



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

**County Hall  
Rhadyr  
Usk  
NP15 1GA**

**18 Chwefror 2015**

**18<sup>th</sup> February 2015**

**Notice of meeting:  
Monmouthshire County Council**

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

**Thursday 26<sup>th</sup> February 2015, at 2.00pm  
Council Chamber, County Hall, Rhadyr, Usk**

***Dydd Iau 26 Chwefror 2015, am 2.00yp  
Siambwr 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.*

<b>Item No</b>	<b>Item</b>
<b>1.</b>	<b>Apologies for absence.</b>
<b>2.</b>	<b>Chairman's report and receipt of petitions.</b>
<b>3.</b>	<b>To receive declarations of interest.</b>
<b>4.</b>	<b>To confirm and sign the minutes of the following meetings:</b> a) Council Meeting 22 <sup>nd</sup> January 2015 (10am) b) Council Meeting 22 <sup>nd</sup> January 2015 (2pm)
<b>5.</b>	<b>Public Forum items (none received).</b>
<b>6.</b>	<b>Notices of motion:</b> <b>(a) Submitted by County Councillor D. Batrouni</b> <i>'The Council welcomes Labour's commitment to devolve licensing powers relating to the extraction and exploitation of onshore shale gas and supports Welsh Labour's plan for an immediate moratorium on fracking in</i>

Wales. This Council notes that a small part of South West Monmouthshire has a Petroleum Exploration and Development Licenses (PEDLS) on it and the 14th license round covers a large part of Monmouthshire. By supporting a moratorium, the Council sends a clear message that we do not want fracking in Monmouthshire.'

7. **To receive the minutes of the following meetings:**
  - (a) Democratic Services Committee 13<sup>th</sup> October 2014
  - (b) Democratic Services Committee 24<sup>th</sup> November 2014
8. **Reports of the Head of Finance/S151:**
  - a) Council Tax Resolution 2015/16
  - b) Treasury Management Policy Statement and Strategy Statement, MRP Policy Statement and Investment Strategy 2015/16
9. To consider whether to exclude the press and public from the meeting during consideration of the following item of business in accordance with Section 100A of the Local Government Act 1972, as amended, on the grounds that it involves the likely disclosure of exempt information.
10. **Report of the Chief Officer Social Care and Health:**
  - a) Delegated Chief Executive Decision to approve a foster carer loan
11. To re-admit press and public.
12. **Report of the Chief Officer, Enterprise:**
  - a) Abergavenny: Vibrant & Viable Places – Town Centre Loan Fund
13. **Reports of the Head of Operations:**
  - a) Withdrawal of decision to build a new Library in Abergavenny
  - b) Review of Monmouthshire Local Transport Plan
14. **Reports of the Head of Democracy and Regulatory Services:**
  - a) Mobile Homes (Wales) Act 2013
  - b) Diary of meetings 2015/16
15. **Members' questions:**
  - a) **From County Councillor D. Batrouni to County Councillor P. Murphy:**  
*"What is his view on the future financial stability of Monmouthshire's Youth Service?"*
  - b) **From County Councillor D. Batrouni to County Councillor G. Howard:**  
*"How many complaints have the Council received about the Mark Group?"*

**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.

### Chairman's Report 17<sup>th</sup> January – 12<sup>th</sup> February

Saturday 17 <sup>th</sup> January 7 p.m.	Abergavenny Mayor's Charity Concert Borough Theatre, Abergavenny
Wednesday 21 <sup>st</sup> January 8.30 a.m.	1 Rifles Bugle Breakfast Beachley Barracks Officers Mess
Monday 26 <sup>th</sup> January 2 p.m.	Commander of HMS Monmouth visiting Monmouthshire County Hall, Usk
Tuesday 27 <sup>th</sup> January	Tusker Road Show County Hall, Usk – Raffle for Chairman's Charity Fund
Tuesday 27 <sup>th</sup> January 11 a.m.	Wales National Commemoration of Holocaust Memorial Day Service City Hall, Cardiff
Friday 30 <sup>th</sup> January 4 p.m.	Opening of a new Community Art Installation at Neville Hall Hospital
Friday 30 <sup>th</sup> January 6.30 pm for reception	MOD 2014 Defence Employer Recognition Scheme Awards Cardiff City Stadium, Leckwith Road, Cardiff, CF11 8AZ Chairman received silver award recognising MCC in regard to Armed Forces Covenant
Saturday 31 <sup>st</sup> January 7 p.m.	Mayor's Charity Murder Mystery Night St John's Dining Facility, Abergavenny
Thursday 5 <sup>th</sup> February 11 a.m.	Citizenship Ceremony Registry Office, Usk
Wednesday 11 <sup>th</sup> February	Launch of our Friends Group – Home Start Monmouthshire Bridges Community Centre, Monmouth
Wednesday 11 <sup>th</sup> February	Comic Relief Photoshoot County Hall, Usk
Wednesday 11 <sup>th</sup> February 4 p.m.	Gwent White Ribbon Celebration Event Chairman presented with plaque on behalf of MCC for the award to Monmouthshire for White Ribbon Status Parkway Hotel, Cwmbran
Thursday 12 <sup>th</sup> February 6 p.m.	Grand Opening of Altricity's Technology Store Altricity Technology Store, Abergavenny
Thursday 12 <sup>th</sup> February	Abergavenny Town Council Honours Evening Mayor's Parlour, Abergavenny

## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the meeting of Monmouthshire County Council held at County Hall, Usk on Thursday 22<sup>nd</sup> January 2015 at 10.00 a.m.**

**PRESENT:** County Councillor J. Prosser (Chairman)  
County Councillor B. Strong (Vice Chairman)

County Councillors: D. Batrouni, D. Blakebrough, G.C. Burrows, R.F. Chapman, P.R. Clarke, D.L.S. Dovey, G.L. Down, D.L. Edwards, R.M. Edwards, P.S. Farley, P.A. Fox, R. J. W. Greenland, E. J. Hackett Pain, R.G. Harris, R.J.C. Hayward, M. Hickman, R.J. Higginson, P.A.D. Hobson, G. Howard, S.G.M. Howarth, D.W.H. Hones, P. Jones, S.B. Jones, R.P. Jordan, P. Murphy, M. Powell, J.L. Prosser, V.E. Smith, F. Taylor, A.C. Watts, A.E. Webb and S. White.

#### **OFFICERS IN ATTENDANCE:**

Mrs K. Beirne	Chief Officer, Enterprise
Mr S. Burch	Chief Officer, Social Care and Health
Ms S. McGuinness	Chief Officer, Children and Young People
Mrs T. Harry	Head of Democracy and Regulatory Services
Mr W. Mclean	Head of Policy and Engagement
Mrs J. Robson	Head of Finance/Section 151 Officer
Mr R. Tranter	Head of Legal/Temporary Monitoring Officer
Mr. R. Hoggins	Head of Operations
Mr, G. Ashworth	Head of Planning
Mr. M. Davies	Head of Development Plans
Ms. S. Wiggam	Senior Strategy & Policy Officer, Planning
Mr R. Williams	Democratic Services Officer

#### **1. A MINUTE'S SILENCE**

Members and officers stood for a minute's silence as a mark of respect to reflect upon Neil Allmark, a Monmouthshire County Council Employee, who had sadly passed away and to reflect upon the tragedies that had occurred in France.

#### **2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Councillors D.J. Evans, L. Guppy J.I. Marshall and A. Wintle, and from Paul Matthews, Chief Executive.

#### **3. CHAIRMAN'S REPORT AND RECEIPT OF PETITIONS**

We received and noted the Chairman's report.

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The Chairman welcomed Ruth and Josh Chohan, South Wales Fire and Rescue cadets, to the Council Meeting.

Council was reminded that the Chairman was holding a Charity Ball on St. Valentine's Day at the Angel Hotel, Abergavenny, in support of his two charities. Tickets were available to be purchased.

County Councillor G. Howard presented a petition in relation to Crawshay Bailey Close, Gilwern. The petition was passed to the appropriate officer.

The Cabinet Member for Social Care and Health informed Council that on 12<sup>th</sup> November 2014 the All Wales Continuous Awards took place at the Swalec Stadium in Cardiff. Monmouthshire County Council's Children's Services had won the category for Innovation. Monmouthshire County Council, with two other local authorities, had also been shortlisted for the National awards which were to be held at York Racecourse next month. Officers from the Children's Services were presented with the award by the Chairman of Monmouthshire County Council.

The Cabinet Member for Innovation, Enterprise and Leisure provided Members with an update on Mabey Bridge. In doing so, the following information was noted:

- Mabey Bridge consists of three divisions: the Modular Bridge division based in Lydney, the Infrastructure division based in the centre of Chepstow and the Renewable Wind division at Newhouse Farm.
- The Company had requested in December 2015 to meet with representative of the Authority to hold an open discussion regarding the company's future. The Cabinet Member for Enterprise, the Chief Executive, the Chief Officer, Enterprise and the Head of Commercial and People Development had met with their Group Chief Executive and a consultant working for the company. An open and frank discussion was held in which the company outlined the problem that it was experiencing.
- The company considers that the division based in Lydney has a good future and intends to retain this division.
- The division based in the centre of Chepstow has been generating a loss for some years due to global competition in the heavy bridge market, threatening the viability of the whole business. The Company believes that there was no future in this division in their ownership or in any other ownership. Therefore, the company considers that it has no option but to announce the closure of this division. All contracts will be honoured leading to a phased closure of that division. Enhanced redundancy packages would be offered and it was hoped that enough staff would request voluntary redundancy to reduce the number of compulsory redundancies. Phased redundancies would be put in place.

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- The company believes that the Renewables division has a future but in a company bigger than themselves. This division has been offered up for sale and the Company is currently discussing this matter with a potential buyer.
- The Welsh Government had been made aware of this development.
- Monmouthshire County Councils Economic Development team would be providing support to the company to help manage the process.
- There were likely to be over 100 people made redundant.
- The company had met with employees and held talks regarding potential redundancies.

Having received the update by the Cabinet Member, the following points were noted:

- Members expressed their sadness regarding the issues affecting Mabey Bridge.
- Concern was expressed by the local Member for Thornwell that he had not been consulted on this matter. He feared that high quality staff will be lost to Monmouthshire. It was noted that officers had informed the local Members as soon as was possible. However, an oversight had been made with regard to the local Member for St. Mary's ward in which he had not been consulted and an apology had been made.
- The local Member for Shirenewton informed Members that the Renewables division was located within his ward and expressed his hope that as many jobs could be saved where possible.
- It was noted that the company was doing all that it could to mitigate against job losses.
- Further updates would be brought to Council at future meetings.

#### **4. DECLARATIONS OF INTEREST**

Declarations of Interest are identified under the relevant minute.

#### **5. MINUTES**

We received the minutes of the Council meeting dated 13<sup>th</sup> November 2014 which were confirmed and seconded.



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In doing so, reference was made to page 9 of the minutes – reference to the proposed amendment:

‘the Council set up an advisory group, with time limit, to look at SEN policy on transport and education, in conjunction with the other bodies of the council i.e. social services. Members would be part of the cross party.’

Some Members considered that it had been agreed that parents had been included in the establishment of a new advisory group and that all political parties would be represented on this group.

However, other Members considered that, at the last meeting, a group would come together to look at the items discussed in that motion and these issues would come to the existing advisory group. Issues have come forward and the advisory group has looked at these issues.

It was noted that parents had got together regarding this matter and Councillor Batrouni had minuted their meeting and had sent the parents’ views to the Cabinet Member for Schools and Learning. The Cabinet Member for Schools and Learning stated that the points raised by the parents had been considered and the changes would be made.

The Chairman asked Members to vote on the accuracy of the minutes. A vote was taken and the vote in favour of the minutes being an accurate record of the meeting held on 13<sup>th</sup> November 2014 was carried.

We resolved to receive the minutes as an accurate record of the meeting.

#### **6. PUBLIC FORUM**

There were no public forum items received.

#### **7. THE LINKS BETWEEN THE WELSH INDEX OF MULTIPLE DEPRIVATION (2014). MONMOUTHSHIRE’S LOCAL SERVICE BOARD AND THE FUTURE GENERATIONS BILL**

We received a report and presentation, which was introduced by the Cabinet Member for Community Development regarding the links between the Welsh Index of Multiple Deprivation (WIMD), Monmouthshire’s Local Service Board and the Future Generations Bill.

In doing so the following information was noted:

- Monmouthshire has 43 wards but has 56 Lower Super Output Areas (LSOAs). There is an inconsistency between the two measures.

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### Welsh Index of Multiple Deprivation (WIMD)

- The WIMD is the official measure of relative deprivation for small areas in Wales. It is designed to identify those small areas in Wales where there are the highest concentrations of several different types of deprivation.
- The WIMD was published on 26<sup>th</sup> November 2014.
- Deprivation is the lack of access to opportunities and resources which we might expect in our society.
- Material deprivation is having insufficient physical resources – food, shelter and clothing necessary to sustain a certain standard of life. Social deprivation refers to the ability of an individual to participate in the normal social life of the community.

The WIMD measures the eight domains:

- |                        |   |       |
|------------------------|---|-------|
| • Income               | - | 23.5% |
| • Employment           | - | 23.5% |
| • Health               | - | 14%   |
| • Education            | - | 14%   |
| • Access to Services   | - | 10%   |
| • Community Safety     | - | 5%    |
| • Physical Environment | - | 5%    |
| • Housing              | - | 5%    |

These combine to give an overall ranking of 1 – 1909.  
1 is the most deprived and 1909 is the least deprived.

The analysis of LSOAs is by percentiles – the 10% most deprived; the 20% most deprived; the 30% most deprived and the 50% most deprived.

The WIMD and Monmouthshire:

- Monmouthshire has 56 LSOAs.
- 0 in the top 10% deprived.
- 0 in the top 20% deprived.
- 7.1% (4) in the top 30% deprived.
- 23.2 (13) in the top 50% deprived.

Members were provided with a graph outlining the LSOAs within their wards.

Income Domain:

- This is constructed using three different indicators, i.e., the number of Supported Asylum Seekers, the number of people receiving tax credits and working tax

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credits, and income related benefit claimants. All of these are added together and then divided by the adult population of that LSOA to identify the figure.

#### Employment Domain:

- Is constructed on a similar basis to Income Domain. The numbers receiving job seekers allowance, incapacity benefit / severe disablement allowance and employment and support allowance are added together and divided by the population within that LSOA.

#### Health Domain:

- This is measured in the following ways – Limiting long term illness, all cause death rate, low birth rate and cancer incidences. In Monmouthshire there are significant differences in death rates around the county. The rate of people who are impacted by a long term life limiting illness is twice the rate between our lowest and our highest areas. Generally, the health of citizens in Monmouthshire is good compared to the rest of Wales.

#### Education Domain:

- This is calculated using a three year average and is measured in the following ways – Key Stage 4 Level 2 Inclusive, Key Stage 4 capped point score, not entering higher education, no qualifications, repeat absenteeism, Key Stage 2 average point score.

#### Access to Services Domain:

- This domain captures the average time taken to get to any one of the following services – Pharmacy, food shops, G.P. Surgery, public library, post office, primary school, leisure centre, petrol station and secondary school, both by public and private transport. It takes them both together and averages the time out and divides it by the LSOA. This demonstrates that people who do not have access to private transport are highly challenged.

This means that:

- 12 of the LSOAs are in the top 10% ranking.
- 21 of the LSOAs are in the top 20% ranking.
- 26 of the LSOAs are in the top 30% ranking.
- 38 of the LSOAs are in the top 50% ranking.

#### Community Safety Domain:

- This is measured in the following ways – Police recorded criminal damage, Police recorded violent crime, Police recorded anti-social behaviour, Police recorded theft, Police recorded burglary, Fire incidences, Police recorded criminal damage.

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Physical Environment Domain:

- This is measured in the following ways – Proximity to waste and industrial sites, Flood risk and air quality.

Housing Domain:

- This is measured in the following ways – Overcrowding (bedroom measure) and the percentage of housing that does not have central heating.

#### **The Local Service Board (LSB)**

The role of the LSB is to bring people together to work from partnership agencies to look at specific challenges in terms of evidenced local needs and to put in place proper processes and procedures.

LSB Priorities and Key Programmes 2014/15:

- Vulnerable people and access to services.
- Improving attainment.
- Reducing low birth weight babies (Anti-poverty).
- Alcohol reduction.

#### **The Well-being of Future Generations Bill**

- The Welsh Government has introduced the Well-being of Future Generations Bill to the Senydd.
- The Well-being of the Future Generations Bill will, in law, ensure that Wales wants to be prosperous, resilient, healthier, a more equal Wales with cohesive communities and a vibrant culture with a thriving Welsh language.

#### **Public Service Board**

- Local Service Boards will be replaced by Public Service Boards.
- Monmouthshire's current model is well placed to make the transition from the LSB to a Public Service Board.
- We will be expected to work more sustainably by putting in place early interventions

#### **How big a step is this?**

- We already have sustainable and resilient communities at the heart of our Single Integrated Plan (SIP).
- Our themes and outcomes reflect social, economic and environmental wellbeing.

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- We know from the WIMD that deprivation remains a challenge for people in Monmouthshire.
- We need to review and refresh our local needs assessment.
- We need to review and refresh our 'sustainability checklist' to ensure that it captures the aspirations of the bill but also the means of delivery.
- We will publish a new 'Wellbeing Plan' in the first year of the new administration.

The Chairman thanked the Head of Policy and Engagement for an interesting and informative presentation.

Having received the presentation, the following points were noted:

- There was a clear link between low wages and education achievement.
- We must not lose sight of people in Monmouthshire living on low wages and must continue to help bring more jobs into the County.
- It was clear from the presentation the need to address rural deprivation within Monmouthshire.
- Monmouthshire is one of 11 early adopters of the Future Generations Bill and we are a year ahead of the rest of the local authorities in Wales working to find a response to it, which the Welsh Government can then build its statutory guidance to all authorities. A key area for the Authority is to ensure the checklist is far more robust and is able to demonstrate that the actions are sustainable and that they impact on the six aspirations.
- In response to a question raised regarding tackling areas of deprivation located close to more affluent areas, it was acknowledged that this was a huge challenge but by identifying the areas requiring support and then working with partners, these issues may be overcome.
- A meeting of the Local Service Board was recently held in which issues regarding rural deprivation were discussed. Data was now available to identify these areas with a view to addressing these issues.
- It was noted that Monmouthshire's figures for 2014 regarding wages were now above the Wales average. However, female wages were below the Wales average. This was an area that needed to be addressed.
- The next refresh of the whole index will be available in 2017. However, the indicators that lead up to the index are often collected more frequently. We are trying to link the data and evidence to the Council's policy decisions more clearly.

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- People who hold multiple employment - It is difficult to understand the challenges that people are facing and statistics do not always convey this. This is an area that needs to be addressed.
- In response to a Member's question, it was noted that in terms of this index officers are aware of the challenges being faced which has been captured in their developmental work. The localism agenda is embedded in the work that has been undertaken through the budgets and mandates.

We resolved to note:

- (i) the changes in the relative measures of deprivation for the 56 lower super output areas in Monmouthshire;
- (ii) the role that the Local Service Board is taking in addressing the challenges in those areas identified as having specific needs as a result of deprivation;
- (iii) the changes that will result from the progress of the Future Generations Bill and its impact upon the statutory planning arrangements for the Council.

## 8. NOTICES OF MOTION

### (a) Submitted by County Councillor D. Batrouni

'That this Council creates and introduces a bespoke impact assessment on child poverty and social mobility to be inserted in front of budget mandates now and henceforth. It will be called the Child Poverty and Social Mobility test. That the Council notes Child poverty has increased in recent years, with one ward in Monmouthshire having a child poverty rate over 40%, three over 30% and 11 others over 20%. The Council determines this is not acceptable and further notes this negatively impacts upon social mobility. It is envisaged the bespoke assessment could include FSM and non-FSM differentials, demographic data for service users, where known, and the utilisation of Welsh Index of Multiple Deprivation data.'

Due to the delay in receiving this motion, County Councillor Batrouni requested that the words 'now' and 'and' in line three be removed from the motion and that the amended motion becomes the substantive motion.

Council agreed to accept the amended motion and that it becomes the substantive motion.

The motion was seconded by County Councillor Farley.

County Councillor Fox proposed an amendment which was duly seconded by County Councillor Murphy:

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'That this Council will introduce a bespoke assessment on child poverty and social mobility within the new sustainability assessment. It will address our aspiration for an equal Wales. That the Council notes Child poverty has increased in recent years, with one ward in Monmouthshire having a child poverty rate over 40%, three over 30% and 11 others over 20%. The Council determines this is not acceptable and further notes this negatively impacts upon social mobility. It is envisaged the bespoke assessment could include FSM and non-FSM differentials, demographic data for service users, where known, and the utilisation of Welsh Index of Multiple Deprivation data.'

Upon being put to the vote the amendment was carried unanimously and became the substantive motion.

We voted on the substantive motion, which was carried.

#### **(b) Submitted by County Councillor R. Greenland**

County Councillor F. Taylor declared a personal, non-prejudicial interest under the Members' Code of Conduct in respect of this motion as she is a member of Aneurin Bevan University Health Board.

'This Council supports the additional money promised to the Health Service in England and the consequential £123 million being passported to Wales through the Chancellor's autumn statement.

The Welsh Government drastically reduced funding to local government in Wales this year to support the Health Service. The effect of that additional reduction coming on top of several consecutive years of cuts has seen valued discretionary services closing across Wales. In Monmouthshire we are fighting to preserve services but even here it will be more difficult to retain many of them as time goes on.

We request the Welsh Government to use the windfall from Westminster to repay local government the funding diverted to the Health Service to help protect valuable local government services across Wales'.

Due to the delay in receiving this motion, County Councillor Greenland requested that the Council considers the following amended motion:

'This Council supports the additional money promised to the Health Service in England and the consequential £123 million being passported to Wales through the Chancellor's autumn statement.

The Welsh Government drastically reduced funding to local government in Wales this year to support the Health Service. The effect of that additional reduction coming on top of several consecutive years of cuts has seen valued discretionary services closing across Wales. In Monmouthshire we are fighting to preserve services but even here it will be more difficult to retain many of them as time goes on.

We note with disappointment that we are to receive none of the £123 million received from central government despite all other Gwent councils sharing £9 million between

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them, given to relieve deprivation. Yet again deprived families in Monmouthshire are being ignored by the Welsh Government.'

County Councillor Fox seconded the amended motion.

Having received the amended motion, the following points were noted:

- Having spoken with representatives within the Welsh Government to ascertain why Monmouthshire County Council had not received a share of the £9 million we had been informed that it was a result of the Barnett formula that had been used. As it has been established that there are areas of deprivation in Monmouthshire it was considered that the formula needed to be amended as the current criteria being used to determine allocation of funding was flawed.
- The Cabinet Member for Social Care and Health informed the Council that he had written to Jane Hutt, the Welsh Government Minister for Finance, regarding this matter to address the 'myths' relating to Monmouthshire with regard to deprivation and poverty.

Upon being put to the vote the amendment was carried and became the substantive motion.

We voted on the substantive motion, which was carried.

#### **9. REPORT OF THE CABINET MEMBER, SOCIAL CARE AND HEALTH**

We received a report by the Cabinet Member for Social Care and Health regarding a selection of issues relating to the portfolio responsibilities within his remit of Adults and Children's Social Care.

In doing so, information regarding the following issues was received:

- Safeguarding and Corporate Parenting.
- Mardy Park.
- My Day My Life.
- The Raglan Project.
- Gwent Frailty.

We resolved to receive the report and noted its content.

#### **10. GEORGE ASHWORTH – HEAD OF PLANNING**

The Chairman informed Members that George Ashworth, Head of Planning, would shortly be retiring.



## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the meeting of Monmouthshire County Council held at County Hall, Usk on Thursday 22<sup>nd</sup> January 2015 at 10.00 a.m.**

The Chairman and Members of the Committee expressed their gratitude to George for his professional and helpful advice over many years of service to Monmouthshire County Council.

Members of the Council wished George a long and happy retirement.

#### **11. MONMOUTHSHIRE LOCAL DEVELOPMENT PLAN AFFORDABLE HOUSING SUPPLEMENTARY PLANNING GUIDANCE**

We received a report regarding the draft Supplementary Planning Guidance (SPG) on Affordable Housing and to consider whether to endorse it to support the policies of the Monmouthshire Local Development Plan (LDP), with a view to issuing for consultation purposes.

Having received the report the following points were noted:

- Concern was expressed that the Council would not apply its normal policy of requiring 'pepper potting' of affordable housing throughout a development and that this might lead to social stigmatisation. However, it was noted that these were very small sites and in order to make these site viable, this was the most appropriate option.
- It was noted that the Social Housing Grant was a 'one off' payment. There was a need to undertake this as soon as possible and therefore could not wait to apply 'pepper potting' of affordable housing.
- Concern was expressed that affordable housing was needed in rural areas as many young people were being forced to move away.
- Affordable housing was built to a better standard than properties built to be sold on the open market.
- It was noted that the Planning Committee, where possible, ensured that affordable housing was evenly dispersed amongst houses that were sold on the open market.
- In response to a question raised regarding the need for all new build future planning applications including the erection of solar panels, the Cabinet Member for Environment, Public Services and Housing stated that he had raised this matter with the Welsh Government Minister.

We resolved to endorse the Draft Affordable Housing Supplementary Planning Grant with a view to issuing for consultation purposes.

## **MONMOUTHSHIRE COUNTY COUNCIL**

**Minutes of the meeting of Monmouthshire County Council held  
at County Hall, Usk on Thursday 22<sup>nd</sup> January 2015 at 10.00 a.m.**

### **12. MONMOUTHSHIRE LOCAL DEVELOPMENT PLAN: COMMUNITY INFRASTRUCTURE LEVY**

We received a report in which Members were provided with an update on progress made on preparatory work for a Community Infrastructure Levy (CIL) and to consider whether to endorse a Preliminary Draft Charging Schedule (PDCS), with a view to issuing for consultation purposes.

In response to a Member's question regarding clarification of some aspects of the report, the Head of Planning informed Members that the majority of the large sites will go through the planning process before the CIL was implemented and will be subject to Section 106 funding. For a time there will be Section 106 funding applications and CIL running alongside each other. However, there will be no duplication of funding as a result of an application being received. The Whole Place Plan will provide support in aiding in the CIL spend.

We resolved to:

- (i) receive the report and note its content;
- (ii) endorse the Preliminary Draft Charging Schedule (PDCS), with a view to issuing for consultation purposes.

### **13. MEMBERS' QUESTIONS**

There were no Members' questions received.

**The meeting ended at 1.15p.m**

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Monmouthshire County Council held at County Hall, Usk on Thursday 22<sup>nd</sup> January 2015 at 2.00 p.m.

**PRESENT:** County Councillor J. Prosser (Chairman)  
County Councillor B. Strong (Vice Chairman)

County Councillors: D. Batrouni, D. Blakebrough, G.C. Burrows, R.F. Chapman, P.R. Clarke, D.L.S. Dovey, G.L. Down, A. Easson, D.L. Edwards, R. Edwards, P.S. Farley, P.A. Fox, R. J. W. Greenland, L. Guppy, E. J. Hackett Pain, R.G. Harris, R.J.C. Hayward, M. Hickman, R.J. Higginson, P.A.D. Hobson, G. Howard, S.G.M. Howarth, D.W.H. Hones, P. Jones, S. Jones, S.B. Jones, R.P. Jordan, P. Murphy, M. Powell, V.E. Smith, F. Taylor, A.C. Watts, P.A. Watts, A.E. Webb, S. White and K. Williams.

#### **OFFICERS IN ATTENDANCE:**

Mr P. Matthews	Chief Executive
Mrs K. Beirne	Chief Officer, Enterprise
Ms S. McGuinness	Chief Officer, Children and Young People
Mr S. Burch	Chief Officer, Health and Social Care
Mr W. Mclean	Head of Policy and Engagement.
Mrs J. Robson	Head of Finance/Section 151 Officer
Mr R. Hoggins	Head of Operations
Mrs T. Harry	Head of Democracy and Regulatory Services
Mr R. Tranter	Head of Legal/Monitoring Officer
Mrs S. King	Senior Democratic Services Officer

#### **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Councillors J.E. Crook, D.J. Evans, J. George, J.I. Marshall, A.C. Watts and A.M. Wintle.

#### **2. CHAIRMAN'S REPORT AND RECEIPT OF PETITIONS**

We received and noted the Chairman's report.

There were no petitions presented.

#### **3. DECLARATIONS OF INTEREST**

Declarations of interest were noted under the relevant agenda item.

#### **4. PUBLIC FORUM ITEMS**

There were no public forum items received.

#### **5. NOTICES OF MOTION**

There were no notices of motion received.

## **MONMOUTHSHIRE COUNTY COUNCIL**

**Minutes of the meeting of Monmouthshire County Council held at County Hall, Usk on Thursday 22<sup>nd</sup> January 2015 at 2.00 p.m.**

### **6. COMMITTEE MINUTES**

We resolved that the following minutes be received:

(a) Democratic Services Committee 1<sup>st</sup> September 2014

It was noted that the committee had raised concerns regarding issues within the Council chamber and these would be continually monitored by the Democratic Services committee and were included within the action plan.

The Democratic Services Committee were encouraged to hold meetings within the Council Chamber.

Information was requested, in relation to number of viewed webcast meetings.

We received the minutes.

(b) Internal Monitoring Board 5<sup>th</sup> December 2014

County Councillor F. Taylor declared a personal interest pursuant to the Members Code of Conduct as she had a child at a school which was mentioned in the Internal Monitoring Board minutes.

We received the minutes.

### **7. SACRE ANNUAL REPORT 2013/14**

The Cabinet Member, with responsibility for Schools and Learning, presented the Standing Advisory Council on Religious Education (SACRE) Annual Report 2013/14

We resolved to agree to adopt the report.

### **8. REPORTS OF HEAD OF FINANCE/S151 OFFICER**

County Councillor R.J. Higginson declared a personal interest pursuant to the Members Code of Conduct as a governor of Durand Primary School.

County Councillor V.E. Smith declared a personal interest pursuant to the Members Code of Conduct due to involvement with Coleg Gwent.

County Councillor P.A. Fox declared a personal interest pursuant to the Members Code of Conduct as a family member worked at Mounton House school.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Monmouthshire County Council held at County Hall, Usk on Thursday 22<sup>nd</sup> January 2015 at 2.00 p.m.

#### i) REVENUE AND CAPITAL BUDGET 2015/16 – FINAL PROPOSALS

We were presented with the Revenue and Capital Budget 2015/16, which:

1. Updated Council with consultation responses received on the budget proposals since the Cabinet meeting on 7<sup>th</sup> January 2015.
2. Made recommendations on the Capital and Revenue budgets and level of Council Tax for 2015/16
3. Received the statutory report of the Responsible Financial Officer on the budget process and adequacy of reserves.

The Cabinet Member for Resources, County Councillor P. Murphy, outlined the main points within the budget and we noted the following points:

- Cabinet issued its budget consultation proposals on 5th November 2014 thereby allowing a period for consultation and scrutiny. The report had 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.
- 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.
- 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 had taken place in January as well as meetings of JAG, and the Schools Budget Forum.
- Budget proposals were made available on the Council's website, in addition the Cabinet Member was filmed being interviewed about the budget (available via You Tube and Twitter).
- As expected, responses to consultation varied, comments made early on in the October engagement sessions were taken into account when the draft budget proposals were presented in November 2014.
- There were no strong objections received regarding the overall shape of the budget reduction proposals. However, a number of comments were received via the all member seminar, the Select Committee meetings and other consultation meetings.
- Positive comments were received in relation to the engagement sessions and the openness of the Authority in discussing the issues and challenges it faces.
- The Authority had received its final settlement and further work had been undertaken on the budget:
  - A reduction in Aggregate External Finance (AEF) from the final settlement was more than had been identified in the provisional settlement, which increased the gap by £40,000.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Monmouthshire County Council held at County Hall, Usk on Thursday 22<sup>nd</sup> January 2015 at 2.00 p.m.

- Pay award pressure had been added, which represented 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.
- The increased living wage had resulted in an additional pressure of £30k to ensure the Council's commitment to this can be maintained in 2015/16.
- Further budget monitoring information in relation to Children's social services, identified that original pressures amount was considered insufficient and additional finance should be available to the service to meet this demand, if required.

A member expressed concern that date of the meeting, to consider the budget, had changed from February to January. We were informed that the budget discussions had commenced in October/November 2014 and it had been agreed in advance that the budget would be considered earlier than normal to ensure that officers had sufficient time for decisions to be implemented. Council were reassured that due notice had been given and appropriate process had been followed in relation to the budget being considered.

It was moved as an amendment by Councillor Batrouni and seconded that the budget be modified as follows:

#### Services to be protected

➤ Turning the lights back on	£85,000
➤ Additional Learning Needs	£120,000
➤ Education budget	£500,000
	<b>£705,000</b>

#### Savings/Income Generation

➤ Advertising revenue (All websites)	£85,000
➤ Advertising on Council vehicles	£30,000
➤ Private Consultant Cap	
£500,000	
➤ Leisure & Culture Membership bolt on	£20,000
➤ Investment Strategy – Land Portfolio (interest rate increase)	£70,000
	<b>£705,000</b>

In debating the amendment we noted:

- Some members supported aspects of the proposed amendment and highlighted that additional funding to education may help with extra resources for schools.
- We debated issues surrounding street lighting and recognised the importance of lights being switched on in some areas. It was confirmed that lights had been turned on in areas that were considered vulnerable or unsafe.
- Council were informed that advertising on the website would be the most valuable method of generating income. Advertising on council vehicles would be difficult as the fleet had reduced.
- Support was expressed for ALN and school budgets.

## MONMOUTHSHIRE COUNTY COUNCIL

### **Minutes of the meeting of Monmouthshire County Council held at County Hall, Usk on Thursday 22<sup>nd</sup> January 2015 at 2.00 p.m.**

- The Leader thanked the Cabinet Member and Head of Finance for proposals presented and recognised that there had been difficult deliberations and decisions to be made within the budget process.
- A member requested clarification in relation to mandate 28, hubs and libraries. We were informed that the mandate related to the hubs being established, Caldicot library would be retained in the existing building and building works would be undertaken in Usk so that the service could be amalgamated. An additional report would be considered regarding the new positioning of Abergavenny library, which was not part of the mandate and would be the subject of an additional separate debate.

Upon being put to the vote the amendment was lost.

It was moved as an amendment and seconded that the budget be modified as follows

#### **Delete part of Mandate 41 that relates to reduced highways crews**

In debating the amendment we noted the following:

- The Strong Communities Select committee had been opposed to cuts being made in provision of crews servicing the county.
- The Cabinet Member and Head of Operations advised that the mandate affected 4 highways operatives from overall crews in County and Trunk roads.

Upon being put to the vote the amendment was lost.

It was moved as an amendment by Councillor S.G.M. Howarth and seconded that the budget be modified as follows:

**Council looks to adjust the increase in Council Tax to 5.95% rather than 4.95%, with the differential in funding raised will be applied to post 16 transport arena with view to introduce means tested approach.**

A member moved that a recorded vote was taken and this was duly supported by the appropriate number of members.

During the vote we recorded:

FOR: County Councillors R.F. Chapman, R.J.C. Hayward, S.G.M. Howarth, D.W.H. Jones and V.E. Smith.

AGAINST: County Councillors G.C. Burrows, P.R. Clarke, D.L.S. Dovey, G. L. Down, D.L. Edwards, R. Edwards, P.A. Fox, R.J.W. Greenland, L. Guppy, E.J. Hackett Pain, M. Hickman, P.A.D. Hobson, G. Howard, P. Jones, S. Jones, S.B. Jones, R.P. Jordan, P. Murphy, M. Powell, J.L. Prosser, B. Strong, A.E. Webb and S. White.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Monmouthshire County Council held at County Hall, Usk on Thursday 22<sup>nd</sup> January 2015 at 2.00 p.m.

ABSTAIN: County Councillors D. Batrouni, D. Blakebrough, A. Easson, P.S. Farley, R.G. Harris, R.J. Higginson, F. Taylor, P.A. Watts and K.G. Williams.

Upon being put to the vote the amendment was lost.

It was moved as an amendment by Councillor A. Easson and seconded that the budget be modified as follows:

#### **Mandate 14 be removed and referred back to select committee**

Upon being put to the vote the amendment was lost.

Members were invited to debate the original proposals within the report and during debate we noted:

- Concerns were strongly expressed, by some members, that some budget mandates were unclear, that the date had changed for the budget to be considered and that due process had not been followed.
- For future budgets, the Leader welcomed sight of proposed amendments in advance and thanked the Labour group for proposals, which would be considered in the MTFP future budget discussions.
- Recognised that the ALN service required a review, in order for it to be operated in accordance with the changing needs of the child. We were reassured that the service provided will be best possible for those who need it in the County.
- In relation to the hubs, it had been assumed that the Abergavenny Hub would be created from the capital budget set aside to fund the new Library, which would not put a significant pressure on the rest of the Council capital budget.
- We discussed the settlement from Welsh Government and were disappointed as Monmouthshire were allocated one of the lowest amounts.

We resolved:

That the following be approved:

- (a) The revenue estimates for the year 2015/16 as recommended by the Cabinet at its meeting of 7<sup>th</sup> 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 7<sup>th</sup> 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



## **MONMOUTHSHIRE COUNTY COUNCIL**

**Minutes of the meeting of Monmouthshire County Council held at County Hall, Usk on Thursday 22<sup>nd</sup> January 2015 at 2.00 p.m.**

### **ii) COUNCIL TAX REDUCTION SCHEME 2015/16**

We received the Council Tax Reduction Scheme 2015/16, which presented arrangements for the implementation of the Council Tax Reduction Scheme and for it to be approved for 2015/16 and affirmed that, in the absence of any revisions or amendments, annual uprating amendments would be carried out each year without a requirement to adopt the whole Council Tax Reduction Scheme.

We resolved to agree recommendations as follows:

1. To note the making of the Council Tax Reduction Scheme and Prescribed Requirements (Wales) Regulations ("the Prescribed Requirements Regulations") 2013 by the Welsh Government on 26 November 2013.
2. To recommend that Council adopts the provisions within the Regulations above in respect of its Scheme for the financial year 2015/16 as the Council's local scheme from 1st April 2015 and to continue to exercise the previously approved discretions as follows:
  - To apply a 100% disregard for war disablement pensions, war widows' pensions and war widowers' pensions, for both pensioners and working age claimants.
  - Not to increase the extended reduction periods for pensioners and working age claimants from the standard 4 weeks in the Prescribed Scheme.
  - Not to increase the backdate period for pensioners and working age claimants from the standard 3 months contained within the Prescribed Scheme
  - To provide the minimum level of information to customers in order to ensure they are notified of their award in accordance with legislation.
3. That Council affirms that in the absence of any revisions or amendments to the Scheme, annual uprating amendments will be carried out each year without a requirement for Council to adopt the whole Council Tax reduction Scheme.

### **10. MEMBERS' QUESTIONS**

There were no questions received from members.

**The meeting ended at 5.15 p.m**

## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the meeting of the Democratic Services Committee held at County Hall, Usk on 13<sup>th</sup> October 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:**

Mr P. Matthews	-	Chief Executive
Miss H. Illet	-	Scrutiny Manager
Mrs S. King	-	Senior Democratic Services Officer

#### **ALSO IN ATTENDANCE:**

Ms S. Titcombe	-	WLGA
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### **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Councillors P. Clarke, A. Easson and R. Harris.

We welcomed Sarah Titcombe, Organisational and Personal Development Manager, invited to facilitate discussion on member support.

### **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 1<sup>st</sup> September 2014.

We noted that actions would be discussed within an item at the end of the meeting.

### **5. FACILITATED DISCUSSION WITH WLGA**

The WLGA Organisational and Personal Development Manager greeted members and we discussed priorities and support for members.

**Minutes of the Democratic Services Committee  
Dated 13<sup>th</sup> October 2014 - continued**

There were several areas of support identified as:

- Committee Administration  
Agendas, minutes.  
Work programming
- Cabinet Support  
Plus additional research, diary research
- Scrutiny support  
Plus research information finding and briefing – functioning independently from what’s being provided from executive
- General administration  
Letters  
Online assistance  
HR – salaries/expenses  
Annual reports
- Case and community work  
Democratic services enabling to link up with internal people to help with case work.  
Providing case work management system e.g. systems such as modern.gov
- General Research and briefings info  
New policy  
New guidance  
To committee or individual  
Library for members – electronic or hard copy  
General research as and when needed
- Personal development  
Ongoing development as member  
Learning development training  
Opportunity for personal development review  
Areas for development  
Competency framework  
Online development and e-learning, if necessary  
Webcasting training
- ICT social media equipment  
Hardware – laptops/phones (if appropriate)  
Social media policies  
Member portal  
Anything else needed to engage with communities

**Minutes of the Democratic Services Committee  
Dated 13<sup>th</sup> October 2014 - continued**

During discussion we noted the following points:

**Live streaming**

Due to the fast pace of changing technology and legislation, there was a need for officers and members to keep well-informed of ongoing developments.

The Scrutiny Manager advised that training could be provided in relation to behaviour and conduct whilst live streaming in meetings. Some media training, in relation to conduct in live meetings, had been provided.

It was suggested that refresher training could be provided in accordance with presentation at meetings and code of conduct.

**Cabinet Support**

Discussions were required with Cabinet members to ascertain their needs.

**Scrutiny support**

Concerns were expressed that there was only one scrutiny officer (Scrutiny Manager) within the authority and that continuity of Democratic Services Officers would be ideal for each meeting.

We were advised that the Scrutiny Manager worked closely with Democratic Services and Select Chairs and scrutiny members had sufficient capability to prepare and operate independently, when required.

Training will be held on 27<sup>th</sup> and 28<sup>th</sup> October to highlight the role of scrutiny, as it had been recognised it was an area for development.

It was highlighted that efficient chairs would assist in the role of effective scrutiny and officers were also required to have knowledge of scrutiny.

It was recognised that progress had moved significantly, scrutiny meetings were longer in duration. Resources had decreased but demand had increased. Concerns were expressed regarding the scrutiny workload, at the end of 2014 and early 2015.

The Cabinet Planner was frequently updated and scrutiny members were informed of issues that were coming forward to committees. The number of call-ins had reduced.

The Scrutiny Manager advised that the Cabinet/Council planner was integral and should be updated as far as possible in advance, however, there was a need for some items to be prioritised for scrutiny.

Some concerns were expressed regarding demand on Scrutiny and Democratic Services staff, due to the increased number of meetings. However, it was noted that there needed to be effective scrutiny.

Discussions were held regarding scrutiny meetings being held in the community to encourage assistance of residents, however, it was noted that this method had been attempted with no significant difference in attendance and there was a need to

**Minutes of the Democratic Services Committee**  
**Dated 13<sup>th</sup> October 2014 - continued**

promote scrutiny through the public and get them involved within the Council chamber.

The Chairman invited members to suggest other areas which required support for members, during discussion we noted:

- Members felt that Democratic Services did not have capacity to undertake research and felt reluctant in asking for assistance. However, members were reminded that Democratic Services/Scrutiny were the dedicated support, but that any officer within the authority would be able to undertake research and assist on issues.
- Concerns were expressed regarding support if a member of staff was on sick leave.
- It was recognised that other authorities had dedicated officers undertaking research and this was not the case in Monmouthshire. In contrast some members felt that reports provided to some scrutiny meetings were so detailed that research was not required.
- Members commended the Scrutiny Officer and Democratic Services team.
- The number of task and finish groups had reduced, as the work undertaken had taken too long and the preferred method was for committee meetings to be dedicated to a specific issue.
- Concerns were expressed regarding communication and the response from officers, following queries made by members.
- It was suggested that there could be a role for monthly member bulletin, displayed on the notice board each month. There was also a view that members were responsible as individuals to find out information and this could be reciprocated by members to officers, at a ground level.

**Role of Democratic Services**

Support could be identified as general administration, support in writing annual reports i.e. provision of statistics.

A member suggested that it would be beneficial to have 7 day ICT support.

**Support**

A member highlighted the importance of continuity of support for clerking meetings, it was noted that there was still one full time vacancy.

Scrutiny training had been arranged by the Scrutiny Manager and it was highlighted that the team were available for members to contact.

Member learning/development strategies could be informed by the personal development review.

A member requested a paper copy of a phone book and officer contact details and this had been discussed with officers, as there was a requirement to include all recent reorganisations.

**Minutes of the Democratic Services Committee  
Dated 13<sup>th</sup> October 2014 - continued**

**Case and community work**

Signposting to agencies to help with casework, people in council who can help.

We were informed that there were some data base systems in place which could assist with casework management.

Discussions were held regarding a lack of space (e.g. Member Lounge) for members to network and communicate. It was noted that there were other facilities within the sites that could be used i.e. canteen.

A query was raised regarding the provision of a members library in authorities. It was recognised that the majority of councils have a space for members, however, some were moving towards online areas, a member intranet space.

It was suggested that a weekly list of meetings could be displayed outside the Council chamber.

Following discussion, the Chief Executive observed a number of points, as follows:

- There were wise, inquisitive elected members in Monmouthshire. There was a need for members, as part of learning and development, to recognise their core role.
- In terms of webcasting, it was anticipated that within 3 months the authority would have capability and capacity to live stream every meeting in chamber at free cost.
- Importance of Cabinet/council planning in terms of decision making.
- Members had focused on the Democracy team for research capacity, however, other officers including principal officers could be first point of contact, with specialist knowledge of issues.
- A new Head of Communications would be appointed and the department would deal with timely engagement issues.
- Space within the building was open to all members and officers, there were no designated spaces. This could include the possibility of group offices used as meeting rooms, when free.
- The committee administration system was out of date and the team were in the process of looking at new developments, to assist in trail of democratic management.
- There was a requirement to access ICT and officers frequently.

In summary, the WLGA Organisational and Personal Development Manager, observed that the committee had identified aspirations however, issues had not been prioritised and there was a requirement for members to identify what was important in their role.

**6. ACTION SHEET 1<sup>ST</sup> SEPTEMBER 2014**

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

**Minutes of the Democratic Services Committee  
Dated 13<sup>th</sup> October 2014 - continued**

- Update required on website and member pro-forma.
- Charter to be colour coded and circulated.
- Letters to be resent to secondary schools and reinforced through discussions with the Chair.
- Issues relating to seating in full Council, to be discussed at Political Leadership Group.
- Results of survey and issues relating to the Chamber, progress information to be provided.
- Updates required regarding locks on group office doors, lockers, telephone directory and taxable mileage.
- Work programme to be updated.

**7. DATE AND TIME OF NEXT MEETING**

It was noted that the next meeting of the Committee would be held at County Hall, Usk on **Monday 24<sup>th</sup> November 2014 at 2.00pm.**

We thanked Sarah Titcombe for taking time to attend and contribute to the meeting.

**The meeting ended at 4.45 p.m.**

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of the Democratic Services Committee held at County Hall, Usk on 24<sup>th</sup> November 2014 at 2.00 p.m.

**PRESENT:** County Councillor D. Blakebrough (Chairman)

County Councillors: D.L. Edwards, D. Evans, R.G. Harris, S.G.M. Howarth,  
J.L. Prosser, V.E. Smith and S. White.

#### **OFFICERS IN ATTENDANCE:**

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

#### **1. APOLOGIES FOR ABSENCE**

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

#### **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 13<sup>th</sup> October 2014, subject to the following amendment:

Correction, County Councillors Harris and White recorded in apologies and present.  
***Delete from present.***

We noted that actions would be discussed within an item at the end of the meeting.

#### **5. UPDATES FROM PREVIOUS MEETINGS**

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

- The Head of Democracy and Regulatory Services would follow up liaisons with Cabinet members, regarding their support.



**Minutes of the Democratic Services Committee  
Dated 13<sup>th</sup> October 2014 - continued**

- We agreed that the leader would be invited to a future meeting to discuss Cabinet process, roles, responsibilities and accountabilities.
- The Chair would write to Political Leaders to promote and encourage attendance to training.
- Further information would be obtained regarding the possibility of 7 day SRS support for members.
- Discussions were held regarding case management software and it was noted that there were some products already being used, instigations would be made into types of products available.
- Members expressed some concerns regarding communication and that feedback should be provided when queries had been completed.
- We discussed the possibility of listing Council events on a screen in reception at County Hall, for information for visitors. It was noted that this used to be in place in Cwmbran County Hall and options would be considered for Usk County Hall.
- Members were advised that a new Head of Communications had been appointed. We agreed that the officer would be invited to the next meeting to provide an overview of the role.
- In relation to the website, changes were still being undertaken by the web officer and further information would be provided at a future meeting. Concerns were expressed that the website was not currently fit for purpose, however, it was recognised that work was being undertaken by only one officer.
- It was suggested that a central log could be kept and updated to record member IT issues/problems.
- Pro-formas would be created for members to provide accurate and up to date information on the website.
- We discussed a number of issues relating to the Council Chamber and group offices, we noted the following:

**Lighting**

Diffusers had been installed within the chamber and options were being considered to reduce glare at the rear of the chamber.

**Heating**

Temperature varied from 19.2°C to 20.8°C. Logging equipment would be brought in to measure the temperature. Facilities officers had received appropriate training in terms of operating the heating. Members highlighted that the problem occurred with a draft from the floor. It was suggested that vents in the floor could be kept closed, with the exception of Council days.

**Furniture/Lockers**

Progress on furniture and lockers would be followed up.

**Lockable Group offices**

We were advised that costs for locks on the doors would be expensive.

Clarification was requested regarding use of group offices, as it was noted that they were used on an ad hoc basis by officers, if not in use by members.

**Minutes of the Democratic Services Committee  
Dated 13<sup>th</sup> October 2014 - continued**

**Phone book**

Progress was being made in terms of developing a paper copy phone directory.

**Work Programme**

There was a requirement for the work programme to be populated by the committee. The chair advised that items for future meetings could be added from the action sheet.

**6. MEMBER SUPPORT AND DEVELOPMENT CHARTER**

The Chair presented the Member support and development which had been colour coded, during discussion we noted the following:

- We agreed to defer the item to the next meeting and focus on 2 or 3 priorities within the document.
- The Head of Democracy and Regulatory Services provided an update regarding the WLGA and advised that funding had been withdrawn and some staff would be subject to redundancies, which would affect improvement and democratic support. The team would be in place until early 2015, however there would be no support after April 2015. Members expressed concern as high quality and effective support had been received from the WLGA.
- It was suggested that the committee or council could write to the minister, identifying their concerns.

In summary, we noted:

- The Charter demonstrated good practice in terms of member support and development and should be followed by Monmouthshire County Council, where possible.
- The Chair agreed to prioritise areas for a future meeting.

**7. DATE AND TIME OF NEXT MEETING**

It was noted that the next meeting of the Committee would be held at County Hall, Usk on **Monday 5<sup>th</sup> January 2015 at 2.00pm.**

**The meeting ended at 4.20 p.m.**

## REPORT

**SUBJECT: COUNCIL TAX RESOLUTION 2015/16**

**DIRECTORATE: Chief Executive's Unit**

**MEETING: Council**

**DATE: 26th February 2015**

**DIVISION/WARDS AFFECTED: All**

### 1. Purpose

- 1.1 The Council is bound by Statute to specific timescales for Council Tax setting and is also required to make certain defined resolutions. The recommendations that form the major part of this report are designed to comply with those Statutory Provisions.
- 1.2 The recommended resolutions also draw together the Council Tax implications of precepts notified by the Office of Police and Crime Commissioner for Gwent and Town and Community Councils, thereby enabling the County Council to establish its Headline Council Tax levels at the various property bands within each Town or Community area.

### 2. Recommendations

- 2.1 It is recommended it be noted that, at its meeting on 22<sup>nd</sup> January 2015, Council calculated the amounts set out below for the year 2015/16 in accordance with sections 32 and 33 of the [Local Government Finance Act 1992](#) ("the Act").

For information, sections 32 and 33 of the 1992 Act have been extensively amended by Schedule 12 to the [Local Government \(Wales\) Act 1994](#). Both are further amended by the [Local Authorities \(Alteration of Requisite Calculations\) \(Wales\) Regulations 2002](#) (the "2002 regulations") and The Local Authorities (Alteration of Requisite Calculations) (Wales) Regulations 2013. Section 33 is further amended by the [Local Government Reorganisation \(Calculation of Basic Amount of Council Tax\) \(Wales\) Order 1996](#). All necessary legislative and statutory amendments have been taken into account in calculating the following amounts:

- (a) 44,561.34 being the amount calculated by the Council, in accordance with Section 33 of the Act and The Regulations (as amended by Regulations 1999 no. 2935), as its Council Tax base for the year;
- (b) Part of the Council's Area, being the amounts calculated by the Council, in accordance with Section 34 of the Act, as the amounts of its Council Tax base for the year for dwellings in those parts of the area to which one or more special items relate:

Community	Council Tax Base for 2015/16	Community	Council Tax Base for 2015/16
Abergavenny	4,767.73	Llanhennock	282.38

<b>Community</b>	<b>Council Tax Base for 2015/16</b>	<b>Community</b>	<b>Council Tax Base for 2015/16</b>
Caerwent	1,081.43	Llanover	802.59
Caldicot	3,956.07	Llantillio Croesenny	452.11
Chepstow	5,367.76	Llantillio Pertholey	1,584.17
Crucorney	733.07	Llantrissant Fawr	258.31
Devauden	631.72	Magor with Undy	2,866.20
Goetre Fawr	1,184.11	Mathern	608.58
Grosmont	493.70	Mitchell Troy	734.70
Gwehelog Fawr	287.77	Monmouth	4,964.57
Llanarth	485.78	Portskewett	1,016.94
Llanbadoc	462.56	Raglan	1,065.48
Llanelly Hill	1,865.81	Rogiet	708.00
Llanfoist Fawr	1,785.61	Shirenewton	726.51
Llangattock Vibon Abel	652.33	St.Arvars	453.41
Llangwm	268.30	Tintern	491.33
Llangybi	531.38	Trellech	1,630.04
		Usk	1,360.89
		<b>Total</b>	<b>44,561.34</b>

It is recommended that Council resolves:

2.2 That the following amounts be now calculated by the Council for the year 2015/16 in accordance with Sections 32 to 36 of the Act and sections 47 and 49 of the [Local Government Finance Act 1988](#) (as amended):

- (a) £144,214,168 being the aggregate of the amounts the Council estimates for the items set out in Section 32(2) (a) to (d) of the Act less the aggregate of the amounts the Council estimates for the items set out in Section 32 (3) (a) and (c) of the Act calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year
- (b) £93,556,716 being the aggregate of the sums which the Council estimates will be payable for the year into its Council fund in respect of redistributed non-domestic rates and revenue support grant in accordance with Section 33 (3)
- (c) £6,000 being the cost to the authority of discretionary non-domestic rate relief anticipated to be granted (under sections 47 and 49 of the [Local Government Finance Act 1988](#) , as amended)
- (d) £ 1,136.94 being the amount at 2.2(a) and 2.2(c) above less the amount at 2.2(b) above, all divided by the amount at 2.1(a) above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year
- (e) £1,869,891 being the aggregate amount of all special items referred to in Section 34 of the Act (Town and Community Precepts)

- (f) £1,094.98 being the amount at 2.2(d) above less the result given by dividing the amount at 2.2(e) above by the amount at 2.1(a) above calculated by the Council in accordance with Section 34(2) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of the area to which no special item relates.
- (g) Part of the Council's Area, being the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amounts at 2.1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of the area to which one or more special items relate:

<b>Community Council</b>	<b>Precept Band D Equivalent £'s</b>	<b>Community Council</b>	<b>Precept Band D Equivalent £'s</b>
Abergavenny	53.70	Llanover	13.08
Caerwent	38.84	Llantillio Croesenny	11.94
Caldicot	64.82	Llantillio Pertholey	25.44
Chepstow	72.56	Llantrissant Fawr	17.42
Crucorney	10.91	Magor with Undy	52.04
Devauden	12.66	Mathern	26.42
Goetre Fawr	23.65	Mitchell Troy	10.55
Grosmont	12.15	Monmouth	47.61
Gwehelog Fawr	15.64	Portskewett	20.16
Llanarth	13.38	Raglan	29.70
Llanbadoc	23.50	Rogiet	47.20
Llanelly Hill	35.62	Shirenewton	23.33
Llanfoist Fawr	31.92	St.Arvals	22.69
Llangattock	13.80	Tintern	33.93
Vibon Abel	10.06	Trellech	15.34
Llangwm	16.84	Usk	59.52
Llangybi	15.58		
Llanhennock			

- (h) The County Council Area, being the amounts given by multiplying the amount at 2.2(f) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

<b>Council Tax Band</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>
Proportion	6	7	8	9	11	13	15	18	21
Council Tax Charge	729.99	851.65	973.32	1094.98	1338.31	1581.64	1824.97	2189.96	2554.95

- (i) Part of the Council's Area, being the amounts given by multiplying the amounts at 2.2(g) and 2.2(h) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D

calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands: -

## County Council plus Town/Community Council

Council Tax Band	A	B	C	D	E	F	G	H	I
Abergavenny	765.79	893.42	1021.05	1148.68	1403.94	1659.21	1914.47	2297.36	2680.25
Caerwent	755.88	881.86	1007.84	1133.82	1385.78	1637.74	1889.70	2267.64	2645.58
Caldicot	773.20	902.07	1030.94	1159.80	1417.53	1675.27	1933.00	2319.60	2706.20
Chepstow	778.36	908.09	1037.82	1167.54	1426.99	1686.45	1945.90	2335.08	2724.26
Crucorney	737.26	860.14	983.02	1105.89	1351.64	1597.40	1843.15	2211.78	2580.41
Devauden	738.43	861.50	984.57	1107.64	1353.78	1599.93	1846.07	2215.28	2584.49
Goetre	745.76	870.04	994.34	1118.63	1367.22	1615.80	1864.39	2237.26	2610.13
Grosmont	738.09	861.10	984.12	1107.13	1353.16	1599.19	1845.22	2214.26	2583.30
Gwehelog	740.42	863.81	987.22	1110.62	1357.43	1604.23	1851.04	2221.24	2591.44
Llanarth	738.91	862.06	985.21	1108.36	1354.66	1600.97	1847.27	2216.72	2586.17
Llanbadock	745.66	869.93	994.21	1118.48	1367.03	1615.58	1864.14	2236.96	2609.78
Llanelly Hill	753.74	879.35	1004.98	1130.60	1381.85	1633.09	1884.34	2261.20	2638.06
Llanfoist	751.27	876.48	1001.69	1126.90	1377.32	1627.75	1878.17	2253.80	2629.43
Llangattock V A	739.19	862.38	985.59	1108.78	1355.18	1601.57	1847.97	2217.56	2587.15
Llangwm	736.70	859.47	982.26	1105.04	1350.61	1596.17	1841.74	2210.08	2578.42
Llangybi	741.22	864.75	988.29	1111.82	1358.89	1605.96	1853.04	2223.64	2594.24
Llanhennock	740.38	863.77	987.17	1110.56	1357.35	1604.14	1850.94	2221.12	2591.30
Llanover	738.71	861.82	984.95	1108.06	1354.30	1600.53	1846.77	2216.12	2585.47
Llantillio Croess	737.95	860.94	983.93	1106.92	1352.90	1598.89	1844.87	2213.84	2582.81
Llantillio Pertholey	746.95	871.44	995.93	1120.42	1369.40	1618.39	1867.37	2240.84	2614.31
Llantrissant	741.60	865.20	988.80	1112.40	1359.60	1606.80	1854.00	2224.80	2595.60
Magor with Undy	764.68	892.13	1019.58	1147.02	1401.91	1656.81	1911.70	2294.04	2676.38
Mathern	747.60	872.20	996.80	1121.40	1370.60	1619.80	1869.00	2242.80	2616.60
Mitchell Troy	737.02	859.86	982.70	1105.53	1351.20	1596.88	1842.55	2211.06	2579.57
Monmouth	761.73	888.68	1015.64	1142.59	1396.50	1650.41	1904.32	2285.18	2666.04
Portskewett	743.43	867.33	991.24	1115.14	1362.95	1610.76	1858.57	2230.28	2601.99
Raglan	749.79	874.75	999.72	1124.68	1374.61	1624.54	1874.47	2249.36	2624.25
Rogiet	761.46	888.36	1015.28	1142.18	1396.00	1649.82	1903.64	2284.36	2665.08
Shirenewton	745.54	869.80	994.06	1118.31	1366.82	1615.34	1863.85	2236.62	2609.39
St. Arvans	745.12	869.30	993.49	1117.67	1366.04	1614.41	1862.79	2235.34	2607.89
Tintern	752.61	878.04	1003.48	1128.91	1379.78	1630.65	1881.52	2257.82	2634.12

Trellech	740.22	863.58	986.96	1110.32	1357.06	1603.80	1850.54	2220.64	2590.74
Usk	769.67	897.94	1026.23	1154.50	1411.06	1667.61	1924.17	2309.00	2693.83



2.3 That it be noted for the year 2015/16 that the Office of Police and Crime Commissioner for Gwent has notified the following amounts in precepts issued to the Council, in accordance with Section 40 of the Act, for each of the dwellings shown above: -

<b>Council Tax Band</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>
Proportion	6	7	8	9	11	13	15	18	21
Council Tax Charge	141.08	164.59	188.11	211.62	258.65	305.67	352.70	423.24	493.78

2.4 That, having calculated the aggregate in each case of the amounts at 2.2(i) and 2.3 above, the Council, in accordance with Section 30(2) of the Act, hereby sets the following amounts as the amounts of Council Tax for the year 2015/16 for each of the categories of dwellings shown below: -

**County Council plus Town/Community Council plus Police and Crime Commissioner**

	A	B	C	D	E	F	G	H	I
Abergavenny	906.87	1058.01	1209.16	1360.30	1662.59	1964.88	2267.17	2720.60	3174.03
Caerwent	896.96	1046.45	1195.95	1345.44	1644.43	1943.41	2242.40	2690.88	3139.36
Caldicot	914.28	1066.66	1219.05	1371.42	1676.18	1980.94	2285.70	2742.84	3199.98
Chepstow	919.44	1072.68	1225.93	1379.16	1685.64	1992.12	2298.60	2758.32	3218.04
Crucorney	878.34	1024.73	1171.13	1317.51	1610.29	1903.07	2195.85	2635.02	3074.19
Devauden	879.51	1026.09	1172.68	1319.26	1612.43	1905.60	2198.77	2638.52	3078.27
Goetre	886.84	1034.63	1182.45	1330.25	1625.87	1921.47	2217.09	2660.50	3103.91
Grosmont	879.17	1025.69	1172.23	1318.75	1611.81	1904.86	2197.92	2637.50	3077.08
Gwehelog	881.50	1028.40	1175.33	1322.24	1616.08	1909.90	2203.74	2644.48	3085.22
Llanarth	879.99	1026.65	1173.32	1319.98	1613.31	1906.64	2199.97	2639.96	3079.95
Llanbadock	886.74	1034.52	1182.32	1330.10	1625.68	1921.25	2216.84	2660.20	3103.56
Llanelly Hill	894.82	1043.94	1193.09	1342.22	1640.50	1938.76	2237.04	2684.44	3131.84
Llanfoist	892.35	1041.07	1189.80	1338.52	1635.97	1933.42	2230.87	2677.04	3123.21
Llangattock V A	880.27	1026.97	1173.70	1320.40	1613.83	1907.24	2200.67	2640.80	3080.93
Llangwm	877.78	1024.06	1170.37	1316.66	1609.26	1901.84	2194.44	2633.32	3072.20
Llangybi	882.30	1029.34	1176.40	1323.44	1617.54	1911.63	2205.74	2646.88	3088.02
Llanhennock	881.46	1028.36	1175.28	1322.18	1616.00	1909.81	2203.64	2644.36	3085.08
Llanover	879.79	1026.41	1173.06	1319.68	1612.95	1906.20	2199.47	2639.36	3079.25
Llantillio Croess	879.03	1025.53	1172.04	1318.54	1611.55	1904.56	2197.57	2637.08	3076.59
Llantillio Pertholey	888.03	1036.03	1184.04	1332.04	1628.05	1924.06	2220.07	2664.08	3108.09
Llantrissant	882.68	1029.79	1176.91	1324.02	1618.25	1912.47	2206.70	2648.04	3089.38
Magor with Undy	905.76	1056.72	1207.69	1358.64	1660.56	1962.48	2264.40	2717.28	3170.16
Mathern	888.68	1036.79	1184.91	1333.02	1629.25	1925.47	2221.70	2666.04	3110.38
Mitchell Troy	878.10	1024.45	1170.81	1317.15	1609.85	1902.55	2195.25	2634.30	3073.35
Monmouth	902.81	1053.27	1203.75	1354.21	1655.15	1956.08	2257.02	2708.42	3159.82
Portskewett	884.51	1031.92	1179.35	1326.76	1621.60	1916.43	2211.27	2653.52	3095.77
Raglan	890.87	1039.34	1187.83	1336.30	1633.26	1930.21	2227.17	2672.60	3118.03
Rogiet	902.54	1052.95	1203.39	1353.80	1654.65	1955.49	2256.34	2707.60	3158.86
Shirenewton	886.62	1034.39	1182.17	1329.93	1625.47	1921.01	2216.55	2659.86	3103.17
St. Arvans	886.20	1033.89	1181.60	1329.29	1624.69	1920.08	2215.49	2658.58	3101.67
Tintern	893.69	1042.63	1191.59	1340.53	1638.43	1936.32	2234.22	2681.06	3127.90

Trellech	881.30	1028.17	1175.07	1321.94	1615.71	1909.47	2203.24	2643.88	3084.52
Usk	910.75	1062.53	1214.34	1366.12	1669.71	1973.28	2276.87	2732.24	3187.61

2.5 That Mrs J. Robson, Mr M. Howcroft, Miss R. Donovan, Mrs. S. Deacy, Mrs. W. Woods and Mrs. S. Knight be authorised under Section 223 of the Local Government Act 1972 to prosecute and appear on behalf of Monmouthshire County Council in proceedings before a Magistrates Court for the purpose of applying for Liability Orders in respect of Council Tax and Non-Domestic Rates.

### **3. KEY ISSUES**

3.1 Statute requires that Council makes appropriate recommendations to prescribed timescales for setting the Council Tax payable for the coming financial year. The Council must also account for precepts made upon it by the Office of Police and Crime Commissioner for Gwent and by Town and Community Councils. Recommendation 2.4 discharges these obligations.

3.2 The Council is also required to authorise officers to undertake advance recovery action through the Courts where necessary. The authorising recommendation appears at 2.5 above.

### **4. REASONS**

4.1 To set the Council Tax for the 2015/16 financial year.

4.2 To discharge the Responsible Financial Officer's responsibilities under the Local Government Act 2003.

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

As identified in the report.

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

The equality and sustainability considerations on the budget proposals have been identified throughout the budget process and were taken into account by Council when approving the budget on 22<sup>nd</sup> January 2015. The relevant information is contained in the papers for the Final Budget proposals for the 2015/16 Revenue and Capital Budget.

**7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

There are no safeguarding and corporate parenting implications associated with this report.

**8. CONSULTEES:**

This report arises from Councils approval of the 2015/16 budget proposals and contains the statutory decisions in relation to setting Council tax for 2015/16. The budget has undergone considerable consultation to arrive at the recommendations today.

**9. BACKGROUND PAPERS:**

Budget report to Council – 22<sup>nd</sup> January 2015

**10. AUTHORS:**

Joy Robson – Head of Finance  
Ruth Donovan – Assistant Head of Finance (Revenues)

**11. CONTACT DETAILS:**

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<b>SUBJECT:</b>	<b>Treasury Management Policy Statement &amp; Strategy Statement, MRP Policy Statement and Investment Strategy 2015/16</b>
<b>DIRECTORATE:</b>	<b>Chief Executive's Unit</b>
<b>MEETING:</b>	<b>Council</b>
<b>DATE:</b>	<b>26<sup>th</sup> February 2015</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>Countywide</b>

**1. PURPOSE:**

- 1.1 To adopt the annual Treasury Management Policy Statement and the Treasury Management Strategy Statement and Investment Strategy for 2015/16 to 2018/19 incorporating the Minimum Revenue Provision (MRP) Statement for 2015/16.

**2. RECOMMENDATIONS:**

- 2.1 It is recommended that the proposed Treasury Management Policy Statement for 2015/16 (appendix 2) and proposed Treasury Management Strategy and Investment Strategy 2015/16 to 2018/19 (appendix 1), including the Minimum Revenue Provision (MRP) Statement for 2015/16, be approved together with the Treasury Limits as required by section 3 of the Local Government Act 2003.

### **3. KEY ISSUES:**

#### **Treasury Management Policy Statement and Treasury Management and Annual Investment Strategy**

- 3.1 Treasury Management is defined as “The management of the local authority’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks”.
- 3.2 The Authority pays due regard to CIPFA’s Code of Practice for Treasury Management in the Public Services (the “Code”) and accompanying Guidance Notes (as revised in 2011) and the Prudential Code for Capital Finance in Local Authorities (as revised in 2011). The Prudential Code for Capital finance in local authorities outlines requirements for the manner in which capital spending plans are to be considered and approved, and in conjunction with this, the development of an integrated treasury management strategy.
- 3.3 The Prudential Code further requires the Council to set a number of Prudential and Treasury Management indicators. These indicators were submitted with the capital budget proposals that were approved by Council at its meeting dated 22<sup>nd</sup> January 2015.
- 3.4 The Council also has regard to the WG Guidance on Local Government Investments. This guidance requires the production of an Investment Strategy in addition to a Treasury Management Strategy, and allows Councils to combine these two strategies into one document. Pages 5-7, Appendix 1 contains the Council’s proposed investment strategy. With regards to investments the Codes and Guidance emphasize an appropriate approach to risk management, particularly in relation to the security and liquidity of invested funds. Authorities are required to demonstrate value for money when borrowing in advance of need and ensure the security of such funds.
- 3.5 The Code requires that Council approve annually a Treasury Management Policy Statement and a Treasury Management Strategy Statement and Investment Strategy. The Council also has regard to the revised Welsh Government (WG) guidance on Local Government Investments issued in April 2010.
- 3.6 Furthermore, as a minimum, the Code requires that the Authority formally report on their treasury activities and arrangements at the mid-year point and after the year-end. Audit Committee is identified as being the committee responsible for reviewing update reports on the treasury function, given its overarching role in assessing the risk management arrangements for the Authority.
- 3.7 The Council delegates responsibility for the execution and administration of treasury management decisions to the Head of Finance (S151 officer) who will act in accordance with the Treasury Management policy statement (appendix 2) and treasury management practices and CIPFA’s Standard of Professional Practice on Treasury Management.
- 3.8 Arlingclose were re-appointed as the Council’s treasury management advisor in April 2011. Arrangements to extend the contract to cover 2015/16 are currently

being finalised. The Council is clear as to the services it expects and is provided under the contract. The service provision is comprehensively documented.

- 3.9 The Council is also clear that overall responsibility for treasury management remains with the Council.

### **Annual Minimum Revenue Provision Policy Statement**

- 3.10 The annual Minimum Revenue Provision is the mechanism used for spreading the capital expenditure financed by borrowing. Regulations state that the authority must calculate for the current financial year an amount of minimum revenue provision which it considers to be prudent. In addition there is the requirement for an Annual Minimum Revenue Provision Policy Statement to be drafted and submitted to full Council.
- 3.11 Authorities are permitted discretion in terms of the charge levied, albeit within certain parameters. A “prudent” period of time for debt repayment is defined as being one which reflects the period over which the associated capital expenditure provides benefits. Annex C of the attached Treasury Management Strategy and Investment Strategy (Appendix 1) incorporates the Council’s Statement in this regard.

### **Changes influencing proposed amendments to the strategy**

- 3.12 The transposition of two European Union directives into UK legislation in January and July 2015 will place the burden of rescuing failing EU banks disproportionately onto unsecured Local Authority investors by means of a bail-in. Bail-in is a tool that regulators can use to resolve failing banks, allowing customers to retain access to their bank accounts but passing losses onto investors instead of taxpayers. As an un-insured investor, Local Authorities are liable to significant losses from bail-in.
- 3.13 As a result of this and the removal of Government support for failing banks, many systematically important UK and European banks could see their credit ratings downgraded. The affected credit ratings currently receive one or two notches of uplift above the standalone credit strength for Government support.
- 3.14 Standard and Poor’s placed the affected banks on Credit Watch negative on 4<sup>th</sup> February 2015. It is expected that the Credit Watch will be resolved by early May 2015.
- 3.15 Alongside the effects of bail in, many banks have strengthened their own core capital position recently and are therefore less likely to fail. They could therefore receive some uplift in their rating from this to partially counteract the loss of government support.
- 3.16 The Authority has previously set a minimum credit rating of (A-) for investments, going forward this is no longer considered practical. The 2015/16 strategy has considered the worst case outcome as a result of the ratings review and following discussions and advice from its treasury advisors proposes the following.
- 3.17 Unsecured investments can be made with Banks, Building Societies, other organisations and securities whose lowest published rating is BBB+. For



counterparties with a BBB+ rating, a limit of £1m per counterparty has been set alongside a maximum duration of 100 days. For counterparties with a BBB rating, an investment limit of £1m has been set, bank account provider only. An additional £1m limit has been set as a net credit of the Authority's offsetting current account balances.

3.18 The banks affected, current ratings and 'worst case' revised ratings are illustrated in this table:

Bank	Current Rating	Loss of Systematic Support	Capped by Parent Rating	Worst Case Outcome
Barclays	A	-2		BBB+
Deutsche	A	-2		BBB+
HSBC	AA-	-1		A+
Lloyds / BoS	A	-2		BBB+
Nationwide	A	-2		BBB+
RBS / Natwest	A-	-2		BBB
Santander UK	A	-2	-1	BBB
Standard Chartered	A+	1		A

3.19 The Authority's current account provider is Barclays bank. In the event that Barclay's are downgraded to (BBB+) or its being on rating watch negative for a downgrade, in addition to its normal maximum investment limit, an additional limit of £1m will be set on the total of overnight credit balances held in the Authority's current accounts. This is only to allow for the total of all credit balances as the Authority does not have the right to a legal offset of its current account balances, which total nil at the end of each day.

#### **4. Consideration of the proposed strategy**

4.1 Appendix 1 outlines the context and strategy in relation to Treasury activities in the forth coming period. It forecasts that the Authority has a net borrowing requirement into the long term of circa £40 million. The Authority's chief objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required. With short-term interest rates currently much lower than long-term rates, it is likely to be more cost effective in the short-term to either use internal resources, or to borrow short-term loans instead. However in order to balance the overall debt portfolio, some longer term fixed rate loans may be taken, to achieve some cost certainty for the long term borrowing requirement identified.

4.2 In terms of investment strategy, the Authority is required to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. Given the increasing risk and continued low returns from short-term unsecured bank investments, the Authority will continue to review, with its treasury advisors more secure and/or higher yielding asset classes during 2015/16. The Authority has pursued a strategy of minimising investment balances by using them to offset the need to borrow, thereby reducing the costs to the authority. It is expected that investment levels will reduce in the forthcoming year as the capital programme progresses, so the scope for seeking alternative investment opportunities is not likely to be extensive.

4.3 In terms of the Authority's investment strategy, two specific queries have been raised by Members:

- a. Greater use of Property Fund Investments
- b. Use investment balances to provide loans to small businesses

Both proposals would tend to require our positive cash balance position to be less volatile and available for a longer period as generally greater returns on these assets stem from longer periods of investment.

#### **Greater use of Property Fund investments**

4.4 The original query around property was whether to invest in a non-operational property portfolio that provides sufficient returns to repay its borrowing costs in the short term whilst allowing for capital appreciation into the longer term. The scope to do this is included in the Authority's Asset Management Plan but is dependent on sourcing the "right" local opportunities that will support the Whole Place Plans and corporate priorities.

- 4.5 The current Treasury strategy allows for the investment in Property Managed Funds (termed pooled funds) which might provide a reasonable return for an increased level of risk, as there is the potential for the erosion of funds. The Council's treasury advisors have indicated that investment in property managed funds requires a 3-5 year period. Given our proposed treasury management approach outlined above, the opportunity to do this will be limited but the proposed counter party list continues include this flexibility as part of the investment options.

#### **Using Investment balances to provide loans to local businesses**

- 4.6 Providing loans to business for investment purposes has to be classified as capital expenditure. Consequently, any proposals to look at this would require a variation to the capital programme and would consider the potential benefits for economic regeneration in the area rather than purely treasury management considerations.
- 4.7 The Authority is considering offering loans to small businesses from the regeneration potential it could offer, however there could be significant legal advice and costs incurred in ensuring no impediments and in evaluating loan proposals, unless one of the already created intermediaries such as Funding Circle was chosen for such administration.
- 4.8 The Council has recently secured £1.25 million of loan funding from Welsh Government repayable in 2030 to facilitate loans to businesses in and around Abergavenny designed to bring back into productive use vacant, underutilised and redundant sites and premises. It is also exploring other mechanisms to assist small businesses, such as facilitating peer to peer lending, that may prove beneficial to the local economy and further reports will bring forward these proposals in due course. Given this evolving strategy concerning local business support it is not proposed to extend the recommended Treasury strategy at this time.

#### **5. REASONS:**

- 5.1 The Authority is required to produce a Treasury Management Policy and a Treasury Management and Annual Investment Strategy in order to comply with the Chartered Institute of Public Finance and Accountancy's Code of Practice for Treasury Management in Public Services (the "CIPFA TM Code").
- 5.2 The Authority is required to produce an MRP Policy Statement in order to comply with the Local Authorities (Capital Finance and Accounting) (Wales) Regulations, last amended in 2009.

#### **6. RESOURCE IMPLICATIONS:**

- 6.1 There are no resource implications directly arising from this report. The medium-term treasury budgets contained within the 2015-2016 revenue budget proposals presented to Council on 22<sup>nd</sup> January, were constructed in accordance with the strategy documents appended to this report.

6.2 There are however some key future financial risks on medium-term treasury budgets concerning:

- The number of significant capital receipts in the existing medium-term forecasts, and on which the authority's internal borrowing strategy and budgets are based. There will be an adverse financial impact in the event that such receipts do not materialize or are significantly delayed.
- The strategy states the Authority's chief objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required. It presents the option of taking advantage of currently low short-term interest rates possibly at the expense of increasing future borrowing costs. This balance will be monitored regularly in order to decide whether to borrow additional sums at long-term fixed rates in 2014/15 or 2015/16 with a view to keeping future interest costs low, even if this causes additional cost in the short-term.
- It should be noted that as a result of the expenditure plans of the Authority and the forecasts for interest rates in the future, that borrowing costs are expected to rise in the medium/long term.

**7. EQUALITY IMPACT ASSESSMENT:**

There is no equality impact arising directly from this report.

**8. SUSTAINABLE DEVELOPMENT IMPLICATIONS:**

None

**9. BACKGROUND PAPERS:**

Appendix 1 – Treasury Management Strategy Statement & Investment Strategy 2015/16 (including MRP policy statement)  
Appendix 2 – Treasury Management Policy Statement  
Appendix 3 – Performance Indicators (Previously Distributed with Revenue and Capital budget proposals, Council 22<sup>nd</sup> Jan 15)

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# Treasury Management Strategy Statement 2015/16

## Introduction

In March 2005 the Authority adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services (revised in 2011)* which requires the Authority to approve an investment strategy before the start of each financial year.

In addition, the Welsh Government (WG) issued revised *Guidance on Local Authority Investments* in March 2010 that requires the Authority to approve an investment strategy before the start of each financial year.

This report fulfils the Authority's legal obligation under the *Local Government Act 2003* to have regard to both the CIPFA Code and the WG Guidance.

The Authority has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk are therefore central to the Authority's treasury management strategy.

## External Context

**Economic background:** There is momentum in the UK economy, with a continued period of growth through domestically-driven activity and strong household consumption. There are signs that growth is becoming more balanced. The greater contribution from business investment should support continued, albeit slower, expansion of GDP. However, inflationary pressure is currently extremely benign and is likely to remain low in the short-term. There have been large falls in unemployment but levels of part-time working, self-employment and underemployment are significant and nominal earnings growth remains weak and below inflation.

The MPC's focus is on both the degree of spare capacity in the economy and the rate at which this will be used up, factors prompting some debate on the Committee. Despite two MPC members having voted for a 0.25% increase in rates at each of the meetings between August and December 2014, the minutes of the January 2015 meeting showed unanimity in maintaining the Bank Rate at 0.5% as there was sufficient risk that low inflation could become entrenched and the MPC became more concerned about the economic outlook.

**Credit outlook:** The transposition of two European Union directives into UK legislation in the coming months will place the burden of rescuing failing EU banks disproportionately onto unsecured local authority investors. The *Bank Recovery and Resolution Directive* promotes the interests of individual and small businesses covered by the Financial Services Compensation Scheme and similar European schemes, while the recast *Deposit Guarantee Schemes Directive* includes charities and small deposits made by large companies into these schemes. The combined effect of these two changes is to leave public authorities, financial organisations (including pension funds) and large deposits made by large companies as the only senior creditors likely to incur losses in a failing bank after July 2015.

The continued global economic recovery has led to a general improvement in credit conditions since last year. This is evidenced by a fall in the credit default swap spreads of banks and companies around the world. However, due to the above legislative changes, **the credit risk associated with making unsecured bank deposits will increase. Whilst investment balances remain low, alternative lower risk investment instrument options with similar returns have yet to be identified for the Authority.**

**Interest rate forecast:** The Authority's treasury management advisor Arlingclose forecasts the first rise in official interest rates in August 2015 and a gradual pace of increases thereafter, with the average for 2015/16 being around 0.75%. Arlingclose believes the normalised level of the Bank Rate post-crisis to range between 2.5% and 3.5%. The risk to the upside (i.e. interest rates being higher) is weighted more towards the end of the forecast horizon. On the downside, Eurozone weakness and the threat of deflation have increased the risks to the durability of UK growth. If the negative indicators from the Eurozone become more entrenched, the Bank of England will likely defer rate rises to later in the year. Arlingclose projects gilt yields on an upward path in the medium term, taking the forecast average 10 year PWLB loan rate for 2015/16 to 3.40%.

A more detailed economic and interest rate forecast provided by Arlingclose is attached at *Appendix A*.

For the purpose of setting the budget, it has been assumed that new investments will be made at an average rate of 0.62%, and that new long-term loans will be borrowed at an average rate of 3.6%.

### Local Context

The Authority currently has £99.3m of borrowing and £12.5m of investments [As at 31<sup>st</sup> December 2014]. This is set out in further detail at *Appendix B*. Forecast changes in these sums are shown in the balance sheet analysis in table 1 below.

Table 1: Balance Sheet Summary and Forecast

	31.3.15 Estimate £m	31.3.16 Estimate £m	31.3.17 Estimate £m	31.3.18 Estimate £m	31.3.19 Estimate £m
General Fund CFR	123.5	139.3	138.3	128.6	126.5
Less: External Borrowing (PWLB and LOBO)**	68.4	66.6	60.6	60.6	59.6
Less: Short Term Local Authority Borrowing	24.0	0.0	0.0	0.0	0.0
Less: Other Long Term Liabilities*	1.1	1.1	1.1	1.1	1.0
<b>Cumulative Maximum External Borrowing Requirement</b>	30.0	71.6	76.6	66.9	65.9
Less: Usable reserves	31.9	27.5	36.0	26.1	25.0
<b>Cumulative Net Borrowing Requirement / (Investments)</b>	<b>(1.9)</b>	<b>44.1</b>	<b>40.6</b>	<b>40.8</b>	<b>40.9</b>

\* finance leases and PFI liabilities that form part of the Authority's debt

\*\* shows only loans to which the Authority is committed and excludes optional refinancing

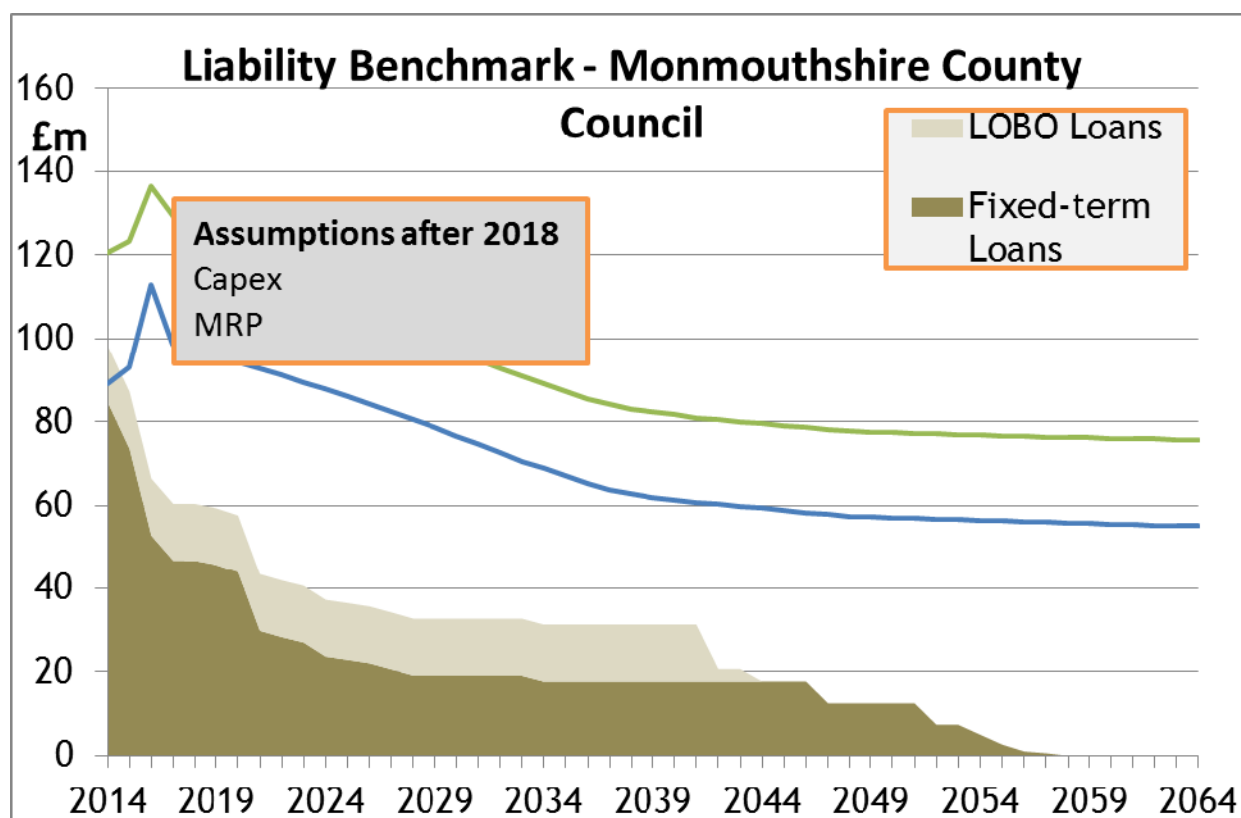
The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. The Authority's preferred strategy has been to maintain borrowing and investments below the levels indicated by CFR and useable reserves respectively, sometimes known as internal borrowing, subject to holding a minimum investment balance required for operational purposes. However the Authority exhausted its ability to increase internal borrowing in 2012/13 and has since been periodically renewing a balance of short term Local Authority borrowing. The balance of such loans forecast to be in place at the end of the financial year is £24m.

The Authority has an increasing CFR due to the capital programme, but minimal investments and will therefore be required to borrow up to £40m over the forecast period including the renewal of the short term borrowing forecast to be in place at the 31<sup>st</sup> March 2015.

CIPFA's *Prudential Code for Capital Finance in Local Authorities* recommends that the Authority's total debt should be lower than its highest forecast CFR over the next three years. Table 1 shows that the Authority expects to comply with this recommendation during 2015/16.

To assist with its long-term treasury management strategy, the Authority and its advisers have created a liability benchmark chart, which forecasts the Authority's need to borrow over a 50 year period. Following on from the medium term forecasts in table 1 above, the benchmark assumes:

- capital expenditure funded by borrowing of £3.42m a year
- minimum revenue provision on new capital expenditure based on a 25 year asset life, 30 for schools



The chart confirms £40m borrowing projected to be required in the short term and shows that due to maturing pwlb debt, there is a considerable borrowing requirement in the long term.

### Borrowing Strategy

The Authority's existing debt portfolio will total £92.4m as at 31<sup>st</sup> March 2015, if no new borrowing is taken between now and year-end, a decrease of £5.5 million on the previous year. The balance sheet forecast in table 1 shows that the Authority expects to borrow up to £44m in 2015/16. The Authority may also borrow additional sums to pre-fund future years' requirements, providing this does not exceed the authorised limit for borrowing.



**Objectives:** The Authority's chief objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required. The flexibility to renegotiate loans should the Authority's long-term plans change is a secondary objective.

**Strategy:** Given the significant cuts to public expenditure and in particular to local government funding, the Authority's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio. With short-term interest rates currently much lower than long-term rates, it is likely to be more cost effective in the short-term to either use internal resources, or to borrow short-term loans instead.

By doing so, the Authority is able to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk. The benefits of internal borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise. Arlingclose will assist the Authority with this 'cost of carry' and breakeven analysis. Its output may determine whether the Authority borrows additional sums at long-term fixed rates in 2014/15 or 2015/16 with a view to keeping future interest costs low, even if this causes additional cost in the short-term.

In addition, the Authority may borrow short-term loans (normally for up to one month) to cover unexpected cash flow shortages.

The approval required for arranging new borrowing is as follows; borrowing with a duration of less than 12 months can be arranged within the treasury team, for borrowing with a duration of greater than 12 months approval has to be sought from the S151 Officer.

**Sources:** The approved sources of long-term and short-term borrowing are:

- Public Works Loan Board (PWLB) and its successor body
- any institution approved for investments (see below)
- any other bank or building society authorised to operate in the UK
- UK public and private sector pension funds (except **your local** Pension Fund)
- capital market bond investors
- Local Capital Finance Company and other special purpose companies created to enable local authority bond issues

In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as other debt liabilities:

- operating and finance leases
- hire purchase
- Private Finance Initiative
- sale and leaseback

The Authority has previously raised the majority of its long-term borrowing from the PWLB but it continues to investigate other sources of finance, such as local authority loans and bank loans, that may be available at more favourable rates.

**LGA Bond Agency:** Local Capital Finance Company was established in 2014 by the Local Government Association as an alternative to the PWLB. It plans to issue bonds on the capital markets and lend the

proceeds to local authorities. This will be a more complicated source of finance than the PWLB for three reasons: borrowing authorities may be required to provide bond investors with a joint and several guarantee over the very small risk that other local authority borrowers default on their loans; there will be a lead time of several months between committing to borrow and knowing the interest rate payable; and up to 5% of the loan proceeds will be withheld from the Authority and used to bolster the Agency's capital strength instead. Any decision to borrow from the Agency will therefore be the subject of a separate report to full Council.

**LOBOs:** The Authority holds £13.6m of LOBO (Lender's Option Borrower's Option) loans where the lender has the option to propose an increase in the interest rate as set dates, following which the Authority has the option to either accept the new rate or to repay the loan at no additional cost. All of these LOBOS have options during 2015/16, and although the Authority understands that lenders are unlikely to exercise their options in the current low interest rate environment, there remains an element of refinancing risk. The Authority will take the option to repay LOBO loans at no cost if it has the opportunity to do so.

**Short-term and Variable Rate loans:** These loans leave the Authority exposed to the risk of short-term interest rate rises and are therefore subject to the limit on the net exposure to variable interest rates in the treasury management indicators below.

**Debt Rescheduling:** The PWLB allows authorities to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. Other lenders may also be prepared to negotiate premature redemption terms. The Authority may take advantage of this and replace some loans with new loans, or repay loans without replacement, where this is expected to lead to an overall cost saving or a reduction in risk.

### Investment Strategy

The Authority holds invested funds, representing income received in advance of expenditure plus balances and reserves held. During the first three quarters of 2014/15, the Authority's investment balance has ranged from £9 to £30 million. Investment levels are expected to reduce in the forthcoming year as the capital programme progresses.

**Objectives:** Both the CIPFA Code and the WG Guidance require the Authority to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and where practicable also reducing the risk of receiving unsuitably low investment income. It is noted above in the Borrowing strategy that the Authority is following a path of internal borrowing which minimises investment balances. This in itself reduces credit risk.

**Strategy:** Given the increasing risk and continued low returns from short-term unsecured bank investments, the Authority will continue to review, with its treasury advisors more secure and/or higher yielding asset classes during 2015/16. Due to the low levels of investment balances available as a result of internal borrowing, the scope for this is not likely to be extensive. The Authorities surplus cash is currently invested in short-term unsecured bank deposits, deposits with other Local Authorities and with money market funds.**Approved Counterparties:** The Authority may invest its surplus funds with any of the counterparty types in table 2 below, subject to the cash limits (per counterparty) and the time limits shown. Any formal advice received from the Authority's treasury advisors which places

additional restrictions on Investments will supersede the limits set below. Investments classified as Non Specified must obtain further approval before implementation see page 9.

Table 2: Approved Investment Counterparties and Limits

Counterparty / Instrument	Instrument Limit of Portfolio	Counterparty Limit of Portfolio	Country Limit	Group Limit	Time Limit (Over 1 Year = Non Specified)
UK Central Government including Debt Mgt deposit facility, Gilts and T Bills.	100%	100%	N/A	N/A	50 Years
Any investment with UK Local Authorities (irrespective of credit rating)	100%	10% of total investments (at the time of deposit) rounded up to the next £m	N/A	20%	2 Years
<p>'Unsecured' investments with Banks, Building Societies, Other Organisations and Securities whose lowest published rating from Fitch, Moody's and S&amp;P's is (A-)</p> <p>As above but (A) As above but (A+)</p>	<p>75% of total investments at the time of deposit</p> <p>For Non-UK 50% of total investments at the time of deposit</p>	<p>10% of total investments per counterparty at the time of deposit for term deposit element For instant call accounts a limit of £1m will apply if total investments fall below £10m (Additional £1m net credit balance in Authority's current account)</p>	10% per foreign country	<p>10% of total investments at the time of deposit.</p> <p>Limit for negotiable instruments held in Brokers nominee accounts: 50% per Broker</p>	<p>6 months</p> <p>13 months 2 years</p>
Unsecured Investments with Banks, Building Societies, Other Organisations and Securities whose lowest published rating is BBB+ or lower.	40% of total investments	£1m per Counterparty (Additional £1m net credit balance in Authority's current account)	£1m per foreign country	£1m per counterparty	<p>BBB+ 100 Days</p> <p>BBB (Current Account Only)</p>

Secured Investments with Banks, Building Societies, Other Organisations and Securities, (including Re-po's) whose lowest published rating from Fitch, Moody's and S&P's is (A-)	75% of total investments at the time of deposit  For Non-UK 50% of total investments at the time of deposit	20% of total investments per counterparty	20% per foreign country for all investment types	20% of total investments at the time of deposit for all investment types secured/unsecured	1 year
Deposits with unrated UK Building Societies which have been assessed by our Treasury advisers as comparable with the Building Societies that have an A- credit rating or higher	20% of total investments	£1m per Counterparty	UK only	£1m	100 Days
Money Market Funds with a Constant Net Asset Value (CNAV) or Variable Net Asset Value if assessed if assessed by our Treasury advisers as being of high credit worthiness	50% of total investments at the time of deposit	10% of total investments rounded up to the next £m not exceeding 0.50% of MMF size or 2% for Government MMFs	N/A	15% Under the Same Management	N/A
Pooled funds without credit ratings if assessed by our Treasury advisers as being of high credit worthiness	£4m total investment	£2m per issuer	N/A	£4m total investment	N/A
Investments with UK Registered Providers (e.g. Housing Associations) where the lowest published credit rating is A- or higher	20% of total investments at the time of deposit. Due to this type of investment being	£2m per issuer	N/A	20% of total investments	5 years

Note 1: Changing limits on % holding. Fixed term deposits which no longer meet changing limits will be held for the term of the deposit and then not renewed. The amount invested in callable accounts will be adjusted in line with fluctuating total investment balances.

Note 2: The Authority's current account provider is Barclay's. In the event that Barclays are either downgraded to BBB+ or expected to be downgraded due to a rating watch negative being in place, in addition to a maximum investment limit of £1m (as above) a limit of £1m is being set for overnight balances held in the Authority's suite of current bank accounts. This is only to allow for the total of all credit balances as the Authority does not have the right to a legal offset of its current account balances, which total nil at the end of each day.

**Credit Rating:** Investment decisions are made by reference to the lowest published long-term credit rating from Fitch, Moody's or Standard & Poor's. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used.

**Banks Unsecured:** Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. Unsecured investment with banks rated BBB or BBB- are restricted to overnight deposits at the Authority's current account bank [Barclays plc].

**Banks Secured:** Covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the highest of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.

**Government:** Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is an insignificant risk of insolvency. Investments with the UK Central Government may be made in unlimited amounts for up to 50 years.

**Corporates:** Loans, bonds and commercial paper issued by companies other than banks and registered providers. These investments are not subject to bail-in, but are exposed to the risk of the company going insolvent. Loans to unrated companies will only be made as part of a diversified pool in order to spread the risk widely.

**Registered Providers:** Loans and bonds issued by, guaranteed by or secured on the assets of Registered Providers of Social Housing, formerly known as Housing Associations. These bodies are tightly regulated by the Homes and Communities Agency and, as providers of public services, they retain a high likelihood of receiving government support if needed.

**Pooled Funds:** Shares in diversified investment vehicles consisting of the any of the above investment types, plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a fee. Money Market Funds that offer same-day liquidity and aim for a constant net asset value will be used as an alternative to instant access bank accounts, while pooled funds whose value changes with market prices and/or have a notice period will be used for longer investment periods.

Bond, equity and property funds offer enhanced returns over the longer term, but are more volatile in the short term. These allow the Authority to diversify into asset classes other than cash without the

need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives will be monitored regularly.

**Risk Assessment and Credit Ratings:** Credit ratings are obtained and monitored by the Authority's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made,
- any existing investments that can be recalled or sold at no cost will be, and
- full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as "rating watch negative" or "credit watch negative") so that it may fall below the approved rating criteria for a proposed investment, then only investments that can be withdrawn [on the next working day] will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

**Other Information on the Security of Investments:** The Authority understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support and reports in the quality financial press. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may meet the credit rating criteria.

When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2011, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Authority will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Authority's cash balances, then the surplus will be deposited with the UK Government, via the Debt Management Office or invested in government treasury bills for example, or with other local authorities. This will cause a reduction in the level of investment income earned, but will protect the principal sum invested.

**Specified Investments:** The WG Guidance defines specified investments as those:

- denominated in pound sterling,
- due to be repaid within 12 months of arrangement,
- not defined as capital expenditure by legislation, and
- invested with one of:
  - the UK Government,
  - a UK local authority, parish council or community council, or
  - a body or investment scheme of "high credit quality".

The Authority defines "high credit quality" organisations and securities as those having a credit rating of [A-] or higher that are domiciled in the UK or a foreign country with a sovereign rating of [AA+] or higher. For money market funds and other pooled funds "high credit quality" is defined as those having a credit rating of [A-] or higher.

**Non-specified Investments:** Any investment not meeting the definition of a specified investment is classed as non-specified. The Authority does not intend to make any investments denominated in foreign currencies. Non-specified investments will therefore comprise long-term investments, i.e. those that are due to mature 12 months or longer from the date of arrangement; those that are defined as capital expenditure by legislation, such as shares in pooled funds; and investments with bodies and schemes not meeting the definition on high credit quality (rated lower than (A-)). Limits on non-specified investments are shown in table 3 below.

Table 3: Non-Specified Investment Limits

	Limit
Total long-term investments (above 364 days)	£5m
Total shares in other pooled funds	£4m
Total investments without credit ratings or rated below [A-]	£5m
Total investments with institutions domiciled in foreign countries which are rated below [AA+]	£0m
Total non-specified investments	£10m

**Investment Limits:** The Authority's revenue reserves available to cover investment losses are forecast to be £15.8 million on 31st March 2015. In order that no more than 20% of available reserves will be put at risk in the case of a single default, the maximum that will be lent to any one organisation or group (other than the UK Government) will be 20% of investment balances or approximately £4 million. Limits will also be placed on fund managers, investments in brokers' nominee accounts, foreign countries and industry sectors as below:

**Liquidity Management:** The Authority uses an excel based cash flow forecasting tool to determine the maximum period for which funds may prudently be committed. Amounts are held on an ongoing basis in instant access accounts to minimise the risk of the Authority being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments are set by reference to the Authority's medium term financial plan and cash flow forecast.

### Treasury Management Indicators

The Authority measures and manages its exposures to treasury management risks using the following indicators.

**Security:** The Authority has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit score of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, A=6 etc.) and taking the arithmetic average, weighted by the size of each investment.

	Target
Portfolio average credit score	5.0

**Interest Rate Exposures:** This indicator is set to control the Authority's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as the amount of net principal borrowed will be:

	Existing Level 31.12.14	2014/15 Approved	2015/16 £m	2016/17 £m	2017/18 £m	2018/19 £m
Upper limit on fixed interest rate exposure	54.8	108.0	100.0	100.0	100.0	100.0
Variable Interest Rate exposure on Debt	44.5					
Variable Interest Rate Exposure on Investments	12.5					
Upper Limit on Net Variable Interest Rate Exposure	32.0	45.0	50.0	50.0	50.0	50.0

Fixed rate investments and borrowings are those where the rate of interest is fixed for the whole financial year. Instruments that mature during the financial year are classed as variable rate.

**Maturity Structure of Fixed Rate Borrowing:** This indicator is set to control the Authority's exposure to refinancing risk for fixed rate borrowing only. The upper and lower limits on the maturity structure of fixed rate borrowing will be:

	Lower Limit for 2014/15 %	Upper Limit for 2014/15 %	Estimated Level at 31/03/15 % - £m	Lower Limit for 2015/16 %	Upper Limit for 2015/16 %
Under 12 months - LOBO's	0	50	24.81% - £13.6m	0	50
Under 12 months - Other			3.24% - £1.8m		
12 months and within 24 months	0	40	10.95% - £6.0m	0	40
24 months and within 5 years	0	45	5.00% - £2.7m	0	45
5 years and within 10 years	0	30	13.80% - £7.6m	0	30
10 years and above	0	100	42.2% - £23.1m	0	100

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

**Principal Sums Invested for Periods Longer than 364 days:** The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the total principal sum invested to final maturities beyond the period end will be:

	2014/15 Approved	2015/16	2016/17	2017/18	2018/19
Limit on principal invested beyond year end	£5.0m	£5.0m	£5.0m	£5.0m	£5.0m



## Other Items

There are a number of additional items that the Authority is obliged by CIPFA or WG to include in its Treasury Management Strategy.

**Policy on Use of Financial Derivatives:** In the absence of any legal power to do so, the Authority will not use standalone financial derivatives (such as swaps, forwards, futures and options). Derivatives embedded into loans and investments, including pooled funds, may be used, and the risks that they present will be managed in line with the overall treasury risk management strategy.

**Investment Training:** The needs of the Authority's treasury management staff for training in investment management are assessed on an ongoing basis and formerly as part of the staff appraisal process, and additionally when the responsibilities of individual members of staff change.

Staff regularly attend training courses, seminars and conferences provided by Arlingclose and CIPFA. Relevant staff are also encouraged to study professional qualifications from CIPFA, the Association of Corporate Treasurers and other appropriate organisations.

**Investment Advisers:** The Authority has appointed Arlingclose Limited as treasury management advisers and receives specific advice on investment, debt and capital finance issues. The quality of this service is assessed at the contract tender stage by comparing to other market leaders and their historical track record. It is then monitored by on-going interaction with treasury personnel. The Authority maintains the quality of the service with its advisers by holding quarterly meetings and tendering periodically.

**Investment of Money Borrowed in Advance of Need:** The Authority may, from time to time, borrow in advance of need, where this is expected to provide the best long term value for money. Since amounts borrowed will be invested until spent, the Authority is aware that it will be exposed to the risk of loss of the borrowed sums, and the risk that investment and borrowing interest rates may change in the intervening period. These risks will be managed as part of the Authority's overall management of its treasury risks.

## Financial Implications

The budget for investment income in 2015/16 is £48,000, based on an average investment portfolio of £7.7 million at an interest rate of 0.63%. The budget for debt interest payable in 2015/16 is £3.7million based on an average interest rate of 3.7%. If actual levels of investments and borrowing, and actual interest rates differ from those forecast, performance against budget will be correspondingly different.

## Other Options Considered

The WG Guidance and the CIPFA Code do not prescribe any particular treasury management strategy for local authorities to adopt. The Head of Finance / S151 Officer, having consulted the Cabinet Member for Finance, believes that the above strategy represents an appropriate balance between risk management and cost effectiveness. Some alternative strategies, with their financial and risk management implications, are listed below.

Alternative	Impact on income and expenditure	Impact on risk management
Invest in a narrower range of	Interest income will be higher	Lower chance of losses from

counterparties and/or for longer times		credit related defaults, but any such losses will be greater
Invest in a wider range of counterparties and/or for shorter times	Interest income will be lower	Increased risk of losses from credit related defaults, but any such losses will be smaller
Borrow additional sums at long-term fixed interest rates	Debt interest costs will rise; this is unlikely to be offset by higher investment income	Higher investment balance leading to a higher impact in the event of a default; however long-term interest costs will be more certain
Borrow short-term or variable loans instead of long-term fixed rates	Debt interest costs will initially be lower	In the medium to long term debt costs will be less certain
Reduce level of borrowing	Saving on debt interest is likely to exceed lost investment income	Reduced investment balance leading to a lower impact in the event of a default; however long-term interest costs will be less certain

## Annex A - Arlingclose Economic & Interest Rate Forecast January 2015

### Underlying assumptions:

- The UK economic recovery slowed towards the end of 2014, with economic and political uncertainty weighing on business investment. However, the Q3 growth rate of 0.7% remains slightly above the long run average, suggesting the recovery remains robust.
- Household consumption is key to the recovery in 2015. While we expect consumption growth to slow, given softening housing market activity and slower employment growth, the fall in inflation and resulting rise in both real (and nominal) wage growth and disposable income should support spending.
- Inflationary pressure is currently low (annual CPI is currently 0.5%) and is likely to remain so in the short-term. The fall in oil prices has yet to feed fully into the prices of motor fuel and retail energy and CPI is expected to fall further. Supermarket price wars are also expected to bear down on food price inflation.
- The MPC's focus is on both the degree of spare capacity in the economy and the rate at which this will be used up, factors prompting some debate on the Committee.
- Nominal earnings growth is strengthening, but remains relatively weak in historical terms, despite large falls in unemployment. Our view is that spare capacity remains extensive. The levels of part-time, self-employment and underemployment are significant and indicate capacity within the employed workforce, in addition to the still large unemployed pool. Productivity growth can therefore remain weak in the short term without creating undue inflationary pressure.
- However, we also expect employment growth to slow as economic growth decelerates. This is likely to boost productivity, which will bear down on unit labour costs and inflationary pressure.
- In addition to the lack of wage and inflationary pressures, policymakers are evidently concerned about the bleak prospects for the Eurozone. These factors will maintain the dovish stance of the MPC in the medium term. The MPC clearly believes the appropriate level for Bank Rate for the post-crisis UK economy is significantly lower than the previous norm. We would suggest this is between 2.5 and 3.5%.
- The ECB has introduced outright QE as expected. While this may alleviate some of the anxiety about the economic potential of the Eurozone, political risk remains significant (e.g. Greek election). Therefore fears for the Eurozone are likely to maintain a safe haven bid for UK government debt.

### Forecast:

- We continue to forecast the first rise in official interest rates in Q3 2015, but the risks to this forecast are very much weighted to the downside. The February Inflation Report will be key to our review of the possible path for Bank Rate.
- We project a slow rise in Bank Rate. The pace of interest rate rises will be gradual and the extent of rises limited; we believe the normalised level of Bank Rate post-crisis to range between 2.5% and 3.5%.
- Market sentiment (derived from forward curves) has shifted significantly lower in the past three months; market expectations are now for a later increase in interest rates and a more muted increase in gilt yields.
- The short run path for gilt yields has flattened due to the sharp decline in inflation expectations. We project gilt yields on an upward path in the medium term.

- The short run path for gilt yields is flatter due to the deteriorating Eurozone situation. We project gilt yields on an upward path in the medium term.

	Mar-15	Jun-15	Sep-15	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18
<b>Official Bank Rate</b>													
<b>Upside risk</b>				0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
<b>Arlingclose Central Case</b>	0.50	0.50	0.75	0.75	1.00	1.00	1.25	1.25	1.50	1.50	1.75	1.75	1.75
<b>Downside risk</b>			0.25	0.25	0.50	0.50	0.75	0.75	1.00	1.00	1.00	1.00	1.00
<b>3-month LIBID rate</b>													
<b>Upside risk</b>	0.10	0.20	0.20	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30
<b>Arlingclose Central Case</b>	0.55	0.60	0.80	0.90	1.05	1.15	1.30	1.40	1.55	1.65	1.80	1.95	2.00
<b>Downside risk</b>	0.15	0.20	0.30	0.40	0.55	0.65	0.75	0.85	0.95	0.95	0.95	0.95	1.00
<b>1-yr LIBID rate</b>													
<b>Upside risk</b>	0.10	0.20	0.20	0.30	0.30	0.30	0.30	0.30	0.40	0.40	0.40	0.40	0.40
<b>Arlingclose Central Case</b>	0.95	1.00	1.20	1.30	1.45	1.55	1.70	1.80	1.95	2.05	2.20	2.35	2.40
<b>Downside risk</b>	0.15	0.20	0.30	0.50	0.55	0.60	0.65	0.70	0.75	0.80	0.80	0.80	0.80
<b>5-yr gilt yield</b>													
<b>Upside risk</b>	0.35	0.40	0.40	0.40	0.40	0.40	0.40	0.45	0.45	0.45	0.45	0.50	0.50
<b>Arlingclose Central Case</b>	1.10	1.20	1.30	1.40	1.50	1.65	1.80	1.95	2.10	2.20	2.35	2.40	2.50
<b>Downside risk</b>	0.35	0.35	0.40	0.45	0.50	0.50	0.55	0.60	0.65	0.70	0.70	0.70	0.75
<b>10-yr gilt yield</b>													
<b>Upside risk</b>	0.35	0.40	0.40	0.40	0.40	0.45	0.45	0.45	0.45	0.50	0.50	0.55	0.55
<b>Arlingclose Central Case</b>	1.60	1.70	1.80	1.90	2.00	2.15	2.30	2.45	2.60	2.70	2.85	2.90	3.00
<b>Downside risk</b>	0.35	0.35	0.40	0.45	0.50	0.50	0.55	0.60	0.65	0.70	0.70	0.75	0.80
<b>20-yr gilt yield</b>													
<b>Upside risk</b>	0.35	0.40	0.45	0.50	0.50	0.50	0.50	0.50	0.50	0.55	0.55	0.55	0.55
<b>Arlingclose Central Case</b>	2.10	2.20	2.30	2.35	2.45	2.50	2.65	2.75	2.90	3.00	3.15	3.20	3.30
<b>Downside risk</b>	0.35	0.40	0.50	0.60	0.70	0.75	0.75	0.75	0.80	0.85	0.85	0.90	0.90
<b>50-yr gilt yield</b>													
<b>Upside risk</b>	0.35	0.40	0.45	0.50	0.50	0.50	0.50	0.50	0.50	0.55	0.55	0.55	0.55
<b>Arlingclose Central Case</b>	2.15	2.25	2.35	2.40	2.50	2.55	2.70	2.80	2.95	3.05	3.20	3.25	3.35
<b>Downside risk</b>	0.35	0.40	0.50	0.60	0.70	0.75	0.75	0.75	0.80	0.85	0.85	0.90	0.90

Annex B - Existing Investment & Debt Portfolio Position - 31<sup>st</sup> December 2014

	Actual Portfolio £m	Average Rate %
<b>External Borrowing:</b>		
PWLB - Fixed Rate	43.9	6.02
PWLB - Variable Rate	13.5	0.56
Local Authorities	28.0	0.44
LOBO Loans	13.6	4.80
Other	0.2	0.0
<b>Total External Borrowing</b>	<b>99.3</b>	
<b>Other Long Term Liabilities:</b>		
PFI	0.3	
Finance Leases	1.0	
<b>Total Gross External Debt</b>	<b>100.5</b>	
<b>Investments:</b>		
Short-term investments	12.5	
<b>Total Investments</b>	<b>12.5</b>	
<b>Net Debt</b>	<b>88.0</b>	

## Annex C - MRP Statement 2015/16

The Welsh Government's Guidance on Minimum Revenue Provision (issued in 2010) places a duty on local authorities to make a prudent provision for debt redemption. Guidance on Minimum Revenue Provision has been issued by the Welsh Ministers and local authorities are required to "have regard" to such Guidance under section 21(1A) of the Local Government Act 2003.

The four MRP options available are:

- Option 1: Regulatory Method
- Option 2: CFR Method
- Option 3: Asset Life Method
- Option 4: Depreciation Method

*Note: This does not preclude other prudent methods.*

### MRP in 2015/16:

Options 1 and 2 may be used only for supported (i.e. financing costs deemed to be supported through Revenue Support Grant from Central Government) Non-HRA capital expenditure funded from borrowing. Methods of making prudent provision for unsupported Non-HRA capital expenditure include Options 3 and 4 (which may also be used for supported Non-HRA capital expenditure if the Authority chooses).

The MRP Statement will be submitted to Council before the start of the 2015/16 financial year. If it is ever proposed to vary the terms of the original MRP Statement during the year, a revised statement should be put to Authority at that time.

The Authority will apply Option 2 in respect of supported capital expenditure funded from borrowing and Option 3 in respect of unsupported capital expenditure funded from borrowing. There are 2 calculation methods which are available within option 3.

- The equal instalment method and
- The annuity method - whereby the MRP is the principal element for the year of the annuity required to repay the capital expenditure over the life of the asset

The equal instalment method will tend to be the default calculation, unless the borrowing involves an annuity aspect.

MRP in respect of leases and Private Finance Initiative schemes brought on Balance Sheet under the CIPFA Accounting Code of Practice will match the annual principal repayment for the associated deferred liability.



## TREASURY MANAGEMENT POLICY STATEMENT 2015/16

### 1. INTRODUCTION AND BACKGROUND

- 1.1 The Council adopts the key recommendations of CIPFA's Treasury Management in the Public Services: Code of Practice (the Code), as described in Section 5 of the Code.
- 1.2 Accordingly, the Council will create and maintain, as the cornerstones for effective treasury management:-
  - A treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities
  - Suitable treasury management practices (TMPs), setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.
- 1.3 The Council (i.e. full Council) will receive reports on its treasury management policies, practices and activities including, as a minimum, an annual strategy and plan in advance of the year, and an annual report after its close.
- 1.4 The Council delegates responsibility for the implementation and monitoring of its treasury management policies and practices to the Audit Committee and for the execution and administration of treasury management decisions to Head of Finance (S151 officer), who will act in accordance with the organisation's policy statement and TMPs and CIPFA's Standard of Professional Practice on Treasury Management.
- 1.5 The Council nominates Audit Committee to be responsible for ensuring effective scrutiny of the treasury management strategy and policies and they will receive the mid-year report on Treasury Management activities.

### 2. POLICIES AND OBJECTIVES OF TREASURY MANAGEMENT ACTIVITIES

- 2.1 The Council defines its treasury management activities as:

“The management of the Council’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

- 2.2 This Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation, and any financial instruments entered into to manage these risks.
- 2.3 This Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable performance measurement techniques, within the context of effective risk management.”

*As CIPFA states the policy statement should also include the Council’s high level policies for borrowing and investments:*

- 2.4 The Council’s borrowing will be affordable, sustainable and prudent and consideration will be given to the management of interest rate risk and refinancing risk. The source from which the borrowing is taken and the type of borrowing should allow the Council transparency and control over its debt.
- 2.5 The Council’s primary objective in relation to investments remains the security of capital. The liquidity or accessibility of the Authority’s investments followed by the yield earned on investments remain important but are secondary considerations.

### **3. Approach to Risk Management**

- 3.1 This section identifies the risks that the Council faces as a result of it undertaking treasury management activities.

Liquidity risk  
Credit (or counterparty) risk  
Interest rate risk  
Inflation rate risk  
Exchange rate risk  
Market risk  
Refinancing risk  
Procedural risk  
Legal and regulatory risk

The Council manages these down to an acceptable level within the regulatory framework through the consideration and application of its Treasury Strategy and appropriate monitoring against agreed prudential indicators and limits.



### Prudential Indicators for Capital Programme Proposals 2015/2019

Local Authorities determine their own programmes for capital investment in fixed assets. The Prudential Code is the code of practice supporting local authorities in taking decisions and underpins the system of capital finance. The key objectives of the Prudential Code are to ensure, within the Prudential Framework, that capital investment plans of the Authority are affordable, prudent and sustainable.

To demonstrate that local authorities have fulfilled these objectives, the Prudential Code sets out the indicators that must be used, and the factors that must be taken into account. These indicators are reported below based on actual, current and planned capital budget proposals.

Importantly, it should be noted that the following effects are included in the proposed supported and unsupported borrowing resulting from the current and future capital budget proposals and figures have been adjusted accordingly:

Borrowing budgeted in the capital budget proposals 2015/16 to 2018/19 are as follows: The 2015/16 figures are inclusive of slippage from 2014/15 as identified and reported as part of the month 6 capital monitoring process.

- General Unsupported borrowing of £1,000,000 2015/16 to 2018/19.
- Abergavenny Library – a budget of £3,433,000, funded from unsupported borrowing, is subject to a separate report to Council to rescind this decision. Further reports will be required to approve alternative schemes to be funded instead.
- 21<sup>st</sup> Century Schools – budgeted unsupported borrowing of £14,311,000 2015/16, £11,307,000 2016/17 offset by a forecast reduction in unsupported borrowing in 2017/18 of £7,612,000 due to set-aside capital receipts.
- £2,420,000 of supported borrowing in 2015/16 and 2016/17 to 2018/19 which assists in financing the core capital programme and is funded through Revenue Support grant from the Welsh Government.

## Capital Expenditure

The actual capital expenditure and financing (excluding vehicle leasing) that was incurred in 2013/14 and the estimates of capital expenditure and financing for the current year and future years that are recommended for approval are:

	<b>2013/14 Actual £000</b>	<b>2014/15 Estimate £000</b>	<b>2015/16 Estimate £000</b>	<b>2016/17 Estimate £000</b>	<b>2017/18 Estimate £000</b>	<b>2018/19 Estimate £000</b>
Capital Expenditure	19,650	19,376	54,660	29,787	8,985	7,692

The estimate of capital expenditure for the 2014/15 and 2015/16 financial years includes allowance for slippage of expenditure from the 2014/15 capital programme that was forecast at month 6 capital monitoring. The figures above do not include capital expenditure relating to vehicle leasing.

As stated in the Capital Programme Budget Proposals the medium term programme has been drafted, and a programme constructed for the next four years. There will be opportunity for the programme to be reviewed annually.

## Ratio of financing costs to net revenue stream

Estimates of the ratio of financing costs to net revenue stream for the current and future years, and the actual figures for 2013/14 are:

	<b>2013/14 Actual %</b>	<b>2014/15 Estimate %</b>	<b>2015/16 Estimate %</b>	<b>2016/17 Estimate %</b>	<b>2017/18 Estimate %</b>	<b>2018/19 Estimate %</b>
Ratio of financing costs to net revenue stream	5.79	6.47	6.33	6.50	7.00	7.07

The estimates of financing costs include current commitments and the proposals in this budget report and are based on the actual and anticipated borrowing, net of investments.

## Capital Financing Requirement

Estimates of the end of year Capital Financing Requirement for the Authority for the current and future years and the actual Capital Financing Requirement at 31 March 2014 are:

	<b>2013/14 Actual £000</b>	<b>2014/15 Estimate £000</b>	<b>2015/16 Estimate £000</b>	<b>2016/17 Estimate £000</b>	<b>2017/18 Estimate £000</b>	<b>2018/19 Estimate £000</b>
Capital Financing Requirement	119.8	123.5	139.3	138.3	128.6	126.5

The Capital Financing Requirement measures the authority's underlying need to borrow for capital purposes. In accordance with best professional practice, Monmouthshire County Council does not associate borrowing with particular items or types of expenditure, other than under its current policy for determining its Minimum Revenue Provision. The authority has an integrated treasury management strategy (last approved on 27<sup>th</sup> February 2014 by Council) and has adopted the CIPFA Code of Practice for Treasury Management in the Public Services.

The Council manages its treasury position in terms of its borrowings and investments in accordance with its approved treasury management strategy and practices. In day-to-day cash management, no distinction can be drawn between revenue and capital cash. External borrowing arises as a consequence of all the financial transactions of the authority and not simply those arising from capital spending. In contrast, the Capital Financing Requirement reflects the authority's underlying need to borrow for a capital purpose.

CIPFA's Prudential Code for Capital Finance in Local Authorities includes a key indicator of prudence where Gross External Borrowing does not, except in the short term exceed the total of Capital Financing Requirement. This is the case for the preceding year plus the estimates of any Capital Financing Requirement for the current and next two financial years.

Net external borrowing is the borrowing budgeted to finance the capital program (Gross External borrowing) offset by the levels of cash and investments.

	<b>2013/14 Actual £000</b>	<b>2014/15 Estimate £000</b>	<b>2015/16 Estimate £000</b>	<b>2016/17 Estimate £000</b>	<b>2017/18 Estimate £000</b>	<b>2018/19 Estimate £000</b>
Net External borrowing	88.2	89.0	113.1	107.2	105.9	105.1
Gross External borrowing	97.9	93.0	114.1	118.4	114.2	117.7
Capital Financing Requirement	119.8	123.5	139.3	138.3	128.6	126.5

The Head of Finance, as the Authority's S151 officer, reports that the Authority had no difficulty meeting this requirement in 2013/14, nor are any difficulties envisaged for the current or future years. This view takes into account current commitments, existing plans, and the proposals in this budget report.

### **Authorised Limit for External Borrowing**

In respect of external debt, it is recommended that the Council approves the following Authorised Limit for its total external debt gross of investments for the next four financial years.

	<b>2013/14 Actual £000</b>	<b>2014/15 Estimate £000</b>	<b>2015/16 Estimate £000</b>	<b>2016/17 Estimate £000</b>	<b>2017/18 Estimate £000</b>	<b>2018/19 Estimate £000</b>
Borrowing	123.9	120.0	137.1	151.9	147.7	151.1
Other long term liabilities	3.0	2.7	2.6	2.6	2.6	2.5
<b>Total</b>	<b>126.9</b>	<b>122.7</b>	<b>139.8</b>	<b>154.5</b>	<b>150.3</b>	<b>153.6</b>

These limits separately identify borrowing from other long-term liabilities. The Council is asked to approve these limits and to delegate authority to the Head of Finance, within the total limit for any year, to effect movement between the separately agreed limits of borrowing and other long-term liabilities, in accordance with option appraisal and best value for money for the authority. Any such changes made will be reported to the Audit Committee or Council at the next opportunity following the change.

These limits are consistent with the authority's current commitments, existing plans and the proposals in this budget report for capital expenditure and financing, and with its approved treasury management policy statement and practices. They are based on the estimate of the most likely, prudent but not worse case scenario, with sufficient headroom over and above this to allow for operational management, for example unusual cash movements.

## Operational Boundary for External Debt

The Council is also asked to approve the following Operational Boundary for external debt for the same period.

	<b>2013/14 Actual £000</b>	<b>2014/15 Estimate £000</b>	<b>2015/16 Estimate £000</b>	<b>2016/17 Estimate £000</b>	<b>2017/18 Estimate £000</b>	<b>2018/19 Estimate £000</b>
Borrowing	99.9	99.0	120.2	120.4	116.2	119.7
Other long term liabilities	1.3	1.2	1.1	1.1	1.1	1.0
	<b>101.2</b>	<b>100.2</b>	<b>121.3</b>	<b>121.5</b>	<b>117.3</b>	<b>120.7</b>

The proposed Operational Boundary for external debt is based on the same estimates as the Authorised Limit but reflects the estimate of the most likely, prudent but not worst case scenario, without the additional headroom included within the Authorised Limit to allow, for example, for unusual cash movements and equates to the maximum of external debt projected by this estimate.

The Operational Boundary represents a key management tool for in-year monitoring by the Head of Finance. Within the Operational Boundary, figures for borrowing and other long-term liabilities are separately identified. The Council is asked to delegate authority to the Head of Finance, within the total Operational Boundary for any individual year, to effect movement between the separately agreed figures for borrowing and other long term liabilities, in a similar fashion to the Authorised Limit. Any such changes will be reported to the Audit Committee or Council at the next opportunity following the change.

The Council's actual external debt at 31 March 2014 was £99.2 million, comprising £97.9 million borrowing and £1.3 million other long-term liabilities. It should be noted that the actual external debt is not directly comparable to the Authorised Limit and Operational Boundary, since the actual external debt reflects the position at one point in time.

In taking its decisions on this budget report, the Council is asked to note that the Authorised Limit determined for 2015/16 would be the statutory limit determined under section 3(1) of the local Government Act 2003.

## Incremental impact of new capital investment decisions on Council Tax

A key measure of affordability is the incremental impact on the Council Tax, and the Council should consider different options for its capital investment programme in relation to their differential impact on the Council Tax.

The incremental impact works on the basis that supported borrowing is funded through Revenue Support Grant. The calculation is therefore determined by establishing the revenue impact of:

- Unsupported borrowing – in terms of interest payments and the statutory Minimum Revenue Provision (MRP)
- Any revenue savings or costs that have been identified and that will result from capital schemes being delivered

The current capital budget proposals, using current information available, would have the following impact:

	<b>2013/14 Actual</b>	<b>2014/15 Estimate</b>	<b>2015/16 Estimate</b>	<b>2016/17 Estimate</b>	<b>2017/18 Estimate</b>	<b>2018/19 Estimate</b>
	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>
Effect on Band D Council Tax	31.09	(14.47)	35.59	23.25	(12.50)	1.89

The notable incremental impact in 2015/16 is due to the high level of capital works schemes funded by unsupported borrowing. The credit in 2014/15 is due to a projected redemption of short term borrowing.

**Joy Robson**  
Responsible Financial Officer

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

**MEETING AND DATE OF MEETING:** Chief Executive decision  
27th Jan 2015  
**TITLE OF REPORT:** Financial assistance to foster carers  
**AUTHOR:** Joy Robson

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

**EXEMPTIONS APPLYING TO THE REPORT:**

Under paragraphs 12 – information relating to a particular individual, 13 – information which is likely to reveal the identity of an individual & 14 – information relating to the financial or business affairs of any particular person, of Schedule 12A Local Government Act 1972 (as amended).

**FACTORS IN FAVOUR OF DISCLOSURE:**

Provides information on how public money is being used.

**PREJUDICE WHICH WOULD RESULT IF THE INFORMATION WERE DISCLOSED:**

Reveals information about particular individuals and their financial affairs.

**MY VIEW ON THE PUBLIC INTEREST TEST IS AS FOLLOWS:**

The need to keep the identity and financial details of individuals referred to in the report as private outweighs the public's right to know how public finances are being utilised.

**RECOMMENDED DECISION ON EXEMPTION FROM DISCLOSURE:**

To apply exemption and make the report exempt.

Date: 23<sup>rd</sup> January 2015

Signed:

Post: Head of Finance

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I accept/do not accept the recommendation made above

Proper Officer: 

Date: 19/2/15

<b>SUBJECT:</b>	<b>Abergavenny: Vibrant &amp; Viable Places - Town Centre Loan Fund</b>
<b>MEETING:</b>	<b>FULL COUNCIL</b>
<b>DATE:</b>	<b>26/02/2015</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>Bryn y Cwm</b>

**1. PURPOSE:**

- 1.1 To seek Full Council's approval of Cabinet decision to accept a Welsh Government repayable funding award of £1,250,000 to establish a Fund to improve redundant and underutilised sites and premises in Abergavenny Town Centre.

**2. RECOMMENDATIONS:**

- 2.1 Full Council agree the Cabinet decision to accept repayable funding of £1,250,000 from Welsh Government to establish a Fund to improve redundant and underutilised sites and premises in Abergavenny Town Centre.

**3. KEY ISSUES:**

- 3.1 Monmouthshire County Council has been successful in its application for £1,250,000.00 of repayable funding under the Welsh Government's 'Vibrant and Viable Places' initiative.
- 3.2 Cabinet agreed to accept the award and associated terms on 4<sup>th</sup> February 2015. Acceptance of the award requires further and final approval of Full Council.
- 3.3 If accepted, the award will enable the authority to establish a Fund that can provide 'interest free', town centre loans, for a period of 5 years to enable the redevelopment of redundant sites and premises in Abergavenny Town Centre.
- 3.4 The full terms of the offer are attached in Appendix 2, but key terms include:
- The repayable funding must be drawn down by March 31<sup>st</sup> 2015
  - Repayable funding would need to be repaid in full by March 31<sup>st</sup> 2030. If the funding repayable is less than the award (ie from loan default) then Welsh Government will share 50% of the reduction to a maximum amount of 2.5% of the funding awarded.
  - Any repayable funding not being utilised 6 months after April 2016 must be returned
  - The maximum repayable period for Town Centre Loans is 5 years (to allow recycling)
  - Funding can only be used to bring back into productive use vacant, underutilised and redundant sites and premises.
  - Funding must be administered by a 'Board' established in the local authority area.
  - Interest accrued by holding repayable funding must be recycled into the fund.



- Funding cannot be used for management, administration or operational purposes.
- However, a one off charge of up to 15% can be charged for administering loans applied for.

3.5 The award presents a significant opportunity for Abergavenny, but key issues are highlighted as follows:

Demand - The authorities original application for repayable funding included 4 potential projects – 3 of which have stalled. Therefore, the opportunity will need to be significantly re-marketed in the town.

Financial Risk – The most significant risk associated with the award is the potential for loan default. The terms allow for ‘capped’ sharing of risk with the Welsh Government. This can be mitigated through affordability checks and land charges against property but cannot be removed completely. Processes will also need to be put in place to monitor repayments.

Resource – The remarketing and administration of the Fund will involve significant resources. Most skills exist ‘in house’ from similar schemes applied across the authority (eg Houses to Homes and RDP grant experience) but costs would need to be charged to enable existing roles and commitments to be met.

Fee – Although a ‘one off’ fee is permissible, if it is too high it is likely to impact negatively on demand and be received negatively. An exact fee is yet to be determined, albeit that it must have regard to the costs incurred by the Council in administering the scheme.

3.6 Timescales for acceptance and drawdown of the offer do not allow for full resolution of the risks and requirements associated with the opportunity. However, it is considered that clarifications received from Welsh Government, provide sufficient flexibility to remarket and re-assess demand with partner arrangements in the town and the time to establish robust processes that mitigate risks to an acceptable level.

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

- 4.1 To confirm the Cabinet decision to accept the repayable funding award to create a ‘Town Centre Loan Fund’ to support town centre regeneration objectives in Abergavenny Town Centre.
- 4.2 To accept the repayable funding award to bring back to life redundant and underutilised sites and premises in Abergavenny Town Centre.

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

- 5.1 Significant resources will be required across directorates, however, experience and most skills exist ‘in house’ to provide acceptable arrangements to deliver, subject to estimated costs being incorporated into a set administration fee that can be reviewed over time.

5.2 It is proposed that the Project will be co-ordinated by Housing and Communities with support from the Whole Place Team (remarketing) with Financial Services, Estates, and Legal Services providing time charged support.

5.3 The anticipated demand is, as yet, uncertain, but the expectation is that the loan requirements will be for larger projects and therefore low in actual application numbers.

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

6.1 The significant equality impacts identified in the assessment (Appendix 1) are summarised below for members' consideration:

**No negative impacts identified**

.2 The actual impacts from this report's recommendations will be reviewed every year and criteria for monitoring and review will include:

**No of re-utilised sites and premises**

**No of new residential units in the town centre**

**Impact on locality - Footfall figures/Retail composition/Vacancy rates**

## **7. CONSULTEES:**

All Cabinet Members

Leadership team

Head of Community Delivery – Debra Hill-Howells

Head of Legal Services – Rob Tranter

Local Members – All Bryn y Cwm

No comments received

## **8. BACKGROUND PAPERS:**

Cabinet Paper 4<sup>th</sup> February 2015 - Abergavenny: 'Vibrant & Viable Places - Town Centre Loan Fund'

## **9. AUTHOR: Colin Phillips, Whole Place Officer**

## **10. CONTACT DETAILS:**

**Tel: 01633 644848**

**E-mail: colinphillips@monmouthshire.gov.uk**

## The “Equality Initial Challenge”

Name: Colin Phillips Service area: Community Led Delivery Date completed: 11 <sup>th</sup> February 2015		Please give a <b>brief description</b> of what you are aiming to do.  The report seeks to accept a Welsh Government award of repayment funding to establish a ‘town centre loan’ opportunity in Abergavenny to facilitate the regeneration of underutilised, vacant or redundant premises and sites.	
Protected characteristic	Potential <b>Negative</b> impact Please give details	Potential <b>Neutral</b> impact Please give details	Potential <b>Positive</b> 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 <b>negative Impacts</b> .	How do you propose to <b>MITIGATE</b> these <b>negative impacts</b>
➤ N/A	➤
➤	➤
➤	➤
➤	➤

**Signed:** C Phillips      **Designation:** Whole Place Officer      **Dated:** 11<sup>th</sup> February 2015

## EQUALITY IMPACT ASSESSMENT FORM

<b>What are you impact assessing</b>	<b>Service area</b>
An Award of repayable funding from the Welsh Government to Monmouthshire County Council to establish a Town Centre Loan Fund for Abergavenny.	Community Led Delivery
<b>Policy author / service lead</b>	<b>Name of assessor and date</b>
Debra Hill-Howells	Colin Phillips 11 <sup>th</sup> February 2015

**1. What are you proposing to do?**

To accept a Welsh Government award of repayment funding to establish a 'town centre loan' opportunity in Abergavenny to facilitate the regeneration of underutilised, vacant or redundant premises and sites.

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

None of the above groups will be impacted upon negatively.

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

N/A

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..

N/A

**Signed**...C Phillips.....**Designation**.....Whole Place Officer.....**Dated**.....11<sup>th</sup> February 2015

### The “Sustainability Challenge”

<b>Name of the Officer</b> completing “the Sustainability challenge”  <b>Colin Phillips</b>		Please give a <b>brief description</b> of the <b>aims</b> proposed policy or service reconfiguration  <b>The proposal seeks to accept a Welsh Government award of repayment funding to establish a ‘town centre loan’ opportunity in Abergavenny to facilitate the regeneration of underutilised, vacant or redundant premises and sites.</b>	
<b>Name of the Division or service area</b>  <b>Community Led Delivery</b>		<b>Date “Challenge” form completed</b>  <b>11<sup>th</sup> February 2015</b>	
Aspect of sustainability affected	<b>Negative impact</b>  <b>Please give details</b>	Neutral impact  <b>Please give details</b>	<b>Positive Impact</b>  <b>Please give details</b>
<b>PEOPLE</b>			
Ensure that more people have access to healthy food		X	
Improve housing quality and provision			Fund will allow applications to convert empty town centre premises into residential accommodation Planning/Building Regs processes will set minimum improvement standards. If Social Housing accommodation forms part of the project, WG Quality standards will apply – a requirement of the award



Reduce ill health and improve healthcare provision		X	
Promote independence		X	
Encourage community participation/action and voluntary work		X	
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	
<b>PLANET</b>			
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			Opportunity to improve the presentation of existing underutilized and redundant sites and premises
<b>PROFIT</b>			
Protect local shops and services			Maximising opportunity for town centre residency. Contributing to footfall and overseeing of town centre.
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			Through encouraging vibrancy in a town centre
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc		X	

Increase and improve access to leisure, recreation or cultural facilities		X	
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What are the potential negative Impacts	Ideas as to how we can look to <b>MITIGATE</b> the <b>negative impacts</b> (include any reasonable adjustments)
➤ <i>None</i>	➤

### The next steps

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

The acceptance of repayable funding and establishment of a 'town centre loan fund' will enable applicants to apply for funding to bring back into use redundant or underutilised sites and premises in Abergavenny Town Centre.

Whilst all of the specific projects are not fully defined at this stage, the requirement of Welsh Government terms and eligibility criteria will result in projects that improve the environmental presentation, occupancy and sustainability of properties and sites across the town centre.

Added occupancy will contribute to the vibrancy and overlooking of the town centre.

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

**Signed Colin Phillips**

**Dated 11<sup>th</sup> February 2015**



Llywodraeth Cymru  
Welsh Government

Paul Matthews  
Chief Executive  
Monmouthshire County Council  
PO Box 106  
Caldicot  
Monmouthshire  
NP26 9AN

20 November 2014

Dear Mr Matthews

### **Award of Repayable Funding for a Fund to support town centre regeneration in Abergavenny**

#### **1. Award of Repayable Funding**

- (a) We are pleased to inform you that your Application has been successful and that repayable funding of up to £1,250,000 (One Million two hundred and fifty thousand pounds) (“the Repayable Funding”) is awarded to you for the Purposes (as defined in Condition 4(a)).
- (b) The Repayable Funding is available to you from 1 October 2014 and must be claimed in full by 31 March 2015. Any unclaimed part of the Repayable Funding will cease to be available to you after that date.
- (c) You must use the Repayable Funding for the Purposes from 1 October 2014 until 31 March 2030 (the “Term”).

- (d) The Repayable Funding must be repaid to us during the Term in accordance with the Repayment Plan set out in Schedule 3.
- (e) The Repayable Funding is dependent upon Financial Transaction Reserve budget. The terms of this particular source of funding have yet to be agreed with Her Majesty's Treasury. You will work with us to vary these Conditions to reflect our obligations to Her Majesty's Treasury in respect of the Financial Transaction Reserve budget.
- (f) If you have any queries in relation to this award of Repayable Funding or the Conditions please contact the Welsh Government Official who will be happy to assist you.

## 2. Statutory Authority and State Aid

- (a) This award of Repayable Funding is made on and subject to the Conditions and under the authority of the Minister for Communities and Tackling Poverty, one of the Welsh Ministers, acting pursuant to sections 70 and 71(1) of the Government of Wales Act 2006 and sections 126-128 of the Housing Grants, Construction and Regeneration Act 1996.
  - (b) You must comply with the European Commission's State Aid Rules.

## 3. Interpreting these Conditions

Any reference in these Conditions to:

**'you'**, **'your'** is Monmouthshire County Council, PO Box 106  
Caldicot, Monmouthshire, NP26 9AN

**'we'**, **'us'**, **'our'** is to the Welsh Ministers;

**'Welsh Government Official'** is to

Steffan Roberts,  
Welsh Government,  
Rhodfa Padarn,  
Llanbadarn Fawr,  
Aberystwyth,  
Ceredigion.  
SY23 3UR

Tel: 0300 062 2379

Email: [steffan.roberts@wales.gsi.gov.uk](mailto:steffan.roberts@wales.gsi.gov.uk)

or such other Welsh Government Official as we may notify you.

**'Project Manager'** is to

Cath Fallon, Head of Economy and Enterprise  
County Hall,  
Rhadyr,  
Usk  
NP15 1GA  
[Cathfallon@monmouthshire.gov.uk](mailto:Cathfallon@monmouthshire.gov.uk)  
Tel 01633 748316 / 07557 190969

**'Application'** is to your application to the Welsh Government dated 25 July 2014;

**'Baseline Statement'** is to the baseline statement referred to in Condition 10 (d);

**'Board'** is the internal governance process for Monmouthshire County Council; ];

**'Fund'** is to the fund described in Part 2 of Schedule 1;

**'Conditions'** is to the terms and conditions set out in this letter;

**'Schedule'** is to the schedules attached to this letter;

**'Term'** is to the period of time specified in Condition 1(c);

**'Repayment Plan'** is to the terms set out in Schedule 3 on which the Repayable Funding is repayable;

**'Repayment Notice'** is to the notice of demand for repayment as defined in Schedule 3, paragraph 1.

**"Town Centre Loans"** and **"TCL"** have the meaning given in Schedule 1;

**'Notification Event'** is to any of the events listed in Schedule 2;

**'State Aid Rules'** is to the rules set out in Articles 107 to 109 of the Treaty on the Functioning of the European Union (or in those Articles that may succeed Articles 107 to 109), secondary legislation such as frameworks, guidelines and block exemptions produced by the European Commission derived from Articles 107 to 109, case law of the European Courts and decisions of the European Commission regarding the application of Articles 107 to 109;

**'TCL Monitoring Form'** is to the TCL monitoring form set out in Schedule 4; and

**any legislation** will include all amendments to and substitutions and re-enactments of that legislation in force from time to time;

#### **4. What you must use the Repayable Funding for**

- (a) You must use the Repayable Funding solely for and in accordance with the purposes set out in Schedule 1 (the "**Purposes**").
- (b) Any change to the Purposes will require our written consent which must be obtained from us in advance of implementing any change. Please note that we are not obliged to give our consent but we will consider all reasonable written requests.
- (c) You must not use any part of the Repayable Funding for: (1) party political purposes; (2) the promotion of particular secular, religious or political views; (3) gambling; (4) pornography; (5) offering sexual services; (6) purchasing capital equipment (other than as specified in the Purposes); (7) your legal fees in relation to this letter; (8) costs incurred and defrayed by you in the delivery of the Purposes prior to the period referred to in Condition 1 (b); (9) any kind of illegal activities; or (10) any kind of activity which in our opinion could bring us into disrepute.

#### **5. Repayable Funding Pre-Conditions**

- (a) We will not pay any of the Repayable Funding to you until you have provided us with the following information and documentation:
  - (i) documentary evidence that the signatories who have signed this letter on your behalf are duly authorised to do so;
  - (ii) confirmation that you have the necessary provisions in place to issue TCL and to place the appropriate charges on properties/land to secure those loans;
  - (iii) documentary evidence that you have put in place all staff and other resources as required to commence the Purposes;

- (b) Where you are required to provide information and documentation to us as evidence that you have satisfied a particular pre-condition, Condition or in support of a claim, the information and documentation must be in all respects acceptable to us. We reserve the right to reject any information and documentation which is for any reason not acceptable to us.

## 6. How to claim the Repayable Funding

- (a) The Repayable Funding will be paid to you in one instalment in the amount set out in the following payment profile:

	<b>Amount</b>	<b>Period within which instalment can be claimed</b>
<b>Instalment 1</b>	£1,250,000	1 October 2014 – 31 March 2015

- (b) Instalment 1 will be paid to you in full on receipt of a claim form.
- (c) You must claim the Repayable Funding within the period specified in the payment profile. We reserve the right to withdraw any part of the Repayable Funding that you do not claim promptly.
- (d) You must submit your claim for payment of Repayable Funding to the Welsh Government Official.
- (e) You must use our current claim pro-forma (which is available from the Welsh Government Official).
- (e) We will aim to pay the valid claims as soon as possible and typically within 28 days.

## 7. Your general obligations to us

You must:

- (a) safeguard the Repayable Funding against fraud generally and, in particular, fraud on the part of your management, employees, contractors and/or suppliers and notify us immediately if you have reason to suspect that any fraud has occurred or is occurring or is likely to occur. You must also participate in such fraud prevention initiatives as we may require from time to time.
- (b) comply with all applicable laws or regulations or official directives whether derived from domestic, EU or international law;



- (c) put in place and maintain adequate insurances to cover against the risks which may arise in connection with any property or any activity undertaken in delivery of the Purposes. We reserve the right to require you to provide proof of your insurance;
- (d) co-operate fully with the Welsh Government Official and with any other employee of the Welsh Government or consultant appointed by us to monitor your use of the Repayable Funding and your compliance with these Conditions.

## **8. Declarations**

You declare that:

- (a) you have the power to enter into and to perform the obligations set out in these Conditions and you have taken all necessary action to authorise the entry into and performance of the obligations under these Conditions;
- (b) no litigation or arbitration is current or pending or, so far as you are aware, threatened, which have or could have an adverse effect on your ability to perform and comply with any of these Conditions;
- (c) you have disclosed to us all material facts or circumstances which need to be disclosed to enable us to obtain a true and correct view of your business and affairs (both current and prospective) or which ought to be provided to any person who is considering providing funding to you;
- (d) the information contained in your Application is complete, true and accurate.

## **9. Notification Events and their consequences**

- (a) You must notify us immediately if a Notification Event has occurred or is likely to occur but we also reserve the right to notify you where we believe a Notification Event has occurred or is likely to occur.
- (b) We will seek to discuss the Notification Event with you and to agree a course of action to be taken to address the Notification Event and in doing so we will consider both the seriousness of the Notification Event and whether or not it can be remedied.
- (c) We will be entitled to take any of the actions listed in Condition 9(d) if:
  - (i) despite our reasonable efforts we have been unable to discuss the Notification Event with you, or
  - (ii) we notify you that the Notification Event is not capable of remedy, or

- (iii) a course of action is agreed with you but you fail to follow it, or any conditions attached to it are not met (including without limitation the timescale for such course of action), or
  - (iv) the course of action fails to remedy the Notification Event to our satisfaction.
- (d) If any of the circumstances set out in Condition 9(c) occurs we may by notice to you:
- (i) withdraw the award of Repayable Funding; and/or
  - (ii) require you to immediately repay all or part of the Repayable Funding; and/or
  - (iii) require you to cease using the Repayable Funding for the Purposes;
  - (iv) suspend or cease all further payment of Repayable Funding; and/or
  - (v) make all further payments of Repayable Funding subject to such conditions as we may specify; and/or
  - (vi) deduct all amounts owed to us under these Conditions from any other funding or grant that we have awarded or may award to you or from any other sum payable by us to you; and/or
  - (vii) exercise any other rights against you which we may have in respect of the Repayable Funding.
- (e) All repayments of Repayable Funding must be made to us within 28 days of the date of our demand. You must pay interest on any overdue repayments at a rate of 1.5% per annum above the Bank of England base rate from time to time or at such other rate as may be required by the State Aid Rules. Interest will accrue on a daily basis from the date the repayment is due until actual repayment of the Repayable Funding, whether before or after judgment. You must pay the interest together with the overdue repayment.

## 10. Monitoring Requirements

You must:

- (a) provide us with such documents, information and reports which we may reasonably require from time to time in order for us to monitor your compliance with the Conditions including without limit parts 1 and 2 of the TCL Monitoring Form on a quarterly basis on 31 March, 30 June, 30 September and 31 December of each year of the Term.
- (b) meet with the Welsh Government Official and such other of our representatives every 6 months and any other time as we may from time to time reasonably require.
- (c) ensure that the Project Manager (or such other person as we may agree) attends all meetings with the Welsh Government Official.

- (d) complete a Baseline Statement for 2014 and send it to the Welsh Government Official by 19 December 2014. For the purpose of measuring the Fund's intervention performance we will require you to establish a baseline of key performance indicators within each of the participating towns. This can be done through the consideration of a number of indicators such as footfall, vacancy rates, number of vacant sites/properties, housing register statistics, crime rates, perception surveys, parking surveys etc. It is for you to determine the indicators in line with local needs and issues and, most importantly, reflecting the Fund's activities. However, you must include a baseline for the number of empty properties and empty sites within the town centre. The Baseline Statement must be accompanied with the methodology for collecting the indicators and the geographical area involved. The methodology for collecting the information must be clear and easy to replicate for collection in future years.
- (e) ensure that a Board is established within your local authority area which will be responsible for the Fund locally and to act as the final decision-maker and the monitor of each transaction which uses Repayable Funding. The Board must ensure that each transaction which uses Repayable Funding is consistent with the Fund's criteria, aims and objectives and consistent with the local authority's own governance requirements and standing orders. The Board must meet on at least a quarterly basis and report progress to the Welsh Government via the TCL Monitoring Form.

## **11. Audit Requirements**

- (a) You must:
  - (i) maintain clear accounting records identifying all income and expenditure in relation to the Purposes;
  - (ii) without charge, permit any officer or officers of the Welsh Government, Wales Audit Office or European Commission at any reasonable time and on reasonable notice being given to you to visit your premises and/or to inspect any of your activities and/or to examine and take copies of your books of account and such other documents or records as in such officer's reasonable view may relate in any way to your use of the Repayable Funding. This undertaking is without prejudice and subject to any other statutory rights and powers exercisable by the Welsh Government, Wales Audit Office or the European Commission or any officer, servant or agent of any of the above;
  - (iii) retain this letter and all original documents relating to the Repayable Funding until we inform you in writing that it is safe to destroy them;
- (b) Under paragraph 17 of Schedule 8 to the Government of Wales Act 2006 the Auditor General for Wales has extensive rights of access to documents and information relating to monies provided by the Welsh Government. He and his officials have the power to require relevant persons who control or hold documents to give any assistance, information and explanation that they may require; and to require those persons to attend before them for such a purpose. The Auditor General and his staff may exercise this right at all reasonable times.

## **12. Third Party Obligations**

- (a) Nothing in the Conditions imposes any liability on us in respect of any liability incurred by you to any third party (including, without limit, employees and contractors).
- (b) You must indemnify us against any liabilities, claims, proceedings, demands, losses, costs and expenses suffered or incurred by us directly or indirectly howsoever arising in contract, tort (including negligence) or otherwise and as a result of or in connection with any failure by you to perform fully or in part any obligation you may have to a third party.

## **13. Intellectual Property Rights & Publicity**

- (a) Nothing in these Conditions transfers to us any rights in any intellectual property created by you as a result of the Purposes.
- (b) You must acknowledge our support on all publicity, press releases and marketing material produced in relation to the Purposes. Such acknowledgement must be in a form approved by us and must comply with the Welsh Government's branding guidelines.
- (c) You must provide the Welsh Government Official with a copy of all material listed in Condition 13(b) for our approval before any such material is published and you may not publish such material without our prior written approval. We will endeavour to respond to all written requests for approval within 5 working days.
- (d) You agree that from the date of this letter until the expiry of the Term we may include details about your organisation and business, the Repayable Funding and the Purposes in Welsh Government promotional materials and you further agree to cooperate with our reasonable requests to achieve the production of such materials.

## **14. Access to Information**

- (a) You acknowledge that we are subject to the requirements of the Freedom of Information Act 2000 (the "FOIA"), the Environmental Information Regulations 2004 (the "EIR") and the Data Protection Act 1998 (the "DPA").
- (b) You acknowledge that we are responsible for determining in our absolute discretion whether:
  - (ii) to disclose any information which we have obtained under or in connection with the Repayable Funding to the extent that we are required to disclose such information to a person making a disclosure request under the FOIA or the EIR; and/or
  - (iii) any information is exempt from disclosure under the FOIA or the EIR.

## 15. Buying Goods and Services

If you decide to buy any goods and/or services to deliver the Purposes, they must be purchased in a competitive and sustainable way so as to demonstrate that you have achieved best value in the use of public funds.

## 16. Giving Notice

- (a) Where notice is required to be given under these Conditions it must be in writing (this does not include email but may include a letter attached to an email) and must prominently display the following heading:

***“Notice in relation to award of Repayable Funding for a Fund to support town centre regeneration in Abergavenny”***

- (b) The address and contact details for the purposes of serving notice under these Conditions are as follows

You: the Project Manager at the address stated in Condition 3.

Us: the Welsh Government Official at the address stated in Condition 3.

- (c) A notice will be deemed to have been properly given as follows:-

Prepaid first class post:                      on the second working day after the date of posting.

By hand:    upon delivery to the address or the next working day if after 4pm or on a weekend or public holiday.

By email attachment:                              upon transmission or the next working day if after 4pm or on a weekend or public holiday.

## 17. Equal Opportunities

You must apply a policy of equal opportunities as employers, as users of volunteers, and as providers of services, regardless of race, gender/gender identification, sexual orientation, religion and belief, age or any disability.

## 18. Welsh Language

Where the Purposes include or relate to the provision of services or written materials (including signage and information published online) in Wales, they must be provided in Welsh and English, unless it would be unreasonable or disproportionate to do so. Guidance about providing services and written materials in Welsh can be obtained from the Welsh Language Commissioner on 0845 6033 221 or by visiting [www.comisiynyddygyymraeg.org](http://www.comisiynyddygyymraeg.org).

## **19. Sustainability**

Your use of the Repayable Funding must (where reasonably practicable) meet the Welsh Government's current agenda for sustainable development and the environment.

## **20. Welsh Ministers' Functions**

You acknowledge that the Welsh Ministers have a range of functions which will continue to accrue and be amended and that decisions in relation to each such function are obliged to be taken in the light of all relevant and to the exclusion of all irrelevant considerations. You agree that nothing contained or implied in , or arising under or in connection with, these Conditions will in any way prejudice, fetter or affect the functions of the Welsh Ministers or any of them nor oblige the Welsh Ministers or any of them to exercise, or refrain from exercising, any of their functions in any particular way.

## **21. General**

- (a) If at any time any of these Conditions is deemed to be or becomes invalid, illegal or unenforceable in any respect under any law, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired.
- (b) No failure or delay on our part to exercise any power, right or remedy under these Conditions will operate as a waiver of any such power, right or remedy or preclude its further exercise or the exercise of any other power, right or remedy. The powers, rights or remedies hereby provided are cumulative and not exclusive of any powers, rights or remedies provided by law.
- (c) Any amendment or variation to these Conditions must be in writing and signed by us and you in the same manner as this letter.
- (d) You may not assign or otherwise dispose of in any way your rights, benefits, obligations or duties under these Conditions.

- (e) Conditions 7, 9, 11, 12, 13, 14, 16, 21(e) and 21(f) and such other Conditions which by implication need to continue in force beyond the final payment of Repayable Funding will so continue in full force and effect.
- (f) The award of the Repayable Funding is to you alone and no one else is entitled to make any claim in respect of the Repayable Funding or seek to rely on or enforce any of these Conditions.
- (g) These Conditions are to be governed by and construed in accordance with the laws of Wales and England as applied in Wales and the parties hereto submit to the exclusive jurisdiction of the courts of Wales and England.

## **22. How to accept this offer of Repayable Funding**

- (a) To accept this award of Repayable Funding you must sign and return a copy of this letter to the Welsh Government Official. None of the Repayable Funding will be paid to you until we have received your signed letter.
- (b) We must receive your signed letter within 14 days of the date of this letter, or this award of Repayable Funding will automatically be withdrawn.

Yours sincerely

Signed by Kath Palmer  
under authority of the Minister for Communities and Tackling Poverty,  
one of the Welsh Ministers.

## SCHEDULE 1

### The Purposes

1. The Repayable Funding is offered to you for the purpose of reducing the number of vacant, underutilised and redundant sites and premises in town centres and to support the diversification of the town centres by encouraging more sustainable uses for empty sites and premises, such as residential, leisure and for key services. The Repayable Funding can be used:

- (a) by you to acquire and unlock sites and premises with the intention of packaging and selling a proposal on the open market within an agreed timeframe;
- (b) by you to redevelop or refurbish sites and premises within an agreed timeframe; and
- (c) to provide loans to third parties for repayment within an agreed timeframe.

1 (a), (b) and (c) above are hereinafter referred to as the “Town Centre Loans” or the “TCL”.

Where any part of the Repayable Funding is used to support the build of social housing units, schemes must comply with Development Quality Requirements (“DQR”). In terms of value for money, schemes must have regard to Welsh Government Acceptable Cost Guidelines. Any scheme that does not meet either DQR or has a Scheme Cost Index above 120% must be discussed with the Welsh Government Official. The Guidance can be provided to you by request from the Welsh Government Official and any scheme supporting social housing should be discussed with the Welsh Government Official at the earliest opportunity.

Where any part of the Repayable Funding is used to support domestic energy efficiency projects, schemes must follow the Welsh Government’s energy company obligation (ECO) funding criteria. The Guidance can be provided to you by request from the Welsh Government Official.

Where any part of the Repayable Funding is used to provide a loan to third parties to deliver internal and external property improvements you will be allowed to charge a fee of up to 15% which can be retained to contribute to the TCL administration costs.

Part 1 of this Schedule sets out the specific criteria for the Town Centre Loans provided to third parties.

Part 2 of this Schedule sets out the conditions which apply to your use and administration of the Repayable Funding.



## Part 1: Town Centre Loan criteria

Maximum TCL charge	A one off administration fee of up to 15 per cent e.g. a £10,000 TCL could incur a fee of £1,500.
Minimum and maximum TCL value	£5,000 up to £1 million
Improvement required	Works which make a residential property safe, warm and/or secure.
TCL can be used to improve a property to/for:	<ul style="list-style-type: none"> <li>• Continued ownership</li> <li>• Sell</li> <li>• Rent</li> <li>• Unlock a vacant or stalled site</li> </ul>
Loan criteria for private rented sector only	<ul style="list-style-type: none"> <li>• Must be free of category 1 hazards.</li> </ul>
Interest	TCLs must be interest free
Maximum TCL Period	5 years
Repayment terms	Choice of staged repayments or full repayment at end of loan term or on sale of the property if earlier.
Eligible applicants	Owners of sub standard properties e.g. landlords, owner occupiers who pass affordability checks i.e: charities – last 3 years financial accounts, companies/businesses – last 3 years

	accounts.
Risk mitigation measures	Two or more of the following: loan to value ratio, second property charges, local land charges, staged repayments.
Other funding options	<ul style="list-style-type: none"> <li>• Other funding options such as Arbed must be explained to the applicant.</li> <li>• Other funding options can be used in conjunction with the loan as long as they are funding separate works.</li> <li>• Applicants that can easily obtain commercial finance to fund the improvement works should be directed to appropriate sources of funding.</li> </ul>

**Part 2: Conditions on the use and administration of the Repayable Funding.**

1. The Repayable Funding is not awarded in replacement of any current scheme in place for those individuals/businesses in absolute need. It is offered and intended to complement any current scheme operated by you which provides grants to those who cannot make loan repayments.
2. You must hold and use the Repayable Funding as a recyclable fund (the “Fund”). Repayments by third party loan recipients and any profit you make when you use any part of, the Repayable Funding as described in paragraph 2 (a) and (b) of this Schedule 1 must be recycled during the Term. You may decide not to recycle the Repayable Funding during financial years (1 April – 31 March) 2027/28, 2028/29, 2029/30.

3. From 1 April 2016 you must not retain any Repayable Funding for longer than 6 months and must either make arrangements to transfer such underspend to another pilot local authority region (in accordance with paragraph 5 of Schedule 1, part 2) or to repay the sum to us on demand.
4. You must inform us of any expected “underspend” in the Repayable Funding immediately and make arrangements to transfer such underspend to another pilot local authority within the financial year [2014/15] [2015/16] (in accordance with paragraph 5 of Schedule 1, part 2) or to repay the sum to us on demand.
5. You may not transfer any Repayable Funding to another pilot local authority without our written approval. To obtain our written approval you must send the intra-region transfer pro-forma signed by you and the other pilot local authority to the Welsh Government Official.
6. Any interest earned from holding the Repayable Funding must be recycled into the Fund and added to the sum available for the Purposes.
7. The Repayable Funding cannot be used towards any management, administration or operating costs incurred by you in delivering the Purposes and in managing and administering the Fund.
8. Any fee charged by you for providing TCLs may be used towards any operating costs incurred by you in providing TCLs and managing and administering the Fund including (but not limited to) any legal or professional costs or the costs of any searches.
9. You are responsible for managing all TCLs provided and for ensuring that all necessary procedures are in place before any TCL is offered. In the event that you procure a third party to manage and administer the Fund and to provide the TCLs you must ensure that appropriate contractual documentation is in place between you and the third party.
10. You must determine what due diligence procedures are appropriate and undertake the necessary due diligence before using a part of the Repayable Funding to finance a transaction. .
11. You must put in place appropriate TCL terms and conditions ensuring that they are in accordance with the provisions of Part 1 of this Schedule 1. It is your responsibility to obtain legal advice on the terms and conditions on which any TCLs are provided.
12. You must agree with the loan recipient of each TCL the specific purpose for which the TCL is provided and how you will measure the success of the loan recipient’s delivery of that purpose. SMART targets must be agreed.

13. You must collaborate with the other pilot local authorities within your region to agree (i) consistency in the provision and management of the TCL and (i) the procedure for the transfer of Repayable Funding to another pilot local authority during the financial year [2014/15] [2015/16] .
14. You must exercise reasonable skill care and diligence in your management of the Fund.

## **SCHEDULE 2**

### **Notification Events**

The Notification Events referred to in Condition 9 are listed below:

1. repayment of any part of the Repayable Funding is required under European Law (whether under State Aid Rules or otherwise);
2. you fail to comply with any of the Conditions;
3. we have made an overpayment of Repayable Funding to you;
4. any declaration made in Condition 8 is incorrect in any respect or, if repeated at any time with reference to the facts and circumstances then existing, would be incorrect;
5. there is a change in your constitution, status, control or ownership and/or your external auditors resign.
6. any event occurs or circumstances arise which in our opinion gives reasonable grounds for believing that you may not, or may be unable, to perform or comply with any of your obligations under these Conditions (including but not limited to your ability to repay the Repayable Funding).

## SCHEDULE 3

### Repayment Plan

1. You must repay the Repayable Funding during the financial year 2029/30 (1 April 2029 – 31 March 2030) in one instalment within 3 calendar months of the date of the written notice of demand (the “Repayment Notice”) from us or such other period specified therein.
2. The sum repayable (the “Repayment Amount”) shall be the total sum of Repayable Funding paid to you (including any sum reallocated to you from another pilot local authority for the Purpose) minus:
  - a. the sum of any Repayable Funding already repaid by you to us for reallocation to another pilot local authority in accordance with paragraphs 3 or 4 of Schedule 1, Part 2;
  - b. the sum of Repayable Funding reallocated by you to another pilot local authority in accordance with paragraphs 3 or 4 of Schedule 1, Part 2; and
  - c. 50% of any shortfall in the Fund up to a maximum of 2.5% of the total sum of Repayable Funding paid to you.

For the purpose of this paragraph 2c:

- i. any transaction funded by part of the Repayable Funding with a repayment date after the date of the Repayment Notice shall be deemed to have been repaid in full. The entire financial risk of default by the recipient shall be borne by you; and
  - ii. “the total sum of Repayable Funding paid to you” shall mean the total sum of Repayable Funding paid to you (including any sum reallocated to you from another pilot local authority for the Purposes) minus the amounts described in paragraphs 2a and 2b above.
3. Within 1 calendar month of the date of the Repayment Notice you must confirm in writing the sum you intend to repay together with supporting evidence.
4. A repayment profile will be provided to you on a yearly basis on request. The repayment profile will set out the total sum of Repayable Funding paid to you, the sum of Repayable Funding repaid to us and the sum of Repayable Funding reallocated to or from you (if any).

5. All payments made by you to us must be made in full, without set-off, counterclaim or condition, and free and clear of, and without any deduction or withholding without our prior written agreement.
6. Interest will accrue on any overdue repayment of the Repayable Funding in accordance with Condition 9(e).
7. Once you have repaid the Repayable Funding to us, you must account to us for any surplus in the Fund. Any surplus in the Fund shall be divided equally between us and you must pay to us our share of the surplus at the end of the term.

**SCHEDULE 4**

**Monitoring Requirements**

**TCL MONITORING FORM – Part 1**

<b>Local Authority Name:</b>	
<b>Contact Details:</b>	
<b>Town:</b>	
<b>Progress over last Quarter:</b>	
<b>Activities planned for next Quarter including any press opportunities:</b>	
<b>Risk Issues:</b>	<b>Milestones: Include individual project milestones</b>
<b>Rag Status ( Red/Amber/Green)</b>	
<b>Any other comments / issues: (expand box if necessary and add photos if applicable)</b>	



<b>Signed (LA Project Manager):</b>
<b>Date:</b>

**TCL MONITORING FORM – Part 2**

<b>Local Authority Name:</b>	
<b>Contact Details:</b>	
<b>Town:</b>	
<b>Progress over last year:</b>	
<b>Activities planned for next year including any press opportunities:</b>	
<b>Risk Issues:</b>	<b>Milestones: Include individual project milestones</b>
<b>Rag Status ( Red/Amber/Green)</b>	
<b>Any other comments / issues: (expand box if necessary and add photos if applicable)</b>	

<b>Signed (LA Project Manager):</b>
<b>Date:</b>

**TWO SIGNATORIES ARE REQUIRED**

We hereby accept the award of Repayable Funding for a Fund to support town centre regeneration in Abergavenny and the Conditions relating to the Repayable Funding

\_\_\_\_\_  
Signature  
An authorised signatory of **Monmouthshire County Council**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
An authorised signatory of **Monmouthshire County Council**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job Title

\_\_\_\_\_ Date



## MONMOUTHSHIRE COUNTY COUNCIL REPORT

**SUBJECT: WITHDRAWAL OF DECISION TO BUILD A NEW LIBRARY IN ABERGAVENNY**

**MEETING: Council**

**DATE: 26<sup>th</sup> February 2015**

**DIVISION/WARDS AFFECTED: All**

### 1. PURPOSE:

To rescind the decision taken by Council to build a new library on the old cattle market site, Abergavenny and adjust the capital budget accordingly.

### 2. RECOMMENDATIONS:

2.1 That members rescind the decision taken in 2010 to build a new library on the old cattle market site, Abergavenny, thereby releasing funding of £3.433m.

2.2 That Cabinet recommend to Council specific capital budgets to develop a Community Hub along with projects to improve the public realm that supports regeneration of the town centre (the Better Bryn Y Cwm Plan) from the funding released in 2.1

### 3. KEY ISSUES:

3.1 The capital budget currently includes approval of a budget of £3.433m for the design and build of a new library building on the old cattle market site in Abergavenny.

- 3.2 Work was undertaken on a design in conjunction with Morrison's architects. Whilst this work was underway analysis was carried out into the revenue costs associated with a new build and more widely debate ensued into the prudence of the development of a bespoke library during a period of major financial pressure upon public services and local government particularly.
- 3.3 Additional overhead costs for rates, heating, lighting etc. were estimated as an additional £60,000, exclusive of any labour costs that might be incurred in utilizing a building some three times larger than the existing library. Investigations took place into whether other organisations might wish to share the building thereby defraying the overhead costs. However none came forward.
- 3.4 More recently discussions amongst MCC members, town council, town team and other stakeholder groups have publicly been about alternative venues within Abergavenny where a community hub might be situated. Furthermore budget estimates and designs for alternative venues have been commissioned to advise future decisions.

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

- 4.1 There is recognition amongst those involved with the wider debate about the future of library services in Abergavenny that investment is required to create a suitable venue but a new build library is not necessary to provide a better facility.
- 4.2 Although Morrison's architects have done no further work on the design or commission of a new library building on the old cattle market site they are aware that the Council decision remains to build on the site. Removal of the capital budget would confirm the Council's decision not to proceed and remove any ambiguity.
- 4.3 A decision that the site is not to be used for a library building would allow officers to investigate alternative uses for the site.

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

- 5.1 Release of £3.433m funding within the capital budget for the new build library. Alternative schemes that support the development of a Community Hub and the Better Bryn y Cwm Plan will be reported to Cabinet for subsequent recommendation to Council for inclusion in the capital budget.

- 5.2 Possible additional capital receipt from the sale of the site?
6. **EQUALITY IMPACT ASSESSMENT** : provided in appendix 1 below
7. **SUSTAINABLE DEVELOPMENT IMPLICATIONS:** provided in appendix 2 below
8. **CONSULTEES:**  
SLT  
Cabinet
9. **BACKGROUND PAPERS:**  
Revenue and Capital budget report – 22<sup>nd</sup> January 2015  
Link: <http://www.monmouthshire.gov.uk/app/uploads/2014/08/8-Revenue-and-Capital-Budget-201516-Final-Proposals.pdf>  
<http://www.monmouthshire.gov.uk/app/uploads/2014/08/8a-Appendices-Revenue-and-Capital-Budget-2015162.pdf>
9. **AUTHOR:** Roger Hoggins, Head of Operations, Debra Hill-Howells, Head of Community Services
10. **CONTACT DETAILS:** Tel: 01633 644644 Email: [rogerhoggins@monmouthshire.gov.uk](mailto:rogerhoggins@monmouthshire.gov.uk)  
Email: [debrahill-howells@monmouthshire.gov.uk](mailto:debrahill-howells@monmouthshire.gov.uk)



## EQUALITIES IMPACT ASSESSMENT:

### Appendix 1 The “Equality Challenge” (Screening document)

Name of the Officer completing “the Equality challenge”  Roger Hoggins		Please give a <b>brief description</b> of the <b>aims</b> proposed policy or service reconfiguration  <b>This is a decision to no longer build a new library and to approve the development of proposals to provide a combined library and One stop shop in a single venue elsewhere within Abergavenny Town along with other improvements to the public realm within the town. As such no alteration to service is proposed within this report, any adjustments to library and One stop shop services being described in separate reports to Council and Cabinet under the heading ‘Community Hub and Contact Centre.</b>	
Name of the Division or service area: Library service		Date “Challenge” form completed 18 <sup>th</sup> February 2015	
Protected characteristic affected	Negative impact Please give details	Neutral impact Please give details	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	

What are the potential negative Impacts.	Ideas as to how we can look to <b>MITIGATE</b> the <b>negative impacts</b> (include any reasonable adjustments or engagement with affected parties).
--	--

➤ <i>A new build library would offer better access for the disabled than the current library building</i>	➤ <i>The alternative site for the Community Hub will be designed to offer good access to disabled users.</i>
➤	➤
➤	➤
➤	➤

**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:**

**Designation:**

**dated:**

## Appendix 2

## SUSTAINABLE DEVELOPMENT IMPLICATIONS

<b>Name of the Officer</b> Roger Hoggins		Please give a <b>brief description</b> of the <b>aims</b> proposed policy or service reconfiguration This is a decision to no longer build a new library and to approve the development of proposals to provide a combined library and One stop shop in a single venue elsewhere within Abergavenny Town along with other improvements to the public realm within the town. As such no alteration to service is proposed within this report, any adjustments to library and One stop shop services being described in separate reports to Council and Cabinet under the heading 'Community Hub and Contact Centre.	
<b>Name</b> Library and One stop shop service		<b>Date</b> 18 <sup>th</sup> February 2015	
Aspect of sustainability affected	<b>Negative impact</b> Please give details	Neutral impact Please give details	<b>Positive Impact</b> Please give details
<b>PEOPLE</b>		X	
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 voluntary work		X	
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	
<b>PLANET</b>			
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	
<b>PROFIT</b>			
Protect local shops and services		X	
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,		X	

sustainable timber (FSC logo) etc			
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 <b>MITIGATE</b> the <b>negative impacts</b> (include any reasonable adjustments)
➤ <i>This decision withdraws the construction of a new building on a brown field site which will now remain vacant until new proposals for the use of the site are prepared.</i>	➤ <i>The proposal includes the refurbishment of an existing building to create a community hub that will help to sustain services during financial cut backs</i>
➤	➤
➤	➤
➤	➤

### 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 R Hoggins**

**Dated 6<sup>th</sup> March 2014**

**MONMOUTHSHIRE COUNTY COUNCIL  
REPORT**

**SUBJECT: REVIEW OF MONMOUTHSHIRE LOCAL TRANSPORT PLAN**

**MEETING: Council**

**DATE: 26<sup>th</sup> February 2015**

**DIVISION/WARDS AFFECTED: All**

**1. PURPOSE:**

To review the Monmouthshire Local Transport Plan (LTP) as provided to Welsh Government and agree any further comments that members may wish to make.

**2. RECOMMENDATIONS:**

2.1 That members review the LTP and approve any further comments for submission to Welsh Government.

**3. KEY ISSUES:**

3.1 The Welsh Government (WG) required the LTP to be with them by 31<sup>st</sup> January 2015. The timescale for preparation and consultation precluded the LTP being considered by cabinet or Council prior to that date. Therefore the LTP was approved by single member decision on the 28<sup>th</sup> January for submission to WG with the proviso that Council may submit further comment to WG as and when considered. This was explained to WG officers in an accompanying letter (appendix 1).

3.2 Members and various groups were offered the opportunity to contribute to the development of the plan. Feedback from the consultation exercise is provided in the body of the report. Members of the Strategic Transport Group in particular contributed to the detail and prioritization of the various schemes scheduled within the plan.

**4. REASONS:**

4.1 The LTP is submitted to Council to offer members an opportunity to consider any final amendments and comments to WG.

**5. RESOURCE IMPLICATIONS:**

None arise directly from the LTP but it proposes various schemes with capital and revenue implications that would be reported separately if and when they are progressed.

**6. SUSTAINABLE DEVELOPMENT IMPLICATIONS:**

As detailed within the report approved by the Cabinet member on the 28<sup>th</sup> January 2015 and submitted to WG.

**7. EQUALITIES IMPACT ASSESSMENT:**

As detailed within the report approved by the Cabinet member on the 28<sup>th</sup> January 2015 and submitted to WG.

**8. CONSULTEES:**

SLT  
Cabinet

**8. BACKGROUND PAPERS:**

Individual member report on the 28<sup>th</sup> January 2015 titled 'Submission of Local Transport Plan (LTP) to Welsh Government'

Links: <http://www.monmouthshire.gov.uk/app/uploads/2015/01/5-Monmouthshire-LTP-submission-to-WG-28-01.pdf> .

<http://www.monmouthshire.gov.uk/app/uploads/2015/01/5a-Monmouthshire-LTP-appendix-1-28-01-15.pdf>

**9. AUTHOR:** Roger Hoggins, Head of Operations

**CONTACT DETAILS:**

Tel: 01633644133

Email: rogerhoggins@monmouthshire.gov.uk



monmouthshire  
sir fynwy

Monmouthshire County Council

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Web/Gwefan: [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk)

Alison Thomas  
Department for Economy, Science & Transport  
Welsh Government  
Cathays Park  
Cardiff.  
CF10 3NQ.

The person dealing with this matter is  
Richard Cope  
Tel.No./Ffôn: 01633 644745  
Fax No: 01633 644775  
E-Mail: [richardcope@monmouthshire.gov.uk](mailto:richardcope@monmouthshire.gov.uk)  
Our Ref/Ein Cyf:  
Your ref/Eich Cyf:  
Date/Dyddiad: 28 January 2015

Dear Alison,

**Re: Submission of Local Transport Plan**

Please find enclosed the Local Transport Plan for Monmouthshire which we are submitting in line with the deadline date of 31<sup>st</sup> January 2015.

The Plan has been out to Consultation. It has been debated and endorsed by our Strategic Transport Group which includes Council Members.

The Plan has been endorsed by Cabinet but has not been fully approved by Full Council due to the tight schedule. The Plan will be presented to our Full Council on 26<sup>th</sup> February 2015 where we expect it to be approved without change as members have had the opportunity to comment on the plan through consultation and the Strategic Transport Group.

I will write to you as soon as it has been fully endorsed at Full Council to confirm the submission.

I trust this meets with your approval.

Yours Sincerely

**Richard Cope**  
**Passenger Transport Manager**  
**Chief Executive Directorate**  
**Operations Department**  
**Monmouthshire County Council**



**MONMOUTHSHIRE COUNTY COUNCIL  
REPORT**

<b>SUBJECT:</b>	<b>Mobile Homes (Wales) Act 2013</b>
<b>DIRECTORATE:</b>	<b>Chief Executives</b>
<b>MEETING:</b>	<b>Council</b>
<b>Date to be considered:</b>	<b>26<sup>th</sup> February 2015</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All Wards</b>

**1. PURPOSE:**

- 1.1 To consider the Council's approach to discharging its responsibilities under the Mobile Homes (Wales) Act 2013.

**2. RECOMMENDATION(S):**

- 2.1 Delegate the authority to issue and vary Caravan Site licenses, and set conditions, as set out in Appendix One.
- 2.2 Delegate authority and enforcement powers to officers as set out in Appendix One.
- 2.3 Delegate responsibility for determining a fit and proper person policy to the Licensing and Regulatory Committee.
- 2.4 Adopt the fees policy set out in Appendix Three and delegate authority to the Licensing and Regulatory Committee to set future fees following annual reviews.
- 2.5 Agree the schedule of enforcement charges set out in Appendix Three, delegating authority to the Licensing and Regulatory committee to review charges in the future.

**3. KEY ISSUES**

3.1 The Mobile Homes (Wales) Act 2013 came into force on 1st October 2014. The key aim of the Act is to better protect the rights of people living in residential mobile homes all year round as their primary residence. They are commonly referred to as "park homes". The Act amends and updates a range of existing provisions relating to mobile homes (including the existing licensing regime) and introduces a number of new provisions.

3.2 The key provisions of the Act include:

- An offence to operate a regulated site without a site license
- Sets a limit of up to 5 years for the duration of a site license.
- A "fit and proper person test" for site managers
- A range of enforcement provisions for the local authority if a site owner fails to comply with license conditions.
- Site owners will no longer be able to block the sale of a mobile home. The mobile home owner will be free to sell their home to who they wish
- Pitch fees will only be increased in line with the Consumer Prices Index

3.3 The Act places a responsibility on the Council to:

- Issue a site license if it considers appropriate within 2 months of an application being made providing the site has the benefit of planning permission.
- Have regard to Model Standards in specifying conditions that may accompany a site license. These are the Model Standards for Caravan Sites in Wales 2008.

- Keep a register of site licenses issued in its area open to inspection for the public at all reasonable times.

3.4 The Act confers a range of powers as set out in Appendix 1.

This report proposes that day to day enforcement powers be delegated to appropriate officers. These would include rights of entry and issue of fixed Penalty Notices.

3.5 The current approach to the issue of caravan site licenses, set out in the Council's constitution, provides for site licenses to be issued by officers in consultation with the Chair and Vice Chair of the Licensing Committee. However, the new arrangements introduce a "fit and proper person" test and this report proposes that the Licensing Committee would be ideally placed to consider applications where such issues need to be considered. The Committee has significant experience in considering such matters, including hearings, in relation to taxi drivers for example. This is important because each application must be considered on a case by case basis.

3.6 This report recommends that Council delegate the authority to issue and vary a Caravan Site License to the Licensing and Regulatory Committee. Further, that Licensing and Regulatory Committee should agree a "fit and proper person policy". Appendix 2 sets out the prescribed criteria that should be considered. Subject to Council approval of the above, a report would be taken to a future meeting of the Licensing and Regulatory Committee.

3.7 The Act allows the authority to recover its costs incurred in licensing caravan sites. Fees may also be charged for applications to change conditions in site licences. Before a local authority can charge a fee, it must prepare and publish a fees policy and then must act in accordance with its fees policy. The local authority may revise its fees policy and, where it does so, must publish the policy as revised. The proposed fees policy is set out in Appendix 3. These have been calculated to reflect the actual cost of administration (based upon anticipated demands on officer time) including annual inspections. This fees policy also includes proposed minimum charges for the taking of enforcement action relating to non compliance with site license conditions and the setting of a fixed penalty notice fine. This report recommends that authority for setting future fees and charges be delegated to the L&R Committee.

3.8 Currently within Monmouthshire there are 2 residential mobile home sites operating for commercial gain with a total of approximately 60 pitches; and 2 other known sites of 2 or less pitches.

3.9 The key issues and recommendations contained within this report were considered by the Licensing and Regulatory Committee on 20<sup>th</sup> January 2015. The Committee endorsed the recommendations.

## **4 REASONS**

4.1 To ensure fair, transparent, efficient and effective discharge of the Council's obligations under the Act.

## **5. RESOURCE IMPLICATIONS:**

None. This report recommends a cost recovery approach through license fees.

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

See assessment.

**7. CONSULTEES:**

SLT  
Cabinet Members  
Chairs of Select Committee  
Head of Legal Services  
Head of Finance and Improvement

No adverse comments have been received.

**8. BACKGROUND PAPERS:**

None.

**9. AUTHOR:**

Graham Perry, Public Protection Manager  
Huw Owen principal EHO

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## The “Equality Initial Challenge”

Name: H Owen Service area: Public Protection Date completed: 9.2.15		Please give a <b>brief description</b> of what you are aiming to do.  Agree the Councils approach to discharging its responsibilities under the Mobile Homes (Wales) Act 2013 including:  <b>Adopt a fees policy. Agree delegated authority to Licensing and Regulatory committee to issue/ vary site licenses and decide fit and proper person policy for license holders. Delegate authority and enforcement powers to officers.</b>	
Protected characteristic	Potential <b>Negative</b> impact Please give details	Potential <b>Neutral</b> impact Please give details	Potential <b>Positive</b> 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 <b>negative Impacts</b> .	How do you propose to <b>MITIGATE</b> these <b>negative impacts</b>
➤	➤
➤	➤
➤	➤
➤	➤

**Signed H Owen**

**Designation Principal EHO**

**Dated 9.2.15**

## EQUALITY IMPACT ASSESSMENT FORM

What are you impact assessing	Service area
Impact of the proposed approach for the Council to discharge its responsibilities under the Mobile Homes (Wales) Act 2013 including the introduction of a fit and proper person test for site managers and the setting of license fees under the Mobile Homes ( Wales ) Act 2013	Public Protection
Policy author / service lead	Name of assessor and date
Huw Owen	H Owen. 9.2.15

### 1. What are you proposing to do?

Agree the Councils approach to discharging its responsibilities under the Mobile Homes (Wales) Act 2013 including:

- Delegate the authority to issue and vary a Caravan Site License to the Licensing and Regulatory Committee
- Delegate responsibility for determining a fit and proper person policy to the Licensing and Regulatory Committee
- Delegate authority and enforcement powers to officers
- Adopt a fees policy for the licensing of sites and delegate authority to the Licensing and Regulatory Committee to set future fees following annual reviews
- Agree a schedule of enforcement charges including delegating authority to the Licensing and Regulatory committee to review charges in the future.

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.

It is proposed that small sites of 2 or less pitches are not charged an application fee. Experience has shown that such sites represent a low risk and require little or no enforcement and light touch monitoring. The proposed fees for issuing/ varying site licenses are set at the level of cost recovery using a Fees Toolkit which has been developed in conjunction with the All Wales Licensing Technical Panel designed to assist in setting fees that are based on the full cost recovery of the work involved in the licensing of sites in a way that is transparent and robust.

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..

Financial data supplied by MCC accountants.

**Signed H Owen Designation Principal EHO Dated 9.2.15**



### The “Sustainability Challenge”

<b>Name of the Officer</b> completing “the Sustainability challenge” <b>H Owen</b>		Please give a <b>brief description</b> of the <b>aims</b> proposed policy or service reconfiguration  Agree the Councils approach to discharging its responsibilities under the Mobile Homes (Wales) Act 2013	
<b>Name</b> of the Division or service area  Public Protection		<b>Date</b> “Challenge” form completed  9.2.15	
Aspect of sustainability affected	<b>Negative impact</b>  <b>Please give details</b>	Neutral impact  <b>Please give details</b>	<b>Positive Impact</b>  <b>Please give details</b>
<b>PEOPLE</b>			
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		X	

participation/action and 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	
<b>PLANET</b>			
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	
<b>PROFIT</b>			

Protect local shops and services		X	
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 <b>MITIGATE</b> the <b>negative impacts</b> (include any reasonable adjustments)
➤	➤
➤	➤

➤	➤
➤	➤

## The next steps

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

Improve housing quality and provision. The Act introduces an updated licensing, inspection and enforcement regime for residential mobile homes sites aimed at improving the management of sites and ensure that residents can enjoy their homes with reasonable protection against poor practices.

- 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**

**H Owen**

**Dated 9.2.15**

## Appendix 1

### Mobile Homes (Wales) Act 2013

#### Powers and proposed delegations of authority

Section	Power	Delegation to
Section 7(1)	‘ issue a site licence in respect of land if the applicant is, when the site licence is issued, entitled to the benefit of planning permission for the use of the land as a mobile home site otherwise than by a development order’.	Licensing and Regulatory Committee.  Licensing and Regulatory Committee may determine that routine applications, with no relevant issues to consider, may be issued by officers.
Section 9(1)	attach conditions ‘as the local authority may consider it necessary or desirable to impose on the owner of the land in the interests of :  a) persons dwelling on the land in mobile homes, b) any other class of persons, or c) the public at large.’	L&R Committee.  L&R Committee may determine policy in relation to standard conditions to be applied.  Officers may attach conditions in accordance with policy set by L&R Committee.
Section 13(1) power to vary the conditions of a site licence	‘at any time (whether by the variation or cancellation of existing conditions, by the addition of new conditions, or by a combination of any such methods) if:  a) the holder of the site licence makes an application to the local authority for it to do so, or b) the local authority discovers new information or considers that there has been a change of circumstances ‘	As above
Section 15(1) where the ‘owner of the land is failing or	‘the power to give the owner:  a) a fixed penalty notice, or b) a compliance notice	Officers duly authorised by the Head of Regulatory Services

has failed to comply with a condition of the site licence		
Section 15(4)	‘ where a fixed penalty notice is given to a person in respect of a failure but payment of the amount specified in it is not made in accordance with the notice, the local authority may withdraw the fixed penalty notice and give the person a compliance notice in respect of the failure’	Officers duly authorised by the Head of Regulatory Services
Section 17(3):	<ul style="list-style-type: none"> <li>a) revoke a compliance notice, or</li> <li>b) vary a compliance notice by extending the period specified in the notice</li> </ul>	Officers duly authorised by the Head of Regulatory Services
Section 20(1) ‘ where an owner of land is convicted of an offence under section 18(1) ‘ ( failure to comply with a Compliance Notice )	<p>the power to</p> <ul style="list-style-type: none"> <li>a) ‘ take any steps required by the compliance notice to be taken by the owner but which have not been taken, and</li> <li>b) take such further action as the authority considers appropriate for ensuring that the condition specified in the compliance notice is complied with ‘</li> </ul>	Officers duly authorised by the Head of Regulatory Services
Section 21(1)	<p>the power to take emergency action ‘in relation to any of the land comprising the site if it appears to the local authority that:</p> <ul style="list-style-type: none"> <li>a) the owner of the land is failing or has failed to comply with a condition of the site licence, and</li> <li>b) as a result of that failure there is an imminent risk of serious harm to the health or safety of any person who is or may be on the land ‘.</li> </ul>	Officers duly authorised by the Head of Regulatory Services
Section 32(1)	<p>power to enter at all reasonable hours to any land which is a regulated site or in respect of which an application for a site licence has been made for the purpose of:</p> <ul style="list-style-type: none"> <li>a) enabling the local authority to determine what conditions should be imposed on a site licence or whether</li> </ul>	Officers duly authorised by the Head of Regulatory Services

	<p>the conditions of a site licence should be varied,</p> <ul style="list-style-type: none"><li>b) ascertaining whether there is, or has been, on or in connection with the land, any contravention of the provisions of Part 2</li><li>c) ascertaining whether or not circumstances exist which would authorise the local authority to take any action, or execute any work, under Part 2, or</li><li>d) taking any action, or executing any work, authorised by this Part to be taken or executed by the local authority</li></ul>	
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# Mobile Homes (Wales) Act 2013 – Information Sheet

## Fit and Proper Person Test

### Advice for Local Authority Officers

August 2014







This information is part of a series about the rights and obligations of mobile home owners, site owners and local authority officers in Wales.

This information gives some basic guidance to local authority officers about the 'fit and proper person' test which applies to mobile home licence holders under the Homes (Wales) Act 2013.

This factsheet does not give an authoritative interpretation of the law; only the courts can do that. Nor does it cover all cases. If further advice or information about legal rights or obligations is needed, a Citizen's Advice Bureau or a solicitor should be contacted.

## Introduction

In deciding to grant a site licence for a regulated mobile home site under the Mobile Homes (Wales) Act 2013, a local authority must be satisfied that the site owner *“is a fit and proper person to manage the site or (if the owner does not manage the site) that a person appointed to do so by the owner is a fit and proper person to do so...”* or *“has, with the owner’s consent, itself appointed a person to manage the site.”*

This requirement is to ensure that those responsible for operating the site licence and managing the site are of sufficient integrity and good character to be involved in the management of a regulated site for mobile homes to which the application relates and as such they do not pose a risk to the welfare or safety of persons occupying mobile homes on the site.

A licence should be refused if there is a finding that the licence holder and/or his manager is unfit, if there are doubts as to someone’s fitness these can be addressed through the setting of appropriate site licence conditions. However, the question of the person’s fitness must be in relation to the **management** of the mobile home site to which the application relates.

## 1. Evidence

When considering whether a person is 'fit and proper' the local authority must have regard to any 'wrong doings' of the person concerned. These are evidence that the person has:

(a) committed any offence involving fraud or other dishonesty, violence, firearms or drugs or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements),

(b) practised unlawful discrimination or harassment on the grounds of any characteristic which is a protected characteristic under section 4 of the Equality Act 2010 or victimised another person contrary to that Act, in or in connection with the carrying on of any business, or

(c) contravened any provision of the law relating to housing (including mobile homes) or landlord and tenant.

## 2. Items to Consider

A local authority must also consider evidence that anyone associated or formerly associated with the person has done any of the offences set out above and whether that evidence is relevant to the question of whether the person is a fit and proper person to manage the regulated site.

Local authorities should not consider poor management practices as wrong doings, unless they are in breach of the criminal or civil law. A person cannot be deemed unfit, simply because of poor management, although that is highly relevant to determining any question of suitability or competence (as discussed below).

The wrong doing has to be relevant to the person's fitness to hold a licence and/or manage the particular mobile home site to which the application for a licence relates and, in regard to criminal offences, the local authority must only have regard to unspent convictions.

An unspent conviction will not necessarily prevent a fit and proper judgement by the local authority. A local authority should not adopt a blanket policy with respect to its treatment of wrong doings. Each case must be considered on its own merits and if a licence is to be refused on the ground that a person is unfit, the local authority must be able to defend that decision with cogent reasons. Upon refusal, the local authority must notify the person of the reasons for the decision and their right to appeal. The proposed licence holder then has 28 days to appeal to the Residential Property Tribunal against the decision.

### 3. Applications

In an application for a site licence the proposed licence holder must provide details of the following in relation to him/herself and the proposed manager (if the applicant is not to be the licence holder):

- details of any refusal to grant a licence, or details of the revocation of a licence in the past 3 years in respect of a regulated mobile home site under his/her management or ownership.
- the details of any offence involving fraud, violence, firearms or drugs or any offence listed in Schedule 3 of the Sexual Offences Act 2003. This should include the offence, the date of sentence and the court that passed sentence.
- any findings of a court/tribunal that the person has practised unlawful discrimination under Section 4 of the Equality Act 2010.
- any judgement entered against that person in relation to a contravention of housing (including mobile homes) or landlord and tenant law (and, in so far it relates to the housing or landlord and tenant law, any contravention of any enactment relating to public or environmental health)

Since an applicant for a licence must disclose his/her and any proposed manager's wrong doings, if any, a local authority should normally have sufficient information to decide a person's fitness based on the application. If the local authority is satisfied that it has sufficient information (being that supplied in connection with the application) to make a determination, it may require the applicant to provide further details. In some cases it may wish to invite the applicant and/or the manager to a meeting to discuss and clarify any issues arising.

If an applicant provides false or misleading information about any wrong doings, he commits an offence and can receive an unlimited fine upon summary conviction. If an applicant has provided false or misleading information (without reasonable excuse), that would be a clear indication of his unfitness. Local authorities should not routinely make police checks or request information on criminal convictions. This is particularly the case because any evidence relating to criminal convictions is only part of the picture in assessing a person's fitness.

Where a business or organisation is to be the licence holder or manager, a 'fit and proper person' declaration signed by the company secretary or other responsible person is needed on behalf of the company, partnership or trust. Any employee who is involved with the management of the mobile home site can be regarded as an 'associate'. Consequently, in signing the declaration the responsible people should be satisfied that these employees would be able to sign the declaration themselves, for example by requesting CRB or Disclosure Scotland checks.

## 4. Seeking further evidence

In some circumstances it may be appropriate for the local authority to seek further information on whether a person has relevant convictions. Currently this can be done through the basic disclosure service offered by Disclosure Scotland or the Disclosure Barring Service (DBS). A Disclosure Scotland Criminal Conviction Certificate costs around £25, a standard DBS check costs around £26 and an enhanced DBS check £44. These services will give details of all unspent convictions, if any. However, the service is only available to the person whose record is being sought and there is no requirement in the 2013 Act for that person to seek or provide the information to a local authority.

Consequently a local authority must have good reasons for asking that person to do so, especially if the local authority is to consider that a refusal to do so may indicate that the person in question is not a fit and proper person. Such reasons may include that:

- the local authority has had a history of complaints or problems with the site owner or manager (which in themselves might not amount to 'evidence' of unfitness to meet the test), but further investigation may be required,
- there is reason to believe that an applicant has been evasive or untruthful in his application for a licence,
- the applicant, or proposed manager, is unknown to the local authority and has not demonstrated any history or competence of managing a regulated mobile home site, or;
- the local authority has reasonable grounds to suspect that the applicant, or the proposed manager, has committed an offence which is relevant to the determination of any question of his/her fitness.

In deciding whether a wrong doing (including a criminal offence) is relevant to the determination of a person's fitness a local authority may wish to consider the following factors:

- the relevance of the wrong doing(s) in relation to the person's character and integrity to manage a regulated mobile home site,
- the seriousness of the wrong doing(s) in terms of impact, or potential impact, upon the site residents and the wider community, including if more than wrong doing has been carried out the cumulative impact of that,
- the length of time since any wrong doing,
- and any mitigating circumstances.

In the case of an applicant who has a relevant conviction which was correctly declared, a judgement must still be made taking account of other information available about the applicant and if necessary by interview to assess whether he or she is able and willing to operate in a manner regarded by the local authority as fit and proper. In considering past actions of the applicant and the conviction, the local authority should consider whether any problems are likely to occur again

and whether they are likely to affect the applicant's management and conduct on the site. In particular, the nature of any agency arrangement should be taken into account.

It is quite possible to conclude that if the applicant represents a low risk, registration is appropriate. It should be noted however that future actions may result in an applicant failing the fit and proper person test in the future, leaving the applicant open to an unlimited fine and the revocation of the licence.

Local authorities will need to establish a decision-making process for applications which do not allow for a clear cut decision, but are encouraged to delegate routine decision making functions to officers.

## **5. Completion**

Where a licence holder under the Mobile Homes (Wales) Act 2013 contravenes the fit and proper person test during the period of the licence, a local authority may apply to the Residential Property Tribunal Wales for an order revoking the site licence. A person guilty of an offence is liable on conviction to an unlimited fine.

Similarly, the fit and proper person status can be removed from managers and anyone else involved in the management of the site. It would then be a breach of a licence condition if that person continues in that capacity.

If the local authority is however satisfied that the applicant is a fit and proper person to manage the site then Section 3 of the application for a site licence is completed.

## **Appendix 3**

### **Mobile Homes (Wales) Act 2013**

#### **Fees and Charges Policy for Licensing and Compliance of Residential Mobile Homes Sites**

##### **1) Introduction**

- 1.1 The Mobile Homes (Wales) Act 2013 has been introduced to supersede those elements of the Caravan Sites and Control of Development Act 1960 relating to the licensing of residential mobile home sites.
- 1.2 The Act enables a local authority to require applications for such licences to be accompanied by a fee fixed by the authority. Licences may be granted for up to 5 years. Fees may also be charged for applications to change conditions in site licences.
- 1.3 Before a local authority can charge a fee, it must prepare and publish a fees policy. When fixing a fee the local authority:
  - a) Must act in accordance with its fees policy
  - b) May fix different fees in different cases
  - c) May determine that no fee is required in some cases
- 1.4 Any fees charged must only be on a cost recovery basis, fairly reflecting the costs incurred by the local authority in performing its functions under the Act.
- 1.5 A local authority may also require an application for a variation of the conditions of the site licence to be accompanied by a fee fixed by the local authority.

##### **2) Fees for licensing residential mobile home sites**

2.1 In proposing the fees to be charged regard has been given to the Fees Toolkit Guide for Local Authorities On Setting Site Licensing Fees issued by the Wales Heads of Environmental Health Expert Panels for Licensing and Private Sector Housing

2.2 The following fees will apply:

###### **a) Licence Application**

This is to compose of

- a set flat administrative fee for processing the application, and
- a fee per pitch component will be added to the flat administration fee because the cost to the Council in terms of Officer time is proportional to the number of pitches on site. This will be based on the maximum permitted number of pitches granted in the planning permission for the site. No account will be made in respect of empty / vacant pitches, or other under occupation, at the time of site licence application.

**Flat application fee: £350**

**Fee per pitch: £7**

A licence will be granted for up to 5 years



It is proposed that small sites of 2 or less pitches which are not operated for financial gain are not charged an application fee. Experience has shown that such sites represent a low risk and require little or no enforcement and light touch monitoring.

#### **b) Variation of existing site licence condition**

The Council may also apply a fee to vary an existing site licence. The site licence may be varied upon the request of the licence holder or by the Council if there is a change in circumstances. It is proposed that the application fee for variation of a site licence is a flat application fee of **£150** (no additional fee per pitch ) similarly set having regard to the Fees Toolkit Guide for Local Authorities On Setting Site Licensing Fees. If the Council deems it necessary to alter site licence conditions to take account of new Welsh Assembly Government Model Standards for Residential Caravan Sites, there will be no fee payable from the licence holder.

2.3 The Council will require fees for a site licence, or for varying a site licence, to accompany the application. The council will not commence the application process until such time as the fee is received.

2.4 Application fees are not refundable if the application is not approved

### **3) Enforcement Charges and Site Rules**

**3.1 Fixed Penalty Notices.** Section 6 of the Act allows the Council discretion to issue Fixed Penalty Notices (FPN) to discharge certain minor breaches of site licence conditions. Fixed Penalty Notices must not exceed level 1 on the standard Scale of fines (currently £200). A fixed penalty notice could be used by the Council to deal with minor infringements such matter as:

- failure to remove litter
- poor provision of adequate lighting around the site

The processes involved in the service of Mobile Home FPN's are going to be very similar to those involved in the service of Fixed Penalty Notices issued by the Council for dog fouling and littering offences in accordance with the Clean Neighbourhoods and Environment Act 2005. The Council currently impose a £75 Fixed Penalty Notice in respect of these offences and therefore it is proposed that the charge for Mobile Home Fixed Penalty Notices will mirror this charge at £75 payable within 14 days, to be reduced to £50 if paid within 10 days.

**3.2 Compliance Notices.** Section 17 of the Act allows the Council discretion to serve compliance notices on site owners where site licence conditions are breached. Such notices will set out what the site owner needs to do to correct the breaches and the timescales. Failure to comply with the notice would be a criminal offence, punishable by a fine and the site licence could be revoked upon a third or more subsequent prosecutions (section 18). Following a successful prosecution for breaching a compliance notice, the Council would be able to serve notice to enter the site and carry out the necessary works (Works in default)

3.3 In addition to this, Section 21 of the Act allows a notice to be served on site owners enabling the Council to enter the site and carry out emergency work where there is an imminent risk of serious harm.

3.4 The cost of deciding whether to take action, preparing and serving compliance and/or emergency action notices can be recovered. The total expenses the local authority seeks to recover (the relevant expenses) can include, but not limited to:

- Expert advice (including legal advice)
- Inspection costs
- Administration costs in serving notice

3.5 The costs of issuing a compliance notice and/ or emergency action notice will be a minimum set fee of £200. Additional officer costs including expert advice and other costs associated specifically with an individual case will be chargeable on a case by case basis.

**3.6 Deposit of Site Rules.** In accordance with the Mobile Homes (Site Rules) (Wales) Regulations 2014 site owners are required to review existing and consult with residents in respect of proposed site rules. Once agreed with the residents the site owner is required to lodge the site rules with the Council. The Council needs to register the rules and publish the list of site rules on the Council's website. The Regulations require the deposit of site rules with the Council to be accompanied by a fee of such amount as may be determined. A set fee of £25 is proposed for depositing, varying and deleting site rules.

<b>SUBJECT:</b>	<b>DIARY OF MEETINGS FOR 2015/16</b>
<b>MEETING:</b>	<b>COUNTY COUNCIL</b>
<b>DATE:</b>	<b>26<sup>TH</sup> FEBRUARY 2015</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>N/A</b>

**1. PURPOSE:**

To approve the diary of meetings for 2015/16.

**2. RECOMMENDATIONS:**

That the diary of meetings for 2015/16, as attached, be approved.

**3. KEY ISSUES:**

- 3.1 Each Committee has reviewed the timing of their meetings and the diary has been drawn up to reflect each Committee's preferences.
- 3.2 Some Committees set their own dates during the year eg SACRE, Appointment of LEA Governors Committee.
- 3.3 Times of planning site visits to be confirmed by the Planning Committee.

**4. REASONS:**

The Council calendar needs to be approved annually to ensure appropriate governance arrangements are in place for the year and enables Members and officers to forward plan effectively.

**5. RESOURCE IMPLICATIONS:**

None as a direct result of this report.

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

None arising from this report.

**7. CORPORATE PARENTING AND SAFEGUARDING IMPLICATIONS:**

None arising from this report.

**8. CONSULTEES:**

Senior Leadership Team  
Monitoring Officer  
Cabinet  
Political Group Leaders  
Select Committee Chairs  
Democratic Services Committee Chair  
Chair and Vice Chair of Council

**9. BACKGROUND PAPERS:**

None.

**10. AUTHOR:**

Tracey Harry, Head of Democracy and Regulatory Services.

**11. CONTACT DETAILS:**

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**MONMOUTHSHIRE COUNTY COUNCIL  
DRAFT DIARY OF MEETINGS 2015-15**

<b>DAY</b>	<b>DATE</b>	<b>MEETING</b>	<b>TIME</b>
Monday	18 <sup>th</sup> May 2015	Political Leadership Group	10.00 am
Tuesday	19 <sup>th</sup> May 2015	Adults Select Committee	10.00 am
Wednesday	20 <sup>th</sup> May 2015	Individual Cabinet Member Decisions Monmouthshire Housing Board Meeting	2.00 pm
Thursday	21 <sup>st</sup> May 2015	Children & Young People Select Committee	2.00 pm
Friday	22 <sup>nd</sup> May 2015		

Monday	25 <sup>th</sup> May 2015	SPRING BANK HOLIDAY	
Tuesday	26 <sup>th</sup> May 2015		
Wednesday	27 <sup>th</sup> May 2015		
Thursday	28 <sup>th</sup> May 2015		
Friday	29 <sup>th</sup> May 2015		

Monday	1 <sup>st</sup> June 2015	Planning site inspection	TBC
Tuesday	2 <sup>nd</sup> June 2015	Brecon Beacons National Park Planning Planning Committee	10.00 am 2.00 pm
Wednesday	3 <sup>rd</sup> June 2015	Cabinet	2.00 pm
Thursday	4 <sup>th</sup> June 2015	Economy & Development Select Committee	10.00 am
Friday	5 <sup>th</sup> June 2015		

Monday	8 <sup>th</sup> June 2015	Standards	10.30 am
Tuesday	9 <sup>th</sup> June 2015	Licensing & Regulatory Committee	10.00 am
Wednesday	10 <sup>th</sup> June 2015	Individual Cabinet Member Decision Central Monmouth Area Committee	2.00 pm
Thursday	11 <sup>th</sup> June 2015	Strong Communities Select Committee	10.00 am
Friday	12 <sup>th</sup> June 2015		

Monday	15 <sup>th</sup> June 2015	Joint Advisory Group	10.00 am
Tuesday	16 <sup>th</sup> June 2015	Co-ordinating Board	10.00 am
Wednesday	17 <sup>th</sup> June 2015	Lower Wye Area Committee	10.00 am
Thursday	18 <sup>th</sup> June 2015	Audit Committee	10.00 am
Friday	19 <sup>th</sup> June 2015	Gwent Police & Crime Panel	10.00 am

Monday	22 <sup>nd</sup> June 2015	Council pre meeting	12.30 pm
Tuesday	23 <sup>rd</sup> June 2015	Digital Programme Board	10.00 am
Wednesday	24 <sup>th</sup> June 2015	Individual Cabinet Member Decision Corporate Parenting Meeting	10.00 am
Thursday	25 <sup>th</sup> June 2015	Welsh Church Fund Council	12.00 pm 2.00 pm
Friday	26 <sup>th</sup> June 2015	Brecon Beacons Park Authority (AGM)	10.00 am

Monday	29 <sup>th</sup> June 2015	Democratic Services Committee	2.00 pm
Tuesday	30 <sup>th</sup> June 2015	Adults Select Committee	10.00 am
Wednesday	1 <sup>st</sup> July 2015	Cabinet	2.00 pm
Thursday	2 <sup>nd</sup> July 2015	Place Programme Board	10.00 am
Friday	3 <sup>rd</sup> July 2015	People Board	10.00 am

Monday	6 <sup>th</sup> July 2015	Planning site inspections Wye Valley AONB JAC	TBC 2.00 pm
Tuesday	7 <sup>th</sup> July 2015	Planning Committee	2.00 pm
Wednesday	8 <sup>th</sup> July 2015	Individual Cabinet Member Decision Sevenside Area Committee	10.00 am

DAY	DATE	MEETING	TIME
		Bryn-y-Cwm Area Committee	2.00 pm
Thursday	9 <sup>th</sup> July 2015	Children & Young People Select Committee	4.00 pm
Friday	10 <sup>th</sup> July 2015	Brecon Beacons National Park Authority	10.00 am

Monday	13 <sup>th</sup> July 2015		
Tuesday	14 <sup>th</sup> July 2015	Brecon Beacons National Park Planning	10.00 am
Wednesday	15 <sup>th</sup> July 2015	Cabinet	2.00 pm
Thursday	16 <sup>th</sup> July 2015	Strong Communities Select Committee Audit Committee	10.00 am 2.00 pm
Friday	17 <sup>th</sup> July 2015		

Monday	20 <sup>th</sup> July 2015		
Tuesday	21 <sup>st</sup> July 2015	Licensing & Regulatory Committee	10.00 am
Wednesday	22 <sup>nd</sup> July 2015	Individual Cabinet Member Decision Monmouthshire Housing Board Meeting	2.00 pm
Thursday	23 <sup>rd</sup> July 2015	Economy & Development Select Committee	10.00 am
Friday	24 <sup>th</sup> July 2015		

Monday	27 <sup>th</sup> July 2015	<i>Council pre meeting</i>	12.30 pm
Tuesday	28 <sup>th</sup> July 2015	Strategic Transport Board	10.00am
Wednesday	29 <sup>th</sup> July 2015		
Thursday	30 <sup>th</sup> July 2015	Welsh Church Fund Council	12.00 pm 2.00 pm
Friday	31 <sup>st</sup> July 2015		

Monday	3 <sup>rd</sup> August 2015	Planning site inspections	TBC
Tuesday	4 <sup>th</sup> August 2015	Planning Committee	2.00 pm
Wednesday	5 <sup>th</sup> August 2015		2.00 pm
Thursday	6 <sup>th</sup> August 2015		
Friday	7 <sup>th</sup> August 2015		

Monday	10 <sup>th</sup> August 2015		
Tuesday	11 <sup>th</sup> August 2015		
Wednesday	12 <sup>th</sup> August 2015	Individual Cabinet Member Decision	
Thursday	13 <sup>th</sup> August 2015		
Friday	14 <sup>th</sup> August 2015		

Monday	17 <sup>th</sup> August 2015		
Tuesday	18 <sup>th</sup> August 2015		
Wednesday	19 <sup>th</sup> August 2015		
Thursday	20 <sup>th</sup> August 2015		
Friday	21 <sup>st</sup> August 2015		

Monday	24 <sup>th</sup> August 2015		
Tuesday	25 <sup>th</sup> August 2015	Brecon Beacons National Park Planning	10.00 am
Wednesday	26 <sup>th</sup> August 2015	Individual Cabinet Member Decision	
Thursday	27 <sup>th</sup> August 2015		
Friday	28 <sup>th</sup> August 2015		

Monday	31 <sup>st</sup> August 2015	SUMMER BANK HOLIDAY	
Tuesday	1 <sup>st</sup> September 2015	Adults Select Committee	10.00 am
Wednesday	2 <sup>nd</sup> September 2015	Cabinet	2.00 pm
Thursday	3 <sup>rd</sup> September 2015	Economy & Development Select Committee	10.00 am
Friday	4 <sup>th</sup> September 2015		

Monday	7 <sup>th</sup> September 2015	Planning site inspections Democratic Services Committee	TBC 2.00 pm
Tuesday	8 <sup>th</sup> September 2015	Planning Committee	2.00 pm
Wednesday	9 <sup>th</sup> September 2015	Individual Cabinet Member Decision Lower Wye Area Committee	10.00 am
Thursday	10 <sup>th</sup> September 2015	Strong Communities Select Committee	10.00 am
Friday	11 <sup>th</sup> September 2015	Gwent Police and Crime Panel	10.00 am
Monday	14 <sup>th</sup> September 2015	Standards	10.30 am
Tuesday	15 <sup>th</sup> September 2015	Licensing & Regulatory Committee	10.00 am
Wednesday	16 <sup>th</sup> September 2015	Central Monmouth Area Committee	2.00 pm
Thursday	17 <sup>th</sup> September 2015	Children & Young People Select Committee	10.00 am
Friday	18 <sup>th</sup> September 2015		
Monday	21 <sup>st</sup> September 2015	Council pre meeting	12.30 pm
Tuesday	22 <sup>nd</sup> September 2015	Strategic Transport Board	10.00 am
Wednesday	23 <sup>rd</sup> September 2015	Individual Cabinet Member Decision Audit Committee Monmouthshire Housing Board AGM	2.00 pm 2.00 pm
Thursday	24 <sup>th</sup> September 2015	Welsh Church Fund Council	12.00 pm 2.00 pm
Friday	25 <sup>th</sup> September 2015	Brecon Beacons National Park Authority	10.00 am
Monday	28 <sup>th</sup> September 2015	Joint Advisory Group	10.00 am
Tuesday	29 <sup>th</sup> September 2015	Corporate Parenting meeting	10.00 am
Wednesday	30 <sup>th</sup> September 2015	Digital Programme Board	10.00 am
Thursday	1 <sup>st</sup> October 2015	People Board	10.00 am
Friday	2 <sup>nd</sup> October 2015	Place Programme Board	10.00 am
Monday	5 <sup>th</sup> October 2015	Planning site inspections	TBC
Tuesday	6 <sup>th</sup> October 2015	Brecon Beacons National Park Planning Planning committee	10.00 am 2.00 pm
Wednesday	7 <sup>th</sup> October 2015	Cabinet	2.00 pm
Thursday	8 <sup>th</sup> October 2015		
Friday	9 <sup>th</sup> October 2015		
Monday	12 <sup>th</sup> October 2015	Political Leadership Group	10.00 am
Tuesday	13 <sup>th</sup> October 2015	Adults Select Committee	10.00 am
Wednesday	14 <sup>th</sup> October 2015	Individual Cabinet Member Decision Bryn-y-Cwm Area Committee	2.00 pm
Thursday	15 <sup>th</sup> October 2015	Economy & Development Select Committee	10.00 am
Friday	16 <sup>th</sup> October 2015		
Monday	19 <sup>th</sup> October 2015	Democratic Services Committee	2.00 pm
Tuesday	20 <sup>th</sup> October 2015	Coordinating Board	10.00 am
Wednesday	21 <sup>st</sup> October 2015	Sevenside Area Committee	10.00 am
Thursday	22 <sup>nd</sup> October 2015	Audit Committee	2.00 pm
Friday	23 <sup>rd</sup> October 2015		
Monday	26 <sup>th</sup> October 2015		
Tuesday	27 <sup>th</sup> October 2015		

Wednesday	28 <sup>th</sup> October 2015	Individual Cabinet Member Decision	
Thursday	29 <sup>th</sup> October 2015		
Friday	30 <sup>th</sup> October 2015		
Monday	2 <sup>nd</sup> November 2015	Planning site inspections Wye Valley AONB JAC	TBC 2.00 pm
Tuesday	3 <sup>rd</sup> November 2015	Planning Committee	2.00 pm
Wednesday	4 <sup>th</sup> November 2015	Cabinet	2.00 pm
Thursday	5 <sup>th</sup> November 2015	Strong Communities Select	10.00 am
Friday	6 <sup>th</sup> November 2015		
Monday	9 <sup>th</sup> November 2015		
Tuesday	10 <sup>th</sup> November 2015	Licensing & Regulatory	10.00 am
Wednesday	11 <sup>th</sup> November 2015	ARMISTICE DAY Individual Cabinet Member Decision	
Thursday	12 <sup>th</sup> November 2015	Children & Young People Select Committee	2.00 pm
Friday	13 <sup>th</sup> November 2015		
Monday	16 <sup>th</sup> November 2015	<i>Council pre meeting</i>	12.30 pm
Tuesday	17 <sup>th</sup> November 2015	Brecon Beacons National Park Planning	10.00 am
Wednesday	18 <sup>th</sup> November 2015		
Thursday	19 <sup>th</sup> November 2015	Welsh Church Fund Council	2.00 pm
Friday	20 <sup>th</sup> November 2015		
Monday	23 <sup>th</sup> November 2015	Democratic Services Committee	2.00 pm
Tuesday	24 <sup>th</sup> November 2015		
Wednesday	25 <sup>th</sup> November 2015	Individual Cabinet Member Decision Monmouthshire Housing Board Meeting	2.00 pm
Thursday	26 <sup>th</sup> November 2015	Economy & Development Select Committee	10.00 am
Friday	27 <sup>th</sup> November 2015		
Monday	30 <sup>th</sup> November 2015	Planning site inspections	TBC
Tuesday	1 <sup>st</sup> December 2015	Planning Committee	2.00 pm
Wednesday	2 <sup>nd</sup> December 2015	Cabinet	2.00 pm
Thursday	3 <sup>rd</sup> December 2015	Audit Committee	2.00pm
Friday	4 <sup>th</sup> December 2015	Brecon Beacons National Park	10.00 am
Monday	7 <sup>th</sup> December 2015	Standards	10.30 am
Tuesday	8 <sup>th</sup> December 2015	Adults Select Committee	10.00 am
Wednesday	9 <sup>th</sup> December 2015	Individual Cabinet Member Decision Monmouthshire Housing Board meeting	12.30 pm
Thursday	10 <sup>th</sup> December 2015	Strong Communities Area Committee	10.00 am
Friday	11 <sup>th</sup> December 2015	Gwent Police & Crime Panel	10.00 am
Monday	14 <sup>th</sup> December 2015	<i>Council pre meeting</i>	12.30 pm
Tuesday	15 <sup>th</sup> December 2015	Licensing & Regulatory	10.00 am
Wednesday	16 <sup>th</sup> December 2015		
Thursday	17 <sup>th</sup> December 2015	Welsh Church Fund Council	12.00 pm 2.00 pm
Friday	18 <sup>th</sup> December 2015		
Monday	21 <sup>st</sup> December 2015		



Tuesday	22 <sup>nd</sup> December 2015		
Wednesday	23 <sup>rd</sup> December 2015	Individual Cabinet Member Decision	
Thursday	24 <sup>th</sup> December 2015		
Friday	25 <sup>th</sup> December 2015	CHRISTMAS DAY	
Monday	28 <sup>th</sup> December 2015	BOXING DAY	
Tuesday	29 <sup>th</sup> December 2015	EXTRA STATUTORY HOLIDAY	
Wednesday	30 <sup>th</sup> December 2015		
Thursday	31 <sup>st</sup> December 2015		
Friday	1 <sup>st</sup> January 2016	NEW YEAR'S DAY	
Monday	4 <sup>th</sup> January 2016	Planning site inspections Democratic Services Committee	TBC 2.00 pm
Tuesday	5 <sup>th</sup> January 2016	Planning Committee	2.00 pm
Wednesday	6 <sup>th</sup> January 2016	Cabinet	2.00 pm
Thursday	7 <sup>th</sup> January 2016	Economy & Development Select Committee	10.00 am
Friday	8 <sup>th</sup> January 2016		
Monday	11 <sup>th</sup> January 2016	Political Leadership Group	10.00 am
Tuesday	12 <sup>th</sup> January 2016	Strategic Transport Board	10.00 am
Wednesday	13 <sup>th</sup> January 2016	Individual Cabinet Member Decision Lower Wye Area Committee	10.00am
Thursday	14 <sup>th</sup> January 2016	Audit Committee Children & Young People Select Committee	2.00 pm 4.00 pm
Friday	15 <sup>th</sup> January 2016		
Monday	18 <sup>th</sup> January 2016	<i>Council pre meeting</i>	12.30 pm
Tuesday	19 <sup>th</sup> January 2016	Adults Select Committee	10.00 am
Wednesday	20 <sup>th</sup> January 2016	Corporate Parenting meeting	10.00 am
Thursday	21 <sup>st</sup> January 2016	Welsh Church Fund Council	12.00 pm 2.00 pm
Friday	22 <sup>nd</sup> January 2016	Digital Programme Board	10.00 am
Monday	25 <sup>th</sup> January 2016	Joint Advisory Group	10.00 am
Tuesday	26 <sup>th</sup> January 2016	Coordinating Board	10.00 am
Wednesday	27 <sup>th</sup> January 2016	Individual Cabinet Member Decision Central Monmouth Area Committee	2.00 pm
Thursday	28 <sup>th</sup> January 2016	Strong Communities Area Committee	10.00 am
Friday	29 <sup>th</sup> January 2016		
Monday	1 <sup>st</sup> February 2016	Planning site inspections	TBC
Tuesday	2 <sup>nd</sup> February 2016	Planning Committee	2.00 pm
Wednesday	3 <sup>rd</sup> February 2016	Cabinet	2.00 pm
Thursday	4 <sup>th</sup> February 2016	Place Programme Board	10.00 am
Friday	5 <sup>th</sup> February 2016	People Board	10.00 am
Monday	8 <sup>th</sup> February 2016	Democratic Services Committee	2.00 pm
Tuesday	9 <sup>th</sup> February 2016	Licensing & Regulatory Committee	10.00 am
Wednesday	10 <sup>th</sup> February 2016	Individual Cabinet Member Decision Bryn-y-Cwm Area Committee	2.00 pm
Thursday	11 <sup>th</sup> February 2016	Children & Young People Select Committee	10.00 am
Friday	12 <sup>th</sup> February 2016		
Monday	15 <sup>th</sup> February 2016		
Tuesday	16 <sup>th</sup> February 2016		

Wednesday	17 <sup>th</sup> February 2016		
Thursday	18 <sup>th</sup> February 2016		
Friday	19 <sup>th</sup> February 2016		
Monday	22 <sup>nd</sup> February 2016		
Tuesday	23 <sup>rd</sup> February 2016		
Wednesday	24 <sup>th</sup> February 2016	Individual Cabinet Member Decision Sevenside Area Committee	10.00 am
Thursday	25 <sup>th</sup> February 2016	Welsh Church Fund County Council	12.00 pm 2.00 pm
Friday	27 <sup>th</sup> February 2016		
Monday	29 February 2016	Planning site inspections	TBC
Tuesday	1 <sup>st</sup> March 2016	Planning Committee	2.00 pm
Wednesday	2 <sup>nd</sup> March 2016	Cabinet	2.00 pm
Thursday	3 <sup>rd</sup> March 2016	Economy & Development Select Committee Audit Committee	10.00 am 2.00 pm
Friday	4 <sup>th</sup> March 2016		
Monday	7 <sup>th</sup> March 2016	Wye Valley AONB JAC	2.00 pm
Tuesday	8 <sup>th</sup> March 2016	Adults Select Committee	10.00 am
Wednesday	9 <sup>th</sup> March 2016	Individual Cabinet Member Decision	
Thursday	10 <sup>th</sup> March 2016	Strong Communities Committee	10.00 am
Friday	11 <sup>th</sup> March 2016		
Monday	14 <sup>th</sup> March 2016	Standards	10.30 am
Tuesday	15 <sup>th</sup> March 2016		
Wednesday	16 <sup>th</sup> March 2016	Lower Wye Area Committee	10.00 am
Thursday	17 <sup>th</sup> March 2016	Children & Young People Select Committee	2.00 pm
Friday	18 <sup>th</sup> March 2016		
Monday	21 <sup>st</sup> March 2016	Council pre-meeting Democratic Services Committee	12.30 pm 2.00 pm
Tuesday	22 <sup>nd</sup> March 2016	Licensing & Regulatory Committee	10.00 am
Wednesday	23 <sup>rd</sup> March 2016	Individual Cabinet Member Decision Central Monmouth Area Committee	2.00 pm
Thursday	24 <sup>th</sup> March 2016	Welsh Church Fund County Council	12.00 pm 2.00 pm
Friday	25 <sup>th</sup> March 2016	GOOD FRIDAY	
Monday	28 <sup>th</sup> March 2016	EASTER MONDAY	
Tuesday	29 <sup>th</sup> March 2016	EXTRA STATUTORY HOLIDAY	
Wednesday	30 <sup>th</sup> March 2016		
Thursday	31 <sup>st</sup> March 2016		
Friday	1 <sup>st</sup> April 2016		
Monday	4 <sup>th</sup> April 2016		
Tuesday	5 <sup>th</sup> April 2016		
Wednesday	6 <sup>th</sup> April 2016		
Thursday	7 <sup>th</sup> April 2016		
Friday	8 <sup>th</sup> April 2016		
Monday	11 <sup>th</sup> April 2016	Planning site inspections	TBC

Tuesday	12 <sup>th</sup> April 2016	Digital Programme Board Planning committee	10.00 am 2.00 pm
Wednesday	13 <sup>th</sup> April 2016	Strategic Transport Board Cabinet	10.00 am 2.00 pm
Thursday	14 <sup>th</sup> April 2016	Economy & Development Select Committee	10.00 am
Friday	15 <sup>th</sup> April 2016	Place Programme Board	10.00 am
Monday	18 <sup>th</sup> April 2016	Political Leadership Group	10.00 am
Tuesday	19 <sup>th</sup> April 2016	Coordinating Board Digital Programme Board	10.00 am 2.00 pm
Wednesday	20 <sup>th</sup> April 2016	Bryn-y-Cwm Area Committee	2.00 pm
Thursday	21 <sup>st</sup> April 2016	Audit Committee Children & Young People Select Committee	2.00 pm 4.00 pm
Friday	22 <sup>nd</sup> April 2016	People Board	10.00 am
Monday	25 <sup>th</sup> April 2016	Joint Advisory Group	10.00 am
Tuesday	26 <sup>th</sup> April 2016	Adults Select Committee	10.00 am
Wednesday	27 <sup>th</sup> April 2016	Individual Cabinet Member Decision Sevenside Area Committee	10.00 am
Thursday	28 <sup>th</sup> April 2016	Strong Communities Committee	10.00 am
Friday	29 <sup>th</sup> April 2016	Corporate Parenting meeting	10.00 am
Monday	2 <sup>nd</sup> May 2016	EARLY MAY BANK HOLIDAY	
Tuesday	3 <sup>rd</sup> May 2016	Licensing & Regulatory committee	10.00 am
Wednesday	4 <sup>th</sup> May 2016	Cabinet	2.00 pm
Thursday	5 <sup>th</sup> May 2016	<b>WELSH ASSEMBLY ELECTIONS</b>	
Friday	6 <sup>th</sup> May 2016		
Monday	9 <sup>th</sup> May 2016	Democratic Services Committee	2.00 pm
Tuesday	10 <sup>th</sup> May 2016	Annual Meeting	5.00 pm
Wednesday	11 <sup>th</sup> May 2016	Individual Cabinet Member Decision	
Thursday	12 <sup>th</sup> May 2016	Council Meeting (deferred items)	2.00 pm
Friday	13 <sup>th</sup> May 2016		
Monday	16 <sup>th</sup> May 2016		
Tuesday	17 <sup>th</sup> May 2016		
Wednesday	18 <sup>th</sup> May 2016		
Thursday	19 <sup>th</sup> May 2016		
Friday	20 <sup>th</sup> May 2016		
Monday	23 <sup>rd</sup> May 2016		
Tuesday	24 <sup>th</sup> May 2016		
Wednesday	25 <sup>th</sup> May 2016	Individual Cabinet Member Decision	
Thursday	26 <sup>th</sup> May 2016		
Friday	27 <sup>th</sup> May 2016		
Monday	30 <sup>th</sup> May 2016	<b>SPRING BANK HOLIDAY</b>	
Tuesday	31 <sup>st</sup> May 2016		
Wednesday	1 <sup>st</sup> June 2016		
Thursday	2 <sup>nd</sup> June 2016		
Friday	3 <sup>rd</sup> June 2016		
