

**PLEASE NOTE THAT THERE WILL BE A PRE-MEETING
FOR MEMBERS OF THE CHILDREN AND YOUNG
PEOPLE SELECT COMMITTEE AT 1.30PM**

PLEASE NOTE THE TIME OF THE MEETING

County Hall
The Rhadyr
Usk
NP15 1GA

10th September 2014

Notice of Meeting:

Children and Young People Select Committee

**Thursday 18th September 2014 at 2.00pm
The Council Chamber, County Hall, The Rhadyr, Usk NP15 1GA**

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 following minutes of the Children and Young People Select Committee (copies attached): (i) 12 th June 2014. (ii) 17 th July 2014.
4.	Public Open Forum.
5.	To receive Finance Training on matters relating to Children and Young People.

6.	To scrutinise the Revenue & Capital Budget Monitoring 2014/15 Month 3 Outturn Forecast Statement (copy attached).
7.	Work Programming (copies attached): ii) The Select Committee's Work Programme for 2014 – 2015. iii) The Cabinet Forward Work Planner.
8.	Dates and times of future meetings of the Children and Young People Select Committee: <ul style="list-style-type: none">• Special Meeting - Thursday 9th October 2014 at 10.30am.• Special Meeting - Tuesday 14th October 2014 at 2.00pm.• Ordinary Meeting - Thursday 27th November 2014 at 10.00am.

**Paul Matthews,
Chief Executive**

Children and Young People Select Committee

County Councillors:

D. Blakebrough
P.R. Clarke
P.S. Farley
L. Guppy
D.W. H. Jones
P. Jones (Chairman)
M. Powell
A.C. Watts
A.E. Webb

Added Members

Voting on Education Issues Only

Rev. Dr. S. James (Church in Wales)
Vacancy (Catholic Church)
Mrs. A. Lewis (Parent Governor Representative)
Mrs. S. Ingle-Gillis (Parent Governor Representative)

Added Members

Non-Voting

Mr. G. Murphy (NAHT)
Vacancy (ASCL)
Vacancy (NUT)
Vacancy (Free Church Federal Council)
Vacancy (NASUWT)
Mr. K. Plow (Association of School Governors)

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 goal

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Children and Young People Select Committee held in the Council Chamber, County Hall, The Rhadyr, Usk on Thursday 12th June 2014 at 4:00p.m.

PRESENT: County Councillor P. Jones

County Councillors: D. Blakebrough, P.S. Farley, L. Guppy, D.W.H. Jones, M. Powell and A. E. Webb.

ADDED / CO-OPTED MEMBERS:

Mr. K. Plow (Monmouthshire Association of School Governors)
Revd. Dr. S. James (Church In Wales)

ALSO IN ATTENDANCE:

County Councillor E.J. Hacket - Pain
County Councillor R.G. Harris

OFFICERS IN ATTENDANCE:

Ms. S. McGuinness	Chief Officer Children & Young People
Mrs T. Norris	Improvement Officer
Ms T. Jelfs	Head of Children's Services
Ms J. Rodgers	Safeguarding Service Manager
Ms D. Mountfield	Head of Achievement & Learning Infrastructure
Ms. S. Randall-Smith	Head of Achievement & Attainment
N. Wellington	Finance Manager
Mr M. Howcroft	Assistant Head of Finance
Mr W. Mclean	Head of Policy & Engagement
Ms. H. Illett	Scrutiny Manager
Mrs. E. Tapper	Democratic Services Officer

1 NOTICE OF APPOINTMENT OF CHAIRMAN

We noted the appointment of County Councillor P. Jones as Chairman of Children and Young People Select Committee. County Councillor Jones expressed thanks to the outgoing Chairman, County Councillor R.P. Jordan and welcomed the opportunity to Chair the Committee.

2 APPOINTMENT OF VICE CHAIRMAN

We resolved to appoint County Councillor P.S. Farley as Vice Chairman of Children and Young People Select Committee

3 APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillors P. R. Clarke, A. C. Watts, G.C. Burrows, Cabinet Member for Social Care and Health, and Mr G. Murphy representing the NAHT.

**Minutes of the Children and Young People Select Committee
dated 12th June 2014 - continued**

4. DECLARATIONS OF INTEREST

County Councillor P. Jones declared a personal, non – prejudicial interest pursuant to the Members Code of Conduct, Local Government Act 2000 within the capacity of Governor at Raglan School. Minute items 9i and 9ii: Draft Revenue Budget Outturn Statement 2013 – 14 and Capital Programme Outturn Statement 2013 - 14

County Councillor P. Farley declared a persona, non – prejudicial interest pursuant to the Members Code of Conduct, Local Government Act 2000 within the capacity of LEA Governor at Chepstow Comprehensive School Minute items 9i and 9ii: Draft Revenue Budget Outturn Statement 2013 – 14 and Capital Programme Outturn Statement 2013 - 14

5. CONFIRMATION OF MINUTES

We confirmed the minutes of the Children and Young People Select Committee held on 1st May 2014 as an accurate record and they were signed by the Chairman.

6. PUBLIC OPEN FORUM

There were no members of the public present

7i. SCRUTINY OF THE AUTHORITY'S RESPONSE TO RECOMMENDATIONS FROM ESTYN'S MONITORING VISIT OF 5TH & 6TH FEBRUARY 2014

We received a letter from Mr Clive Phillips, Assistant Director, Estyn, of March 2014 for scrutiny.

The letter recorded the outcomes of the first Estyn monitoring visit of 5th and 6th February 2014 during which the Authority's progress was reviewed against recommendation 1: safeguarding and corporate planning and performance.

Estyn concluded that the Authority had made some good initial progress in addressing shortcomings at service and practitioner level regarding safeguarding however the most challenging and significant shortcomings identified in the strategic management of safeguarding had not been addressed sufficiently.

Estyn also identified that the Authority did not have effective management information systems and processes to enable it to receive appropriate and evaluative management information about safeguarding.

The inspectors noted that whilst the Authority recorded and reported information on safeguarding, the data was activity based rather than analysed and evaluated against the Authority's objectives. Consequently, the Authority could not accurately assess whether its safeguarding practices properly secured the wellbeing of all children and young people. Information from the internal improvement board, the Ministerial Recovery Board and elected members was not analysed and evaluated well enough, preventing rigorous and in – depth scrutiny of performance and early identification of risks.

**Minutes of the Children and Young People Select Committee
dated 12th June 2014 - continued**

The Cabinet Member for Children and Young People stated that since the initial monitoring visit much consideration had been afforded to how child protection and safeguarding data was being held and how this data could be understood and interpreted to provide a broader and meaningful view of safeguarding.

We welcomed assurance that the Leader of the Council had acknowledged that the Authority requires a strategic reporting framework going forward which would verify whether external agencies were operating effectively.

We noted that child neglect figures for Monmouthshire were low in comparison to cases of emotional abuse. Going forward the Authority would evaluate the data more critically to assess whether this demonstrated that it was effective at identifying emotional abuse but less effective at identifying neglect. An individual critique of neglect cases would be undertaken from a multi - agency perspective to provide a meaningful evaluation of data. In response, the Authority would formulate actions in to manage any risks identified.

We welcomed notice that the Council had appropriately prioritised safeguarding in its recovery planning and had undertaken a wide range of activities to improve safeguarding, including the establishment of the Safeguarding and Quality Assurance Unit. Estyn welcomed the cross cutting links between social services and education services created by the Unit and the improved access to safeguarding support and guidance.

The Authority had also implemented a corporate Monmouthshire Safeguarding and Child Protection Policy but this would require regular review to ensure that it remained fit for purpose.

The Committee welcomed notice that Estyn would review how well the Authority had improved the collection, analysis and evaluation of safeguarding management information in future monitoring visits.

The Committee resolved to scrutinise the outcome of future Estyn visits.

7ii. SCRUTINY OF THE AUTHORITY'S STRATEGIC REPORT FOR SAFEGUARDING APRIL 2014 AND ITS RESPONSE TO RECOMMENDATIONS FROM ESTYN

We received the Authority's Strategic Report for Safeguarding of April 2014 and its response to recommendations from Estyn for scrutiny from the Safeguarding Service Manager.

In November 2012 Estyn concluded that:

The Authority did not have an appropriate safeguarding policy

The Authority's process to check schools' monitoring of update checks lacked rigour. No formal mechanism existed to ensure that partners who worked with young people had appropriate safeguarding policies and procedures.

Safeguarding training was not always commensurate with the level of staff receiving training.

**Minutes of the Children and Young People Select Committee
dated 12th June 2014 - continued**

The Authority assessed itself in response to Estyn's recommendations using the following criteria:

- What is our final destination? Where do we want to be and by when?
- What have we done so far to get there/is this where we expected to be?
- What difference have our actions made so far? (Impact – evaluative judgement)
- How do we know? (Data and information – Evidence)
- What difference should our activities make in the long term?
- What next/future actions – consequence of evaluation?

Response

The Authority implemented a corporate Monmouthshire Safeguarding and Child Protection Policy for all settings and services operating within Monmouthshire and or providing services to Monmouthshire children.

We noted that all schools, early year settings, leisure centres, community and youth services within Monmouthshire had adopted the policy.

The Authority had developed and implemented a safeguarding audit for completion by all services to verify compliance with the policy's requirements. This would ensure that children and young people using services were safeguarded and protected from abuse.

The Authority had developed and implemented a process to carry out pre – employments checks. A proposal to undertake 3 yearly re - checks on relevant posts was currently out for consultation with the Senior Leadership Team. This would be a significant decision and would require due attention to ensure that volunteers and staff do not pose a risk to children.

The Authority had significantly increased opportunities in child protection and safeguarding training and learning for workers in Monmouthshire at levels 1, 2 and 3. The Committee sought data regarding the number of Monmouthshire staff that had undertaken training, prior to and post Estyn inspection.

A review of the processes for the management of professional allegations was undertaken and the system for tracking cases through to conclusion was strengthened.

Interagency audits and individual case reviews would be undertaken in partnership with the SEWSCB.

The Authority's internal communications had been strengthened across the Authority to enable a shared analysis of performance information relating to child protection and to develop further questions regarding the overall effectiveness of child protection systems across agencies and departments.

Members sought assurance that as the Authority is a boarder county, any safeguarding cases which occur in Wye Dean School for example would not be lost within Authority. We were advised that the initial enquiry process was not border specific and was covered under the all Wales Protocol, given that a risk to the safety of a child remains a risk wherever it occurs.

Minutes of the Children and Young People Select Committee dated 12th June 2014 - continued

The Authority has listened to what children and young people felt about their perceptions of safety and well – being via questionnaire. The sample of 1500 children included those categorised as “looked after.”

The Committee welcomed this and queried how many forms were completed, what action would be taken to address concerns/issues raised and what specific measurable performance indicators could be teased from the information.

The Committee expressed caution that whilst the Authority had responded positively to Estyn’s recommendations, the generic wording was not helpful as Members wanted to see firm evidence.

We received assurance from the Safeguarding Service Manager that outcomes had been identified from the work completed and the Internal Monitoring Board felt that the Authority was moving in the right direction to meet Estyn’s recommendations.

The Authority was committed to adopting a more critical analytical approach to performance information from which conclusions could be made regarding what constitutes a good outcome for a child entering the system.

The Committee welcomed the report. We resolved to receive data and evidence to support the Authority’s response to ensure that it was satisfied that Estyn’s concerns were being addressed and that all children in Monmouthshire were protected from harm and abuse.

iii. CHILDREN AND YOUNG PEOPLE’S DIRECTORATE SELF – EVALUATION DOCUMENT

We received the Children and Young People’s Directorate Self – Evaluation Document, June 2014, for scrutiny from the Chief Officer Children and Young People.

The document was prepared in response to Estyn recommendations 4 and 5 in terms of evaluating performance, service planning, performance management and collating and using data to drive improvement.

We heard that the self - evaluation had been informed by the safeguarding self - evaluation and feedback from the Internal Monitoring Board and Ministerial Recovery Board.

We received assurance from the Chief Officer that the Authority had made significant progress against the issues raised in the initial Estyn inspection of November 2012 and subsequent judgements in February 2013.

The Committee requested evidence of the progress being made. The Improvement Officer stated that the service planning process including quarterly updates and staff appraisals, the performance monitoring and challenge sessions held within the Children and Young People services on a weekly basis and the Head of Service challenge sessions forecast for the two heads of Children and Young People services (Head of Service Challenges are being piloted presently across the authority) and even further possibilities of performance clinics as would provide the evidence requested by the Committee.

Minutes of the Children and Young People Select Committee dated 12th June 2014 - continued

The Children and Young People directorate had followed the newly developed corporate self – evaluation framework which had been tested and was being piloted for roll out across the Authority. The Improvement Officer advised the Committee that good practice from Denbighshire County Council was being utilised to inform the corporate self – evaluation framework. In addition, a whole authority self evaluation would be carried out on corporate performance in September this year which would possibly provide further evidence on Children and Young People performance with the help of external peers.

Following intensive internal scrutiny, reviews of case studies and self – evaluation we received assurance from the Chief Officer that the Authority had made significant progress against the issues raised in the initial Estyn inspection of November 2012 and subsequent judgements of February 2013. To date the following work had been undertaken:

- Learner outcomes are the focus of planning arrangements and individual appraisals. Service plans have constructively aligned their operations to corporate policies where possible.
- Individual staff contributions to team objectives on learner outcomes are recognised and monitored.
- The Authority is aware of the schools leading and delivering education well and effectively supporting children and young people and of those who require support from the Authority to enable them to raise standards.
- Select Committee Members receive timely information that allows them to effectively scrutinise the performance of a range of settings in Monmouthshire.
- The Authority works effectively with other services across the authority and external partners in supporting children and young people.
- The Authority understands how its available capacity and resources deliver what it aims to achieve. The Authority is better placed to assess opportunities for securing support from elsewhere to ensure effective provision for learners.
- The Authority knows how well learners in its schools are performing and provides evidence to make informed decisions to raise standards further.
- We are aware of the Authority's specific concerns.

We received assurance that the Authority had recognised that it not only must be explicit about its activities but also about the intended outcomes and progress against them. The Authority must continue to challenge itself and establish an evaluation of the messages to provide a summary of the activity within the Children and Young People Directorate.

The Committee welcomed the self – evaluation and in so doing the following issues were raised:

Minutes of the Children and Young People Select Committee dated 12th June 2014 - continued

- Improving ALN provision

Members queried what difference teachers and pupils would notice in terms of ALN provision and planning given the introduction of the Education Behaviour Programme. We heard that if inclusion was undertaken properly pupils should not notice any difference. Awareness of improved provision would be heightened amongst practitioners and there was a move to cater for ALN within the community. More staff were in receipt of CPD training meaning that pupils with additional learning needs were identified earlier.

The Authority also recognised that more able pupils required further enrichment

- Support for schools

Members queried why the number of primary and secondary schools requiring critical or intensive local authority support had increased between April 2012 and April 2014. The Head of Achievement and Learning stated that this served as evidence of the impact of the EAS. We heard that by September 2016 it was anticipated that no Monmouthshire schools would require critical support. Some concern was expressed that the EAS may act as a barrier in terms of the timeliness of interventions should a school require support.

The Chief Officer Children and Young People stated that this was a minimal risk stating that the Authority had a good working relationship with EAS and the South East Wales Consortium, of which it was part, was considered to be a leading light in the Consortia approach in the National School Improvement Model.

We resolved to note the report and accepted the self – evaluation as part of an evolving process.

8. TO SCRUTINISE THE PERFORMANCE OF THE EDUCATION ACHIEVEMENT SERVICE 2013 – 14

We received a report of the work undertaken on behalf of the Authority by the EAS in 2013 – 14 for scrutiny.

The EAS were asked to consider what role they perform in providing support and raising standards in Monmouthshire Schools. In response, EAS provided the following overview:

10 system leaders currently work within Monmouthshire, all of whom share the same core function to challenge, support and work with schools to secure improved pupil outcomes.

We noted that the Authority meets with the Principal System Leader on a fortnightly basis to provide direct challenge and to ensure that the EAS is adhering to Monmouthshire's Business Plan which clearly reflects the Authority's priorities.

**Minutes of the Children and Young People Select Committee
dated 12th June 2014 - continued**

In the autumn term of 2013 EAS focused on assessing standards, target setting and reporting back to head teachers and governing bodies.

We noted that the target setting procedures referred to by EAS should be completed by October 2014 for all Monmouthshire schools.

We noted that the target setting process was vigorous with the System Leaders strongly challenging schools on their minimum and aspirational targets and drilling down to individual pupil targets.

In the spring term of 2014, the focus was on book scrutiny to assess both provision and standards. We noted that in the summer term System Leaders would be required to ascertain the effectiveness of school improvement planning through examination of school self - evaluation and school development planning and discussion with the Head teacher. Judgements would also be required on the new National Model Framework – capacity to improve.

We noted that reports EAS Spring visits of 8 Monmouthshire schools were not uploaded on time.

Schools were categorised according to the EAS intervention framework. Strong leadership and high quality of teaching would drive improvement and would ultimately determine the category into which the school was placed. In terms of schools categorised as red or purple and in greatest need would be issued with formal intervention plans. Such plans are drawn up with the school and signed off by local authority officers, the head teacher and Chair of Governors. We noted that EAS intervention reports do not follow the same format as school intervention plans, making comparisons more complex.

System Leaders also challenge head teachers regarding participation in training events, conferences and seminars to ascertain any link between participation and involvement.

Schools should be self - sustaining and higher and middle management leadership training was being encouraged.

The Committee noted that Monmouth schools participation had been limited but welcomed notice that mandatory governor training provided by the Authority was over - subscribed.

The Committee acknowledged that the EAS had made an impact within Monmouthshire's schools but recognised that as the local authority commissions the services of the EAS, the Authority should be the driver. We received assurance that the Chief Officer Children and Young People meets regularly with Mr S. Davies EAS Lead, and provides him with a comprehensive list of challenge.

**Minutes of the Children and Young People Select Committee
dated 12th June 2014 - continued**

Members queried how they could obtain assurance that the EAS was performing as required by the Authority. The Chief Officer Children and Young People stated that the Authority compares school outcomes against real outcomes, holds intelligence meetings and intervention planning meetings, and via scrutiny of outturn reports.

The Committee required assurance that the EAS was achieving value for money and as an Authority in special measures that we were receiving additional support. The Chief Officer stated that the Authority has identified areas in which EAS could improve its service and wished to challenge the EAS appropriately.

The Committee resolved to invite the EAS to attend its next meeting. The Chairman agreed to meet with the Scrutiny Manager in advance to prepare some questions to provide appropriate challenge. The EAS would receive advance notice of the questions to enable them to prepare an informed response.

9i.DRAFT REVENUE BUDGET OUTTURN STATEMENT 2013 – 14

We received the draft revenue budget outturn statement 2013 – 14 from the Assistant Head of Finance regarding Children and Young People related services.

In so doing we noted the following:

The 2013 – 14 net expenditure budget relating to Children and Young People Select was £59 623 000 against an annual net expenditure of £59 809 000. The Assistant Head of Finance identified the Children and Young People Select budget portfolio as being particularly volatile given that it was difficult to quantify demand upon regulatory services within Children 's Services, Social Care and Health and demand led ALN transport costs.

The impact of legislative changes, such as the increase in the cost of a C2 Application hearing from £80 to £150, was difficult to anticipate and hence the budget was difficult to manage.

Children's Services exhibited an adverse position of £1 014 000, an increase of £23 000 against month 9. This was attributable to costs incurred in retaining specialist support to undertake a review of Children's Services provision.

We welcomed notice that the net year – end position for school budgets was generally a positive one, with a reduced reliance on reserve funding totalling £251 000.

There were two notable variances against budget; an under spend against a budgeted use of reserves by Deri View of £175 0000 and an unbudgeted draw upon reserves of £196 000 incurred at Chepstow Comprehensive, which only had a £2000 surplus reserve at the start of the year.

**Minutes of the Children and Young People Select Committee
dated 12th June 2014 - continued**

The Committee expressed concern regarding the financial position at Chepstow Comprehensive. The Finance Manager, Children and Young People, agreed to share a statement explaining how the deficit had occurred. In 2012, Estyn identified that standards within English and Maths required improvement and from a catchment pool of 180 pupil intake, only 118 pupils entered Chepstow School. Chepstow Comprehensive invested in staff training and restructured the existing staff in an attempt to respond to Estyn's recommendations. In 2012 – 13 the pupil intake at Chepstow Comprehensive had increased, 171 from a catchment of 173. The Authority provided assurance that it would continue to monitor the situation.

SEN transport provided by the Authority totalled £53 000 resulting in an over spend of £18 000, £2000 less than anticipated at month 9. We noted that a review of SEN transport would be undertaken as part of a wider review of transport.

There was an under spend of £264 000 attributed to ALN. The budget for ALN was reduced by £150 000 during the budget setting process. Savings in placement costs and efficiencies were achieved. £92 000 of savings were achieved through reduced pupil placement costs at non – maintained schools.

An over spend of £456 000 relating to school improvement was reported. £422 000 of this sum related to redundancy costs for which there is no budget provision and a payment to Torfaen applicable to teachers who retired previously.

Expenditure of £86 000 relating to the schools data hall had been finalised since month 9 and was included in the budget going forward.

We resolved to note the content of the report.

ii. CAPITAL PROGRAMME 2013/14 OUTTURN STATEMENT

We received the capital programme outturn statement for 2013 – 14 from the Assistant Head of Finance for schemes relating to the Children and Young People Select Committee.

In so doing we noted the following:

An adjusted revised budget of £8,144,000, of which £ 4 862 000, equivalent to 59.7% was spent by year end. Actual expenditure was £3,226,000 (59% of revised budget) at month 10, compared to £4,622,000 (71%) at month 10 of 2012/13

A forecast net under spend of £153,000 resulting from an under spend of £22,000 on School development schemes, an under spend of £23,000 on property maintenance schemes and an under spend of £108,000 resulting from net surplus finance brought forward from 2012/13, which has remained unallocated.

Minutes of the Children and Young People Select Committee dated 12th June 2014 - continued

A summary of the £2,840,000 provisional slippage forecast into 2014/15 at the end of month 10 principally relates to School Development Schemes, notably Thornwell Primary School (£575,000), 21st Century schools feasibility (£1,542,000) and Asset management schemes (£481,000).

The approval by the Welsh Government and Council of the full business case for the Future Schools programme and formal allocation of grant funding was forecast for November 2014.

The Green Lane School scheme under spend has previously been used to bear the salary costs relating to the 21st Century Schools project team. Instead, the project team costs have been reallocated to the 21st Century Schools Budget and a virement of £247,000 proposed to add the under spend on completed Green Lane scheme to 21st Century Schools Budget.

Capital Receipts

The forecast total Capital receipts balance at 31st March 2014 has increased by £2,542,000 compared to the Medium Term Financial Plan (£1,594,000 at month 8) primarily due to an increase in forecast receipts of £26,000, forecast slippage of capital expenditure of £3,028,000, budgeted set aside of £1,000,000 not going ahead, a forecast under spend of £203,000 in the capital programme which was financed via capital receipts, offset by a lower receipts balance brought forward (£1,184,000) and an increase in expenditure budgets (£530,000).

Based on 2012/13 outturn, the capital receipts forecast and the capital budgets in place for 2013/17 there will be a balance of available receipts at the end of the Medium Term Financial Plan window of £32,165,000 (£32,557,000 at month 8).

In response to a Select Committee Member's question regarding the forecast slippage of £57,000 in respect of Park Street School Health and Safety Works, the Finance Manager would forward further information to the Member regarding this matter.

We resolved to receive the report and noted its content.

10. CHILDREN AND YOUNG PEOPLE SELECT COMMITTEE WORK PROGRAMME 2014 -15

We reviewed the Children and Young People Select Committee Work Programme 2014 – 15 and in so doing we resolved:

- To invite the Education Achievement Service to attend the next meeting of the Children and Young People Select Committee on 17th July 2014.
We noted that Foundation Phase, Key Stage 2 and Key Stage 3 examination data would not be available for this meeting.

**Minutes of the Children and Young People Select Committee
dated 12th June 2014 - continued**

- To hold a special meeting of the Children and Young People Select Committee post 17th July 2014 to scrutinise the annual CSSIW Fostering Inspection Report alongside the Regional Foster Care Marketing report.

11. CABINET FORWARD WORK PLANNER

We received the Cabinet Forward Work Planner for information. The Cabinet Member for Children and Young People informed the Committee that the School Catchment Area Review would be removed from the Cabinet Forward Planner for September 2014. A Member panel would be established to formulate proposals in readiness for pre decision scrutiny by Select prior to future inclusion in the Cabinet Forward Work Planner.

12. TIMINGS OF FUTURE MEETINGS

We discussed the timings of future meetings of the Committee following discussions held at Council on 15th May 2014. We resolved that the schedule of meetings for 2014 – 15 should remain unchanged.

13. NEXT MEETING

The next ordinary meeting of the Children and Young People Select Committee would be held on Thursday 17th July 2014 at 10:00 am in the Council Chamber, County Hall, Usk.

The meeting ended at 6.30pm.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Children and Young People Select Committee held in the Council Chamber, County Hall, The Rhadyr, Usk on Thursday 17th July 2014 at 10.30a.m.

PRESENT: County Councillor P. Jones (Chairman)

County Councillors: D. Blakebrough, P.R. Clarke, P.S. Farley, L. Guppy, D.W.H. Jones, M. Powell and A.E. Webb

County Councillors E.J. Hacket Pain, R.G. Harris, J.L. Prosser and V.E. Smith attended the meeting by invitation of the Chairman.

ADDED / CO-OPTED MEMBERS:

Mr. K. Plow (Monmouthshire Association of School Governors)

ALSO IN ATTENDANCE:

Mr. S. Davies - Managing Director, Education Achievement Service for South East Wales
Mr. R. Alcott - Monmouthshire Recovery Board
Mr. A. Williams
Ms. K. Rollings

OFFICERS IN ATTENDANCE:

Mr. P. Matthews - Chief Executive
Ms. S. McGuinness - Chief Officer, Children and Young People
Mr. W. McLean - Head of Policy and Partnerships
Mrs. D. Mountfield - Head of Service: Achievement & Learning Infrastructure
Ms. S. Randall-Smith - Children and Young People Directorate
Mrs. T. Norris - Policy and Performance Officer
Mr. M. Lloyd - Children and Young People Directorate
Ms. H. Illett - Scrutiny Manager
Mr. R. Williams - Democratic Services Officer

APOLOGIES FOR ABSENCE

1.- Apologies for absence were received from County Councillor A.C. Watts, Revd. Dr. S. James and Mr. S Burch - Chief Officer for Social Care and Health.

DECLARATIONS OF INTEREST

2.- Declarations of Interest are identified under the relevant minute.

**Minutes of the Children and Young People Select Committee
dated 17th July 2014 - continued**

PUBLIC OPEN FORUM

3.- There were no items raised by members of the public present.

EDUCATION ACHIEVEMENT SERVICE

4.- County Councillor P.S. Farley declared a personal, non-prejudicial interest in this item under the Members' Code of Conduct, as he is a governor of Chepstow Comprehensive and the Dell Primary Schools.

County Councillor M. Powell declared a personal, non-prejudicial interest in this item under the Members' Code of Conduct, as she is a governor of King Henry VIII Comprehensive School.

We met the Managing Director of the Education Achievement Service (EAS) for South East Wales. In order to ascertain a more detailed overview of the Education Achievement Service, a question and answer session ensued, as follows:

Given that Monmouthshire is in Special Measures, what has the EAS done over and above core business to help the Council move out of Special Measures?

The Managing Director responded, as follows:

- The first issue that the EAS focussed on was the quality of self-evaluation within schools and given the nature of the Authority's position in terms of the capacity of staff available, the EAS needed to ensure that the staff were delivering a quality service.
- Another critical area being focussed on was interventions in schools that had been identified by Estyn as under achieving and having intervention plans in those schools, agreed with the Authority, and supporting the delivery of intervention plans and monitoring the impact.
- The Key area of under performance in the primary and secondary schools was English and maths so that the targeted interventions in these schools were to raise standards.
- The services that related to governor training and the foundation phase have been strengthened. One of the challenges identified by the Estyn inspection was the input of high quality staff whose sole function was to deliver that service.
- It was critical that Monmouthshire, along with the two other authorities in South East Wales that were in Special Measures, had that targeted support. The EAS had to demonstrate that it had raised standards in Monmouthshire at a level that was ahead of other authorities that were not in Special Measures.

**Minutes of the Children and Young People Select Committee
dated 17th July 2014 - continued**

- The focus has been on targeting not just the expected levels of pupil performance but it was important for Monmouthshire to focus on the expected level plus 1.
- The EAS recognised via the Estyn inspection that there was a need to focus on the more able pupils capable of achieving at a higher level.
- An additional focus of the EAS has been leadership of head teachers. Opportunities were being provided for head teachers to work with other schools outside of Monmouthshire, as well as within Monmouthshire, but also have additional accredited courses through Masters Degrees. The EAS has been able to meet the needs of a number of Monmouthshire's primary and secondary schools.

How do you balance our needs with those of the other two Local Authorities in Special Measures?

The Managing Director responded, as follows:

- Given the nature of the funding, the EAS had to demonstrate that all five authorities were receiving the service in relation to the resources they were putting in.
- The additionality has come from the support at senior management level within the organisation.
- The other additionality across the three local authorities in Special Measures was the nature of the relationship with head teachers and head teacher groups. The Managing Director meets regularly with individual and groups of head teachers in Monmouthshire, as he does with the other local authorities.
- Regular dialogue with Estyn was held to show that the EAS was making a difference.
- The level of monitoring was more critical in the three authorities in Special Measures.
- The EAS has tailored its service to meet the requirements of Monmouthshire and the potential for children in Monmouthshire to achieve at the higher level were far greater.

How have you identified Monmouthshire's local needs within your business plan?

The Managing Director responded, as follows:

- The similarities between the three local authorities in Special Measures were that each authority did not know its schools well.

**Minutes of the Children and Young People Select Committee
dated 17th July 2014 - continued**

- The differences between the three local authorities in Special Measures were that Monmouthshire was not seen to be as significantly under achieving across the board.
- Every school was scrutinised looking at the measures for the potential for children to achieve.
- The head teacher groups within Monmouthshire and the support that they had did not result in them having significant professional development as a group across Monmouthshire.
- Professional development with colleagues outside of Monmouthshire was required. Due to Monmouthshire being a relatively small authority, there was a need to expose the four head teachers to professional development opportunities working with highly effective schools outside of Monmouthshire.
- The EAS recognised the nature of small schools and the need to work with small school clusters.
- In response to a Member's question regarding how Monmouthshire's strategies linked with the strategies of the EAS, Select Committee Members were informed that EAS targets were driven via a 'bottom up' strategy. The EAS has looked at schools and individual pupils and gone through the process of challenging and supporting schools in having ambitious challenges to challenging targets.
- The EAS has worked with the Authority regarding its target setting process. Targets have to be submitted to Welsh Government by early December each year and the Welsh Government may challenge the targets. The Authority makes the decision on target setting but targets need to be linked to other targets set by the authority.
- The focus was on outcomes and progress towards these outcomes.
- The EAS reports to the Monmouthshire Recovery Board. It also reports to the Authority on progress towards outcomes.
- At individual schools level, the EAS engages with head teachers throughout the year to monitor progress around numeracy and literacy, as well as Welsh education.
- The EAS works closely with the Authority regarding its 21st Century Schools Programme and Additional Learning Needs (ALN).
- The EAS works closely with local authority officers regarding governor training and Foundation Phase training.
- In response to a Select Committee Member's question, the Managing Director stated that the Authority's outcomes were not identical to that of the EAS,

**Minutes of the Children and Young People Select Committee
dated 17th July 2014 - continued**

neither were they fundamentally different. However, we were inter-dependent on achieving our goals and outcomes and on how we were judged by Welsh Government and the Inspectorate.

- The EAS Business Plan was available to view which would demonstrate key expectations relating to Monmouthshire and how the EAS intends to deliver them.
- Over the last two years, considerable improvements have been raised regarding pupil tracking. The EAS now requires from schools information on target setting which has to be built up from the individual child. Schools were required to evidence such target setting before mapping future expectations of the individual child.
- Training and Development has been challenging but governors were now in a stronger position to be able to ask constructive questions regarding whether the needs of the children were being met and tracked. Systems Leaders were skilled at identifying the evidenced based data through appropriate challenge.
- A Select Committee Member stated that the Authority has information to indicate that the EAS was not enforcing schools to complete termly tracking but was advising on it as good practice, with schools being asked to submit targets for the coming year. The managing Director responded by stating that this has not been put into print historically but has been good practice and been one of the challenges as the service has grown. However, it wasn't defined strongly enough but has now been corrected. A new strategy has now been established and formerly agreed and it has strengthened what was good practice undertaken by the majority of the schools and the majority of EAS staff.
- Initial results have indicated further progress for higher achieving pupils, as expected, at the Foundation Phase and Key Stages 2 and 3. Schools with intervention plans were receiving a far higher challenge, as well as support.

In your view, are all the Systems Leaders and System Leader Partners providing the expected support across all Monmouthshire Schools? For instance, in ensuring:

- **Consistency in System Leader challenge and support, in giving judgements, in applying consistency in reporting and adhering to timescales for informing Monmouthshire County Council on progress and impact made?**
- **What systems do you have in place to ensure all System Leaders are of at least a minimum standard and how would you demonstrate that these are working?**
- **Through the report submitted to the Internal Monitoring Board (of which the Chair is a Member), there was clearly an issue in the monitoring of**

**Minutes of the Children and Young People Select Committee
dated 17th July 2014 - continued**

targets at mid-point – notably no change at all, but also the late timing of the report itself (term 3). Why is this?

The Managing Director responded, as follows:

- System Leaders were now called Challenge Advisors.
- There was a national standard to be met. Historically, there has been variations and the EAS was engaged in formal procedures which included capability procedures to deal with some of those issues.
- Some people have left the organisation.
- Some people have come through those processes through support and were delivering at a level which was now acceptable.
- Annual appraisals were held.
- Systems were in place to monitor written reports.
- The Service has been re-structured with Monmouthshire now having a named full time Principal Systems Leader (Principal Challenge Advisor).
- From September 2014, there will be fewer challenge Advisors.
- In addition, the EAS has a two day programme with the Welsh Government on 8th and 9th September 2014.
- By April 2015, everyone will have been 'kite marked' to fulfil the requirements of Welsh Government.
- Every Challenge Advisor will be a good advisor.
- In terms of the smaller number of staff working in Monmouthshire, the new Principal Challenge Advisor will have seven or eight people working across the schools.
- The EAS now has up to 24 head teachers from the primary and secondary sector, many of which were from Monmouthshire, fulfilling the Challenge Advisor Partner role. The head teachers agreed that it was a positive experience for them as they were seeing other schools.
- In response to a Select Committee Member's question regarding 'kite marking' of partners, the Managing Director stated that they were kite marked. This was a mechanism for a school to becoming a school of excellence.
- Head teachers were assessed against standards in relation to their written work. The EAS receives structured feedback from schools which was anonymous.

**Minutes of the Children and Young People Select Committee
dated 17th July 2014 - continued**

- These standards were published and were available to view.

The post Inspection Action Plan 2012, as agreed between the authority and the EAS, indicates that Monmouthshire will be ranked 1/3 or above for all indicators by the end of July 2014. Given our provisional results, early indication suggests this will not be the case.

Can you explain why and what the EAS will do to rectify this?

Also, how confident are you that by 2015, 50% of schools will be in quartile 1 or 2?

The Managing Director responded, as follows:

- The EAS has set ambitious targets but has not met them. The EAS reflection on this was that it measures progress against these targets and then adjusts accordingly.
- The latest set of public information was coming out in terms of Key Stage assessments.
- The GCSE data, published in the Autumn 2014, will show good levels of progress within Monmouthshire, particularly at the highest levels.
- Initial data regarding levels of achievement in the Foundation Phase and Primary Phase have improved by a small margin as far as the expected level was concerned. 90% of Key Stage 2 children have met the expected level.
- At Foundation Phase and Primary Phase, the results for expected level + 1 have gone up significantly for the region.
- In Key Stage 3, the level of improvement at the expected level, Level 5, has risen above the regional level of improvement and significantly above the regional level of improvement for Level 6, which was the expected level +1. Therefore, good progress has been made. It was anticipated that these will be the best set of results that Monmouthshire has had, but there was still a need to focus on higher levels of performance.
- Though the EAS has not met its targets, the Managing Director believes that the EAS will be better in 2015, in particular, in the area of secondary education. The secondary sector within Monmouthshire has been a particular challenge in which the EAS has had to deal with specific issues in some schools over the previous two years.
- The Management information System was not at the expected level at this stage. The EAS was refining target settings and the data management system and was committed to this system and were investigating ways to accelerate the process.

**Minutes of the Children and Young People Select Committee
dated 17th July 2014 - continued**

- In response to a Select Committee Member's question regarding progress made in respect of Key Stages 3 and 4, the Managing Director stated that in Key Stage 3, the end of year nine teachers' assessments that had been undertaken, initial data indicated that for the expected level, the level of improvement from Monmouthshire's students was 3.2%. For South East Wales, as a region, the improvement was 2.6%. The most significant improvement occurred at the higher level, the expected level +1. In Monmouthshire, in English, the expected level +1 has risen from 48.9% to 55.4%, well above the level of improvement in the region. In Maths, the expected level +1 has risen from 54.5% to 64.4%.
- Schools with an intervention plan have had the greatest levels of improvement.
- The EAS has given specific support to English Departments in two secondary schools and the level of improvement in one of the schools was 25%, with the other school improving by 8.2%. In Maths, one of the schools had improved by 16.3%, with the other school improving by 19.9%. These results bode well for the 2016 GCSE examinations.
- The Managing Director believes that improvements at Key Stage 4 regarding pupils achieving 5 A-C GCSE grades in English and maths will be between 5% and 10%. Discussions will be held with Estyn and with the Authority in the Autumn 2014. It was anticipated that the discussions will recognise that progress has been made. However, the EAS continues to aim to improve its service delivery.
- Regarding Key Stage 3 results using last year's data, almost all of the schools regarding either English or maths made it into the upper quartile (the top 25% of schools compared to them). However, with the expected level, Level 5, that wasn't the case. Therefore, further work was required at this level and the EAS was working with schools regarding this matter.
- In response to a Select Committee Member's question regarding the need to undertake further work in respect of Additional Learning Needs and at Key Stage 4, the Managing Director agreed, but also stated that more work was required across the board.
- In response to a Select Committee Member's question regarding the gap in progress of pupils receiving free school meals, the Managing Director stated that the EAS had not yet been able to obtain that level of analysis. However, this data will be made available to the Select Committee when available. The Overriding priority of the EAS's Business Plan was to address the issues around children facing poverty. Each school was required to demonstrate their action plan to close the gap. The EAS analyses the schools' plans and has given additional support. The EAS will obtain details of how the gap has closed when it obtains the Foundation Phase, Primary Stage, Key Stage 3 and GCSE results in September 2014.

**Minutes of the Children and Young People Select Committee
dated 17th July 2014 - continued**

In September 2014 all schools will be categorised by the Welsh Government in 4 categories instead of 5.

- **What evidence do you have to support where Monmouthshire's schools will sit in these categories?**
- **How will you ensure that no schools will be in the bottom category and that 2/3 of schools will be above the medium?**

The Managing Director responded, as follows:

- The move to four categories instead of five has been introduced to maintain consistency and to use consistent criteria. This year the Primary and secondary sectors will be piloted so will not be in the public domain. The EAS was encouraged by this approach. The EAS has requested that the expected level +1 be included and was encouraged that this had been undertaken.
- The EAS has undertaken an analysis using the previous data. There were two areas of categorisation. One on performance over a three year period. The other criteria was the schools' capacity to improve via its leadership, teaching and learning. It was the Challenge Advisors' who had made that judgement. During this term, every school in Monmouthshire has had a visit and discussion between the head teacher and Challenge Advisor has identified each school's categorisation for capacity to improve.
- It was the EAS's ambition that no school will be in the bottom two bands.
- On the whole, the categorisation of schools met the EAS's current categorisation.
- The Primary Sector will go live in 2015.
- The Model enables the EAS to have conversations with some schools at the beginning of September 2014 with EAS categorisation coming in early 2015.
- In response to a question raised by the Chief Officer for Children and Young People, the Managing Director agreed that the category was determined by criteria only and was actually restrictive.
- The Chief Officer for Children and Young People asked whether Challenge Advisors were making judgements but hadn't yet confirmed the accuracy of the quality of teaching and learning as judged by the head teachers in their own schools. The Managing Director responded by saying that the only way to be 100% confident of the teachers' judgement would be to sit in and observe all of the teaching that takes place in schools. In reality, this would cause significant challenges and was not being pursued by any authority across Wales or England. There were other sources on the effectiveness of teaching and learning such as quality of bookmarking, the systems the head teachers have in place and the evidence that they have collected from their

**Minutes of the Children and Young People Select Committee
dated 17th July 2014 - continued**

observations. However, getting this information to a precise level was still a challenge but the Managing Director was confident that Challenge Advisors could make a judgement and provide feedback and categorise the criteria.

- The Chief Officer for Children and Young People asked what assurances the EAS was providing to ensure that there were robust and rigorous measures in place now to address the significant discrepancies between Challenge Advisors and to ensure that a consistency in approach was being implemented. The Managing Director stated that the Challenge Advisors were involved in training today and tomorrow. The additional national training on the 8th and 9th of September 2014 will further strengthen the robust measures required. People will be monitored and feedback will be obtained. There was an opportunity for Monmouthshire and the EAS to discuss any perceived variations in the quality. The Managing Director considered that the gap in quality was closing.
- The EAS has published a manual entitled 'Excellence in Teaching' which defines what leadership in schools should be and this manual was located in all schools.

You have been given a committee budget of £551,000 from the Council to spend during 2014-2015 on school improvement.

- **What impact have you made through this spending?**
 - **Number of days?**
 - **Correlation of time to inspect outcomes.**
 - **Satisfaction from head teachers.**
 - **Critically at Key Stage 4 Level 2, there was a 1% increase in your first year, are you predicting more now?**
- **What evidence can you provide to demonstrate that this is the maximum impact we can expect from this spending?**
- **How do you determine how the budget is divided across Monmouthshire's schools? What is your strategy?**
- **Please can you explain the £69,000 under spend during 2013-2014?**
- **Please can you explain your plans for spending the £60,000?**

The Managing Director responded, as follows:

- Last year was the EAS's first full year running in terms of its accounts
- Financial resources had been kept back to cover redundancy payments and to establish the Management Information System. These were the two largest areas of underspend.

**Minutes of the Children and Young People Select Committee
dated 17th July 2014 - continued**

- The £69,000 underspend will be used to support school to school work.
- The EAS has saved £400,000 by reducing staff across the region since it was established in 2012. Good schools were being supported, freeing them up to provide support to other schools requiring support.
- Monmouthshire was currently in special measures and therefore may require additional resources. This was a similar case in other parts of the region. Therefore, more investment might be required in various parts of the region from time to time.
- The EAS Business Plan has been costed and has been scrutinised by a number of committees. The budget for 2014/15 will be spent in full by the end of the financial year.
- The SIMS system will be fully functional within the next financial year.
- In response to a Select Committee Member's question regarding potentially subsidising schools in other authorities, the Managing Director stated that Monmouthshire was currently a key benefactor in receiving support from other schools in the region. Research has shown that to achieve an effective schools system, the use of collaboration was beneficial to all involved.
- The EAS was pump priming the support and development in schools via a pilot scheme allowing schools to work more closely. Some of the initial underspend has been used to establish the pilot scheme.
- In response to a Select Committee Member's question regarding how Monmouthshire's allocation to the EAS was spent, the Managing Director stated that he would provide a breakdown of how the EAS was spending Monmouthshire's allocation.
- The EAS has established across South East Wales seven excellence chains in which it allows a school in Monmouthshire to work with an identified school in the region based on the fact that they all have something to offer collaboratively. Currently, there were only four of the 37 schools operating in this way.
- The Chief Officer for Children and Young People asked whether the Welsh Government cuts to the School Effectiveness Grant (SEG) would have a negative impact on collaborative working. The Managing Director stated that the potential cuts that were being suggested have the potential to have a significant impact on two areas. One being the small amount of money that was retained to pay for some teachers of literacy and numeracy in the EAS, as these were grant funded posts, so the capacity of the EAS to train and develop teachers across those groups would be affected. It also has the potential for significant impact on schools, as schools would have committed money to these posts. Authorities were looking at ways to self-manage at a

**Minutes of the Children and Young People Select Committee
dated 17th July 2014 - continued**

local level to address these reductions. Therefore, the best way forward would likely be to seek responsibility for ourselves.

- The Chief Officer for Children and Young People asked whether Monmouthshire was a net contributor to the EAS or a benefactor of the service. The Managing Director stated that he did not have details regarding this matter. However, In terms of value for money and what Monmouthshire paid for and gained prior to the establishment of the EAS, in respect of the model working across the region, in 2011/12, Monmouthshire was spending £657,000 on the roles and functions within school improvement. When the EAS took on the service, Monmouthshire's contribution in 2012/13 was £534,484. In the national model, which was established in April, Monmouthshire's contribution was £481,642.
- The EAS was looking to refine the evidence with regard to providing value for money. The EAS's Business Manager was looking into the information on course attendance and visits, so that this information may be given to Monmouthshire with a view to the Authority being able to gain confidence in what was being provided for Monmouthshire via the EAS.
- The Managing Director considered that Monmouthshire now had a better School Improvement Service since the Estyn inspection.
- The EAS will continue to commit to reducing the number of posts within the service. The Managing Director stated that school to school work and using resources to enable that work was the most effective way of delivering the service.
- In response to a question raised by a Select Committee Member regarding how the budget was divided across Monmouthshire's schools, the Managing Director stated that the input of resources depended on the category of school.
- For schools that were struggling and needed intervention plans, there were additional resources available.
- Schools have their own training and development grants.
- There was access to seminars and leadership programmes provided by the EAS to authorities within the region, free of charge.
- The EAS did not have a standardised formula for establishing the amount of funding to be spent on individual schools.
- There were three sources of income within the EAS, namely, the Core budget, some retained School Effectiveness Grant (SEG), which has been reduced in the previous two years, and the Trading Service, which allows all schools to buy into for a particular aspect of work. If the SEG were to be reduced, this

**Minutes of the Children and Young People Select Committee
dated 17th July 2014 - continued**

might lead to redundancies within the EAS with potentially significant redundancy costs that the EAS would have to fund.

In what ways can you assure schools' outcomes for learners and Monmouthshire County Council's outcomes will be better supported through any changes you make to the service after September 2014?

The Managing Director responded, as follows:

- Any changes to the EAS have to be a part of the Business Plan which would be seen by the Welsh Government. Before the Business Plan goes through Welsh Government, it has to go through a series of panels and groups which includes the five Directors of Education, the Joint Executive Group (JEG), which has an elected Member sitting on it from each of the five authorities with the Directors of Education, the EAS Board and then through challenge via Welsh Government. Therefore, all EAS action plans have to be based on an audit on what was / was not working. If the EAS wanted to make any changes to the Plan, it would have to go through all of these consultative groups. The cycle of review for EAS works was undertaken via a financial year basis. A detailed review of the impact of the plan will take place in January / February 2015.
- In response to a question raised by a Select Committee Member regarding how the EAS could demonstrate that it was its influence that had made a difference and not just the schools themselves, the Managing Director stated that there were two schools that had made significant improvements and the work of the EAS could be evidenced via a set of actions undertaken and programmes established. However, it would be difficult to measure the percentage of the EAS's influence in the schools' improvement. It's partly down to the Authority, the EAS and the schools with regard to the schools' improvement.
- The EAS has engaged with governor representatives to seek feedback as part of the restructuring of governor services. The Managing Director will also be attending the Governors' Conference in October 2014. Part of this day will be to obtain feedback.
- Direct feedback from schools was received and was published outlining what the EAS was proposing to do in response to the feedback. Feedback was also received from local authorities.
- In response to a Select Committee Member's question regarding feedback and how well the EAS was undertaking this, on a scale of 1-10 with 1 being poor and 10 being excellent, the Managing Director responded as follows:
 - Schools would likely see the EAS as a 7.
 - People's confidence in the EAS – 8.
 - EAS self-assessment for its work with Monmouthshire – 6.5 to 7.

**Minutes of the Children and Young People Select Committee
dated 17th July 2014 - continued**

- In response to a question raised by the Chief Officer for Children and Young People, the Managing Director stated that EAS staff that were made redundant and have received a redundancy settlement will not be re-employed by the EAS.

How can you demonstrate that your core business of school improvement is not adversely compromised by the additional activity the EAS are undertaking to generate income?

The Managing Director responded, as follows:

- Any activity that has to be covered by purchase of service has to be cleared to establish a need for this service. Any traded service will not be about the retention of staff. There has to be a defined need and demand for the service.
- The EAS has to be a part of the School Improvement Strategy, but this was not part of the EAS's core service. It can't be covered by the amount of resource that was in the retained group.
- Schools need to sign up to the service being provided by the EAS.
- In January and February 2015 all those in charge of services have to meet with head teachers to explain what services they were proposing. Then they would propose any changes, but particularly any offer around the traded part of the schools that schools would buy. If the Managing Director was not confident that there would be a demand for that, he would make the appropriate staffing decisions, and would not carry on providing the service if the three criteria could not be fulfilled.
- In response to a Select Committee Member's question regarding governors' training, the Managing Director stated that governors' training was central to the School Improvement Strategy. Governor development was a critical part of the leadership development programme. With regard to the mandatory training not being undertaken within 12 months, the Managing Director would investigate this matter and report back to the Select Committee.

When the current commission with the EAS concludes, how can you convince us that we should renew the commission with you?

The Managing Director responded, as follows:

- The EAS wants to be judged on outcome and whether it has made a difference in sufficient time.

The Chairman extended an invitation to the Managing Director, which was accepted, to attend the Children and Young People Select Committee on a regular basis, at least once a term. An invitation was also extended to the Managing Director to attend the next ordinary meeting to provide feedback on the following issues:

**Minutes of the Children and Young People Select Committee
dated 17th July 2014 - continued**

- The extent to which the new SIMS was up and running and whether there was consistency in its application.
- The picture post-restructure – whether Monmouthshire has secured a greater consistency in System Leaders and Challenge Advisors.
- Key Stage 4 – whether the improvement in attainment is delivered – i.e. whether the EAS's optimism has become reality.
- A specific breakdown on how the £69,000 is to be spent.
- A specific breakdown of the financial picture (down to unit cost) to clearly show how Monmouthshire's money is being spent.
- Evidence to clearly show satisfaction levels through self-assessment.
- Evidence to confirm that training for governors has been provided.

On behalf of the Select Committee, the Chairman thanked the Managing Director for his attendance and providing the Committee with answers to the questions put to him.

END OF YEAR PERFORMANCE REPORT FOR 2013/14 ON THE IMPROVEMENT OBJECTIVE AND OUTCOME AGREEMENT

5.- We scrutinised a report by the Policy and Performance Officer regarding the end of year performance against the Council's strategic objectives which were under the remit of the Children and Young People Select Committee:

- Improvement Objective 1 set in the council's Improvement Plan 2013-16
We will provide an improved education provision for Monmouthshire
- Outcome Agreement theme 1 set in Monmouthshire's Outcome Agreement with the Welsh Government for 2013-16
Improving school attainment
- Outcome Agreement theme 5 set in Monmouthshire's Outcome Agreement with the Welsh Government for 2013-16
Improving early years' experiences

Select Committee Members were informed:

- Improvement Objective 1 has been scored cautiously as Level 3 Adequate - strengths just outweigh weaknesses.
- Outcome Agreement theme 1 has been scored as partially successful.
- Outcome Agreement theme 5 has been scored as fully successful.

Minutes of the Children and Young People Select Committee dated 17th July 2014 - continued

The scores achieved across all of the five themes in the Outcome Agreement was “Fully Successful” based on scoring 8 points out of a possible 10. This indicated that the Council was likely to receive 100% of the funding.

Officers would be meeting with the Welsh Government in September 2014 regarding evaluation of this performance which will provide a clearer indication of whether the Authority has reached that potential. Across the three years of the agreement, the potential funding that could come to Monmouthshire for the whole of those three years’ performance if the authority were to gain a success across each year, would equate to almost £3,000,000. The way the funding was allocated internally in Monmouthshire meant that the money has already been set into the budget, so if the anticipated performance was not achieved, then the money would be removed from the budget.

Having received the report, the following points were noted:

- In response to a Select Committee Member’s question regarding attendance levels of pupils receiving free school meals, it was noted that attendance levels across Monmouthshire’s schools were amongst the best in Wales and similarly, the attendance for free school meals pupils was very high also. There was only a small percentage difference between pupils and free school meals pupils of between 1% and 3%. Therefore, whilst it wasn’t good enough, there were procedures that have been established to support schools to minimise this gap even further.
- The Chief Officer for Children and Young People informed the Select Committee that from the recent Estyn Monitoring visit, it has been noted that Monmouthshire’s self-evaluation processes have improved and Monmouthshire’s planning processes were better still. The Authority was on an upward trajectory regarding the quality of self-evaluation. However, there was further work to be done and preparation was being undertaken for the next monitoring visit, which could be held in the Autumn of 2014 or early Spring 2015.
- In response to a Select Committee Member’s question regarding fining parents who take their children out of school, the Chief Officer for Children and Young People stated that fines were being considered across the region, as well as the Country.
- It was noted that the EAS was not enforcing schools to complete termly tracking but were advising on it as good practice, with schools being asked to submit new targets only for the coming year. Therefore, officers were working with head teachers to secure their termly monitoring. It was important that school management systems were aligned.
- The Authority will meet Welsh Government officers on 26th September 2014 to discuss our assessment of this first year performance of the

**Minutes of the Children and Young People Select Committee
dated 17th July 2014 - continued**

Outcome Agreement. In the meeting we expect the Welsh Government Officers to indicate their own assessment so that we will know how much of the first year grant we are likely to receive. Also, this meeting will give the Authority an opportunity to discuss any factors that are likely to influence changes to the Agreement going forward such as targets.

- In response to a Select Committee Member's question regarding fixed term exclusions, the Chief Officer for Children and Young People stated that Monmouthshire was much better at understanding what inclusion meant and endeavoured to keep these young people within school. Exclusion should be the last option considered. The Authority works closely with schools to ensure there were mechanisms in place to ensure that these young people remained in school.
- The percentage of Looked After Children with a Personal Education Plan (PEP) within 20 School Days deteriorated from 81.8% in 2012 to 67.5% in 2013. The Chief Officer for Children and Young People stated that there were more Looked After Children within the system but timely information was also required from other local authorities. When children and young people transfer to Monmouthshire there needs to be more rigorous protocols of transfer. Officers have worked on this extensively and to ensure that Looked After Children were not missed. Robust protocols to address this were being implemented from the beginning of the new academic year in September 2014.

The Chairman thanked the Policy and Performance Officer for presenting the report.

We resolved to receive the report and noted its content.

NEXT MEETING

6.- The next ordinary meeting of the Children and Young People Select Committee will be held on Thursday 18th September 2014 at 2.00pm at County Hall, Usk.

The meeting ended at 1.16pm.

**Minutes of the Children and Young People Select Committee
dated 17th July 2014 - continued**



REPORT

SUBJECT	REVENUE & CAPITAL BUDGET MONITORING 2014/15 MONTH 3 OUTTURN FORECAST STATEMENT
DIRECTORATE	Chief Executive's Unit
MEETING	Children & Young People Select
DATE	18th September 2014
DIVISIONS/WARD AFFECTED	All Authority

1. PURPOSE

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

2. RECOMMENDATION

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

3. MONITORING ANALYSIS

3.1 Revenue Position

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

3.1.2 Responsible Financial Officer's Summary of Overall Position

Summary Position

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

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

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

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

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

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

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

3.2 Schools

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

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

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

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

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

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

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

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

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

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

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

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

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

3.3 2014/15 Savings Progress

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

In summary they are as follows,

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

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

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

Operations (OPS)

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

Enterprise (ENT)

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

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

Children and Young People (CYP)

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

Social Care & Health (SCH)

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

All

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

3.4 Capital Position

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

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

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

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

3.4.4 Expenditure on capital schemes in the first 3 months of the year can be low as there can be a degree of lead-in period as the studies and procurement necessary to facilitate works are progressed.

3.4.5 However the actual expenditure incurred by end of June is not significantly higher than the provisions for work carried forward from 2013/14. There is a presumption that any provision created at the end of March would have been settled by end of June as one of the requirements to incur such a provision is that the work has been incurred by 31st March but simply not yet invoiced.

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

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

3.5 Capital Financing and Receipts

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

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

3.5.2 The Future Schools (Monmouth & Caldicot) schemes (£751,000) and the proposed new Abergavenny Library scheme (£3,433,000) are forecasting to slip into 2015/16. This slippage will delay the need to call on unsupported borrowing.

3.5.3 County Farms maintenance and investment is forecast to underspend by £100,000 reducing the need to call on capital receipts.

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

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

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

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

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

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

4.1 Revenue Position

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

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

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

4.1.3 The general financial picture this presents is as follows,

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

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

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

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

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

4.2 Capital Position

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

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

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

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

Data from 2013-14

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

5 REASONS

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

6 RESOURCE IMPLICATIONS

- 6.1 As contained in the report.

7 EQUALITY AND SUSTAINABLE DEVELOPMENT IMPLICATIONS

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

8 CONSULTEES

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

9 BACKGROUND PAPERS

- 9.1 None

10 AUTHORS

Mark Howcroft – Assistant Head of Finance

11 CONTACT DETAILS

Tel. 01633 644740
e-mail. markhowcroft@monmouthshire.gov.uk

Appendices

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

Savings Summary – excel file attached

Appendix 2

Review of quarterly forecasting position

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

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

1. Revenue Outturn Forecast

The combined budget and outturn forecast for this portfolio is,

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

The more significant over and underspends are,

	Overspend predicted £'000	Underspend predicted £'000	Cause
Chief Executives Office		133	Housing benefit activity below budget levels
Operations – Highways		300	Extra agency income
Operations – Property	108		Schools meals service transfer from CYP with significant pressure, and net pressure to schools cleaning caused by unbudgetted contract management costs
Operations – Home to school transport	354		Past budget saving reviews of home to school and SEN haven't taken place, and external transporter costs are anticipated to introduce a further pressure following rolling retender
Operations – Transport	88		Car parking income deficit
Operations – Waste	235		A prudence around when Energy from waste collaboration will come online. Moving streetscene services to Town & Community Councils hasn't occurred as anticipated. Not included in the outturn forecast, the service manager also highlights a potential for potential significant additional costs from the tendering of recycling contract in Jan 15 and potential redundancy cost, combined totalling £270,000
Operations – Grounds		100	Additional income
Corporate		93	Predominantly saving in external audit fees
Appropriations		308	Anticipated savings in interest payable, combined with improved interest receivable, and reduction in charges due to 2013-14 capital slippage
Financing		502	Predicted extra Council tax receipts and reduced CT benefits
	785	1,436	

2. 2014-15 Savings Progress

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

- Of Operations savings totalling £1,412,000, £990,000 are anticipated to be made, £156,000 deferred to 2015-16 but £266,000 not achievable.
- Of Chief Executives savings totalling £923,000, £923,000 are reported to be made.
- **What plans have the Operations Directorate and Chief Executives office to mitigate pressures and drive alternate adhoc savings?**

3. Capital Outturn Forecast

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

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

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

4. Forecasting approach

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

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

Monitoring Key

Page 1	Chief Executives & Operations Directorates Revenue Divisional Summary
Page 2	Chief Executives Revenue – Democracy & Regulatory Services Division
Page 3	Chief Executives Revenue – Finance Division
Page 4	Chief Executives Revenue – Policy & partnerships Division
Page 5	Operations Directorate Revenue
Page 6	Corporate Costs & levies Revenue
Page 7	Appropriations Revenue
Page 8	Financing Revenue
Page 9/10	Capital

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

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3

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

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

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

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3						
Infrastructure and Networks		DIRECTOR : ROGER HOGGINS				
DIRECT COSTS ONLY		ACTUAL TO MONTH 3	ANNUAL FORECAST 0 to 13	REVISED BUDGET	FORECAST OVER / (UNDER) SPEND AT M3	EXPLANATION FOR (UNDER)OVER SPENDS
DIRECTORATE SERVICE	Responsible Officer	£	£	£	£	
Highways	Tony Wallen					
Total Highways		645,582	3,649,910	3,949,910	(300,000)	The Highways department is forecasting to underspend by £300,000 as a result of increased income from the SWTRA section as projected income streams will outstrip budget targets.
Registrations B, D and M	Sally Morgan					
Total Registrations B, D and M		(15,320)	27,120	27,120	0	On Budget
Property Services & Facilities Management	Rob O'Dwyer					
Total Property Services & Facilities Management		1,599,918	3,165,082	3,056,844	108,238	At month 3 the overspend against the property services and facilities management department is due to £100,000 overspend on school catering, primarily from increase employee and ingredient costs to comply with Appetite for Life. £81,000 overspend on Building cleaning and public conveniences mainly due to increased pressure on Regent Cleaning contract along with increase utilities mainly associated with public conveniences. These over spend have been offset by £42,000 underspend on procurement due to expected additional post remaining vacant, and £35,000 reduction in accommodation costs, primarily associated with Magor and Usk as many items remain under warranty so no repairs or maintenance expected during this financial year.
Home to School Transport Dept	Richard Cope					
Total Home to School Transport Dept		1,127,048	5,779,141	5,425,359	353,782	At month 3 the overspend against the passenger transport section is due to £151,000 on the main internal home to school transport budget, primarily from increases in vehicle related costs and increases in employee costs. £113,000 as external operator charges are expected to exceed the budget available. These costs have been offset by the part year benefits expected from the telephone auction and re-awarding of new contracts from September, it is hoped that with the broader range of operators and increased competition prices will drop. £120,000 of SEN savings which are currently unachievable however the review panel is due to meet in August so some modest benefit has been included from September. £34,000 increase vehicle maintenance and subsidy costs. These over spends have been offset slightly by additional one off income £65,000.
Trading Services						
Admin Overhead Account	Roger Hoggins	16,365	(70,000)	(70,000)	0	
Total Trading Services		16,365	(70,000)	(70,000)	0	
Transport Department	Deb Jackson					
Total Transport Department		832,906	(1,276,897)	(1,364,824)	87,927	The Transport section is forecasting a £88,000 over spend due to car parking income levels being down by £89,000 and a currently unachievable savings target against the green car scheme of £28,000. This has been offset slightly by a vacant post in car parking of £14,000 and reduction in spend on general contracts £15,000.
Waste and Street Services	Rachel Jowitt					
Total Waste and Street Services		1,665,454	6,959,817	6,824,817	135,000	Waste and Street Services are forecasting an overspend of £135k. £25k overspend from waste offset by £100k increased income from Grounds. £85k relates to landfill costs, primarily from an increase in landfill tax. Agreement has been given to work with Cardiff and other LAs on an interim residual waste contract which will look to use Energy from Waste as soon as possible, so it is anticipated that these costs will too reduce. A benefit of £100k has been built into the budget modelling for the move to EFW and it is hopeful that by month 6 a more positive outturn will be reported. £25k is not being delivered from the Street Scene budget saving mandate due to lack of funding support from Town and Community Councils and therefore delays in implementing the reduction in manual sweeping capacity. There are 2 potential pressures that could further affect the outturn figure 1) The new Materials Recycling Facility (MRF) contract is renewed in Jan 2015 and there is a possibility of increased prices, circa £110k based on market assessments. However it is hoped that with a recovering recycling market the cost will come in less than this. In addition the budget has been based on largely using landfill for the year. 2) The section is also carrying a potential £162k pressure for one-off redundancy costs which may need to be funded from reserves should the section be unable to incorporate it within the budget.
Net Directly Managed Expenditure		5,871,953	18,234,173	17,849,226	384,947	

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3



Corporate Costs & Levies

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

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3

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

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

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

Forecast

Project Description	Budget Holder	Provisions B/F	Actual Month 1 to 3	Annual Forecast	Approved Slippage B/F	Original Budget	Budget Virements	Budget Revisions	Provisional Slippage C/F	Adjusted Budget	Annual Overspend / (Underspend)	Comment on Reason for under/overspend; Reason for delay, resulting in slippage; Progress
Development Schemes Over £250k												
Drainage Works at Caldicot School & LC Site	Robert O'Dwyer	(101,108)	141,162	60,054	6,796	0				6,796	53,258	An overspend of £53,000 is anticipated at month 3. Project is complete, awaiting payment of retention. The overspend has materialised due to issues in hitting rocks underground resulting in additional works and extended time frame of main contractor on site.
County Hall replacement	Robert O'Dwyer	(118,101)	17,862	2,792	2,792	0	0	0		2,792	0	Project complete. Awaiting settlement of accounts.
Shire Hall - Furniture and Equipment Costs	Mike Booth	0	0	17,211	17,211	0	0	0		17,211	0	On target for completion in year.
Proposed New Abergavenny Library	Robert O'Dwyer	0	0	0	3,433,302	0	0	0	3,433,302	0	0	The New Abergavenny library project is on hold pending the future strategy for the library service in ..
County Hall Demolition and Remodelling	Robert O'Dwyer	(4,250)	33,595	56,000	56,000	0	0	0		56,000	0	Project complete, awaiting settlement of account for additional drainage works. Anticipated to be on target and within budget.
Sub Total		(223,459)	192,619	136,057	3,516,101	0	0	0	3,433,302	82,799	53,258	
Development Schemes Under £250k - Essential Works												
Sub Total		(375)	8,756	469,041	299,041	170,000	0	0	0	469,041	0	
Development Schemes Under £250k - Other												
Sub Total		(55,179)	45,418	779,614	509,325	270,000	0	0	0	779,325	289	
Infrastructure												
Sub Total		(392,953)	592,711	4,722,704	731,241	3,991,463	0	0	0	4,722,704	0	
IT Schemes - Infrastructure/Hardware												
Agile Working	Sian Hayward	(27,804)	8,181	57,480	57,480	0	0	0		57,480	0	On target for completion in year.
CRM	Roger Hoggins	0	0	146,652	146,652	0	0	0		146,652	0	On target for completion in year.
Highways Asset Management & Road	Pete Mullen	0	12,176	50,089	50,089	0	0	0		50,089	0	Full spend anticipated
Public Sector Broadband Aggregation	Sian Hayward	(1,328)	1,328	0	0	0	0	0		0	0	On target
Cash System Upgrade - Civica ICON	Sian Hayward	0	21,958	0	0	0	0	0		0	0	Project complete. Actuals to be recoded to revenue.
Land Charges - M3 System	Tudor Baldwin	0	0	36,000	36,000	0	0	0		36,000	0	Full spend anticipated
Replace MCC Central Storage Devices(Net App Servers)	Sian Hayward	0	0	49,299	49,299	0	0	0		49,299	0	On target for completion in year.
Replacement of Video Conferencing Facility	Sian Hayward	0	0	20,000	20,000	0	0	0		20,000	0	On target for completion in year.
Purchase of Sharepoint and Active Directory Licences	Sian Hayward	(6,263)	0	38,737	38,737	0	0	0		38,737	0	On target for completion in year.
Upgrade to the Agresso system	Lisa Widenham	0	0	48,000	48,000	0	0	0		48,000	0	On target for completion in year.
Provision of online facilities Revenue's section	Sue Deacy	0	0	13,000	13,000	0	0	0		13,000	0	Full spend anticipated
Imp. Physical & Virtual Access-Museums Collections	Ann Jones	0	694	44,480	44,480	0	0	0		44,480	0	Full spend anticipated
Sub Total		(35,395)	44,337	503,737	503,737	0	0	0	0	503,737	0	

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

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

1. Revenue Outturn Forecast

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

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

2. 2014-15 Savings Progress

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

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

3. Capital Outturn Forecast

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

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

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

4. Forecasting approach

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

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

Monitoring Key

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

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

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3

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

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

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

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

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

Forecast Month

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

1. Revenue Outturn Forecast

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

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

2. 2014-15 Savings Progress

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

3. Capital Outturn Forecast

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

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

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

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

4. Forecasting approach

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

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

Monitoring Key

Page 1	Social Care and Health Directorate Revenue Divisional Summary
Page 2	Social Care and Health Revenue – Adult Division
Page 3	Social Care and Health Revenue – Community Care
Page 4	Social Care and Health Revenue - Commissioning
Page 5	Social Care and Health Revenue – Resourcing & Performance
Page 6	Capital

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3

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

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

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

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

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

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

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

1. Revenue Outturn Forecast

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

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

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

2. 2014-15 Savings Progress

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

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

3. Schools reserves

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

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

4. Capital Outturn Forecast

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

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

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

5. Forecasting approach

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

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

Monitoring key

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

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3

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

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

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

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

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

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

REVENUE BUDGET OUTTURN STATEMENT 2014/2015 Period 3



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

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

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

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

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

2014/15 Budgeted Service Savings Mandates Progress at Month 3

DIRECTORATE	Saving included in 2014/15 Budget	Savings achieved	% progress in achieving savings	Delayed savings	Savings not achievable
	£'000	£'000		£'000	£'000
Children & Young People	812	729	90%	0	83
Social Care & Health	1,992	1,718	86%	0	274
Enterprise	1,276	1,036	81%	147	94
Operations	1,412	990	70%	156	266
Chief Executive's	923	923	100%	0	0
Total Budgeted Service Savings 2014-15	6,415	5,396		303	717

2014/15 Budgeted Savings progress at Month 3

CHILDREN & YOUNG PEOPLE							
Budget proposals 2014/15	Narrative	Saving included in 2014/15 Budget £'000	Value of Saving Forecast at Month 3 £'000	Delayed savings £000s	Savings not achievable £000s	Assessment of progress as at Month 3	Risk of current forecast saving NOT being achieved (High / Medium / Low)
Schools delegated budgets	Proposal is about finding opportunities to reduce costs in schools. Schools budgets will be protected at cash limit, this means no pay inflation and or non pay inflation is provided for in funding,	434	434	0	0	Fully Achieved	LOW
Review ISB - ALN contingency	Currently a contingency budget is held centrally, proposals to reduce this budget by £75k and reduce staffing in the service by £65,000	140	140	0	0	On Target	MEDIUM
Grants to micro finance and rationalise numerous grants to single organisations	Reducing the amount of grants paid annually to third sector bodies. Options will include reduction, micro-finance and introducing business plans. SCH mandate for £100k in 2014/15, R & C/CEO target of £100k. Further £300k in 2015/16 is not now considered feasible	37	0	0	37	These savings cannot be found from the grant areas as our grants cover a statutory provision.	HIGH
School library service - combine with general library service	£50k is MCCs contribution to full year running costs of school library service, changes to service needs to be considered with TCBC	30	0	0	30	MCC savings have been achieved. Torfaen alongside MCC schools have now decided to withdraw from service, which will introduce additional severance costs (unquantified at present). These together with assets and deficit reserve balance of £100k, will need to be apportioned between MCC and TCBC	HIGH

Adult Education	Cost reduction through reducing overheads and premises costs	90	90	0	0	Savings identified have been achieved but due to a reduction in the franchise income from Coleg Gwent the service is currently reporting an over spend.	HIGH
School Music service - reduction in subsidy	Total MCC contribution to schools music service is £260k, exploration of alternative models to reduce the subsidy required	50	50		0	Savings achieved, working with the service to achieve future savings identified within the budget mandate.	Low
Review of additional payments	Target a 10% reduction in additional payments made eg overtime, standby etc	31	15	0	16	Working with cost centre managers to identify savings	Medium

812 729 0 83

2014/15 Budgeted Savings progress at Month 3

SOCIAL CARE & HEALTH							
Budget proposals 2014/15	Narrative	Saving included in 2014/15 Budget £'000	Value of Saving Forecast at Month 3 £'000	Delayed savings £000s	Savings not achievable £000s	Assessment of progress as at Month 3	Risk of current forecast saving NOT being achieved (High / Medium / Low)
ADULT SELECT							
Community meals increase take-up	Mainly about increasing customer base	30	4	0	26	Weekly sales are 1,250, 200 below target	High
Grants to micro finance and rationalise numerous grants to single organisations	Reducing the amount of grants paid annually to third sector bodies. Options will include reduction, micro-finance and introducing business plans. SCH mandate for £100k in 2014/15, R & C/CEO target of £100k. Further £300k in 2015/16 is not now considered feasible	100	100	0	0		Low
Redesign day provision in line with My Day/My Life	Reconfiguring day provision for people with Learning disability	160	160	0	0		Low
SCH restructuring: Direct care (£89k), Children's/Adults teams (£50k), Commissioning team (£31k)	Staffing efficiencies	163	163	0	0		Low
SCH Transition project staff transfer to Bright New Futures	Combining our initiative with Bright new futures to establish a shared service model	14	14	0	0		Low
Review of additional payments	Target a 10% reduction in additional payments made eg overtime, standby etc	95	0	0	95	Mechanisms not put in place to realise savings	High

Sustaining Independent Lives in the community	Cabinet report and business case presented on 2nd Oct 2013, aim is to divert people from needing statutory services through Local Area Co-ordination and small local enterprises	123	123	0	0		Low
Practice change - reduction in flexible budget/contingency	Working with individuals, families and communities to find sustainable solutions	277	277	0	0		Low
TOTAL ADULTS SELECT		962	841	0	121		

CHILDREN & YOUNG PEOPLE SELECT

SCH children's staff restructuring	Rationalising service delivery within children's services	68	36	0	32	Due to external consultants work with the Directorate one of the two posts was reinstated.	Medium
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1,992	1,718	0	274
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2014/15 Budgeted Service Savings Mandates Progress at Month 3

ENTERPRISE							
Budget proposals 2014/15	Narrative	Saving included in 2014/15 Budget £'000	Value of Saving Forecast at Month 3 £'000	Delayed savings £000s	Savings not achievable £000s	Assessment of progress as at Month 3	Risk of current forecast saving NOT being achieved (High / Medium / Low)
DEVELOPMENT OF LEISURE SERVICES	Income maximisation and staff review, developing the cycling offer, broaden leisure offer and explore new service provision options and models in the context of 'whole place'	125	125			Savings forecast to be achievable	Low
Collaboration on housing services and development of careline services	Commercialisation of careline service, one housing solutions service with TCBC focussed on enabling wider access to housing options and providing greater scope for increasing the resources with which to address housing need and homelessness	30	30			Savings forecast to be achievable	Low
Sustainable energy initiatives	Investing in biomass boilers, solar farms and reduction in Carbon Reduction Commitment budget	133	98		35	Saving partly made, however income forecasts are ambitious for remaining income target this needs to be monitored closely. Still awaiting planning approval for solar farm not achievable during this financial year, looking to implement for March 2015.	Medium
Museums, Shirehall & Castles and Tourism	Consolidation of tourism and culture offer throughout the County through considering shared services models; making attractions self-sustainable and income generation. This relates to the museum business plan and explores roll-out of some community ownership models. Member consultation has indicated that the aspect of merging of museums and TIC (£150,000 in 2014/15) was not a preferable model, and will necessitate driving even further savings on other aspects of this mandate	245	201.5		43.5	Museums are on target to make 71k of their 78k savings target. Their income targets are unrealistic but they have cut back on other areas. They are currently forecasting a 7k overspend. Shirehall are on target to achieve their 33,500 savings. TIC's - 90,000 savings are forecast to be met due to significantly reducing Chepstow's opening hours and negotiating a much reduced contribution for the Abergavenny service. However income targets are really ambitious given the reduction in opening hours. Countryside - 36,500. They are currently forecasting an overspend due to unfunded salary costs as a result of further restructure savings and also a redundancy which as yet they do not have reserve funding for.	Museums - Medium Low medium Shirehall - TIC's

Grants to micro finance and rationalise numerous grants to single organisations	Reducing the amount of grants paid annually to third sector bodies. Options will include reduction, micro-finance and introducing business plans. SCH mandate for £100k in 2014/15, R & C/CEO target of £100k. Further £300k in 2015/16 is not now considered feasible	50	50			Third sector bodies have already been made aware that their grant will be less this year and this was reflected in the budget.	Low
Strategic Property Review (phase 2)	Target to be achieved by the Accommodation working group and reduction in office accommodation, consolidate in Usk	75	60		15	Savings achieved through closure of Coed Glas and other methods, inability to make full saving due to still needing to pay Rates on Coed Glas to sale of property along with loss of rental income due to change in accommodation strategy at Magor Innovation House	Low
R & C Staffing restructures	Senior management restructure to include new service groupings and alignments and green space concept	70	70			Achieved	Low
R&C - OSS and libraries - 10% reduction in staff budget	The aim is to have one access point for customer service in each of the 4 towns and create efficiencies through a management restructure	116	29	87		Delay in implementing staffing restructure, part year saving realistic.	Medium
Additional Libraries and communications saving	Libraries driver redundancy and media position deleted	80	80			Achieved	Low
Review of additional payments	Target a 10% reduction in additional payments made eg overtime, standby etc	48	48			Achieved	Low
ICT	Staffing efficiencies, integrate enterprise agreement, reduce supplies and services budget	300	240	60		Delays in closing Ty Cyd 3 means that savings delayed, additional CCTV income used in year 1 to purchase additional equipment. Its likely that staff vacancies will cover the additional shortfall	Medium
Planning, place and enterprise	Increase in income from development plans (part of combined £32k savings)	4	4			Achieved	Low

1,276	1,036	147	94
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2014/15 Budgeted Service Savings Mandates Progress at Month 3

CHIEF EXECUTIVE'S UNIT & OPERATIONS								
Budget proposals 2014/15	Savings Proposal Narrative	Saving included in 2014/15 Budget £'000	Value of Saving Forecast at Month 3 £'000	Delayed savings £000s	Savings not achievable £000s	Assessment of progress as at Month 3	Risk of current forecast saving NOT being achieved (High / Medium / Low)	
OPERATIONS								
School meals -increase price, market and expand service	Increase in school meal to £2.00, currently £1.65 infants and £1.80 junior based on an estimated 397,058 meals	69	0		69	Saving based on increased sales is unlikely in first 12 months due to A4L menu compliance, reduced take up due to price increase and increased cost of providing meals. In addition any additional saving will be offset against cost of running a client/contractor joint service provision to the standards required to achieve WG compliance status	High	0
Grants to micro finance and rationalise numerous grants to single organisations	Reducing the amount of grants paid annually to third sector bodies. Options will include reduction, micro-finance and introducing business plans. SCH mandate for £100k in 2014/15, R & C/CEO target of £100k. Further £300k in 2015/16 is not now considered feasible	13	13	0	0	Achieved	Low	0
Highways - review of management arrangements, gritting schedules, verge maintenance, use of sub contractors	Reduction in management team and operate from 2 depots, reducing stand by payments and gritting frequencies. Reduce sub contractors and biodiversity policy on verges	405	274	116	15	Restructure of R&C will not allow whole year savings. Pressure from community groups are delaying savings in 2014/15. Some whole year savings predicted for 15/16 as mandate. Simpson review may not permit savings for MCC in Duty Officer mandate. Other offsetting savings will be made within Highways to meet the unachievable savings and the delayed savings.	Low	0

Street Light savings	Review of turning off street lights at designated times	180	180			Achievable	Low	0
Street scene and pest control	Reduction in sweepers and number of cleaning rounds, opportunity for Town & Community Councils to contribute to service and full withdrawal of subsidy for pest control.	195	170		25	£25k is not being delivered from the Street Scene budget saving mandate due to lack of funding support from Town and Community Councils and therefore delays in implementing the reduction in manual sweeping capacity.	Low	0
Home to School Transport - fundamental review of policy	Fundamental policy change - £420k - based around nearest school policy. Withdrawal of subsidy for post 16 transport.	47	47			These savings should be achievable as no travel grants will be issued to new applicants from sept 14	Low	0
Facilities - transfer functions to other providers	Engaging with town and community councils, friends clubs to take on service related costs - Linda Vista, Bailey Park, Public Conveniences	100	0	0	100	Although some engagement has taken place the take up from Tc's and CC's not forthcoming hence the saving is unlikely to be achieved.	High	0
Transport review and fleet rationalisation	Increased income from private hire (Passenger Transport Unit), management and staff reduction	105	25	40	40	Budget problems within the PTU will require fundamental review of budget.	Low	0
Property services and procurement	Staff efficiencies, systems review and procurement savings	115	115	0	0	Saving Realised.	Low	0
Cost neutral waste service	Route optimisation, green waste charges up from £8 to £10 and reduce spend on bags	60	60	0	0	Saving Realised	Low	0

Review of additional payments	Target a 10% reduction in additional payments made eg overtime, standby etc	123	106		17	£24k will be made in accordance with the mandate. In general managers have seen this saving as just a straight cut in budget and have reorganised spend patterns accordingly. E.g. £41k Highways/Swtra – by reducing service or increasing income. £9k Grounds – by reducing service or increasing income. £32k Waste – reductions in other manpower budgets.	Medium	0
TOTAL		1,412	990	156	266			0

2014/15 Budgeted Service Savings Mandates Progress at Month 3

CHIEF EXECUTIVE'S UNIT								
Budget proposals 2014/15	Savings Proposal Narrative	Saving included in 2014/15 Budget £'000	Value of Saving Forecast at Month 3 £'000	Delayed savings £000s	Savings not achievable £000s	Assessment of progress as at Month 3	Risk of current forecast saving NOT being achieved (High / Medium / Low)	
CEO Staffing restructures	Senior management restructure to include new service groupings and alignments and green space concept	70	70	0	0	Achieved	Low	0
CEO - efficiencies, including on line services, staffing structures	Staffing efficiencies and improving on line services, reduction in democratic services will mean that only decision making committees can be serviced, merging of roles supporting area work	595	595	0	0	Achieved	Low	0
CEO - Restructure (Customer Access) - 10% reduction in staff budget	The aim is to have one access point for customer service in each of the 4 towns and create efficiencies through a management restructure	64	64	0	0	Achieved	Low	0
Review of additional payments	Target a 10% reduction in additional payments made eg overtime, standby etc	40	40	0	0	Achieved. In general managers have seen this saving as just a straight cut in budget and have reorganised spend patterns accordingly.	Low	0
Public protection	Service Reductions in Public Protection Division	89	89	0	0	Achieved	Low	0
Legal	Reduction in Legal Services employee hours and Commons and Village Green Inquiries – Inspectors' fees	37	37	0	0	Split £30k Legal & Land Charges, £7k Emergency Planning	Low	0

Planning, place and enterprise	Increase in income from building control & development control (part of combined £32k)	28	28	0	0	Achieved	Low	0
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TOTAL 923 923 0 0 0

Children and Young People's Select Committee		
Scrutiny Role	Purpose of Scrutiny	Meeting Date
Budget Scrutiny		
<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 9 Revenue Budget Monitoring - Month 10 Capital Budget Monitoring - Revenue and Capital Outturn reports - No report - Month 3 Revenue & Capital Budget Monitoring - Month 6 Revenue & Capital Budget Monitoring - No report - No report - Month 9 Revenue & Capital Budget Monitoring - No report 	20 th March 2014 1 st May 2014 12 th June 2014 17 th July 2014 18 th September 2014 27 th November 2014 8 th January 2015 12 th February 2015 16 th April 2015 21 st May 2015
Initial Budget Briefing on MTFP 2015-2016	Report being presented to Cabinet 4 th September on Medium Term Financial Plan for year ahead.	September/October 2014
Budgetary Context Meetings	Context setting of next year's budget - Committee to discuss areas identified / proposals being put forward.	November 2014
Budget Setting	Consideration of capital and revenue budget proposals for the 2014/15 budget.	8 th January 2015
Statutory Reporting on Performance and Risk		
Social Services Annual Complaints Report	Committee is required to scrutinise annual complaints relating to social services.	Early November 2014 (Special)
Improvement Plan 2013-16	Full year 2013-14 scrutiny of performance against the Improvement Objectives and the statutory 'all Wales performance indicators'. 6 Months 2014-2015 scrutiny of performance against the Improvement Objectives and the statutory 'all Wales performance indicators'.	17 th July 2014 Special in October or 27 th November 2014
Outcome Agreements	The Council has a 3-year Outcome Agreement with the Welsh Government from 2014 - 2017, which outlines mutually beneficial targets and milestones that the Council will work towards, depending on performance (this is built into the	17 th July 2014

Monmouthshire's Scrutiny Forward Work Programme 2014-2015

Children and Young People's Select Committee		
Scrutiny Role	Purpose of Scrutiny	Meeting Date
	medium term financial plan). The Select Committee is responsible for scrutinising performance of outcomes annually.	Special in October or 27 th November 2014
Quarterly Risk Monitoring	Scrutiny of the Whole Authority Risk Log - log of risks affecting the Council, which if not managed, could jeopardise the council's ability to achieve its outcomes and improvement objectives for communities, as well risk the delivery of statutory plans/operational services. Select Committees have a responsibility to monitor and challenge performance in relation to mitigating risk.	December 2014 (Special)
Corporate Parenting Report	Annual scrutiny together with discussion on the issues, actions proposed and strategies in place to manage placements and reduce MCC's dependency upon external agencies.	TBC
Annual Council Reporting Framework (ACRF) Report	ACRF report on Social Services to be discussed jointly with Adults and CYP Select Committees. Out of the 8 key areas, officers to identify those relevant for further scrutiny.	1 st May 2014 - Jointly with Adults
Finance Training	Finance Training for Members	18 th September 2014
Estyn Monitoring Letter	Response to recommendations in letter: <ul style="list-style-type: none"> - Safeguarding - Performance management, evaluation and corporate planning (recommendations 4 and 5) 	12 th June 2014
CSSIW LAC Inspection Report	Pre-CCSIW Looked After Children Inspection challenge - position report. Scrutiny of annual inspection report.	20 th March 2014 14 th October 2014
CSSIW Fostering Inspection Report	Scrutiny of annual inspection report.	14 th October 2014
Policy Development		
Youth Offer	Annual Report	18 th September 2014
Early Years Policy	Annual Report	TBC
Pre-decision Scrutiny		

Monmouthshire's Scrutiny Forward Work Programme 2014-2015

Children and Young People's Select Committee		
Scrutiny Role	Purpose of Scrutiny	Meeting Date
School Meals	TBC	Special TBC
Monitoring Performance		
Secondary School Performance Challenge	<ul style="list-style-type: none"> - Challenge of secondary head teachers - Discussion with Officers and Cabinet Member 	12 th February 2015 16 th April 2015
Education Achievement Service	<ul style="list-style-type: none"> • Report on role and impact - Challenge and monitor outcomes for Monmouthshire. • Further information required - requested return. • Foundation Phase Key Stage 2 and 3 outcomes • Foundation Phase Key Stage 4 and 5 outcomes • Education Target Setting 	12 th June 2014 17 th July 2014 9 th October 2014 16 th April 2015 16 th April 2015
Post Estyn Inspection Action Plan (PIAP)	On-going scrutiny of performance against the actions outlined in the PIAP. Committee to receive at every meeting: <ul style="list-style-type: none"> • Minutes of the previous meeting of the Internal Monitoring Board • A brief synopsis of progress (traffic light system document) 	Each Meeting
Performance Report comprising:	<ul style="list-style-type: none"> • Education Target setting - schools, Local Authority and EAS • Specific Groups of Pupils Performance Report • Foundation Phase Key Stage 2 and 3 outcomes • Foundation Phase Key Stage 4 and 5 outcomes 	16 th April 2014 March 2015 (Special)
Performance Data 6 monthly	Performance Report on Quarters 3 and 4	21 st May 2015
Youth Offending Service	Monmouthshire and Torfaen Youth Offending Service - annual report.	TBC
Budget Report: Children's Social Services	Finance report on children's social services.	9 th October 2012
Individual Schools Budgets	Breakdown on individual schools budgets 2014-2015.	9 th October 2014
Safeguarding Report	Performance report on Safeguarding and update on Safeguarding Improvement Plan	14 th October 2014
Performance Data 6 monthly	Performance Report on Quarters 1 & 2	27 th November 2014

Monmouthshire's Scrutiny Forward Work Programme 2014-2015

Children and Young People's Select Committee		
Scrutiny Role	Purpose of Scrutiny	Meeting Date
Additional Learning Needs Children's Services/Special Educational Needs	Visit arranged on 13 th September.	Early November 2014 (Special)
Performance - Safeguarding Children	Committee to challenge and monitor performance 6 monthly (May and November)	1 st May 2014
Collaboration Arrangements	Review of collaborative Arrangements. Proposed reduction in spending on 16-17 and 17-18.	TBC
Home to School Transport Policy and Catchment	Consultation undertaken February/March 2014. Cross party working group established, progress reported to the committee.	TBC
Inspection Update	Update on Inspection Outcomes for 2013 - 2014 and progress for schools with intervention.	Early November 2014 (Special) TBC

Budget Scrutiny of key proposals 2013

No.	Scrutiny of Work Areas to deliver 2014/15 and MTFP saving targets	Committee and Timescale	
7	School meals -increase price, market and expand service	CYP	Later scrutiny
18	School library service - combine with general library service	CYP	Later scrutiny
20	School Music service - reduction in subsidy	CYP	Later scrutiny
21	Review of other Education collaborative arrangements - visually impaired/hearing	CYP	Later scrutiny
22	SCH children's staff restructure	CYP	Later scrutiny



Council and Cabinet Business – Forward Plan

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

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

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

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

Subject	Purpose	Consultees	Author
1ST OCTOBER 2014 – CABINET			
Budget Savings ideas and targets	To provide Cabinet with outline areas for achieving budget targets to meet the MTFP gap		Joy Robson
Review of allocation policy		Cabinet Members Leadership Team Appropriate Officers	Ian Bakewell
Integrated Housing Options Service with TCBC	To approve the establishment of a joint housing options service with Torfaen CBC in order to create a fresh focus on comprehensive housing solutions	Cabinet Leadership Team	Ian Bakewell
Revised Social Media Policy and Guidelines	To agree the social media policy and associated guidelines	Cabinet SLT	Sian Hayward
Vale of Usk Local Development Strategy submission <i>(possible Sept ICMD)</i>	To approve the submission to WG of the Local Development Strategy that looks to draw down RDP funds for 2014-2020	Cabinet SLT	Peter Davies
Asset Management Strategy	To approve the Council's holistic Strategic Asset management plan covering all of its buildings, assets and property	Cabinet SLT	Deb Hill Howells
Five Lanes Transfer Station	To agree funding to purchase Right of Pre-emption which is due for renewal in March 2015. The Right of pre-emption allows the Estate which originally owned the land now occupied by the Five Lanes Transfer Station/CA Site to dictate what activity is undertaken on the site and is re-negotiated every 10 years. MCC wants to buy the title outright to secure the site given its strategic importance to residents as a CA Site and to the Council's waste and recycling operations.	Cabinet SLT	Rachel Jowitt
Broadband in Monmouthshire	To provide and overview of the likely implications to the County of the roll-out of Superfast Cymru and to seek endorsement of the proposed options for moving forward	Cabinet SLT	Peter Davies

Subject	Purpose	Consultees	Author
Update on ALN and proposed recommendations for service modification		SLT Cabinet	Sharon Randall Smith/Stephanie Hawkins
New post – School Improvement Information Officer	To seek approval to add an Information Officer to the structure in CYP	SLT Cabinet	Matt Lloyd
Options for future library provision and capital investment in Abergavenny		Cabinet Members SLT HR, Unions, Finance Appropriate Officers	Roger Hoggins
People Strategy 2.0	To endorse the second phase in our organisational development programme.	Cabinet Members Leadership Team	Kellie Beirne
Advertising Opportunities on MCC assets			Roger Hoggins
Shared Library Service	To update members on the shared library service and request funding for redundancy costs	Cabinet SLT	Sharon Randall- Smith
Informing the future of cultural services	To seek invest to save funding to commence a feasibility study into future ownership and development mechanisms for our cultural services and heritage assets	Cabinet SLT	Ian Saunders
Enterprise Structure and re-alignment reports	To seek approval for changes to the establishment arising from the Chief Officer Enterprise restructure report in March 2014	Cabinet SLT	Deb Hill-Howells Peter Davies Ian Saunders
8th OCTOBER 2014 – INDIVIDUAL CABINET MEMBER DECISION			
Car Use and Transport Policy		Cabinet SLT	Sian Hayward / Roger Hoggins
Food and Fitness Template policy for schools	To introduce the revised Food and Fitness Template Policy for all maintained schools.	Cabinet SLT	Emma Taylor
Sex and relationships	To introduce the revised Sex and Relationships	Cabinet	Emma Taylor

Subject	Purpose	Consultees	Author
education template policy for schools in Monmouthshire	Education (SRE) Template Policy for all schools and replaces any previous templates or guidance issued by the local authority	SLT	
5TH NOVEMBER 2014 – CABINET			
Business Growth and Enterprise Strategy	To seek endorsement of the new strategy which re-affirms the Council's priority around business growth.	Cabinet SLT	Peter Davies
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2014/15, meeting 3 held on the 25 th Sept 2014		Dave Jarrett
CMC ² Strategic Review and Year 4 Business Plan	To endorse the review of CMC ² and future business strategy and approve year ahead business plan	Cabinet SLT	Peter Davies Sian Hayward
Major Events Strategy	To set out a Major Events Strategy through which to co-ordinate all local community and organised events in the county	SLT Cabinet	Ian Saunders
Safeguarding Report	6 month update	Leadership Team Cabinet	Simon Burch
Public Protection restructure update	6 month update	SLT Cabinet	David Jones
Whole Place review and next steps	To provide detailed review update as per WAO report recommendation	SLT Cabinet	Deb Hill-Howells
Community Education – options for the future	To set out future development options for community education	SLT Cabinet	Deb Hill-Howells
Future of Recycling Services		Cabinet Members Leadership Team Appropriate Officers	Rachel Jowitt
Monmouthshire Crowdfunding platform	To seek approval for the development of a crowdfunding platform that together with Authority loan finance will support business growth and job creation	Cabinet SLT Member Seminar Pre-scrutiny	Peter Davies
	To consider the recommendations made by the	Cabinet Members	

Subject	Purpose	Consultees	Author
School Catchment Area Review	Member Working Panel and to seek agreement to consult on those proposals.	Leadership Team Appropriate Officers	Cath Sheen/ Deb Mountfield
12TH NOVEMBER 2014 – INDIVIUDAL CABINET MEMBER DECISION			
Re-purposing Tourism Destination Strategy	To update and reinvigorate the Tourism Destination Plan	Cabinet Members Leadership Team	Ian Saunders
Youth Offer Update		Cabinet SLT	Tracey Thomas
13TH NOVEMBER 2014 – COUNCIL			
Anti-poverty report	To set out the Councils strategic approach to addressing poverty and disadvantage in the county	Cabinet SLT	Kellie Beirne / Will McLean
3RD DECEMBER 2014 – CABINET			
Month 6 Revenue & Capital Budget Monitoring report	To provide Members with information on the forecast outturn position of the Authority at the end of month 6 for the 2014/15 financial year	Cabinet Members Leadership Team Appropriate Officers	Joy Robson/Mark Howcroft
Capital Budget Proposals	To outline the proposed capital budget for 2015/16 and indicative capital budgets for the 3 years 2016/17 to 2018/19	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
MTFP & Budget Proposals for 2015/16	To provide Cabinet with revenue budget proposals for 2015/16 for consultation purposes	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
Review of Fees and Charges	To review all fees and charges made for services across the Council and identify proposals for increasing them in 2015/16	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2014/15, meeting 4 held on the 13 th November 2014		Dave Jarrett

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

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

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