 5th November 2014 identified proposals to close a £5.8 million gap. The report highlighted that £440k still needed to be found in the budget for 2015/16. The budget at that time included £1.38 million of pressures and £5.332 million of saving proposals. The full list of proposals were identified in the 5th November 2014 Cabinet report together with supporting mandates (now amended following scrutiny) and are available to view at the attached [link](#). Since that time the Authority has received its final settlement and the further work has been undertaken on the budget. The issues identified are outlined in the following paragraphs.

Settlement and other Pressures

- 3.8 The notification of a reduction in Aggregate External Finance (AEF) from the final settlement was more than had been identified in the provisional settlement so this increases the gap by £40,000.
- 3.9 Pay award pressure has been added representing the difference between the 1% pay award included in the model for 2014/15 and 2015/16 and the recently agreed pay award of 2.2% over 15 months, starting on 1st Jan 2015.
- 3.10 The increase to the living wage has resulted in an additional pressure of £30k to ensure the Council's commitment to this can be maintained in 2015/16.
- 3.11 Further budget monitoring information in relation to Children's social services, is showing that the demand for increased resources in this area is not abating. The original pressures list included an amount of £500k to meet this demand however it is now considered that this will be insufficient. It is proposed that the capacity to change budget of £400k is made available to this service, should it be required, to support the service pressures and invest to save projects that will address the increasing trajectory going forward.

New Savings

- 3.12 The table below identifies further savings that have been identified from early notification of levies, a reduction in audit fees and the effect of the council tax base agreed at December's Cabinet.
- 3.13 Even with these final adjustments a significant gap of £440k remains, and whilst every effort to find further savings has been made and will continue to be worked on, making proposals that could be implemented for 2015/16 at this stage is not considered to be practicable.

Council Tax

- 3.14 Taking into account the above issues, Cabinet members carefully considered the planning assumption in terms of a 3.95% increase in Council Tax. The adjustments presented above have not closed the gap and so Cabinet have reconsidered the increase in Council tax, taking account of the views from the earlier public engagement sessions.
- 3.15 In order to fully close the gap in 2015/16 a council tax rise of 4.95% would be required. As in previous years, the MTFP is an evolving model and will be reviewed regularly and revised taking into account any new information as it is known. At this time it is considered that the MTFP planning assumptions above are sufficient to set the 2015/16 budget with a 4.95% increase in council tax and a small contribution from reserves of £40,000.
- 3.16 A summary of the budget savings proposals are identified in **Appendix E**. The summary position on the budget is now as below, with the full summary revenue budget contained in **Appendix I**:

	Revised 2015/16 £000	Revised 2016/17 £000	Revised 2017/18 £000	2018/19 £000	Revised Total £000
MTFP: Summary position statement					
Annual gap	2,670	3,942	3,787	3,531	13,930
Savings in MTFP	(3,102)	(2,805)	(1,310)	0	(7,217)
Total savings required	(5,772)	(6,747)	(5,097)	(3,531)	(21,147)
Total Savings presented Nov 14	(5,332)	(3,495)	(1,269)	(556)	(10,652)
Gap at Nov 14	440	3,252	3,828	2,975	10,495
New Pressures:					
Pay award	85				
Living Wage	30				
Childrens services, additional pressure to be covered from capacity to change budget					
Final settlement	40				
New Savings:					
Levies	(92)				
Audit fees	(32)				
CT base	(31)				
Additional Ctax to 4.95%	(400)				
Revised Gap	40	3,252	3,828	2,975	10,095

CAPITAL BUDGET

- 3.17 The capital MTFP strategy is one which seeks to work towards a financially sustainable core capital programme without recourse to further prudential borrowing or use of capital receipts so that these resources can be directed towards the Council's priority of 21st century schools programme.
- 3.18 It is proposed that the draft capital programme released for consultation purposes is adjusted to reflect the need to reprioritize some capital allocations to ensure that some of the issues identified as pressures are included in the programme see **Appendix J5b** These schemes are assessed as being of a higher priority than schemes currently included in the programme. This relates to the following schemes:
- Community Hubs – £300k capital investment required to achieve revenue budget savings and create the Hubs in Caldicot by creating the Hub in the existing Library, in Chepstow by creating the Hub in the existing building, in Monmouth by creating the Hub in the Market Hall or Rolls Hall and in Usk by creating the Hub in the building with the Youth service. It is assumed that the proposal in Abergavenny will be funded from the capital already allocated to the Library.
 - Rights of way issues – current allocation of £40k to be increased by £30k to enable some mitigation measures to be undertaken
 - Monmouth sports ground - £25k required to ensure the drainage meets all statutory requirements
 - Caldicot castle kitchen - £40k to bring kitchen up to date and comply with environmental health requirements to enable income targets to be met

- 3.19 In total a sum of £395k is required in the 2015/16 programme. The capital strategy and Cabinet agreed principle is that schemes can only be included in the programme if they are self financing or the scheme is deemed a higher priority and therefore displaces other schemes. The schemes above are considered of sufficient priority that they need to be funded, however they are not self financing. All possible sources of external funding will be explored, however if this is not forthcoming it is proposed that any underspends in 2014/15 are carried forward and used for these priority schemes. In the absence of both of these funding streams it is proposed that the following budgets in 2015/16 are reduced to provide the required funding in order for these schemes to go ahead:

£136k from Property maintenance
 £159k from Infrastructure maintenance
 £100k from County farms maintenance

The impact on these capital budgets means that refurbishment and maintenance works to highway infrastructure, property and county farms will be curtailed (a situation that is exacerbated in relation to highway infrastructure as the LGBI funding, typically £1.9m per year for MCC, has been withdrawn by WG in 2015/16).

- 3.20 The **capital receipt schedule** has been adjusted to reflect the most up to date expectations of when receipts will be used. **Appendix J3**, the capital receipts summary shows the expected level of receipts and planned usage and highlights the balances available in the next couple of years. Future investment in capital schemes, particularly in 21st century schools, is dependent on future success of achieving capital receipts and there are significant risks attached to some receipts materializing. The revised receipt schedule is provided as exempt background papers to this report for Members approval.
- 3.21 The updated summary capital programme and schools capital programme reflecting the changes highlighted above are included in **Appendices J1 and J2**.

THE ROBUSTNESS OF PROCESS AND RESERVES

- 3.22 The level of the **general reserve** at £6.8 million is of concern being just above the minimum prudent level. The final revenue budget proposals include a requirement to use £40,000 of the general reserve to balance the budget in 2015/16. The total planned **earmarked reserve** utilization in support of the 2015/16 revenue budget is £1.753 million. This includes £519k planned utilization for 2015/16 in support of the capital programme. **Appendix H1** shows the call on and contributions to reserves for the 2015/16 budget and **Appendix H2** shows the reserve balances projected for 2015/16. Reserves will be reviewed again at year end such that any use or replenishment of the reserves will form part of the year end closure of accounts.
- 3.23 Total planned reserve utilization in support of current year budgets is £3.9 million. During the year Cabinet has approved further use of reserves for redundancy costs if these costs can not be met from within service budgets. All efforts are being made to ensure that the outturn position for 2014/15 comes in on budget.
- 3.24 Under the provisions of the 2003 Local Government Act, the Responsible Financial Officer has to provide conclusions on the robustness of the budget process and the adequacy of reserves. Those conclusions are shown at **Appendix F**. The draft whole Authority risk assessment, which has been compiled in parallel with the budget process, is attached as **Appendix G** for information and will go to Cabinet in March for decision

- 3.25 Final Council Tax setting including the Police and Community Council precepts is reserved for decision of Council and this is scheduled for 26th February 2015.

EQUALITY IMPACT ASSESSMENT (EQIA)

- 3.26 There is a requirement placed on Local Authorities to comply with the general equality duties set out in the Equality Act 2010 and the specific equality duties such as the statutory responsibilities to assess the equality impacts of their budgetary decisions. The Equality Act 2010 places a General Duty on Monmouthshire County Council to eliminate discrimination according to nine “protected characteristics” (age, belief and non-belief, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, and sexual orientation). Also we need to comply with the Welsh Language Act 1993 and the Welsh Language Measure 2011 through which the Welsh Language Commissioner is currently shaping the Welsh Standards which will come into force in the next year or so.
- 3.27 The Council has responded to these issues by building the consideration of equality and diversity into the planning and delivery of its 2015/16 budget. It has done this by:
- Requiring Chief Officers to undertake an initial equality assessment of all the original savings proposals they offered for their service area to contribute towards the Council’s overall savings target. The results of this exercise were published as part of the budget proposals for consultation. This exercise has since been updated to reflect the final budget proposals and individual Eqias are linked to each budget proposal. A summary of the results is presented in **Appendix L1**.
 - Undertaking an equality review of the capital budget proposals and publishing this as part of the capital budget proposals for consultation. This is attached as **Appendix L2** as the assessment has not changed since it was undertaken.
 - As part of the consultation process the Equality and Diversity and other relevant Groups met to consider the initial equality assessments of the budget proposals in December 2014, a summary note of those meetings are attached as **Appendix A2**.
 - The Council’s current lead officer on Equality has also independently scrutinised the equality ratings given to each savings proposal, and challenged chief officers to consider further issues.
 - Enabling the Council’s Cabinet Members to consider initial savings proposals with the benefit of the equality assessment ratings in November 2014, and to make initial decisions based on this information. The budget proposals reflect Cabinet’s key priorities and therefore key services that support equalities – such as social care and schools
 - Deciding that once the final shape of the budget is agreed by Council in January 2015, Council service areas carry out more detailed work to mitigate and manage any equalities issues that have been identified
 - Including the equality assessments as part of this report and published on the Council’s website so that residents can understand the equality factors that went into the planning of the 2015/16 budget

- Asking the Equality and Diversity Group to continue to review progress on this process and feedback how the Council can further improve the equality impact assessment of its future financial decisions.
- Ensuring that where proposals will be the subject of further reports it is expected that the EQIA will be undertaken at that time and where savings are being made from decisions already taken then those implementing those decisions should consider mitigating any negative equality impacts where necessary.

4. REASONS:

- 4.1 To approve the revenue and capital budgets for 2015/16, and the resultant Council Tax recommended to be set for County purposes.
- 4.2 To sustain the Capital programme and establish capital resources to support the 21st century schools programme by the sale of surplus assets.
- 4.3 As required by statute, to consider the Responsible Financial Officers provisional conclusions on the robustness on the budget process and the adequacy of reserves going forward.

5. RESOURCE IMPLICATIONS:

As identified within the report and appendices.

- 6. CONSULTEES:** Cabinet, Strategic Leadership Team

7. BACKGROUND PAPERS:

Cabinet report on the budget considered at the meeting on 7th January 2015.

8. AUTHORS:

Joy Robson – Head of Finance

9. CONTACT DETAILS:

Tel: 01633 644270

Email: joyrobson@monmouthshire.gov.uk

Appendices

- A1 Notes of Public consultation meetings and roadshows (to follow)
- A2 Summary notes of Equality meetings (to follow)
- B Minutes of JAG on 9th January 2015 (to follow)
- C Draft Minutes of Schools Budget Forum on 15th January 2015 (to follow)
- D Evidence Based Pressures
- E Budget saving proposals 2015/6
- F Responsible Financial Officers Opinion
- G Whole Authority Risk Assessment
- H/1 Use of reserves for Revenue Budget Purposes 2015/16
- H/2 Reserve Balances
- I Revenue Budget Summary 2015/16
- J/1 Capital Budget Summary 2015/16 to 2018/19
- J/2 Schools Capital Budget Summary 2014/18 (including 21st Century Schools)
- J/3 Capital Receipts Summary
- J/4 Receipt Risk Factors
- J5 Capital Pressures
- L1 Equality Impact Challenge of revenue budget
- L2 Equality challenge on the capital programme

Appendix D

	Revised 2015/16 £000	Revised 2016/17 £000	Revised 2017/18 £000	2018/19 £000	Revised Total £000
NOTE : Pressures					
- demographics	-	250	500	-	750
- Teachers pensions	330	566			566
- Childrens Social services	500				500
- Monmouth Leisure Centre	150				150
- capacity to change budget/additional childrens social services pressure	400				400
- corrected pension auto enrolment			913	92	1,005
Increase in employers national insurance		1,805			1,805
Cost of Local development plan		125			125
Additional impact of pay award	85				
Living Wage	30				
Final Settlement	40				
Total Pressures	1,535	2,746	1,413	92	5,301

Appendix E Budget saving proposals

			Revised	Revised	Revised	Revised	Revised	Revised	Revised		
			Saving	Saving	Saving	saving	Saving	Saving	Saving	Revised	
			2015/16	2015/16	2016/17	2016/17	2017/18	2017/18	2018/19	TOTAL	
No.	Dir	Description	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	Description of saving
1	ENT	Development of Leisure Services	(315)	(420)	(100)	(100)	0	0	0	(520)	Income maximisation and staff review, developing the cycling offer, broaden leisure offer and explore new service provision options and models in the context of 'whole place
2	ENT	Collaboration on housing services and development of careline services	(35)	(55)	(40)	0	0	0	0	(55)	Commercialisation of careline service, one housing solutions service with TCBC focussed on enabling wider access to housing options and providing greater scope for increasing the resources with which to address housing need and homelessness
4	SCH	Community meals - service transformation	0	0	(100)	0	(100)	0	0	0	Developing sustainable long term model for meals, target is to aim for a cost neutral service - this is not achievable and so the saving has been subsumed into proposal 34 below
5	ENT	Sustainable energy initiatives	(33)	(33)	(34)	(34)	0	0		(67)	Investing in biomass boilers, solar farms and reduction in Carbon Reduction Commitment budget covered by last years mandate

			Revised	Revised	Revised	Revised	Revised	Revised	Revised		
			Saving	Saving	Saving	saving	Saving	Saving	Saving	Revised	
			2015/16	2015/16	2016/17	2016/17	2017/18	2017/18	2018/19	TOTAL	
No.	Dir	Description	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	Description of saving
6	ENT	Museums, Shirehall & Castles and Tourism	(190)	(190)	(145)	(10)	(200)	0	0	(200)	Integration of cultural services, tourism services and attractions within the Tourism, Leisure and Culture section to maximise synergies between services and achieve a sustainable long term footing to reduce the draw on MCC budgets, maximise the potential for external investment and to achieve the resulting cultural, community and economic benefits.
14	OPS	Home to School Transport - fundamental review of policy	(115)	(115)	(210)	(70)	(210)	(20)	0	(205)	2015/16 savings are full year effect of proposals agreed last year, a review of the existing policy will be undertaken to identify any further savings
15	OPS	Facilities - transfer functions to other providers	(100)	(100)	0	0	0	0	0	(100)	Engaging with town and community councils, friends clubs to take on service related costs - Linda Vista, Bailey Park, Public Conveniences covered by last years mandate
16	CYP	Schools delegated budgets	0	(1,124)		(779)		(549)	(556)	(3,008)	Schools budgets will be protected at cash limit, this means no pay inflation and or non pay inflation or teachers pension is provided for in funding, Reduction in pupil numbers is also factored in. Schools will be supported to seek opportunities to reduced their cost base over the period

			Revised	Revised	Revised	Revised	Revised	Revised	Revised		
			Saving	Saving	Saving	saving	Saving	Saving	Saving	Revised	
			2015/16	2015/16	2016/17	2016/17	2017/18	2017/18	2018/19	TOTAL	
No.	Dir	Description	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	Description of saving
18	CYP	School library service - combine with general library service	(20)	(20)	0	0	0	0	0	(20)	This has been subject to a recent Cabinet report which sought approval to close the service, following indications from TCBC that they wished to withdraw from the service
20	CYP	School Music service - reduction in subsidy	(50)	(50)	(50)	(50)	0	0	0	(100)	Gwent Music are aware of future savings required and discussions have taken place resulting in the proposal to increase charges for music sessions.
21	CYP	Review of other Education collaborative arrangements - visually impaired/hearing	0	0	(70)	(70)	(100)	(100)	0	(170)	TCBC are doing a complete review of their collaborative services in an effort to make savings and this will be shared once complete. The support children receive currently is in proportion to the expenditure under the SLA. These are specialist services and we are not able to deliver this provision in house. Currently the SLA is providing us with very good value for money. Once the new service is in place we will be able to assess the savings required.
24	SCH	SCH Transition project staff transfer to Bright New Futures	(14)	(14)	(12)	(12)	0	0	0	(26)	Combining our initiative with Bright new futures to establish a shared service model has been completed and savings will be delivered
25	OPS	Transport review and fleet rationalisation	(40)	(62)	0	0	0	0	0	(62)	Reduction in operational fleet

				Revised		Revised		Revised			
			Saving	Saving	Saving	saving	Saving	Saving	Saving	Revised	
			2015/16	2015/16	2016/17	2016/17	2017/18	2017/18	2018/19	TOTAL	
No.	Dir	Description	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	Description of saving
26	ENT	Strategic Property Review (phase 2)	(100)	(100)	(350)	(350)	0	0	0	(450)	In line with the Asset Management Plan the council's property estate will be rationalised to save money on running costs
26a	OPS	Property services/FM	0	0	0	(100)	0	0	0	(100)	In line with the Asset Management Plan the council's property estate will be rationalised, savings will be sought from Property services and facilities.
28	OPS /EN T	Community Hubs and Contact Centre	(240)	(250)	(200)	(50)	0	0	0	(300)	Rationalisation of libraries, OSS, telephony staff into community hubs and contact centre
31	ENT	ICT	(100)	(250)	0	0	0	0	0	(250)	Staffing efficiencies, cost efficiencies and income generation in the SRS, savings and income generated from custom built software solutions developed
33	SCH	Sustaining Independent Lives in the community	(260)	(260)	0	0	0	0	0	(260)	Local Area co-ordination business case, this now forms part of the same proposal as number 34 below
34	SCH	Adult Social Care Service Transformation	0	0	(728)	(628)	(700)	(600)	0	(1,228)	Building on the current integrated model as part of the wider redesign of social care

			Revised	Revised	Revised	Revised	Revised	Revised	Revised		
			Saving	Saving	Saving	saving	Saving	Saving	Saving	Revised	
			2015/16	2015/16	2016/17	2016/17	2017/18	2017/18	2018/19	TOTAL	
No.	Dir	Description	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	Description of saving
35	CYP	Transformation of children's services for Special and additional needs	(470)	(120)	(496)	(672)	0	0	0	(792)	Proposal will look at more effectively integrating and streamlining the current service offer, with what matters for the child and family being the core focus of the review.
36	OPS	Cost neutral waste service	(270)	(270)	(20)	(20)	0	0	0	(290)	Route optimisation as per last years mandate
37	OPS	Waste Management - Project Gwyrdd	(750)	(250)	(250)	(250)	0	0	0	(500)	Mandate not needed, work already done, needs watching brief on implementation
37a	OPS	Waste Management	0	(270)	0	(100)	0	0	0	(370)	Further efficiencies, Green waste charges, grey bags etc
40	CXE	Democracy and regulation	0	(109)	0	0	0	0	0	(109)	Staff, income generation and other efficiencies across the section
41	OPS	Highways rationalisation and income generation	0	(450)	0	0	0	0	0	(450)	Trading services to generate increased income - highways, markets , and highways rationalisation
41a	ENT	Markets income and other income generation	0	(70)	0	0	0	0	0	(70)	Increasing services to generate further income streams. Markets (£50k), £20k through fees and charges report

			Revised		Revised		Revised		Revised		
			Saving	Saving	Saving	saving	Saving	Saving	Saving	Revised	
			2015/16	2015/16	2016/17	2016/17	2017/18	2017/18	2018/19	TOTAL	
No.	Dir	Description	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	(£000)	Description of saving
42	CYP	Youth service	0	(200)	0	(200)	0	0	0	(400)	Income generation proposals to effectively half our contribution to the youth service
		OTHER									
		Council tax reduction scheme		(200)	0	0	0	0	0	(200)	Reducing demand for council tax benefit
		Council tax base		(281)	0	0	0	0	0	(281)	Additional income from additional properties on top of the £110k already in MTFP.
		Precepts and fees		(224)	0	0	0	0	0	(224)	Worked with precepting & fee charging bodies to get early indications of budgets for 15/16
		Total savings	(3,102)	(5,487)	(2,805)	(3,495)	(1,310)	(1,269)	(556)	(10,807)	
		Required		(5,772)		(6,747)		(5,097)	(3,531)	(21,147)	

Appendix F - Responsible Financial Officers Opinion

1.1 The 2003 Local Government Act imposes a number of statutory duties on a Councils Responsible Financial Officer (RFO). Guidance on these duties is contained within LAAP Bulletin 55 and the CIPFA Statement on the Role of the Finance Director, compliance with which has been supported by the Councils Audit Committee. The primary duties are for me, as RFO, to provide a view on the robustness of the budget process, budgetary risk and the adequacy of reserves and balances.

1.2 Robustness of the budget process

1.3 In terms of robustness of the budget process, I have placed reliance on the work carried out by members of the Strategic Leadership Team in their Directorates involving budget managers and devolved accountants. The process has been properly rigorous with notable elements of good practice. These include;

- The use of the Councils Medium Term Financial Plan as an integral part of budget planning
- Inclusion of all Councillors in an all-member budget seminar
- Cabinet ownership of budget principles and assumptions through the development of the Medium Term Financial Plan
- Anticipating likely and known events through the application of appropriate indices for base costs.
- Applying rigour via Directorate Management Teams, Chief Officers, Strategic Leadership Team and Cabinet Member scrutiny.
- Comparing year on year budgets by using 2013/14 outturn and 2014/15 budget monitoring data.
- Providing Select Committees with opportunity to look at and scrutinize current budgets, gaining an understanding of the budgets within the remit of their Select committee.
- Engaging with the public at 5 events throughout the County in October, sharing the budget ideas and gathering further ideas from the public.
- Consulting on budget proposals with the Schools Forum and Trade Unions and Business Ratepayers.
- Providing opportunities for public consultation, via the web site, You Tube presentations and Twitter, but also through a further round of public engagement events throughout the County in January

- Communicating emerging Settlement considerations to Cabinet members.
- Being clear on risks and assumptions within budget proposals and identifying the links with the corporate priorities of the Council.
- Ensuring all members are involved in the budget setting process by establishing that budget and Council Tax settings is a function of full Council.

1.4 There are a number of explicit risks in the budget proposals now presented given the reduction in the settlement for next year and in the medium term. Risks have been identified as the budget proposals have been put together and are captured as part of the MTFP model. Outlined below are the key risks and how they are being managed:

- Some identification of evidenced based pressures in relation to the financial impact of increasing demand in children's social services, demographic changes such as increasing elderly population, changes in pupil numbers, has been included in the current budget process. However, these risks have in part been mitigated by the protection given to these areas in the sense that budget savings have been more heavily weighted to other areas of the budget. However, given the current year position against the budget in some of these areas, this potential pressure will require careful monitoring over the course of the financial year so that problems can be highlighted early and any appropriate corrective action taken.
- Directorates are being required to manage some pressures within their service areas as only significant pressures have been highlighted and included in the budget build. Whilst individually these pressures are relatively small in total there is a considerable pressure to be managed alongside the achievement of the budget saving proposals contained as part of this budget.
- A number of the savings/efficiency proposals involve the generation of income, changes to current structures, systems and processes or have implications for service design involving other partners or organisations. These savings involve higher levels of risk than those which broadly maintain current arrangements. At the practical level these risks begin with the income targets not being achieved, possibility of slippage and disruption in the transition from old to new arrangements resulting in further pressures to be managed in the year in which savings are budgeted to be made. Clearly robust and timely monitoring of the delivery of the savings in the budget will be critically important in order to manage the potential for these risks to materialize.
- Late notification of grant funding streams being removed or reduced. This is particularly an issue where the expenditure backing this grant is

in the form of permanent staff. These will need to be managed on a case by case basis, with the default position being that if the grant ceases the activity also ceases unless a business case can be built that justifies the maintenance of the activity, the expenditure and identifies a means of funding this expenditure following the loss of grant income. There is also a particular risk in the area of the Outcome Agreement Grant where payment is dependent on performance, the budget assumes full payment however there is a risk that the required performance levels may not be achieved and therefore less than 100% payment provided.

- Underlying assumptions on non-pay inflation built into the budget are not borne out next year. All budgets will not receive budget to cover the full extent of inflation factors next year if they turn out as expected. This puts further pressure on service budgets to find efficiencies savings to manage this shortfall. There is an expectation that this would need to be managed within overall directorate budgets.
- Further equal pay claims are lodged with the Authority, resulting in significant payout. A reserve was been established to fund the claims and payments already made. The Cabinet decision report on this however, did recognize that the option chosen will not completely extinguish the risk of further claims in this area.
- Uncertainty of when Prudential borrowing will impact on the revenue account resulting from the Authority accepting any awards of 21st Century funding following further development of the detailed programme being submitted to the WG. The capital programme proposal seeks to mitigate this risk by establishing authority to generate capital receipts to offset the need to borrow, however this carries with it its own risk in the current economic climate.
- Treasury estimates established in the budget are based on cashflows, timing of capital spend, forecast interest rate levels and predicted trigger points for converting variable loans to fixed rate loans. There is inherent uncertainty and risk attached to each variable. The Authority has established a Treasury Equalisation reserve to mitigate the potential impact caused by significant variations to the year on year budget. Contributions from the reserve are used to even out the variation in the MTFP model.
- General pressures on school budgets indicated by the number of schools with deficit budget management plans. As previously identified, schools have been protected from the level of savings required from the rest of the Authority. The LEA will be working closely with schools to help costs savings to be established. However, it is understood that some schools will still need to establish budget management plans, any resulting redundancies will need to be met from the budget established for this purpose.

- The risks on the capital side are largely around the difficulties in achieving the level of capital receipts required to fund future capital investment. If receipts are not achieved, other funding streams need to be sought which may include prudential borrowing with its consequent impact on the revenue budget. In addition there are significant pressures highlighted of a capital nature that will not be met as the priority is to invest in 21st century schools.

1.5 Whilst the above risks in the 2015/16 budget have been identified, the main budgetary risks going forward in for the MTFP will also need to be managed and outlined are as follow:

- Any impact arising from the Williams review, and the shape of Local government in Wales in the future and any new legislation impacting on the services provided by Local Authorities.
- Very low settlements projected for the medium term
- The revenue implications of 21st Century Schools, where the source of capital is uncertain given the medium term national forecast for significant funding reductions.
- The financial, service and strategic implications of service transformation, including shared services, greater partnership working with both public and private sector
- The national and local emphasis on increased waste diversion
- The deteriorating condition of local roads, associated infrastructure and property
- The ageing population
- Continued uncertainty in financial markets
- Low economic activity leading to increased demand for some services and reduced income in others.
- The potential liability of new equal pay c/aims arising from the implementation of single status

1.6 Adequacy of reserves

1.7 The MTFP has established the principles for general and earmarked reserve utilization. The level of the **general reserve** at £6.8 million is of concern being just above the minimum prudent level. The final revenue budget proposals include a requirement to use the general reserve to balance the budget in 2015/16. As the MTFP is updated as new information becomes available the position regarding the use of reserves will need to be reviewed.

- 1.8 Included with the general reserve are the school based reserves. There has been a slight recovery over recent years with the result that Monmouthshire's schools based reserves are no longer the lowest in Wales.
- 1.9 The 2015/16 budget recommendations anticipate some use of **earmarked reserves** to support the budget saving proposals and to even out one off expenditure items over the MTFP. Earmarked reserves have been established over time for the purpose of future utilisation, and whilst not currently earmarked for use provide a level of contingency for some of the risks associated with the budget recommendations highlighted in this report.
- 1.10 Earmarked reserve usage over the MTFP is projected to decrease the balance on earmarked reserves from £16.7 million at the start of 2015/16 to £6.8 million at the end of 2018/19. Taking into account that some of these reserves are specific, for example relating to joint arrangements or to fund capital projects, this brings the usable balance down to £4 million.
- 1.11 Whilst every effort will be made to avoid redundancy costs a budget has been included in the MTFP relating to these costs is for school based redundancies. The Policy was also revised, so the cost of redundancies should be reducing. Protection of Employment policy will be used to ensure redundancy is minimised, however, it is expected there may be some that are inevitable and reserve cover may be required for this, possibly in the region of £500,000 per year. Over the MTFP this could require £2 million reserve funding cover, if services are unable to fund the payments from their budgets.
- 1.12 The volatility of the Children's social services budget is going to be supplemented for 2015/6 with further funding, however if it is proposed to earmark the Priority Investment Reserve for next year to cover further pressures if they are not able to be contained.
- 1.13 The resulting impact on earmarked reserves would be to take the usable balance down further by the end of the MTFP period.
- 1.14 My judgement, taking into account the budget forecast at month 9, the corporate budget position, the quantum of earmarked reserves as well as the General Reserve is to certify reserves as adequate presently. However, given that the financial outlook is not set to improve significantly in the medium term, it is vital that the reserve position continues to be closely monitored. This will require continued sound budget management in future years of account and close Cabinet scrutiny of any further proposals to utilise reserves in the coming months. Further savings need to be identified so that the use of the general reserve can be minimized.
- 1.15 The provisional schedule of reserves estimated at the end of the financial year is included as an appendix to the budget report.

J Robson
Responsible Financial Officer

Appendix G : Whole Authority Strategic Risk Assessment 2014/15

Ref	Risk (Effect and Event)	Reason why the risk has been identified (evidence) (Cause)	Risk Level				Actions proposed to mitigate risk	Service & Risk Owner	Cabinet Member	Select Committee
			Year	Likelihood	Impact	Risk Level				
1	Some services may become financially unsustainable as a result of reducing budgets and demographic pressures.	<ul style="list-style-type: none"> - Year on-year budget reductions up 4.3% could potentially make the authority unviable with less staff - An ageing population and complexity of demand in children's services will place increased pressure on services - Decision not to pursue early voluntary merger following Williams Commission recommendation could impact on some funding opportunities - As we move to new models of provision we may have to run two approaches side-by-side in some areas during transition period. 	2014/15	Unlikely	Major	Low	<ul style="list-style-type: none"> - Assess carefully the impact of the further savings that need to be made post 15/16 - Consider how best to use capacity fund and any external funding sources to supplement the change programme required - Ensure that the detailed business cases that will deliver the MTFP are fully costed, stress-tested and managed - Undertake quarterly budget monitoring of savings proposals 	Joy Robson	Phil Murphy	All
2015/16	Unlikely	Major	Low							
2016/17	Possible	Major	High							
2	Uncertainty whether income targets within the 2014-17 Medium Term Financial Plan can be achieved and this could lead to unplanned changes in other	<ul style="list-style-type: none"> - Ambitious plans and new, more commercial, ways of working carry an inherent risk - Other programmes can impact on planned savings targets for example the loss of income from the swimming pool in Monmouth as a result of school rebuild 	2014/15	Possible	Moderate	Low	<ul style="list-style-type: none"> - Monitor the delivery of budget proposals agreed as part of the 2014/15 budget - Agree proposals to balance the MTFP 2015/16 to 2018/19 taking into account the need to match the expected performance targets with adequate resources. - To develop principles and underpinning guidance on income 	Joy Robson	Phil Murphy	All
2015/16	Likely	Substantial	Medium							
2016/17	Likely	Substantial	Medium							

Ref	Risk (Effect and Event)	Reason why the risk has been identified (evidence) (Cause)	Risk Level				Actions proposed to mitigate risk	Service & Risk Owner	Cabinet Member	Select Committee
			Year	Likelihood	Impact	Risk Level				
	services to balance the budget						generation including marketing services			
3a	Potential that the authority is unable to deliver its new schools capital programme due to capital receipts not generating the required income	- Capital receipts from disposal of assets are not generating the required income - Reduction in capital budget - Ambitious 21 st Century Schools programme and need to provide Welsh medium education - The core programme has been constrained in order to enable the new schools programme to be funded	2014/15	Possible	Major	Medium	-Implement the Asset Management Plan as the structure to effectively manage property assets that the Council owns or occupies aligned to key corporate priorities and service needs -Ensure resource is available to maintain sale of assets -Development of the strategic use of Community Infrastructure Levy when available - Further refinement of priority assessments in the property and infrastructure budgets to ensure all pressures have been considered and ranked	Deb Hill-Howell	Phil Murphy	Economy and Development Strong Communities
		2015/16	Possible	Major	Medium					
3b	Pressure on capital budget from 21 st Century schools programme will impact on other areas requiring capital investment.	- A number of significant pressures are documented that are not currently funded - In the event of emergency pressures resources will have to be diverted due to lack of capacity in the capital budget	2016/17	Possible	Major	Medium				
4	Potential that negative findings from pending CSSIW and Estyn inspections will divert energy from an ambitious transformation programme.	- Cases considered by CSSIW in Spring 2014 identified some concerns about outcomes - Unable to evidence good performance against some key performance indicators in children's social services - Education services currently remain in special measures,	2014/15	Almost Certain	Major	High	- Evaluate and reflect on our practice to ensure that any problems are identified and acted upon - Manage our actions in response to Estyn and CSSIW via the directorates' service plans and the consolidated action plan led by Children's Services	Simon Burch & Sarah Mc-Guinness Tracey Jelfs	Geoff Burrows Liz Hackett-Pain	Adults CYP
		2015/16	Possible	Major	Med					
		2016/17	Unlikely	Major	Low					

Ref	Risk (Effect and Event)	Reason why the risk has been identified (evidence) (Cause)	Risk Level				Actions proposed to mitigate risk	Service & Risk Owner	Cabinet Member	Select Committee
			Year	Likelihood	Impact	Risk Level				
		although feedback from the Monmouthshire Recovery board is positive								
5	The authority does not achieve a positive outcome from the corporate assessment	- Self assessment highlighted a number of issues that need to be addressed including: i) Ensuring alignment and planning of resources to deliver priorities and programmes. ii) Ensuring staff are appropriately supported - WAO Annual Improvement report highlighted "It is uncertain whether the Council is likely to make arrangements to secure continuous improvement for 2014-15"	2014/15 2015/16 2016/17	Unlikely Possible Possible	Major Major Major	Low Med Med	- Deliver the action plan emerging from the Self-Evaluation. - Continue to roll-out a new employee performance framework and ensure we have the right people in the right jobs - Continue to improve the way we manage the performance of our services and tie this into continued effective financial management of the organisation.	Tracey Harry Will McLean	Peter Fox	All
6	Potential for significant harm to vulnerable children or adults due to factors outside our control.	- The likelihood of this occurring in a given year is low. However the significant harm that can occur due to factors that are outside our control mean that this will always be a risk	2014/15 2015/16 2016/17	Possible Possible Possible	Major Major Major	Medium Medium Medium	- Continually monitor and evaluate process and practice - Deliver actions set in service plans for POVA and Safeguarding - Ensure that robust systems are in place within the authority to respond to any concerns arising from allegations or organised abuse	Tracy Jelfs/ Julie Boothroyd	Liz Hackett Pain Geoff Burrows	CYP Adults
7	Possibility that needs and capabilities of learners are not	- Gap in attainment between 'all pupil' and Free School Meals cohort - Variation in standards across	2014/15 2015/	Likely Likely	Major Major	Medium Medium	- Ensure delivery of the actions identified in the Chief Officers annual report - Continue to self-assess and deliver	Sarah Mc-Guinness	Liz Hackett Pain	CYP

Ref	Risk (Effect and Event)	Reason why the risk has been identified (evidence) (Cause)	Risk Level				Actions proposed to mitigate risk	Service & Risk Owner	Cabinet Member	Select Committee
			Year	Likelihood	Impact	Risk Level				
	sufficiently addressed and consequently, they do not achieve to their highest potential	schools - To date we have not in all cases appropriately supported pupils with additional learning needs - poor assessments in some schools due to leadership, management, capacity and performance issues - unsustainable provision to meet the demand for Welsh Medium education provision	16 2016/ 17	Possible	Major	Medium	effective responses to the Estyn inspection recommendations - Ensure that the Additional Learning Needs review delivers a sustainable, adequate and appropriate support to pupils with Additional Learning Needs - Ensure the commissioned arrangements with the EAS address the authority's concerns in challenging and supporting schools - Deliver the Welsh Education Strategic Plan in collaboration with neighbouring authorities			
8a	Potential that council services, including schools do not have the necessary ICT infrastructure to maximise their offer to service users	- The ongoing SRS review has identified scope for improvement and greater realisation of opportunities for its partner bodies. - Schools and the EAS depend on reliable equipment and support from the SRS to implement systems for pupil tracking and to meet curriculum needs	2014/ 15 2015/ 16 2016/ 17	Likely Likely Possible	Substantial Substantial Substantial	Medium Medium Medium	-Work with the SRS Board to implement the findings of the review specifically around: finance and the core service, governance and cultural and identity -Produce a 'commissioning document' that informs the nature, cost and schedule of services MCC wishes to procure from SRS. Keep the relationship business focussed and reinforce the client-contractor split. - Revise the ICT programme board as the digital programme board to improve and strengthen governance	Peter Davies	Phil Murphy Bob Greenland	Economy and Development
8b	Insufficient ICT infrastructure and skills in the county have the potential to lead to social and economic	- Broadband notspots remain in the county and despite Monmouthshire being in the next tranche for roll-out of Superfast Cymru; around 4-6% of our most rural areas, which are								

Ref	Risk (Effect and Event)	Reason why the risk has been identified (evidence) (Cause)	Risk Level				Actions proposed to mitigate risk	Service & Risk Owner	Cabinet Member	Select Committee
			Year	Likelihood	Impact	Risk Level				
	disadvantages	already more isolated, will not be impacted. - Welfare reform increases requirements for internet access and suitable digital skills for some of the most vulnerable in our society					arrangements -Deliver the I County digital road map which has three main areas of focus: 1) internal systems, processes, data and infrastructure 2) community, economic, business and education dimensions 3) opportunities for commercialisation			
9a.	Our workforce do not have sufficient development opportunities to improve performance.	- Our people are central to the success of our council and county. - Continued economic constraint and local government reform can impact on staff morale and service objectives. - Organisational culture impacts on our ability to address future challenges and make sustained improvements in areas that require it. - Corporate self-evaluation identified we need to do more to support staff and at the staff conference people indicated that the values of the authority are not always practiced.	2014/15 2015/16 2016/17	Possible Possible Unlikely	Substantial Substantial Substantial	Medium Medium Low	- Engage with staff and communities to finalise the People and Organisational Development Strategy. This will ensure the strategy is focussed on addressing identified needs. - Once finalised, take forward the activities in the programme plan of the strategy which will bring together the many facets of people and organisational development we run to provide support and development for people whether they are inside or outside of our organisation	Peter Davies	Phil Murphy	Strong Communities
9b.	Our strategy of	- To respond to these challenges					- To provide to the council and the			

Ref	Risk (Effect and Event)	Reason why the risk has been identified (evidence) (Cause)	Risk Level				Actions proposed to mitigate risk	Service & Risk Owner	Cabinet Member	Select Committee
			Year	Likelihood	Impact	Risk Level				
	animating and drawing upon the social capital in our communities is not mirrored by a reciprocal community response	we will need to fully utilise and support the talent that exists inside our organisation and out, which includes volunteers, community organisations and social capital. This will require new ways of working which themselves carry an inherent risk.					community clarity as to how to engage with the authority in order to deliver a localised set of shared aims and objectives including a shared understanding of the governance structures that allow effective participation and robust decision making.			
10	Potential that Monmouthshire will not have a prosperous economy that supports enterprise and sustainable growth	<p>Average gross weekly wage levels have declined in the County in the three previous years up to 2013 to £427, the fifth lowest in Wales. In 2014, wage levels have increased to £466, equal 9th in Wales.</p> <p>A large element of the Monmouthshire workforce are out commuting.</p> <p>Whilst there is action we can take to help mitigate some of the risk, the economy in Monmouthshire will be impacted on by external market</p>	<p>2014/15</p> <p>2015/16</p> <p>2016/17</p>	<p>Possible</p> <p>Possible</p> <p>Possible</p>	<p>Substantial</p> <p>Substantial</p> <p>Substantial</p>	<p>Medium</p> <p>Medium</p> <p>Medium</p>	<p>- Implement the Monmouthshire Business Growth and Enterprise Strategy action plan which has a specific focus to support business growth, encourage inward investment and growing entrepreneurs.</p> <p>- Complete the Vale of Usk Local Development Strategy, following consultation with wider partners, which will inform how the Rural Development Plan funding for the 2014-2020 period will be spent to coordinate action to maximise results across the Vale of Usk rural areas.</p>	Peter Davies	Bob Greenland	Economy and Development

Ref	Risk (Effect and Event)	Reason why the risk has been identified (evidence) (Cause)	Risk Level				Actions proposed to mitigate risk	Service & Risk Owner	Cabinet Member	Select Committee
			Year	Likelihood	Impact	Risk Level				
		<p>conditions that are outside of our control which increases the likelihood of the risk.</p> <p>Availability of assets which enhance the tourism offer, an important part of the Monmouthshire economy, is a risk with continuing financial constraint</p>								

APPENDIX H1 - USE OF RESERVE FOR REVENUE BUDGET PURPOSES 2015-16

Item	2015-16		Reserve
	£000	£000	
	To	From	
COUNCIL FUND			
To fund 2015/16 budget		0	
Net contribution from Council Fund	0	0	
EARMARKED RESERVES			
General Earmarked reserve use			
Contributions from:			
Vehicles (residual value advance)		61	Invest to Redesign Reserve
Innovation / People Strategy		152	Invest to Redesign Reserve
Service Transformation - Adult Social Care		160	Invest to Redesign Reserve
Fixed Asset Disposal Costs		154	Capital Receipt Generation Reserve
Pension Strain Costs		325	Redundancy and Pensions Reserve
Local Development Plan		100	Priority Investment Reserve
CYP Development Fund		200	Priority Investment Reserve
Raising Education Standards		56	Priority Investment Reserve
Grass Routes Buses		26	Grass Routes Buses Reserve
Total contribution from Earmarked Reserves	0	1,234	
Contributions to:			
Repayments to reserve for amounts provided in earlier years	-60		Invest to Redesign Reserve
Election costs	-25		Elections reserve
Grass routes buses reserve	-5		Grass Routes buses reserve
Repayment of 14/15 capital advance	-16		Capital Investment Reserve
	-106	0	
Earmarked reserve support for revenue budget	-106	1,234	
Capital reserve funding		519	Capital Investment Reserve
TOTAL EARMARKED RESERVE CONTRIBUTIONS	-106	1,753	
		1,647	Total Net Contribution from Reserves

APPENDIX H2 - RESERVE BALANCES 2015/16

Reserve	B/F	2014/15					2015/16		
		Cont to	Cont from (Budgeted)	Cont from (Caveated)	Forecast Variances & Approved Reports	C/F	Contributions To	Contributions From	C/F
Council Fund									
Council Fund (Authority)	-7,080,000		266,410			-6,813,590			-6,813,590
School Balances	-988,044				700,000	-288,044			-288,044
Sub Total	-8,068,044	0	266,410	0	700,000	-7,101,634	0	0	-7,101,634
Earmarked Reserves									
<i>Invest to Redesign Reserve</i>	-2,208,161	-40,228	1,173,754		43,018	-1,031,617	-60,228	373,362	-718,483
<i>IT Transformation Reserve</i>	-946,845		311,942			-634,903			-634,903
<i>Insurances & Risk Management Reserve</i>	-1,968,388					-1,968,388			-1,968,388
<i>Capital Receipt Generation Reserve</i>	-244,246		231,609			-12,637		153,845	141,208
<i>Treasury Equalisation Reserve</i>	-1,124,693		338,175			-786,518			-786,518
<i>Redundancy and Pensions Reserve</i>	-744,243		369,579			-374,664		325,434	-49,230
<i>Capital Investment Reserve</i>	-1,636,445		25,570			-1,610,875	-15,500	518,541	-1,107,834
<i>Priority Investment Reserve</i>	-2,468,935		567,393		641,000	-1,260,542		356,000	-904,542
<i>Single Status & Equal Pay Reserve</i>	-1,051,834					-1,051,834			-1,051,834
<i>Museums Acquisitions Reserve</i>	-59,798					-59,798			-59,798
<i>Elections Reserve</i>	-58,183	-25,000				-83,183	-25,000		-108,183
<i>Grass Routes Buses Reserve</i>	-186,528	-5,000	25,913			-165,615	-5,000	25,913	-144,702
<i>Restricted Use Reserves</i>	-550,477	-203,506	173,682			-580,301			-580,301
Evidence Based Pressure	0					0			0
Total Earmarked Reserves	-13,248,777	-273,734	3,217,617	0	684,018	-9,620,876	-105,728	1,753,095	-7,973,509
Total Useable Revenue Reserves	-21,316,821	-273,734	3,484,027	0	1,384,018	-16,722,510	-105,728	1,753,095	-15,075,143

Appendix I - Revenue Budget Summary 2015/16

	November 2014 Cabinet proposals					Final Settlement Changes		Full Cost MTFP Base Budget Adjustments	January 2015 Cabinets Final budget recommendations		
	Indicative Base Budget 2015/16	Proposed savings	Identified Pressures	Council Tax Income	Proposed Budget 2015/16	Adjustment to AEF	Settlement pressures / adjustments		Changes to Pressures	Further Efficiency Savings	Final budget recommended
Net Expenditure Budgets											
Children and Young People	52,194	-1,514	330	0	51,010	0	0	209	0	0	51,219
Social Care and Health	36,982	-274	500	0	37,208	0	0	206	0	-40	37,374
Enterprise	10,102	-1,048	150	0	9,204	0	0	72	0	-125	9,151
Operations	18,012	-1,712	0	0	16,300	0	0	0	0	0	16,300
Chief Executive's unit	7,437	-234	0	0	7,203	0	0	-46	0	125	7,282
Corporate Costs & Levies	18,343	-100	400	0	18,643	0	0	0	126	-154	18,615
Sub Total	143,070	-4,882	1,380	0	139,568	0	0	441	126	-194	139,941
Appropriations	9,115	0	0	0	9,115	0	204	50	0	0	9,369
Contributions to Earmarked reserves	51	0	0	0	51	0	0	40	0	0	91
Contributions from Earmarked reserves	-860	0	0	0	-860	0	0	-375	0	0	-1,235
Total Net Proposed Budget	151,376	-4,882	1,380	0	147,874	0	204	156	126	-194	148,166

Funding Budgets

Aggregate External Financing (AEF)	-94,116	0	0	0	-94,116	40	0	-303	0	0	-94,379
Council Tax (MCC)	-41,815	-450	0	0	-42,265	0	0	-401	0	-31	-42,697
Council Tax (Gwent Police)	-9,381	0	0	0	-9,381	0	0	0	0	0	-9,381
Council Tax (Community Councils)	-1,669	0	0	0	-1,669	0	0	0	0	0	-1,669
Total Funding	-146,981	-450	0	0	-147,431	40	0	-704	0	-31	-148,126
Headroom/-shortfall	4,395	-5,332	1,380	0	443	40	204	-548	126	-225	40

	Council Tax 2014/15				2015/16 tax base	Council Tax 2015/16	%age increase
Council tax recommendations	1,043.34				44,561	1,094.98	4.95%

Appendix J1 - Capital Budget Summary 2015 to 2019

	Indicative Budget 2015/16	Indicative Budget 2016/17	Indicative Budget 2017/18	Indicative Budget 2018/19
Asset Management Schemes	1,929,278	1,929,278	1,929,278	1,929,278
School Development Schemes	42,247,450	22,446,500	3,644,000	2,350,000
Infrastructure & Transport Schemes	2,240,740	2,240,740	2,240,740	2,240,740
Regeneration Schemes	0	0	0	0
Sustainability Schemes	0	0	0	0
County Farms Schemes	300,773	300,773	300,773	300,773
Inclusion Schemes	850,000	850,000	850,000	850,000
ICT Schemes	0	0	0	0
Vehicles Leasing	1,500,000	1,500,000	1,500,000	1,500,000
Other Schemes	65,000	20,000	20,000	20,000
TOTAL EXPENDITURE	49,133,241	29,287,291	10,484,791	9,190,791
Supported Borrowing	(2,420,000)	(2,420,000)	(2,420,000)	(2,420,000)
Unsupported (Prudential) Borrowing	(11,809,000)	(6,804,000)	7,613,000	(1,000,000)
Grants & Contributions	(21,780,250)	(12,746,250)	(2,462,000)	(3,112,000)
Reserve & Revenue Contributions	(489,541)	(489,541)	0	0
Capital Receipts	(11,134,450)	(5,327,500)	(11,715,791)	(1,158,791)
Vehicle Lease Financing	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
TOTAL FUNDING	(49,133,241)	(29,287,291)	(10,484,791)	(9,190,791)
(SURPLUS) / DEFICIT	0	0	0	0

Appendix J2 - Schools capital programme (includes Raglan)	Financial Year 2015/16	Financial Year 2016/17	Financial Year 2017/18	Financial Year 2017/18
	Indicative Budget £	Indicative Budget £	Indicative Budget £	Indicative Budget £
Expenditure:				
Access For All	50,000	50,000	50,000	50,000
Raglan Primary	1,326,450	112,500		
Monmouth Comprehensive School - 1600 Place	19,171,000	11,167,500	1,797,000	1,150,000
Caldicot Comprehensive School - 1500 Place	18,700,000	9,116,500	1,797,000	1,150,000
Welsh Medium Secondary Schools	3,000,000	2,000,000		
Total Expenditure	42,247,450	22,446,500	3,644,000	2,350,000
Financing:				
Future schools funding - Raglan Primary	(647,250)	(56,250)		
21c schools project (grant and annuity)	(19,671,000)	(11,228,000)	(1,000,000)	(1,650,000)
External Grant Funding	(647,250)	(56,250)	0	0
MCC Capital Receipts	(679,200)	(56,250)		
21c schools project	(10,391,000)	(5,252,000)	(11,207,000)	(650,000)
Capital Receipts	(11,070,200)	(5,308,250)	(11,207,000)	(650,000)
Supported Borrowing	(50,000)	(50,000)	(50,000)	(50,000)
Unsupported Borrowing	(10,809,000)	(5,804,000)	8,613,000	0
Total Financing	(42,247,450)	(22,446,500)	(3,644,000)	(2,350,000)
(Surplus) / Deficit	0	0	0	0

Appendix J3 - Forecast Useable Capital Receipts

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

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

<u>GENERAL RECEIPTS</u>	2015/16	2016/17	2017/18	2018/19
	£000	£000	£000	£001
Balance as at 1st April	12,556	11,660	21,104	11,542
Less: capital receipts used for financing	(743)	(76)	(509)	(509)
Less: capital receipts used for financing Monmouth, Caldicot and Welsh medium 21c school provision	(10,391)	(5,252)	(11,207)	(650)
	1,422	6,333	9,388	10,384
Capital receipts forecast	10,235	25,220	2,150	0
Deferred capital receipts	4	4	4	4
Less: capital receipts set aside:		(10,452)		
Balance as at 31st March	11,660	21,104	11,542	10,388
<u>LOW COST HOME OWNERSHIP RECEIPTS</u>	2015/16	2016/17	2017/18	2018/19
	£000	£000	£000	£001
Balance as at 1st April	109	109	109	109
Less: capital receipts used for financing	0	0	0	
	109	109	109	109
Capital receipts forecast	-	-	-	
Balance as at 31st March	109	109	109	109

Appendix J4 - Capital Receipts Summary and Risk Factors

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

Risk Factor	2015/16 £	2016/17 £	2017/18 £	2018/19 £	Total £	
Education Receipts						
Low	0	0	0	0	9,476,000	86%
Medium	600,000	0	0	0	850,000	8%
High	525,000	120,000	0	0	720,000	7%
	1,125,000	120,000	0	0	11,046,000	
County Farm Receipts						
Low	0	0	0	0	1,195,000	77%
Medium	0	0	0	0	0	0%
High	350,000	0	0	0	350,000	23%
	350,000	0	0	0	1,545,000	
General Receipts						
Low	0	0	0	0	40,000	0%
Medium	310,000	16,000,000	0	0	16,330,000	97%
High	300,000	200,000	0	0	500,000	3%
	610,000	16,200,000	0	0	16,870,000	
Strategic Accommodation Review						
Low	0	0	0	0	0	0%
Medium	0	1,500,000	0	0	1,500,000	36%
High	2,500,000	0	150,000	0	2,650,000	64%
	2,500,000	1,500,000	150,000	0	4,150,000	
Dependent on Outcome of LDP						
Low	0	0	0	0	0	0%
Medium	0	0	0	0	0	0%
High	5,650,000	7,400,000	2,000,000	0	15,050,000	100%
	5,650,000	7,400,000	2,000,000	0	15,050,000	
TOTALS						
Low	0	0	0	0	10,711,000	22%
Medium	910,000	17,500,000	0	0	18,680,000	38%
High	9,325,000	7,720,000	2,150,000	0	19,270,000	40%
Total	10,235,000	25,220,000	2,150,000	0	48,661,000	

Risk Factor key:

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

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

Low - No major complications in forseen for the transaction

Appendix J5a - Major Capital Pressures

Description of Pressure	Forecast Cost
<p>The major review of the waste Mgt and recycling service is ongoing and will report in late Winter 2014 to Members with a proposal to delay revisions to the service until further analysis has been done. Proposals are likely to include consideration of receptacles rather than bags (anticipated cost of between £0.3-1.3m) To accommodate the change at kerbside, developments will be needed at our transfer stations at an indicative cost of £800k depending on the scale of works required. Options may be limited if WG insist on certain scheme components. The quoted capital costs exclude new vehicle costs which are modelled as being leased currently.</p>	2,100,000
<p>Monmouth Community Amenity site upgrade - indicative costs are £1.5-2m if built and run by the Council. The transfer station and CA capital costs could be avoided if the Council decided it was best value to procure a build, finance, operate contract for its sites in future. The work to evaluate these options will follow on after kerbside collection.</p>	2,000,000
<p>Bringing County highways to the level of a safe road network. This backlog calculation figure has been provided by Welsh Government. The Authorities Capital Programme is not addressing the backlog significantly as the annual level of funding available is not of sufficient magnitude to address this. The annual programme is set in relation to the approved budget and this programme is shared with all members. Routes are selected on the basis of their significance within the overall highway network and their condition. Programmes are reviewed annually around December and then distributed to members.</p>	80,000,000
<p>Investing in infrastructure projects needed to arrest road closures due to whole or partial bank slips. Without additional expenditure there is the potential for deterioration, increased scheme costs, disruption to communities and the travelling public and road closures.</p>	5,000,000
<p>Backlog on highways structures including old culverts, bridges and retaining walls. With existing budget this backlog will take 23 years to cover and there will be increased likelihood of loss of network availability.</p>	12,700,000
<p>Reprovision or repair of Chain Bridge - Cost prediction is indicative at present. Detailed estimates will be available Jan 2015. The bridge is currently under special management measures and inspection. Repair/reprovision will remove / minimise the need for these measures. Without remedial work, the structure will continue to deteriorate. The current 40T maximum limit will have to be further reduced restricting access to the Lancayo area especially for heavy vehicles.</p>	2,500,000
<p>Property Maintenance requirements for both schools & non-schools as valued by condition surveys carried out some years ago. The existing £2m annual budget mainly targets urgent maintenance e.g. health & safety, maintaining buildings wind & watertight, etc., and is insufficient to address the maintenance backlog. A lack of funding means maintenance costs will rise; that our ability to sell buildings at maximum market rates will be affected ; Our ability to deliver effective services will be affected and a Loss of revenue and poor public image.</p>	25,000,000
<p>Disabled adaptation works to public buildings required under disability discrimination legislation.</p>	7,600,000
<p>Maintenance and H&S works to historic buildings. Little progress has been made to date as the only budget available is the already overstretched capital maintenance programme. Without remedial works, Health and Safety risks become higher, long term maintenance costs become higher and potential revenue is lost from e.g. tourism, bookings, exhibitions, use of the locations for large events i.e. Food festival. CADW and landlords could force authority to carry out emergency repairs.</p>	4,000,000

School Traffic Management Improvements at Castle Park and Durand Primary Schools - based on works carried out on similar buildings.	450,000
Refurbishment of all Public Toilets	250,000
Modification works to school kitchens to comply with Environmental Health Standards. Without additional funding school kitchens may have to be closed and additional costs for transporting meals incurred, possibly causing disruption to the education process.	400,000
Remedial works to deal with Radon gas issues. Once the surveys are completed, where high levels of radon gas are established action has to be taken. Without this action, buildings will need to be closed and costs may be incurred for moving and relocating staff or schools.	250,000
Removal of Asbestos containing materials (ACM's) from buildings	2,000,000
Caldicot Castle remedial works - longer term pressures given the condition of the curtain walls / towers etc. The £2-3m estimate is a ball part figure ranging from just the backlog of maintenance to also including improvements to bring the visitor facilities up to modern standards. An RDP grant is paying for a condition survey / outline conservation plan. The current condition of buildings constrains current operations and will impact on future management options including the assessment of viability of potential Cultural Services Trust. Heritage Lottery Funding is possible (but very competitive) Substantial match funding would still be required.	3,000,000
Countryside Rights of Way work needed to bring network up to statutorily required and safe standard. This should be taken as a provisional figure as surveys and assessments of bridges and structures are on-going and the rights of way prioritisation system which includes risk assessment will more accurately define and rank the backlog. Bridge management report on 787 bridges completed in October 2013 identifies 254 known bridge issues of which 77 need repair, 31 replacement & 80 are missing. 68 have 'other' issues including 51 bridges which require full inspection to further ascertain requirements/costs. 13 bridges are 10m+ and require replacement or repair. It is not possible to cost all of these currently but a ball park figure of £288k has been identified for the first tranche of issues.	2,200,000
Transportation/safety strategy –Air Quality Management, 20 m.p.h legislation and DDA (car parks)	1,200,000
Disabled Facilities Grants (DFGs) - The DFG's budget has remained unchanged for the last ten years. Each year the fully committed/spent date falls earlier in the financial year. This year we expect the budget to be fully committed by end October.	500,000
Sub Total Major Pressures	151,150,000

Appendix J5b - Issues List			
Area	Background	Forecast Cost if known	Recommendation
Community Hub	The revenue budget proposal to create community hubs will require capital investment to ensure the Hubs have appropriate accommodation in Caldicot by creating the Hub in the Library, in Chepstow by creating the Hub in the existing building, in Monmouth by creating the Hub in the Market Hall or Rolls Hall and in Usk by creating a Hub in the building with the Youth Service. It is assumed that the proposal in Abergavenny will be funded from the capital already allocated to the library.	300,000	Requires capital funding in 2015/16
Monmouth Pool	Monmouth Pool – Recent report indicated options for members. Preference was to replace the pool, with a 4 lane 25 metre pool, subject to finalisation of budget costs and funding streams linked to 21st century schools	4,000,000	Requires business case to establish funding
Cycle track	The site at Gilwern wasn't suitable due to ecology issues in the national park and the need to use flood lights etc. Alternative sites will be considered if appropriate. Gilwern report 6/11/13 - was for £150k from Sports Wales, £120k S106 funding, £50k from Leisure budget and £150k Invest to save.	0	Requires business case to establish funding
Energy Efficiency schemes	Solar farm project requires member and Planning support - estimate Nov 14 Cabinet – proposal to be funded initially from borrowing (£5.7m cost), but ultimately self financing from feed in tariff to provide net saving in time.	0	Requires business case to establish funding
Accommodation rationalisation including J block	Rationalisation of property portfolio to include remodelling of J Block, Usk - Lease extension to Coleg Gwent until Dec 2016. Once building empty, 9 month refurbishment before move in (sep 17) which will require capital investment.	0	Need to establish cost for consideration in 2016/17 capital budget
Car parking strategy – Rockfield road £250k	Cabinet report 3/9/14 - proposed that a report go to Council to invest capital budget to include Rockfield Road £250,000 subject to final agreement of charging policy	250,000	Subject to final agreement on charging policy
Outdoor education strategy	A review of the service is ongoing looking at increasing revenue opportunities and also if the current three site approach is suitable for future delivery. If the conclusion of the report is close a facility, capital money will be required to develop facilities on remaining sites. The review is at an early stage. If combined 3 buildings into one, could free up a site and maybe generate a capital receipt; Will have completed review by Dec 14 ;	0	Review to take place

ALN strategy	Mandate 35 of the MTFP 14/15 outlines a review of current ALN service to ensure integration and streamlining the current service offer and may require capital investment	0	Review to take place
Depot rationalisation – transport	As it currently stands – Transport will not be requiring any capital monies. Transport Manager is working on a report to rent premises and bring PTU buses in house for servicing which will help cover the additional cost of the premises. A new fitting shop is becoming essential for Caldicot. Presently considering a site which would need around £25k capital set up costs	25,000	To be covered within existing budgets
Cultural services strategy	Currently the service is exploring future delivery options including trust status. Part of the work will involve conditions surveys which may lead to capital works being required. Included:- e.g. museums, Shire hall, Abergavenny castle, Old station Tintern, Caldicot castle; Have requested £30k from Cabinet to undertake the review (15/10/14);	1,000,000	Review to take place
Cemeteries	Monmouth Cemetery closed; A new north of county cemetery is regarded as low priority. Cabinet recommended that SCOMM Select look into this further.	0	Select to consider
Business Growth & Enterprise Strategy	The 'draft' strategy is currently out for consultation and we will be looking to bring the final report back through Cabinet. There are potential capital expenditure requirements in the following areas. Investment in digital and web presence – some of this is being secured through existing budget provision. However, there are likely to be business cases put through that will request additional funding. This will ultimately feed through Digital Board. Monmouthshire Crowd funding platform / lottery – this is now being deferred to December 14 Cabinet as we are only going to be in receipt of a piece of research being done by the University of South Wales in the next couple of weeks. Whether we move forward with a lottery concept and/or a crowdfunding platform there is potential for a request for MCC loan finance to: (a) Provide the initial capital (early estimate of £50k) for an independent organisation to run it; and (b) To provide initial capital (estimate of £1m) to allow loan finance to allow businesses to access low-interest or interest free	1,050,000	Requires business case to establish funding
Business Growth & Enterprise Strategy	Loan finance, potentially as match funding alongside crowdfunding. Business Hubs – working with Estates to identify appropriate space that would allow the Authority to develop Business hubs in our key towns. This will require a business case to come through.	5,000	Requires business case to establish funding

SRS	Similarly there is work ongoing with the SRS. We are putting a commissioning document in place that outlines what we require from the SRS going forward. This is being informed by a market testing exercise that is being done. This will then result in SRS providing clarity on what this means, not just in ongoing revenue terms, but also in terms of medium term capital implications.	0	Requires business case to establish funding
People Strategy	A revised People and Organisational Development Strategy has been taken through Cabinet. There is some work to do on our HR systems and processes. From this it is envisaged that there may well be investment needs that are required which of course would feed through Digital Board.	0	Requires business case to establish funding
Children's Services Contact centres	Capital required for adaptation of buildings for occupation.	0	Being completed in 2014/15
Sewerage treatment plan	Shirenewton sewerage treatment plant - Estimate increased from £50k to £75k. Last service /inspection report received in Sept 2014 stated 'very poor general condition and system in desperate need of replacement'.	75,000	To be managed within the current allocation in the budget
Sewerage treatment plan	Penyrhiw, Llanwenarth Citra sewerage treatment plant – is being reactively managed and remedially repaired, but is well past economic repair.	75,000	
Sewerage treatment plan	Itton Common Sewerage treatment plant - There is currently £10k in the capital programme but anticipated cost of works suggests a requirement for an additional £15k due to the need to acquire an additional area of land.	25,000	
Countryside	Llanfoist Bridge - The failure of the stone blockwork on the River Usk by Llanfoist bridge in Castle Meadows, Abergavenny – This continues to get worse and whilst we occasionally fill the resulting voids as it slumps it will eventually fail more fundamentally probably associated with a major flooding event. Given its the likely site for the Eisteddfod this is becoming a much higher corporate risk.	50,000	Capital allocation for countryside to be increased from ££40k to £70k. An additional £30k to be considered in the 2015/16 capital budget
Countryside	Current Rights of Way issues (Whitebrook byway) - Engineering assessments have been completed on landslip / collapse of byway at Whitebrook, estimated cost of repairs in the region of £70-£80k.	75,000	
Countryside	Current Rights of Way issues (Wye and Usk Valley Walks) - Engineering assessments have been completed on river erosion / landslips on the Wye and Usk Valley Walks. [Monmouth Viaduct] (Wye Valley Walk) £23,925, [Clytha] (Usk Valley Walk) £46,725, [Coed Y Prior] (Usk Valley Walk) £9,900, site investigations/design £5,500	86,000	
Countryside	Current Rights of Way issues (Closed Dangerous Bridges) - part of the wider rights of way bridges pressure (see major pressures) but specifically relating to those bridges in such poor condition that they have been legally closed on health and safety grounds	29,000	

Leisure	Monmouth Sportsground - The Monmouth Sports Pavilion is part of the land leased to the Monmouth Sports Association. The drain was diverted direct into the River Monnow when the second Monnow Bridge was constructed. However this needs to be reviewed to ensure it complies with all requirements. Capital costs are likely to be £10,000 for the sewer re-routing and connection works plus fees, the cost of a Section 104 Agreement with Welsh Water (DCWW) and the cost of adopting the sewer connection once the work is completed.	25,000	£25k capital funding required in 2015/16 to comply with all requirements
Property services	Radon Gas Surveys	30,000	Revenue cost
Property services	Tree Risk Assessments	30,000	Revenue cost
Countryside	Caldicot Castle - Kitchen Modifications (£40k) to bring up to date and comply with environmental health requirements and to allow banquets to take place and provide additional income to the castle. Consolidation of fire and security alarms (£20k)	60,000	£40k capital investment required to achieve the increase income targets in the revenue budget
Property services	School Kitchen H&S Works - Gas safe interlock valves are now required to all school kitchens to comply with Gas safe regulations. Also required to these kitchens are replacement cookers as some of the units present do not have gas flame safety devices	36,000	Being funded through property planned maintenance allocation
Leisure	Caldicot 3G pitch - Unanticipated ground conditions, electrical connection capacity and retention of original pitch by school are anticipated to increase costs.	55,000	Being addressed in 2014/15

Monmouthshire County Council Medium Term Financial Plan - Equality Impact Assessment Matrix

2015 -2016

Proposal No:	Proposal Description										
		Age	Disability	Gender reassignment	Marriage & Civil Partnership	Pregnancy & maternity	Race	Religion & Beliefs	Gender	Sexual orientation	Welsh Language
1	Leisure and tourism	0	0	0	0	0	0	0	0	0	0
2	Housing	0	0	0	0	0	0	0	0	0	0
6	Museums, castles etc	0	0	0	0	0	0	0	0	0	0
14	Home to school transport	1	0	0	0	0	0	0	0	0	0
16	Schools delegated budgets	1	0	0	0	0	0	0	0	0	0
20	Gwent music	1	0	0	0	0	0	0	0	0	0
25	Transport /fleet rationalisation	0	0	0	0	0	0	0	0	0	0
26	Property rationalisation	0	0	0	0	0	0	0	0	0	0
28	Community hubs	0	0	0	0	0	0	0	0	0	0
31	ICT Savings	0	0	0	0	0	0	0	0	0	0
34	Adult Social Care Transformation	0	0	0	0	0	0	0	0	0	0
35	Transformation of ALN	0	0	0	0	0	0	0	0	0	0
37a	Waste services efficiencies	0	0	0	0	0	0	0	0	0	0
37b	Waste trade charging for recycling	0	0	0	0	0	0	0	0	0	0
37c	Grey bags and nappies (decision already taken at Cabinet)										
40a	Democracy	0	0	0	0	0	0	0	0	0	0
41	Highways	0	0	0	0	0	0	0	0	0	0
41a	Markets income	0	0	0	0	0	0	0	0	0	0
42	CYP/ Youth services	0	0	0	0	0	0	0	0	0	0
	Total	3	0	0	0	0	0	0	0	0	0

L/2 – Equality Challenge on the Capital Programme

The “Equality Initial Challenge”

Name: Joy Robson Service area: Finance Date completed: 12 th Dec 2014		Please give a brief description of what you are aiming to do. Present capital budget proposals for consultation	
Protected characteristic	Potential Negative impact Please give details	Potential Neutral impact Please give details	Potential Positive Impact Please give details
Age		X	
Disability		X	
Marriage + Civil Partnership		X	
Pregnancy and maternity		X	
Race		X	
Religion or Belief		X	
Sex (was Gender)		X	
Sexual Orientation		X	
Transgender		X	
Welsh Language		X	

Please give details about any potential negative Impacts .	How do you propose to MITIGATE these negative impacts
➤	➤
➤	➤
➤	➤
➤	➤

Signed Joy Robson Designation Head of Finance

Dated 12th Dec 2014

EQUALITY IMPACT ASSESSMENT FORM

What are you impact assessing	Service area
Capital budget proposals	Finance
Policy author / service lead	Name of assessor and date
Joy Robson	Joy Robson 12/12/14

1. What are you proposing to do?

Present final capital budget proposals subject to final consultation in early January

2. Are your proposals going to affect any people or groups of people with protected characteristics in a **negative** way? If **YES** please tick appropriate boxes below.

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

3. Please give details of the negative impact

4. Did you take any actions to mitigate your proposal? Please give details below including any consultation or engagement.

5. Please list the data that has been used to develop this proposal? eg Household survey data, Welsh Govt data, ONS data, MCC service user data, Staff personnel data etc..

The changes to the programme are relatively minor and do not change the overall shape of the programme

Signed...Joy Robson.....**Designation**...**Head of Finance**.....**Dated**...12/12/14.....

The “Sustainability Challenge”

Name of the Officer completing “the Sustainability challenge” Joy Robson		Please give a brief description of the aims proposed policy or service reconfiguration Capital budget proposals	
Name of the Division or service area Finance		Date “Challenge” form completed 12/12/14	
Aspect of sustainability affected	Negative impact Please give details	Neutral impact Please give details	Positive Impact Please give details
PEOPLE			
Ensure that more people have access to healthy food		X	
Improve housing quality and provision		X	
Reduce ill health and improve healthcare provision		X	
Promote independence		X	
Encourage community participation/action and		x	

voluntary work			
Targets socially excluded		X	
Help reduce crime and fear of crime		X	
Improve access to education and training		X	
Have a positive impact on people and places in other countries		X	
PLANET		X	
Reduce, reuse and recycle waste and water		X	
Reduce carbon dioxide emissions		X	
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	
PROFIT			
Protect local shops and		x	

services			
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	
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc		X	
Increase and improve access to leisure, recreation or cultural facilities		X	

What are the potential negative Impacts	Ideas as to how we can look to MITIGATE the negative impacts (include any reasonable adjustments)
➤	➤
➤	➤
➤	➤

➤	➤
---	---

The next steps

- If you have assessed the proposal/s as having a **positive impact please give full details** below

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

Signed Joy Robson

Dated 12/12/14