

Notice of Meeting:**Economy and Development Select Committee**

Friday, 9th May 2014 at 10.00am
Council Chamber, County Hall, Usk.

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

AGENDA

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

Item No	Item
1.	Apologies for absence.
2.	Declarations of Interest.
3.	To confirm and sign the minutes of the Economy & Development Select Committee held on 13 th March 2014 (copy attached).
4.	Public Open Forum.
5.	To scrutinise information within the Capital Programme 2013/14 – Month 10 Forecast Outturn Statement (copy attached).

<p>6.</p> <p>7.</p> <p>8.</p> <p>9.</p>	<p>Review of the outcomes of the work of the Economy & Development Select Committee (report attached).</p> <p>Work Programme (copies attached):</p> <ul style="list-style-type: none">i) The Select Committees Work Programme for 2013 – 2014ii) The Cabinet Forward Work Planner <p>Coordinating Board minutes dated 4th March 2014 (copy attached).</p> <p>Summing up and date and time of the next meeting.</p> <ul style="list-style-type: none">• Thursday, 19th June 2014 at 10.00 a.m.
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**Paul Matthews,
Chief Executive**

Economy and Development Select Committee

County Councillors:

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

Connecting with people

Our outcomes

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

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

Our priorities

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

Values

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

MONMOUTHSHIRE COUNTY COUNCIL

Agenda Item 3

**Minutes of the Economy and Development Select Committee
held at County Hall, Usk
on Thursday 13th March 2014 at 10.00 am**

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

County Councillors: G. Down, D.L.S Dovey, D.L. Edwards, D.J. Evans,
P. Jordan and S. White.

County Councillors R. Edwards, S. Howarth, G. Howard and A. Webb.

OFFICERS IN ATTENDANCE:

Mrs K. Beirne	- Chief Officer, Enterprise
Mrs T. Harry	- Head of Democracy and Regulatory Services
Mr P. Thomas	- Development Control Manager
Mr M. Moran	- Community Infrastructure Co-ordinator
Miss H. Ilett	- Scrutiny Manager
Mrs S. King	- Democratic Services Officer

ALSO IN ATTENDANCE:

Mr C. Morgan	- Director of Planning, Brecon Beacon National Parks
Mr I. Wyatt	- Head of Developer Services, Welsh Water

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and introduced invited guests from Brecon Beacons National Parks and Welsh Water.

Apologies for absence were received from County Councillor R. Hayward, S. Jones.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. CONFIRMATION OF MINUTES

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

- i) **30th January 2014**

**Minutes of the Economy and Development Select Committee
held at County Hall, Usk
on Thursday 13th March 2014 at 10.00 am**

We received the minutes of the Economy and Development Select Committee held on 30th January 2014 were confirmed as an accurate record and signed by the Chairman.

It was noted that any actions should be summarised in bold type.

ii) **20th February 2014 – Special Meeting**

We received the minutes of the Economy and Development Select Committee held on 20th February 2014 were confirmed as an accurate record and signed by the Chairman, subject to the following changes:

A member requested that due to the controversial nature of the previous meeting, the minutes reflected the spirit of discussion and detail should be included which echoed concerns and reasons why members were opposed to parking charges for blue badge holders.

- **Pg 19 (fifth bullet) – change no to not**
- **Pg 21 (third bullet) – Remove ‘Some views were expressed that disabled badge holders should not be charged for parking’ change to **Two members of the committee were strongly opposed to charging for blue badges and felt that it was potentially discriminatory.****

4. PUBLIC OPEN FORUM

There were no members of the public present.

It was suggested that meetings could be publicised through the Communications Team.

5. SCRUTINY OF PLANNING MATTERS

i) Planning Services

We welcomed the Monmouthshire County Council Development Control Manager and the following points were highlighted:

- Planning department consists of 3 Managers, 8 Application Officers, 3 Enforcement Officers, 3 Conservation Officers and 5 Support staff.
- Over the last year there had been steady improvement in relation to performance indicators. In the past, approximately 53% of applications were determined within 8 weeks this has increased to 80%.
- The department had refocused and the aim was to provide good service for customers, in term of end to end measures. The process from when the application is received to when it would be determined. Additional focus was

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also on the national 8 week figure, the department had performed well on both.

- Application numbers had been similar to last year, region of 1000 applications. An increase since January, 270 since beginning of January which was 34% up on this time last year.
- Undertaken work on systems thinking review, improving website and information to support the complicated planning process.
- Improved consultation process with highways and community councils, also phone calls regarding pre-commencement conditions.
- Need to develop how to progress, in before and after study of applications and design tour for members.
- In terms of enforcement, planning enforcement seen as important function and team closed 70% of cases within 12 weeks. Welsh government changed definition of how cases closed, team performance slipped from 80% to 70% small team. Review being undertaken regarding the planning enforcement process.
- In terms of complaints, planning is a potentially contentious issue, will never avoid getting complaints lodged about planning process and how decisions are reached.
- Complaints tend to be about how we reach decision, also look to see whether the process has been fair and robust. Must explain to objectors that action should be taken in a proportionate way. Objectors measure can be a lot lower than what a reasonable person would consider.
- Next year emphasis would be on pre-application advice. The scheme had been approved by Cabinet, with a structured hierarchical approach. Larger schemes would have more of a structured approach, which would result in increased costs for a developer.

During discussion members raised the following:

- In relation to performance indicators, the approval rate had stabilised, national average was 90% 2012-13, Welsh Government were keen for negotiations to take place. Realignment of resources was an issue to be considered, there was one vacant post at present and the position would have to be monitored.
- Information was requested regarding the implication to authority in terms of legal cases. It was noted that the Authority would be vulnerable to challenge and a third party would be able to seek judicial review, with cost implications.
- Discussions held regarding consequences of members being involved in taking decisions. Members could seek guidance on risks associated to members and legal implications, protocols are in place to cover eventualities. Highlighted that members would be indemnified regarding planning decisions but only variant is if process frustrated or protocol contravened.
- We were advised that from an application being approved, the applicant would usually be notified the following week. However, time would be extended if S106 was involved and the legal team would need to draw up an agreement.

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- Members were informed that general advice for planning applications would be free of charge, however, charges would be introduced when the application is site specific.
- Further work would be undertaken and clarification provided regarding issues surrounding public speaking.
- We were advised that the majority of applications which are submitted to the Town Council, have mutual agreement.
- The Chairman commented on engagement of members at delegated panels and noted that the scheme had become streamlined and progress would be followed.

We thanked the officer for attending and providing information to the committee.

ii) Welsh Water

We welcomed Mr I. Wyatt, responsible for Welsh Water developed service function covering the majority of Wales.

Welsh Water is a not for profit company with approximately 3 million customers in the area. The water and sewerage industry heavily regulated and there is a requirement to operate within significant legislative framework. A 5 year periodic review process would be undertaken to see what has occurred. Investment would be driven by UK and European legislation, also business plan consisting of what customers are willing to undertake.

The planning process would be the only protection in terms of protecting communities and environment. A considerable number of applications are considered from Monmouthshire, and during the process infrastructure capability would be investigated, as well as any conflicts with assets and how to remedy constraints.

Welsh Water were grateful for the support of Monmouthshire County Council Officers, good working relationships were in place in development control and planning. Consulted on major applications, with the main objective to support development within whole area and invest heavily in supporting economic growth.

Early engagement with developers and applicants was encouraged, and a pre-planning service was offered. Aspects that have changed are flood and water management act. Section 42 of the flood water management act was enacted in 2012, therefore, it is not possible to connect with the sewer network without adoption being in place. Drainage has to be considered by applicants at an earlier stage and a review of drainage matters in advance will be more beneficial.

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

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- The committee welcomed the positive information.
- We were advised that there were benefits to customers through competition within the water industry on water and waste but not for domestic customers. Sewerage water undertakers, domestic, residential and industrial developments were in place.
- Government has a lead role, throughout England and Wales, however, there was a differing approach. Through a forward plan DEFRA encouraged a further push for wider competition.
- Investment for the whole operating area would be approximately £1.3-1.5 billion, this would be variable in terms of customer numbers and geographical areas.
- Information was requested regarding where improvement in the engagement process would be required. It was noted that there were positive aspects and improvements had occurred.
- Further information to be provided regarding the approach of building more effectively in terms of assets and infrastructure.
- Clarification to be provided regarding the plans/proposals for water storage and pest control.

iii) The Brecon Beacons National Park

We welcomed Mr Morgan, Brecon Beacons National Park.

Brecon Beacons Planning Authority was special purpose authority, with an area consisting of 9 unitary authorities with land in parks. The authority had a recently adopted an LDP and had a planning obligation. A paid pre-application service had been operated for 3 years, only for larger scale developments, free services and surgeries would be available for households.

A Service Level Agreement was in place with Powys and the Authority had processed a large number of applications in Powys, for determination. Training programmes had been undertaken for town and community councils, events had been held this year and last year.

A link would be circulated to the website to access the S106 agreement. This detailed the planning obligation strategy, of what is expected for each development. An LDP was in place, as well as a Unitary Development Plan.

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

- Information was requested regarding applications determined by planning members, who may have little knowledge of the area being discussed. Decisions are made through national delegation and considerable training would be provided to planning members taking part in committees.

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- We were advised that there was a mechanism in place to improve engagement and it was suggested that this information should be available to town and community councils.
- Brecon Beacon Parks Members had been advised by their monitoring officer that when an applications is received by the parks it was appropriate for members of the unitary authority to leave the room.
- Many applications were within wards of the national parks, site visits had been debated but generally members chose to respect the objectivity of reports.
- Link to website to be provided, for access to scheme of delegation and protocol.
- Information would be provided regarding S106 queries and process.
- In summary, it was noted that areas of engagement that could be improved were, 1) more prompt and quicker responses to consultation and 2) consider provision of SLA, as parks have with Powys, reciprocal arrangement as demand rises and falls.

Prosser thanked the Brecon Beacons Parks Officers for attending and for the informative discussion.

iv) Leisure Services

We welcomed the Community Infrastructure Co-ordinator and we were presented with a briefing note which advised elected members of the processes involved in asking developers for Section 106 contributions when proposals for residential development were being considered.

When Local Planning Authorities (LPAs) consider planning applications submitted to them for residential developments in their area, they are entitled to grant planning permission subject to the applicant entering into a Section 106 Agreement.

This entitlement is contained in Section 106 of the Town and Country Planning Act 1990, hence the term "Section 106 Agreement" (S106).

A S106 Agreement is an impact mitigation measure considered necessary by the LPA to reduce the impact of the new development proposed.

The three statutory tests that the LPA has to satisfy when asking an applicant to enter into a S106 Agreement are as follows:

- Is it (the measure) necessary?
- Is it directly related (to the application site)
- Is it fairly & reasonably related in scale & kind (to the application site)

Development proposals vary from one site to another but, in general terms, the type of provisions taken into account when considering a S106 Agreement are as follows:

- Affordable Housing
- Education

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- Open Space/Recreation
- Play Provision
- Highway Works

In most S106 Agreements provision is made for all of the above elements with the exception of an education contribution, which can only be requested where the LPA can demonstrate that the new development will create a need for additional classroom accommodation because the increased number of pupils will exceed the capacity of a particular school – the LPA cannot request a contribution towards repairs and improvements to a school. This is regarded as a statutory responsibility of the Local Education Authority.

By and large the affordable housing requirements will be specified as having to be met within the application site under consideration, but the scope exists to ask for an off-site contribution where appropriate.

Similarly, the highway requirements should relate to the development site and should address highway issues created or likely to be created as a result of the new development if it is granted planning permission.

Ideally, developers would make open space/recreation and play provision within the application site on every occasion but what usually happens is that the developers are happy to agree to give financial contributions to fund off site capital works to mitigate the impact of their developments. These capital contributions are made on the basis of an agreed figure for each dwelling constructed – the current figure for off-site open space/recreation contributions in Monmouthshire is £2,898 per dwelling and £600 per dwelling for off-site contributions towards play provision.

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

- The committee welcomed the simplicity of the document which was easy to read and thanked the officer for presenting the information.
- Clarification was requested regarding consultees on the development at Coopers Site. We were informed that those consulted were specified within the agreement.
- The Whole Place framework was set out to ensure that the authority would be more coordinated in how money was spent on buildings.
- The authority would need to look at how it plans for other facilities, the key would be to bring forward schemes that are achievable so that funds can be applied but to do before is appropriate, it would be important to start the process as soon as possible.
- Local members had been part of the process. Difficulties occurred where there was a requirement to be objective.
- There was a requirement to assess local need and further debate would be required when plans were adopted.

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- S106 could be used to raise the profile of what is sought, irrespective of whether or not there is a planning application. In some developments the plan does not show specific areas.
- The committee were advised that some mechanisms were in place regarding S106 planning developments processes and strategic decisions would have to be made.

6. REVENUE BUDGET FORECAST STATEMENT 2013/14 MONTH 9

We received the Revenue Budget Forecast Statement 2013/14 Month 9, which provided Select Committee Members with information on the revenue outturn position of the services relevant to the Economy and Development Select committee at the end of Quarter 3 for the 2013/14 financial year.

The services covered within the report for scrutiny of budget monitoring were:

- Public Life and Culture – including Trading Standards, Environmental Health, libraries, museums, theatre.
- Planning, Place and Enterprise – including Building Control, Development Control, Development Plans, Economic Development and Housing.
- Management of Regeneration and Culture Directorate.

Forecast overspent £136k, major areas for scrutiny were identified as:

- Continued £75k pressure in Countryside due predominately to catering income shortfalls experienced at Caldicot Castle and Country Park.
- £39k legal costs associated with the Borough Theatre's transfer to Trust status.
- £31k over spend in Economic Development as they struggle to meet budgeted income targets.

Members were invited to comment and ask questions. During discussion we noted the following points:

- Further information was requested regarding the Economic Development overspend. We were advised that it related to a one off project with Newport Gwent Enterprise to generate savings. The contract agreement had ended and officers were confident that it was a one off.
- £39k overspend had occurred regarding the borough theatre transfer, due to the requirement to cover the borough theatre costs as well as Monmouthshire County Council costs.
- Details were requested regarding the pressures at Caldicot Castle, particularly £75k due to catering. Clarification was required in terms of

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measures in place and discussions that had been held with the town council.

- In response, we were advised that the asset was a monument which was in disrepair. Catering had been outsourced, for weddings and functions, however, work was required for a future plan. The situation had proved to be difficult and correspondence had been sent to Caldicot Town Council to advise of the position.

7. COORDINATING BOARD 21ST JANUARY 2014

We received the minutes of the Coordinating Board dated 21st January 2014 and the following points were noted:

- As from 1st April 2014, meetings would be paperless.
- Paper copies would not be provided, but members would be able to print their own.
- Spare copies would be available for members of the public.

8. WORK PROGRAMME

i) Select Committee Work Programme 2013-14

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

- Review meeting to be held on 1st May.
- The Chairman highlighted the importance to look through work undertaken by the committee and discuss actions, resolutions and effectiveness.
- The review process would assist with scrutiny for the next 12 months and would provide members with an opportunity to consider areas beneficial for scrutiny.
- Due to the Chairman being unavailable on 1st May, members discussed date changes and suggested 8th May.

We agreed the work programme and noted changes.

ii) Cabinet Forward Work Planner

We received and noted the Cabinet Forward Work Planner.

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9. DATE AND TIME OF NEXT MEETING

We noted that the next meeting was scheduled for 1st May 2014, to discuss annual performance of the committee.

We resolved that the meeting would be changed to **9th May 2014 at 10am.**

Meeting ended 12.55pm

**SUBJECT: CAPITAL PROGRAMME 2013/14
MONTH 10 FORECAST OUTTURN STATEMENT**

DIRECTORATE: Chief Executive's Unit
MEETING: Economy and Development Select Committee
DATE: 9th May 2014
DIVISION/WARDS AFFECTED: Whole Authority

1. PURPOSE:

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

2. RECOMMENDATIONS:

- 2.1 That the information on the month 10 forecast outturn position within this Select Committee portfolio for the 2013/14 capital programme is received.
- 2.2 That a potential over spend of £247,000 is noted in respect of Abergavenny Regeneration expenditure.
- 2.3 That any such unfinanced balance at year-end will need to be financed from the Authority's useable capital receipts balance.

3. KEY ISSUES:

Overall Summary

3.1 The schemes relevant to this select committee are:

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

3.2 The month 10 forecast capital outturn position for 2013/14 is as follows:

- An adjusted revised budget £5,303,000, being based upon £3,150,000 original 2013/14 approval, slippage from 2012/13 £2,607,000 and £325,000 of revisions less provisionally slipping £779,000 into 2014/15.
- Actual expenditure was £5,195,000 (98% of revised budget) at month 10, compared to £4,537,000 (75.0%) at month 8 2013/14 and £310,000 (10.0%) at month 10 in 2012/13.
- The large variance on spend progress between month 10 2012/13 and month 10 2013/14 financial years is attributable to high slippage in the 12/13 programme relating to the replacement cattle market scheme which is now substantially complete.
- A net over spend of £219,000 is forecast resulting from an over spend of £247,000 on the Abergavenny Regeneration scheme, offset by an under spend of £28,000 on the Brewery Yard development scheme.
- It should be noted that Abergavenny Regeneration scheme is also anticipating to over spend in later years as a further £51,000 for legal costs is expected in addition to the compensation sum potentially payable in relation to shooting rights.
- Appendix 1 to the report provides a summary explanation of the over and under spends forecast at month 10.

3.3 Appendix 2 provides a summary of the £779,000 provisional slippage forecast into 2014/15 at the end of month 10 which relates to Rural Development Plan schemes (£157,000) and other Regeneration Schemes (£622,000). The increase of £628,000 compared to month 8 is mainly due to slippage on the Replacement Cattle Market and Caerwent House Major Repairs Schemes not reported at month 8.

Areas for Potential Scrutiny

3.4 The main issues for Select Committee scrutiny are:

- Abergavenny Regeneration scheme over spend

5. BACKGROUND PAPERS:

Appendix 1 – Explanation of over/under spends

Appendix 2 – Provisional slippage

Appendix 3 – Movement from Original to Revised budget

6. AUTHOR:

Joy Robson – Head of Finance

Mark Howcroft – Assistant Head of Finance

7. CONTACT DETAILS:

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Email: markhowcroft@monmouthshire.gov.uk

1. EXPLANATION OF OVER & UNDER SPENDS AT MONTH 10

1.1 Table 1 below summarises the forecast outturn variance at month 10.

Table 1: Capital Programme 2013/14 – Summary Forecast month 10 Position

Scheme Type	Revised Budget	Provisional Slippage c/f	Adjusted Budget (Reduced by Slippage)	Forecast Over/(Under) Spend
	£000s	£000s	£000s	£000s
Regeneration Schemes	6,082	779	5,303	219
Total	6,082	779	5,303	219

1.2 The main schemes contributing to the forecast over spend of £219,000 are as follows:

1.2.1 Abergavenny Regeneration

The Abergavenny regeneration scheme is forecasting to over spend by £247,000 in 2013/14. (Reported at month 8)

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

- 1) Legal and expert advice relating to the compensation claim for shooting rights
- 2) To provide vacant possession for Morrisons

3) Conclusion of negotiations with existing tenants.

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

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1.2.2 Brewery Yard Development

The Brewery Yard development scheme is forecast to under spend by £28,000. The owner of Oasthouse is now unlikely to proceed with the renovation scheme resulting in a reduced call on the balance of slippage brought forward. The deadline for the owner to claim the grant from the Authority has lapsed and there has been no contact from them. (Reported at month 8)

2. PROVISIONAL SLIPPAGE AT MONTH 10

- 2.1 The provisional total slippage forecast at month 10 for 2013/14 is £779,000. This is £1,491,000 less than the forecast of £2,270,000, reported at month 8 in 2012/13 and £628,000 higher than the forecast of £151,000 at month 8.
- 2.2 At the end of 2012/13, £2,607,000 was approved for slippage into the 2013/14 financial year, all attributable to regeneration schemes and mainly the replacement cattle market.
- 2.3 Further information must be provided in order to produce a meaningful analysis.

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

	Slippage B/F From 2012/13 Approved Outturn 2012/13 £000	Provisional Slippage C/F Month 8 2013/14 £000	Provisional Slippage C/F Month 8 2013/14 £000
Regeneration Schemes	2,607	151	779
Total	2,607	151	779

2.4 Explanation of Provisional Slippage Requests

Budget holders have identified the following items of potential slippage in the current year's capital programme as at month 10.

2.4.1 Regeneration Schemes

a. Rural Development Plan schemes

Slippage of £157,000 is forecast on Rural Development Plan schemes. The projects form part of Monmouthshire's RDP which is mainly funded through European and Welsh Government support as part of business plan 2. Monmouthshire has agreed to match fund these schemes through the capital programme. Welsh Government recently extended the deadline for business plan 2 to December 2014 meaning that some slippage is required to mirror the revised timescale. (£151,000 reported at month 8)

b. Replacement Cattle Market

Slippage of £300,000 is forecast, £100,000 relates to the completion of the sewerage treatment plant, not yet able to commission due to insufficient flow. £200,000 relates to access works to the main site and entrance to neighbouring farm which were scheduled for completion following the main project. (Not reported at month 8)

c. Caerwent House Major Repairs

Slippage of £300,000 is forecast where delays have occurred due to the changeover of staff and associated workloads; the timescale of serving legal notices; trying to locate current owners and establishing certainty that there is a secondary buyer following the completion of compulsory purchase. (Not reported at month 8)

d. Brewery Yard Development

Slippage of £13,000 is forecast due to consent delays. A second interim payment is due imminently leaving a minor slippage request to ensure completion as per terms. (Not reported at month 8)

e. Woodstock Way Linkage Scheme

Slippage of £9,000 is forecast where delayed commencement whilst financing of the scheme was established. (Not reported at month 8)

4. COUNCIL WIDE MOVEMENT FROM ORIGINAL TO REVISED BUDGET

4.1 The Council's total revised capital budget at month 10 of £31,143,000 is made up of £15,265,000 of original budget, slippage from 2012/13 totalling £12,216,000 and £3,662,000 of budget revisions.

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

Scheme Type	Original Budget £000's	Slippage b/f from 2012/13 £000's	Budget Virements £000's	Budget Revisions £000's	Revised Budget £000's
Asset Management Schemes	2,783	1,049	9	1,518	5,359
School Development Schemes:	3,249	2,422	0	344	6,015
Infrastructure and Transport Schemes	4,611	592	0	155	5,358
Regeneration Schemes	3,300	6,746	(9)	759	10,797
Sustainability Schemes	0	0	0	259	259
County Farms Schemes	273	294	10	0	577
Inclusion Schemes	850	287	0	165	1,302
ICT Schemes	0	612	0	452	1,064
Other Schemes	198	214	(10)	10	412
Total	15,265	12,216	0	3,662	31,143

4.2 Virements made within the programme have, as expected, had no overall net effect. All virements have been processed in accordance with the virement rules outlined with the Authority's Financial Regulations.

4.3 The £3,662,000 of budget revisions during 2013/14 comprises the following items:

- £1,518,000 Asset Management schemes - £915,000 County Hall demolition and remodelling (Torfaen share), £266,000 Drainage works at Caldicot Comprehensive and Leisure Centre site, £200,000 Car Park Granville and Wyebridge street, £25,000 Car Park Riverside, south of rowing club, £100,000 Thornwell Sewerage Diversion, £12,000 Caldicot Castle SW Tower, additional grant.
- £344,000 School Development Schemes - £349,000 New Raglan Primary 21st Century Schools, (£5,000) Flying Start Minor Improvements, reduction in grant.
- £155,000 Infrastructure and Transport schemes - £65,000 RTCG Road Safety, £80,000 Walking and Cycling scheme, £10,000 Rail Strategy Update
- £759,000 Regeneration schemes - £434,000 Section 106 schemes, £300,000 Caerwent House major repairs, £25,000 Woodstock Way Linkage scheme.
- £259,000 Sustainability schemes – PV Schemes various sites
- £165,000 Inclusion schemes – Low Cost Home Ownership
- £452,000 ICT schemes - £220,000 Replace MCC central storage devices, £45,000 purchase of Sharepoint and active directory licences, £20,000 replacement of video conferencing facilities, £87,000 Sims Development Costs, £48,000 Agresso Upgrade, £13,000 Provision of online facilities (Revenues), £9,000 Feasibility Study for provision of Wi-Fi, £10,000 Development of digital strategy and action plan.
- £10,000 Other Schemes – Increase in asset disposal costs budget.

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

**Annual Report of the Economy and Development
Select Committee (May 2013-14)**

The following are standing items in the Economy and Development Committee Select Committee's Forward Work Programme, in line with the Committee's remit:

Budget Monitoring:

- Month 3 Revenue Budget Monitoring
- Month 5 Capital Budget Monitoring
- Month 6 Revenue Budget Monitoring
- Month 8 Capital Budget Monitoring
- Month 9 Revenue Budget Monitoring
- Month 10 Capital Budget Monitoring
- Month 11 Revenue Budget Monitoring

Consideration of the Capital and Revenue Proposals for 2014-15 to 2017-18:

- The Committee engaged early in the budget setting process this year, considering the budget mandates relevant to them at 2 special meetings held in November, focussing on the TIC and Museums business case. The Committee explored the business case in detail; scrutinising facts, figures, forward projections and undertook a cost-benefit analysis. They interviewed officers and the Cabinet Member, highlighting links to key strategies and data on key tourism and visitor trends was recalled from previous meetings.
- The Committee felt that amalgamating museum and tourism service points would have ramifications on communities, the county and the local economy. Members questioned how the decision adhered to the one of the Council's core priorities to promote enterprise, which demonstrated a sound knowledge of the purpose of strategic Scrutiny and enabled a high level of strategic challenge.
- The public participated in the meetings and discussed the impact on service users. Key stakeholders such as Chambers of Commerce and Town Councils presented formal evidence to the committee. A local community animator also pitched an idea that is being progressed as a feasible option for co-locating the TIC with a successful community enterprise.

Outcome: The Committee influenced and changed the proposed business case for amalgamating Tourist Information Centres (TIC's) and Museums in the 4 major towns. This demonstrated the ability to think county-wide, whilst recognising the importance of local needs and priorities.

Outcome Agreements:

- Scrutiny of performance and outcomes relating to the 3-year Outcome Agreement with Welsh Government 2010-2013, which outlines mutually beneficial targets the Council will work towards linked to grant funding (the latter being built into the Medium Term Financial Plan).

Quarterly Risk Monitoring:

- The Committee scrutinised the Risk Assessment Process and the risk register, agreeing an area of risk upon which to focus: the Shared Resource Service (SRS).

OBA Performance Monitoring:

- The Committee scrutinised the performance of areas under its remit, raising concerns with regard to the language and style of reporting, requesting further performance updates from SRS.

Topics selected by the Committee for scrutiny:

- **On-going Scrutiny of Tourism** (performance monitoring)
- **Car Parking** (pre-decision scrutiny)
- **Museums Business Plan** (pre-decision scrutiny)
- **Caldicot Castle and Old Station Tintern Business Plan** (pre-decision scrutiny)
- **Capital Receipts Policy** (pre-decision scrutiny)
- **Shared Resource Service** (performance monitoring)
- **CMC² including Broadband and Digital Growth** (performance monitoring)
- **Section 106 Agreements** (recommendations monitoring)
- **Economic Development and the Planning Framework, Brecon Beacons National Park and Welsh Water** (performance monitoring)

**Economy and Development Select Committee
Meetings (May 2013-14)**

11th July 2013 - (2 hours 25 mins)

- **Museums Business Plan (pre-decision scrutiny)**
Outcome: The Committee undertook final pre-decision scrutiny of the Museums Business Plan, which had been prepared as part of the Medium Term Financial Plan. Members raised concern regarding the sustainability of the service amidst budget cuts and requested pre-decision scrutiny of the Options Appraisal, together with a list of funding streams to provide assurance of sustainability. It was agreed that this would return to the committee at a future date.

- **On-going Scrutiny of Tourism (performance monitoring)**

Outcome: The Committee reviewed the return on investment of spending activities supported by MCC and discussed performance in terms of actual outcomes and added value. In discussing the projection for visitor numbers and jobs over the next 6 months, Members highlighted the need for:

- ✓ Progress monitoring of MCC Tourism Alliance Forum
- ✓ Progress monitoring of the delivery of the Destination Plan
- ✓ Pre-decision scrutiny on any significant decisions relating to tourism.
- ✓ A retention policy which would limit frequent changes of use from hotel to residential
- ✓ An Events Strategy - currently does not exist

It was agreed that progress updates would be 6 monthly.

- **Caldicot Castle and Old Station Tintern (performance monitoring)**

Outcome: The Committee were briefed on the commercial position of both venues ahead of pre-decision scrutiny of the Business Plan. Members agreed to include scrutiny of the draft Business Plan into their forward work programme.

12th September 2013 - (2 hours 20 mins)

- **CMC² (performance monitoring)**

Outcome: The Committee scrutinised a performance update on CMC²'s current activities and future plans which included CMC² digital development, broadband, CMC² engagement activities, and CMC² Green/MCC Sustainability Plan. The Committee agreed that there were social benefits arising from the activities of CMC² and agreed to scrutinise the Business Plan and the sustainability of the organisation at a future meeting.

2nd October 2013 - (2 hours 35 mins)

- **Development Control Customer Charter (performance monitoring)**

Outcome: The Committee scrutinised a report outlining progress of the 'Systems Thinking Review' of the Development Control Service, which recommended the introduction of a Customer Charter. The Committee agreed that further more detailed scrutiny of the planning function would take place at a future meeting, to which Welsh Water and the S106 Officer of the Brecon Beacons National Park would be invited.

- **Leisure Service Business Plan (pre-decision scrutiny)**
Outcome: The Committee undertook scrutiny of the framework of the leisure services department, leisure business units and invest to save initiatives, ahead of later scrutiny of the draft Business Plan.
- **Annual Directors Performance Report (performance monitoring)**
Outcome: The report provided detail on progress and outcomes in 2012-2013 and suggested the direction for 2013-2014 in terms of social, economic and environmental context. Members were briefed on challenges and opportunities and the focus of the discussion was on the 'whole place initiative' being rolled out across Monmouthshire. Members agreed that this would be subject to future scrutiny.

24th October 2013 - (2 hours 5 mins)

- **Caldicot Castle Country Park Business Plan (pre-decision scrutiny)**
Outcome: A progress report was brought to the Committee which discussed future options for the park which would be crucial in the development of the Business Plan. Members agreed that closer discussion was required with the Town Council and requested a further financial breakdown including costs and income streams to be brought to a future meeting with the draft Business Plan.
- **SRS (Shared Resource Service (performance monitoring))**
Outcome: Arising from scrutiny of the Authority's risk assessment, Members received a performance update for the previous 9 months on key projects and budget monitoring and also discussed the forward project plan. The Committee agreed that concise information was required on costs, profits and problems. Members highlighted the need to improve communication and reporting arrangements between SRS and the Committee and requested SRS return with this information to a future meeting.

7th November 2013 - (2 hours 50 mins)

- **Scrutiny of budget mandates: Leisure Services and Transport and Fleet**
Outcome: Members felt there was insufficient information to scrutinise the budget at this stage. Members felt that the proposals were somewhat aspirational.

20th November 2013 - (1 hour 45 mins)

- **Museum Service Business Plan (performance monitoring)**
Outcome: Members were updated on progress on achieving charitable trust status and the development of the Business Plan, which had been overtaken by the budget proposals to relocate Tourist Information Centres in museums. The Committee requested the budget mandate be brought back to the next meeting for further discussion.

- **Deferral of the Car Parking Report (pre-decision scrutiny)**

Outcome: The Committee were disappointed that the consultant's report was not ready and agreed to convene a special meeting as soon as the report would be available, given the public interest in the discussion.

27th November 2013 - (3 hours) (budget scrutiny)

- **Scrutiny of the budget mandates relating to Property Services, Reducing Property Need and Museums, Castles and Tourism**

Outcome: The Committee were broadly satisfied with the content of the first two mandates and accepted part of the mandate relating to Museums, Castles and Tourism, however; Members strongly disagreed with the proposal to move Tourist Information Centres in Abergavenny and Chepstow.

12th December 2013 - (2 hours and 20 mins)

- **Whole Authority Risk Assessment (Risk Monitoring)**

Outcome: Members recommended the priority of several risks be raised from medium to high and they agreed that one of the risks be re-worded. They also suggested change to the format of the risk presentation and agreed their main concern was the risk relating to delivery of the Shared Resource Service (SRS). They agreed to include this in their forward work programme.

- **Draft Outcome Agreement 2013-16 (performance monitoring)**

Outcome: Members were content with performance against the agreements of the grant funding and agreed to support the report.

- **Improvement Objectives 3 and 5 (6 monthly performance reporting)**

Outcome: Members challenged several areas of the report but were satisfied with the overall performance.

9th January 2014 - (2 hours 35 mins)

- **Budget Proposals 2014-15 to 2017-18**

Outcome: Members supported the proposals being put forward, with the exception of the amalgamation of Tourist Information Centres with Museums - this was unanimously unsupported by the Committee.

30th January 2014 - (2 hours)

- **Budget Mandate for the Shared Resource Service (SRS)**

Outcome: The SRS had been invited to provide further explanation as to how they intended to achieve £300k of savings. Members were satisfied with the explanation

that had not been provided within the original budget mandate. Members concluded that the main issue of concern was the SRS service provided to Members.

- **On-going Scrutiny of Tourism (performance monitoring)**
Outcome: The Committee was satisfied with the performance update and requested a further update in 6 months.
- **Capital Receipts Policy (performance 6 month update)**
Outcome: The Committee were satisfied with the report and progress made in implementing the policy.

20th February 2014 - 3 hours 5 mins - (Special Meeting)

- **Car Parking (pre-decision scrutiny)**
Outcome: The Committee held a special meeting to discuss the report prepared by Parsons Brinkerhoff on the future provision of car parking in the county. There was full public engagement in the meeting, with retail businesses, chambers of commerce, civic societies and key stakeholder groups such as CAIR and Shopmobility representing disabled people in attendance. The committee agreed that a 'one size fits all' approach would not suit all four towns and recommended that further engagement be held with local groups and Town and Community Councils prior to the report returning to the committee. Members agreed that the respective Area Committees should consider the report and make recommendations in line with the bespoke needs of the four towns and that the final report should be brought for pre-decision scrutiny at a special meeting.

13th March 2014 - (2 hours and 55 mins)

- **Scrutiny of the Economic Development and the Planning Framework, Brecon Beacons National Park and Welsh Water (performance monitoring)**

Outcome:

MCC Planning - Discussions held regarding consequences of members being involved in taking decisions and the protocols around this. It was agreed that Members should seek guidance on risks associated to members and legal implications and that they should refer to protocols that are in place to cover eventualities. It was agreed that a review would be undertaken of public speaking and reported back to a future meeting.

Welsh Water - Members were assured that engagement with the Council on planning matters has improved significantly. It was agreed that further information would be provided regarding the approach of building more effectively in terms of assets and infrastructure. Members requested clarification on the plans/proposals for water storage and pest control.

Brecon Beacons and S106 in Monmouthshire - Members requested the link to the BBNP website be provided for access to S106 agreement and schemes of delegation and protocol. The Committee agreed that town and community councils should be made aware of document currently under review.

On-going Scrutiny / Unresolved items

- **Museums and Tourist Information Centres** - following the budget approval
- **Car Parking** - anticipated Summer 2014
- **Caldicot Castle Country Park Business Plan**
- **CMC²'s Business Plan**
- **On-going Scrutiny of Tourism**

Future Meeting Dates:

- 19th June 2014
- 24th July 2014
- 4th September 2014
- 16th October 2014
- 20th November 2014
- 8th January 2015
- 5th March 2015
- 23rd April 2015

Economy and Development Select Committee		
Scrutiny Role	Purpose of Scrutiny	Meeting Date
Budget, Performance and Risk Monitoring		
<u>Quarterly Budget Monitoring</u> (To review the financial situation for the directorate and schools, identifying trends, risks and issues on the horizon with overspends/underspends).	<ul style="list-style-type: none"> - Month 8 Capital Budget Monitoring - Month 9 Revenue Budget Monitoring - Month 10 Capital Budget Monitoring 	30 th January 2014 13 th March 2014 9 th May 2014 19 th June 2014 24 th July 2014 4 th September 2014 16 th October 2014 20 th November 2014 8 th January 2015 5 th March 2015 23 rd April 2015
Initial Budget Briefing on MTFP 2015-2016	Report being presented to Cabinet 4 th September on Medium Term Financial Plan for year ahead.	Autumn 2014
Budgetary Context Meeting	Context setting of next year's budget - Committee to discuss areas identified / proposals being put forward.	Autumn 2014
Budget Setting	Consideration of capital and revenue budget proposals for the 2015/16 budget.	January 2015
OBA Performance Monitoring	OBA 6 monthly Performance Report Cards focus on the impact of the council's work on people's lives and enables scrutiny of performance across outcomes. The report includes performance against the 6 Improvement Objectives 2013-2014 and performance against the statutory 'all Wales performance indicators'.	October/November 2014
Outcome Agreements	The Council has a 3-year Outcome Agreement with the Welsh Government from 2014 - 2017, which outlines mutually beneficial targets and milestones that the Council will work towards, depending on performance (this is built into the medium term financial plan). The Select Committee is responsible for scrutinising performance of outcomes. Committee to receive the end of year performance 2013-2014.	October/November 2014

Economy and Development Select Committee		
Scrutiny Role	Purpose of Scrutiny	Meeting Date
Quarterly Risk Monitoring	Scrutiny of the Whole Authority Risk Log - log of risks which affect the Council as a whole, risks which if not managed, could jeopardise the council's ability to achieve its outcomes and improvement objectives for communities, as well risk to delivering on statutory plans and/or operational services. The Select Committee has responsibility to monitor and challenge performance in relation to mitigating risks.	November/December 2014
Improvement Plan 2013-16	Improvement Objectives 2012 to 2013 and Stage 1 of the Improvement Plan 2013-2016 were reported in summer 2013.	October /November 2014
Pre-decision Scrutiny		
Leisure Service Business Plan	Pre-decision scrutiny of the Leisure Services Business Plan. Leisure Centre Budgets to return	2 nd October 2013 TBC
Review of Car Parking	Revised report from Consultants for pre-decision scrutiny. Report to be discussed by Area Committees before returning for further scrutiny. Date of return to scrutiny TBC.	20 th November 2013 20 th February 2014 TBC
On-going Scrutiny of Tourism Matters	<ul style="list-style-type: none"> To monitor the progress of MCC Tourism Alliance Forum Progress monitoring of the delivery of the Destination Plan Pre-decision scrutiny on any significant decisions relating to tourism. <p>Committee reviewed the return on investment of spending activities we support, in terms of what we measure and how, how we compare against others and actual outcomes and added value. Committee monitored performance in terms of successes and failures - visitor numbers and jobs and the projection for the next 6 months. Progress update on this due in 6 months.</p> <p>Committee has identified the need for:</p>	30 th January 2014

Economy and Development Select Committee		
Scrutiny Role	Purpose of Scrutiny	Meeting Date
	<ul style="list-style-type: none"> A retention policy which would limit frequent changes of use from hotel to residential. An Events Strategy - currently does not exist. 	
Challenging / Monitoring Performance		
CMC ² - Community Interest Company leading green and digital growth	<ul style="list-style-type: none"> Diagrammatical representation of the organisational structure CMC²'s financial statements for the first quarter of 2013 - 14 An appraisal of the benefits to the authority An arrangement for monitoring future performance in relation to Objective 4 of the Stage 1 Improvement Plan Clarification on accountability arrangements 	12 th September 2013 On-going scrutiny
Broadband in Monmouthshire	Position report on broadband in Monmouthshire.	12 th September 2013
Annual Directors Performance Report on Regeneration	A performance overview report - Committee to test and challenge and offer a view on format, structure and the process going forward.	October/November 2014
Gilwern Cycle Track	Business case	TBC
Caldicot Castle	Return in 6 months	June 2014 TBC
SRS	<p>Scrutiny of the performance of the Shared Resource Service (SRS) It was agreed that the SRS return to a future meeting to provide:</p> <ul style="list-style-type: none"> The report detailing service issues during the snow A breakdown of salary information Clarification of the delegated sign off levels Structure of the ICT Board Performance Monitoring reports that members were advised the SRS board currently receive 	24 th October 2013 On-going scrutiny

Economy and Development Select Committee		
Scrutiny Role	Purpose of Scrutiny	Meeting Date
	<ul style="list-style-type: none"> - Budget monitoring information on capital/revenue overspends/underspends - Any future key documents such as strategies or forward plans - 300k Budget savings and how these will be delivered 	30 th January 2014
Capital Receipts Policy	Committee to receive a progress report 6 months after policy implementation - (due November/December 2013)	30 th January 2014
Economic Development and the Planning Framework	<p>The Planning department has recently undergone a whole Systems review. The Committee has agreed to scrutinise the planning framework to ascertain if it effectively supports economic development.</p> <p>Scrutiny of the Customer Charter for Development Control - In particular, the Committee has identified the need for:</p> <ul style="list-style-type: none"> • A planning SPG to articulate the type of accommodation development the Council would favour and the locations it would support development. • The need for a retention policy which would limit frequent changes of use from hotel to residential. <p>- Invites to the Planning Department, the BBNP and Welsh Water to attend, questions given to attendees in advance.</p>	<p>2nd October 2013</p> <p>13th March 2014</p>
On-going Monitoring of Recommendations made by Scrutiny		
Section 106 Agreements Scrutiny Report	Annual Progress Monitoring	Summer 2014

Future Meeting Dates:

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

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

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

- **Special Meeting TBC - Car Parking**

- **9th May 2014**
 - Review Meeting
 - Month 10 Capital Budget Monitoring

Council and Cabinet Business – Forward Plan

Monmouthshire County Council is required to publish a Forward Plan of all key decisions to be taken in the following four months in advance and to update quarterly. The Council has decided to extend the plan to twelve months in advance, and to update it on a monthly basis.

Council and Cabinet agendas will only consider decisions that have been placed on the planner by the beginning of the preceding month, unless the item can be demonstrated to be urgent business

Subject	Purpose	Consultees	Author
7TH MAY 2014 – CABINET			
Restructure Proposals for the Revenues, Systems and Exchequer Team	To agree the restructure proposals for the Revenues, Systems and Exchequer Team as part of the 2014/15 budget setting process.	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
Monmouthshire Host Tour of Britain	To agree a budget of £40k from reserves for Monmouthshire to host the Welsh Stage 3 of the Tour of Britain Cycling event.	Cabinet Senior Leadership Team	Ian Saunders
Revisions to CMC2 Business Plan	To provide an update on the Year Three activities and income generation forecasts of CMC ²	Cabinet Senior Leadership Team	Cath Fallon
Usk HGV Order	To implement an Order for HGVs at Usk.	Cabinet Members Leadership Team Appropriate Officers	Paul Keeble
15TH MAY 2014 – COUNTY COUNCIL ANNUAL MEETING – DEFERRED BUSINESS			
Appointment to outside bodies			Tracey Harry
Annual Corporate Parenting Report and Strategy		Cabinet Members Leadership Team	Gill Cox

Subject	Purpose	Consultees	Author
		Appropriate Officers	
Chief Officer CYP Annual Report	To present Members with the Chief Officer's annual report.		Sarah McGuinness
Addendum to the Council's Pay Policy	To reflect staffing changes due to restructures.	Cabinet Members Leadership Team Appropriate Officers	Marilyn Maidment
School Standards and Organisation (Wales) Act 2013	The Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) (Amendment) Regulations 2013, add the responsibility to determine school organisation proposals under the School Standards and Organisation (Wales) Act 2013 (the Act) to the schedule of functions which may be (but need not be) the responsibility of an authority's executive. The County Council has discretion as to whether the function is to be the responsibility of cabinet or the council.	SLT Head of Legal Services	Murray Andrews/Sarah McGuinness
2016 National Eisteddfod	Following an in principle decision by Cabinet to host the 2016 National Eisteddfod, a further report will be presented in due course seeking the approval of Council to agree to host the 2016 National Eisteddfod which will confirm the preferred location and clarifying the full costs of hosting the event.	Cabinet Members Leadership Team Appropriate Officers	Tracey Harry/Deb Hill Howells
Improvement Plan 2014 – 17			Matthew Gatehouse
Estyn Safeguarding Letter			Sarah McGuinness
14TH MAY 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
Sale of land at Chepstow Road, Raglan	To agree to the sale of the land now it has been allocated for development in the LDP	Cabinet Members Leadership Team Appropriate Officers	Scott Ramsay
Ten Tonne MGW Church Road, Govilon		Cabinet Leadership Team	Paul Keeble

Subject	Purpose	Consultees	Author
SPECIAL COUNCIL – 23rd May 2014			
Review of MCC Constitution			Murray Andrews
28TH MAY 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
Proposed 20mph Speed Limits, Thornwell Area, Chepstow	To consider the proposed order subsequent to representations received following advertisement in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1994.	Cabinet Members Leadership Team Appropriate Officers	Paul Keeble
4TH JUNE 2014 – CABINET			
Welsh Language Annual Monitoring Report 2013 -14	Reporting upon progress in achieving the actions specified in the Council's Welsh Language Scheme.	Cabinet Members Leadership Team Appropriate Officers	Alan Burkitt
Caerwent S106 Off Site Recreation Funding		Cabinet Members Leadership Team Appropriate Officers	Mike Moran
Monmouth S106 Off Site Recreation Funding		Cabinet Members Leadership Team Appropriate Officers	Mike Moran
Changes to the School Budget Forum Terms of Reference	To agree the proposed changes to the terms of reference for the school budget forum, including membership.	Cabinet Members Leadership Team Appropriate Officers	Nikki Wellington
Breakfast Club Proposals and Budget Changes	A full review of the operating of Breakfast clubs and proposals for future provision to ensure sustainability	Cabinet Members Leadership Team Appropriate Officers	Nikki Wellington
Revised budget monitoring arrangements for 2014/15	To review the arrangements for monitoring the budgets through Cabinet and Select Committees and propose a revised timetable and format		Joy Robson
Early Years Offer	To create a common understanding of provision for all pupils from 3-11 years in Monmouthshire.	Cabinet Members Leadership Team Appropriate Officers	Sharon Randall Smith

Subject	Purpose	Consultees	Author
Digital Road Map (iCounty Strategy)		Cabinet Members Leadership Team Appropriate Officers	Kellie Beirne/Matt Lewis
Section 106 money – Thornwell School.		Cabinet Members Leadership Team Appropriate Officers	Cath Sheen
Options for future library provision and capital investment in Abergavenny		Cabinet Members Leadership Team HR, Unions, Finance Appropriate Officers	Roger Hoggins
Policy Review	To review and update the Council's HR policies reflective legislative and process changes.	Cabinet Members Leadership Team Appropriate Officers	Marilyn Maidment
Programme Management	To review and update the authority's Programme Management structure.	Cabinet Members Leadership Team Appropriate Officers	Sian Hayward
People Strategy	To review and update the Authority's People Strategy.	Cabinet Members Leadership Team Appropriate Officers	Sian Hayward/ Marilyn Maidment
The Monmouthshire Lottery			Cath Fallon
Monmouthshire Enterprise Redundancy Provisions			Cath Fallon
26th JUNE 2014 – COUNCIL			
Poverty in Monmouthshire			Will McLean
Engagement Framework			Will McLean
21 st Century Schools Capital Programme	Approve Programme of Works.		Simon Kneafsey
2ND JULY 2014 – CABINET			

Subject	Purpose	Consultees	Author
Future of Recycling Services		Cabinet Members Leadership Team Appropriate Officers	Rachel Jowitt
Private Sector Loan Scheme	To agree to participate in and support the administration of the Welsh Government Private Loan Scheme.	Cabinet Members Leadership Team	Steve Griffiths
Integrated Housing Options Service with TCBC		Cabinet Leadership Team	Ian Bakewell
3RD SEPTEMBER 2014 – CABINET			
School Catchment Area Review	To consider the recommendations made by the Member Working Panel and to seek agreement to consult on those proposals.	Cabinet Members Leadership Team Appropriate Officers	Cath Sheen
Review of Public Protection	To review the arrangements for public protection implemented in March 2014 to ensure the service is fit for purpose.	Cabinet Members Leadership Team Appropriate Officers	Dave Jones/Graham Perry

MONMOUTHSHIRE COUNTY COUNCIL
Minutes of the meeting of the Coordinating Board held at
County Hall, Usk on Tuesday, 4th March 2014 at 10.00am

PRESENT: Mr. P. Matthews (Chief Executive) (Chair)

County Councillors: D.L.S. Dovey, D.J. Evans, P. Farley, P.A. Fox, R.J.W. Greenland, R.G.Harris, M. Hickman, S.G.M. Howarth, R.P. Jordan, J.L. Prosser, A.E. Webb, S. White, Mr. P.White (Chair, Audit Committee)

OFFICERS IN ATTENDANCE:

Mrs. T. Harry, Head of Democracy and Regulatory Services
Miss H. Ilett, Scrutiny Manager
Ms. R. Rawlings, Democratic Services Officer

1. APOLOGIES FOR ABSENCE

No apologies were received.

2. MINUTES

Agreed that the minutes of the meeting held on 21st January 2014 be approved as a correct record.

3. FORWARD WORK PLAN FOR CABINET AND COUNCIL

The recent meeting of Full Council had agreed the diary of meetings for the year. There had been a number of representations from individual members since with regard to the start time for Full Council, requesting whether there was an opportunity for the start time to be brought forward. It was agreed to discuss this at the upcoming Political Leadership Group meeting.

Forward Work Programme noted.

4. SCRUTINY FORWARD WORK PROGRAMME

Scrutiny Forward Work Programme noted for information.

(a) Children and Young People Select Committee

The Chairman, County Councillor R.P. Jordan updated Members on the current work of the committee.

The committee had held an interesting meeting with the Heads of Comprehensive Schools the previous week which had been observed by the Ministerial Board. The committee had formed an on-going relationship with the Headteachers and were planning to visit the schools individually.

We were informed that the chairing role of the Ministerial Recovery Board had changed, due to some issues in Carmarthenshire which had led to the Chief Executive temporarily standing down to enable investigations to take place. He had been appointed to the Internal Monitoring Board, however, understandably he would be unable to discharge that function. Jonathan Morgan had assumed the Chair, which was considered best rather than new members joining the board at this

**Minutes of the meeting of the Coordinating Board
Dated Tuesday, 4th March 2014 continued**

time, as the board knew the Authority well to critique the Authority in terms of its practice. Jonathan had fronted observing the select on behalf of the Board.

Councillor Dovey queried the issue of poor broadband performance at Mounton House School which was unacceptable. He informed Members that it would cost £14k to make the connection which they had chosen not to do and it was considered a bad decision given the nature of the school, and its important role in education and skills. The Chief Executive would discuss the matter with the Cabinet Member and Chief Officer. Whilst it was understood to be an engineering problem which was why the cost was so high, consideration should be given to a solution which could possibly be a capital rather than a revenue solution. The Chief Officer for Children and Young People would be asked to liaise directly with the Chairman of the Authority on this matter. The Select Committee had held a site visit the previous year and it was clear that the broadband had been effectively unavailable, and it was felt that the children there needed to get involved in computers ensure the school was effective.

A Member had received a letter from a constituent outlining that they were carers for a disabled child and had informed the Member that there was no care in the community for children, only adults, and it was queried whether this was the case. The Chief Executive asked that the letter be passed to him so that the Cabinet Member and Chief Officer for Social Services could deal with the situation sensitively.

Work programme noted.

(b) Adults Select Committee

The Chairman, County Councillor P. Farley updated Members on the current work programme of the committee.

He outlined his concerns that the meeting of Full Council had not been well served by the CCSIW report, which he considered was long and tedious and distracted from more pressing issues. He hoped that Members would have an opportunity to consider it in more detail.

We were informed that the timing of the CSSIW presentation had been unfortunate. Whilst an invite had been offered three months previously it was unfortunate that attendance at that time had not been possible. The report had to be received within the current financial year, there were some quite significant assessments coming over the next twelve months to which the CSSIW was core.

In terms of the size and nature of agendas, there were some reflections to take forward. It had become incredibly busy, and what could manifest perhaps as agenda mismanagement was not the case. In the last six months' there had been special cabinet meetings, and over the coming twelve months there may be a need for special council meetings. The quality of debate over an 8 hour meeting was questionable and consideration would be given to the nature of council meetings more assertively, as two three hour meetings could be more beneficial than one six hour meeting.

Work Programme noted.

(c) Economy & Development Select Committee

The Chairman, County Councillor J.L. Prosser updated Members on the current work programme of the committee.

We were informed that on reflecting on the budget process and scrutinising the mandates, the committee had rejected the mandate on the Tourist Information Centres and Museum, which they

**Minutes of the meeting of the Coordinating Board
Dated Tuesday 4th March 2014 continued**

were pleased had been reconsidered by officers. The selects were achieving progress and this demonstrated that they could have an effect following viable options being forthcoming.

The last meeting had looked at car parking, and scrutinising the report prepared by consultants on options moving forward. Whilst they had accepted some generic recommendations, they had referred others to area committees as tan specific.

The committee would now be looking at the Planning function, and had invited Brecon Beacons National Park and Welsh Water to attend, as partial external scrutiny to ask how they interact with the Authority and vice versa.

This would be followed by a review meeting, looking back at actions and self-evaluating what the committee had done, what they got out of the work and whether they were on the right track or needed to move in a different direction.

Work Programme Noted.

(d) Strong Communities Select Committee

The Chairman, County Councillor S.G.M Howarth, updated Members on the current work programme for the committee.

The committee would be considering the budget monitoring report at its meeting this week. The main work programme would be receiving reports on the libraries and One Stop Shops which would be an important focus to consider the outcomes against their future development, as well as the whole authority risk assessment and affordable housing. They would be returning to some items as to whether they were being delivered against the budget mandates. The Pollinator Policy had created much debate at a recent meeting and GAVO had been invited to the committee in April.

Attendance had been good and the committee were operating paperless meetings which had been going well. A couple of members still requested papers and the meeting rooms were not set out in the most practical way in terms of chargers and sockets.

The Chairman of Economy and Development had sent an email to members of that committee with regard to moving to paperless meetings, with a response that only one member was content to progress paperless. Clarification was sought on the process from April so that Members of the selects could be informed accordingly. The Head of Improvement and Regulatory Services informed Members that Political Leaders had agreed that all meetings would move to paperless agendas from 1st April 2014. Whilst they would be delivered electronically Members would still have the opportunity to print them at home or on the MFDs at County Hall.

It had been agreed at the Democratic Services Committee that each member would be contacted by Democratic Services who would go through their IT requirements with them so they could use their equipment to the best effect within meetings and to assist them in showing them how to use the MFDs should they require them to.

Work Programme noted.

In summary for all selects, it was important to self evaluate their performance, and have collective conversations on how they could learn from each other. It was also good to return to work that they had undertaken previously to assess whether their recommendations had been implemented.

The Chief Executive informed Members that with the adaptation of the officer leadership team of the Authority, Kellie Beirne was now the Chief Officer for Enterprise and Roger Hoggins as Head of

**Minutes of the meeting of the Coordinating Board
Dated Tuesday, 4th March 2014 continued**

Operations would be dealing with operations, which she had previously overseen. It was important to create clearer lines for officers into selects and as the AGM approached, it was important to look at the remit of Strong Communities and Economy and Development so that they were aligned to those officers.

5. COMMITTEE WORK PROGRAMMES

Agreed that the following work programmes be noted:

- **Bryn y Cwm Area Committee:** The committee had met the previous week and were dismayed that the Area Committees would be reduced to four meetings per year. The meeting had spent a long time discussing disabled provision in the area and transition for young adults. Since Coed Glas had closed people were being moved to Tudor Day Centre and the committee were trying to set up a visit. Members were disappointed that they had invited the Chief Officer and the Head of Adults Services to attend a meeting but they had not accepted. The public wanted answers to what was happening for these young people.

The Economy and Development Select Committee had referred the car parking report to the Area Committee, with the next diary meeting being June they would have to hold a special meeting and it seemed to be senseless to only have four meetings in the diary when there was a need to add three special meetings through the year. If there was a meeting in June, feedback would not be received until September and as Chairs, they attended the Coordinating Board eight times per year but only held four Area Committees.

It was clarified that Full Council made the decision that Area Committees would meet four times, in order to manage the resources we had available. In terms of this cycle it was agreed that the Coordinating Board could also meet quarterly.

Councillor Prosser confirmed that one of the recommendations from the review of area committees was that they moved to quarterly meetings, which was in turn endorsed by Full Council. This would be whilst the Head of Strategic Partnerships was looking at the Whole Place Plan agenda and Town Teams, and it was intended that this would act as a transition period to look at their effectiveness.

- **Central Monmouthshire Area Committee:**

The committee were due to meet on the 12th March 2014 and would be looking at the A Boards policy following a number of concerns being raised in Monmouth, as well as the car parking report.

There were a number of other ongoing issues which included the lack of burial space and the Community Safety Action Team.

- **Lower Wye Area Committee:**

The Committee were holding paperless meetings and moved around to benefit the areas of concern on the agenda items. The committee were looking at Air Quality in Chepstow, Whole Place Plan and Chepstow Town Signage.

- **Severnside Area Committee:**

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A number of issues were being considered. The public participation item had proved to be a successful feature of the area committee and encouraged public to attend. Attendance by Members had been poor with meetings being held in Magor and it was hoped that as the meetings were being moved further into Severnside, attendance would improve.

A lot of concerns had been raised as to why there was a town team which some people saw as an officer led team. People were being informed that all Town and County Councillors were invited to have an input into those meetings. The Town Teams were there to look at what mattered to communities and were more about community led purpose which would be supported by officers in driving the total place agenda.

Councillor Dovey updated Members on the work of the Joint Rail Working Group. The group would now broaden its membership to form a Transport Committee to look at the wider strategic transport needs of the county. The Head of Operations was preparing a report which would be presented to the Joint Rail Working Group to form a new body with a wider membership from other areas of the county and which would form an organised forum that the Council would legitimise at the annual meeting.

- **Audit Committee:**

The Audit Committee had met on 13th February 2014 and considered the collaboration review from Wales Audit Office and an update on progress against Wales Audit Office recommendations for approval. Members had requested information on the structure of the Internal Audit Section.

A number of items had been deferred to the meeting to be held on 27th March 2014 which would be a full agenda. There was currently an item on the agenda for SRS and there was a need to check the content of that report so that it did not fetter an imminent court case.

- **Democratic Services Committee:**

Members had been discussing options of printers and whether any of the old stock from County Hall was still available, paperless meetings and had decided to agenda an item on the availability of crèche facilities following the meeting of Full Council as there had been concerns that Members were not turning up for meetings and there should be consideration for assistance with care.

The committee had considered the first 55 pages of the model constitution with feedback from selects. This would be presented to Full Council at the next meeting.

7. COUNCIL BRIEFINGS/SEMINARS

There were a number of significant issues coming forward for Members information and discussion via Member Seminars, some would be en route to decisions and some were for information.

Members would be cited on issues around the Nato Summit which would prove important for the county due to the opportunities that would arise for business and tourism, and the influence and importance it would have for the county. Similarly, I-County, and what Monmouthshire as a digital space could look like.

It was queried whether some Members would be able to be in remote attendance for those briefings if they were unable to travel to County Hall to ensure that all Members had the opportunity

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to be briefed. The providers of the sessions would record and podcast the sessions in the Council Chamber which would enable this resource to be captured and shared.

Mr. P. White, Audit Committee Chairman, asked to be included on invites to the Members Briefing sessions.

The current programme was noted for information.

9. REFERENCES FROM COMMITTEES

None.

10. CHIEF EXECUTIVE'S BRIEFING

(i) Live web-casting from the Chamber

Live web-casting was now ready to use, there were still some issues in terms of recording and it was now a question of when it was appropriate to start livestreaming.

It was raised that there were still huge technical problems with the system, whilst it was known that we could livestream directly to You Tube, the focus of cameras on Members within the meeting was not centred as the camera was to the left of the person speaking, there were issues with Members using the microphones correctly, lighting above the podium, and the position of the seating and microphones on the podium was not central. There was a need for these issues to be corrected. It was raised that there was a need for training for members in terms of discipline and how they referred to colleagues within the meeting so that anyone watching could easily identify the councillors as well as the question on whether Members should sit during the meeting so that cameras could focus in closely as many other Authorities were now doing. It was considered that the quality of debate was often lost due to a number of procedural issues within the meeting and this should be discussed within the political groups.

It was now a core part of open public democracy to be livestreaming. Investment would need to be made to ensure that these issues were ironed out and that an officer would be delegated to ensure that the equipment was working correctly so that Members were able to focus and take part in the meeting. It was commendable that the system allowed live streaming at no cost, however there was concern that the system did not look professional and it did not have the capability of other Authorities whereby it could be bookmarked to relevant agenda items.

(ii) Upcoming Inspections – CSSIW/Estyn/WAO

Members were informed that there were a series of inspections coming up which were all important. All Members would be involved in the WAO corporate assessment. More information would follow on these inspections and consideration of the best way that the select committees could support them.

(iii) MJ Award Submissions

There were a number of colleagues who were requesting to promote areas which had been developed, and consideration was now being given to how these services could be entered into the award arena whilst not taking a disproportionate amount of officer time. This would only be considered where there was no cost involved and it was promoting a worthwhile cause. It would only be for Municipal Journal and Local Government Chronicle awards as they were premier awards and time would be invested in areas that colleagues wanted to promote.

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We were informed that previously staff had attended Full Council to share their success which was considered good for morale and showed off the pride of people who worked for the Authority.

(iv) City Region Update

The Leader informed Members that he was one of four leaders and a deputy leader, with ministerial appointments to the City Regions Board. He was not there in his capacity as Leader of Monmouthshire but by ministerial invitation and appointment, to give a perspective from the whole region. It was important that Members were aware that he could not attend and talk about what was happening in Monmouthshire and he was bound by a set of rules to sit on a Ministerial Board. The City Regions Board had met three times, the first meeting was an opportunity to familiarise themselves with each other, the second was a scoping meeting to understand what they were doing and the previous week there had been a third meeting where they were starting to firm up the work with more information.

There were several areas they were looking at, communication strategies were important so that people in various groups could see communication pathways for them to get engaged and involvement for websites. There were still some governance issues to clarify so the Board understood its remit. It was fundamentally important for SE Wales and its economic future and would affect all those who lived in this area. It was not all about forms of transport it was about people, skills and life opportunities. The City Regions Seminar which would be held in the near future would be important to highlight this.

The meeting ended at 11.48 a.m.