

7th March 2014**Notice of Meeting:****Economy and Development Select Committee****Thursday 13th March 2014 at 10.00am
Council Chamber, County Hall, Usk.**

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

AGENDA

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

Item No	Item
1.	Apologies for absence.
2.	Declarations of Interest.
3.	To confirm and sign the minutes of the Economy & Development Select Committee, as follows (copies attached): i) 30 th January 2014 ii) 20 th February 2014 – Special Meeting
4.	Public Open Forum

5.	Scrutiny of planning matters with the following invitees: <ul style="list-style-type: none">i) Planning Services – Phil Thomas, Development Control Manager (report copy attached)ii) Welsh Water – Ian Wyatt, Head of Developer Servicesiii) The Brecon Beacons National Park – Christopher Morgan, Director of Planningiv) Leisure Services – Mike Moran, Community Infrastructure Co-ordinator (report copy attached)
6.	To scrutinise information within the Revenue Budget Forecast Statement 2013/14 Month 9 (copy attached).
7.	Coordinating Board minutes dated 21 st January 2014 (copy attached)
8.	Work Programme (copies attached): <ul style="list-style-type: none">i) The Select Committees Work Programme for 2013 – 2014 To note items to be received by the committee for budget scrutiny.ii) The Cabinet Forward Work Planner
9.	Summing up and date and time of the next meeting.

Paul Matthews,

Chief Executive

Economy and Development Select Committee

County Councillors:

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

Connecting with people

Our outcomes

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

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

Our priorities

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

Values

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

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the Economy and Development Select Committee held at County Hall, Usk on Thursday 30th January 2014 at 10.00 am

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

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

County Councillors R.J.W. Greenland, by invitation of the Chairman.

OFFICERS IN ATTENDANCE:

Mrs K. Beirne	- Chief Officer, Regeneration and Culture
Mr M. Howcroft	- Assistant Head of Finance
Mrs D Hill-Howells	- Estates and Sustainability Manager
Mr M. Lewis	- Chief Operating Officer, Shared Resource Services
Mrs N. Smith	- Food & Tourism Strategic Manager
Miss H. Ilett	- Scrutiny Manager
Mrs S. King	- Democratic Services Officer

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillors R.J.C. Hayward, A.C. Watts and K. Williams.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. CONFIRMATION OF MINUTES

We received the minutes of the Economy and Development Select Committee held on 9th January 2014 were confirmed as an accurate record and signed by the Chairman.

4. PUBLIC OPEN FORUM

There were no members of the public present.

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

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5. CAPITAL PROGRAMME 2013/14 MONTH 8 FORECAST OUTTURN STATEMENT

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

The committee were advised that actual expenditure was 75% of revised budget and it was anticipated that spend would be as predicted. Additional costs relating to the Cattle Market had been offset by the Brewery Yard development scheme.

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

- A question was raised in relation to the Cattle Market overspend and whether the authority were providing vacant or cleared site, as costs were identified for achieving a cleared site. We were advised that the site was vacant and it would be the new owner responsibility to clear, however, costs had accrued for judicial reviews and legal challenge was in progress. We were advised that the report would be corrected to identify vacant site and not cleared, as stated.
- Further information would be provided regarding the Oasthouse business.
- Clarification was requested regarding the £151,000 slippage on Rural Development Plan Schemes and whether it been approved by budget monitoring committee. We were advised that the Welsh Government had extended deadline for all RDP in wales and further information was Expressions of interest were required by end of the month and the RDP would be extended until the end of December, therefore, there would be opportunity for additional funding to be secured at a later stage.

6. MONMOUTHSHIRE MANDATE FOR SAVING FOR THE SHARED RESOURCE SERVICES (SRS)

We received a report from the Chief Operating Officer, Shared Resource Services (SRS) which provided members with detail on the £300,000 savings mandate for the SRS.

We were informed that savings would be achieved in the following areas:

- Hold open vacant roles (£45k)
- Rental Savings (£50k)
- Gain more value from the Microsoft Enterprise agreement (£123k)
- Cancel contracts made redundant over last twelve months (£19k)
- Reduce cleaning costs (£5k)

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- Reduced training budget (£15k)
- Increase income into CCTV (£25k)
- Use spares to support end of life telephone system (£17,900)

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

- We were advised that in terms of increasing income, products were already in place, as part of wider mandate scheme. There was an opportunity to rent/supply product to other local authorities, either through business solutions or CMC2. £75-80k income already coming in through renting spare capacity. More organisations looking to partner with SRS and will have base sale and profit shared back to the authorities, split between Monmouthshire County Council and Torfaen Council.
- County Councillor R.J.W. Greenland declared a personal and non-prejudicial interest under the Members Code of Conduct as a board member of SRS Business solutions,.
- It was noted that vacant roles existed within the service desk. We were advised that weekly calls were monitored, and problems fixed for Monmouthshire were at a high level. Sharepoint sites would be put in place with self-help programme and processes would be in place to minimise requirement for telephone assistance.
- Members requested reassurance that proposals were realistic and achievable.
- The SRS has a number of buildings in Blaenavon, which could be consolidated and achieve savings through staff becoming more agile. We were advised that buildings were owned by Torfaen Council and rented by SRS, proposals could be implemented immediately.
- We were informed that the Microsoft Enterprise agreement related to products used for windows office and other programmes. Licenses possessed by Monmouthshire County Council had been considered and had been reduced to more accurately reflect usage, the saving had already been achieved.
- In relation to cancellation of contracts, a number of projects were in place and further value should be achieved through the switch to the Microsoft Enterprise agreement. Full year saving would be recognised in April 2014.
- Cleaning costs would be reduced as a result of the number of buildings being reduced and cleaners would be used as part of a larger contract, aligned with the master contract, savings would be achieved.
- Training budget consists of £30k from each of the three organisations. Critical training would be undertaken, £15k each and other training would be undertaken when a project is established. Some training would be specialised but one person would attend external training and share with other staff.

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- CCTV in operation with the data centre in Blaenavon, requirement to ensure that those who should be paying are doing so. Both Torfaen and Monmouthshire purchase out of hours, there is a need to achieve best value. Discussions would be held with Monmouthshire County Council, with regard to progress going forward. Clarification would be circulated in relation to the position of town and community councils.
- The old telephone system is still in place providing a service to a small number of schools and leisure centres. Enough spares were available to keep running for 4 months, until the system needed to be replaced. Full saving would be achieved for next year.
- More organisations moving towards working with SRS, however, there is some reluctance for other authorities to hand over specialist services.
- SRS were commended for coming forward with savings, however, it was recognised that decisions relating staffing were the responsibility of Torfaen County Council. It was noted that there was a requirement to monitor any shared service developments, officers were in place to look at governance structures.
- A member queried limited broadband provision at Mounton House School, Chepstow. We were advised that the facility was too far from the local exchange and funding of £14k would be required for extra cable.
- In summary, the chairman advised that two main points were raised, Service Desk to give service expected by members and further information required regarding CCTV.

7. 6 MONTH TOURISM UPDATE

We received a report from the Food & Tourism Strategic Manager, which responded to a request from the Chair of Economy & Development Select Committee for a 6 month update on tourism progress following the meeting on 11th July 2013, in terms of:

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

The following points were highlighted to the committee:

- I. Development of a programme of Community Tourism Ambassador training which will be delivered between March & September 2014. This programme is designed to increase the capacity of Monmouthshire's communities to deliver an enhanced experience to visitors and improve the competitive advantage of Monmouthshire for

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- tourism. 200 individuals will be trained under this programme, up to fifteen of which will also undertake the accredited World Host training course.
- II. Progress has been made on implementation of the new Destination Marketing Strategy, aimed at making better use of available resources and avoiding duplication. This includes: continued membership of the Brecon Beacons Sustainable Destination Partnership and delivery of a joint PR campaign to promote the Brecon Beacons in key visitor markets. A new collaborative PR & marketing contract has been commissioned for the 'Wye Valley & Forest of Dean' destination, in partnership with Capital Region Tourism, Forest of Dean District Council and Wye Valley & Forest of Dean Tourism Association. MCC is the lead partner for this project which aims to address late availability and seasonality in the area.
 - III. Highlighted activity delivered under the RDP Axis 3 Welcome Monmouthshire Project since the last update.
 - IV. Highlighted activity delivered by adventa under RDP Axis 4 Aspirational Monmouthshire Project since last update.
 - V. Following Select Committee's rejection of the proposal to relocate Abergavenny & Chepstow TICs into the museums, a number of alternative service delivery models are being explored.
 - VI. National Cycling Championships 2014 – support being given to Ian Saunders' team to prepare for the event and ensure maximum potential benefits for the destination and a positive experience for visitors.

Difficulties over the last year

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

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

Forecast for next six months:

STEAM figures for 2013 aren't expected before May, but it's anticipated that

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the results will show an improvement on 2012 figures. According to the Great Britain Tourism Survey, British visitors made almost 8% more overnight trips to Wales in the first nine months of 2013 and spent almost 12% more compared to the same period in 2012.

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

During discussion we noted the following points:

- The Chairman thanked the officer and advised that it would be beneficial to receive details which related to the economy of Monmouthshire County Council.
- A member requested that progress against each of the 7 strands of the Destination Marketing Strategy was presented and how targets would be met against different elements. It was confirmed that progress could be reported, against targets.
- STEAM results would be available in May, however, members requested more qualitative data for benchmarking. We were informed that all RDP projects would have specified targets/outputs reported quarterly, it would be possible to report on specific range that was manageable.
- The Chairman highlighted that a pertinent summary was required regarding how much revenue has been generated, how many more visitors, successes, so each meeting can monitor progress, snapshot results. Officers were commended for the detail and hard work and welcomed a future summary with pertinent figures.
- Further work and investigations were on-going regarding the relocation position of Tourist Information Centres, as a result of information contained in budget proposals, which had not been agreed by the Economy and Development Select committee.
- County Councillors D. Edwards, P. Jordan and J. Prosser declared personal interests pursuant with the members' code of conduct, as town councillors.
- It was recognised that discussions should be progressed as Town and Community Councils would be setting precepts.
- Congratulations were conveyed in relation to promotion of walking within the County, this included detail of routes in magazines and publications.
- We were advised that the experience was promoted on the ground, working closely with countryside officers, developed walking product strategy, need to make sure route exists and has legal right of way, regular inspection to make sure route not blocked and that it matches the route stated in a publication, significant checks in place to ensure a

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positive experience. Toolkits being produced for communities, to ensure appropriate checks are undertaken.

- Ambassador scheme contact for local group will receive info and invited to attend. Working closely with all groups involved in all towns.
- A task and finish group would be established and further work would be undertaken to ensure that opportunities were maximised, in preparation for the Nato conference at the Celtic Manor.
- We thanked the officer for the report and welcomed further information and a summary sheet, in future.

8. DISPOSAL POLICY 6 MONTH UPDATE

We received a report from the Estates and Sustainability Manager, which provided an update of the Disposal Policy, which was considered by Strong Communities on 21st March 2013.

- The Economy and Development Select Committee agreed the Disposal of Assets Policy and it was subsequently agreed by Cabinet in May 2013.
- Need to consider when community asset can only consider for 2 years. 3 fall within policy, Rogiet, Caldicot foodstore and Mynydd Bach.
- Policy clarified what is/isn't a community asset.

During discussion we noted the following points:

- The Chairman advised that the committee were satisfied with the information contained in the report.

We resolved to note the report.

9. WORK PROGRAMME

i) Select Committee Work Programme 2013-14

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

- Dates needed on TBC issues.
- 20th February 2014 – Special Meeting to consider Review of Car Parks.
- 13th March 2014 – Planning framework, S106 and Welsh Water.

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Review meeting to be held 1st May 2014, possibility of discussing change of date closer to the time.

We agreed the work programme and noted changes.

ii) Cabinet Forward Work Planner

We received and noted the Cabinet Forward Work Planner.

10. DATE AND TIME OF NEXT MEETING

We noted the date and time of next meeting as follows:

- Special Meeting – Thursday 20th February 2014 at 10.00am
- Thursday 13th March 2014 at 10.00am

Meeting ended 12.00 noon

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

County Councillors: D. Dovey, G. Down, D.L. Edwards, D.J. Evans, R.J.C. Hayward, S. Jones, A. Watts and S. White.

County Councillors R. Harris, S. Howarth and B. Jones.

OFFICERS IN ATTENDANCE:

Mr R. Hoggins	- Head of Infrastructure Networks and Sustainability
Mrs D. Jackson	- Senior Fleet Management
Mrs A. Perrin	- Car Park Manager
M. Youngman	- Transport Policy Officer
Mrs T. Harry	- Head of Improvement and Democracy
Miss H. Ilett	- Scrutiny Manager
Mrs S. King	- Democratic Services Officer

ALSO IN ATTENDANCE:

Rhian Watts - Parsons Brinkerhoff

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillors P. Jordan.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PROVISION OF CAR PARKING IN MONMOUTHSHIRE COUNTY COUNCIL

The Chairman welcomed the committee, officers and members of the public. The Special meeting had been convened to consider the findings of a report of the options for the future provision of car parking by Monmouthshire County Council, prepared by Parsons Brinkerhoff.

A presentation was received and members were invited to scrutinise the report and decide what comments and recommendations would be provided to Cabinet.

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The Chairman welcomed contributions from members of the public and these were received as follows:

- a) Mr J. Bannon – Retail business in Abergavenny and Chamber of Trade representative.

Implore personal concerns and those of Abergavenny Business Club regarding Sunday and Evening charges and timing of the report.

Retail in Abergavenny is not what it used to be, in 2007 there was increase, realise necessity but timing is critical.

Impact of car park charges and deterioration of town, affecting people coming in, way forward is to increase footfall and not put up charges to deter people. Met with officer, please be sympathetic to situation in the town. Will be negated by Sunday/evening parking – never known it as hard to trade in Abergavenny as it is now. Policy of increasing charges at this time, against trying to bring people into town – no queues in the town as there used to be.

Is there positive for evening/Sunday parking? Cost and revenue would be outweighed. Ask Monmouthshire County Council think about timing of it and think its sticking plaster of what could become of shopping centre in Abergavenny.

- b) Mr T. Konieczny – Representative of Abergavenny Civic Society.

Received report at weekend and a lot of work to look through, number of concerns, Parsons Brinkerhoff report – no reference to Abergavenny whole place plan, interventions for town centre. Adventa funding excellent consultation to increase food offer in town. Concern there is no management proposals for impact of Morrisons 300 space car park, which will offer free car park for shoppers in town. Should be clear management mandate before charges are increased.

- c) Mrs J. Mundy – Usk Chamber of Commerce

Was not consulted during the process. New chairman is keen to work with Usk council and assist with providing support for business/use and need. Report came through Saturday, note report states there is no capacity issue in Usk. Would like to feedback thoughts on it.

- d) Mr A. James – Monmouthshire County Council disability champion

Blue badge charging – people aren't concerned regarding cost it is about accessibility, cost will come into it as blue badgers can park on double yellow lines. If there is a cost then more blue badgers will park on double yellow lines, which will cause problem. Blue badges being charged, report highlights

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serious problem with unacceptable for disabled parking. New machines will cost £180k to make accessible, concern is accessibility, blue badges for mobility and disability issues – not about charging it is about car parks and unsatisfactory nature. Cost for implementing new ticketing machines, which have to be DDA compliant – concern in relation to accessibility.

- e) Mr R.D. Cummings - Monmouth and District Chamber of Trade and Commerce (written representation)

I have only been aware of the one hundred and thirty page document since last Friday and it has been challenge to study the report, engage with Monmouth Chamber members for their views and come up with credible comments in a three page letter.

There was extensive consultation with stakeholders prior to preparation of this report in contrast to the last one compiled by Capita Symonds. Each town covered by the report has its own challenges in relation to parking, but it has been widely acknowledge for many years that the major problem Monmouth faces is a lack of off street parking and we welcome the consultants proposals for new car parks behind the Queens Head and in Drybridge Park .

We are aware of the county council's need to find savings in the budget but believe that any increased income generated here will continue to be spent on improving the experience for those using car parks and to cover projects such as the Queens Head car park. As MP Eric Pickles said recently "car parks should not be a revenue stream for councils "

Whilst welcoming the opportunity to put the Monmouth Chamber's point of view it has been necessary to reduce comment to important issues and to make comments as succinctly as possible. Our response is simply divided into proposals in the report with which we concur, those we are against, options not considered by the consultants and apparent discrepancies. Some options proposed seem broadly neutral in their effect on business and, due to the confines of a short letter, we have not covered these.

- f) Mr G.D. Preece – Friends of Abergavenny Shopmobility (written representation)

Having studied the car park regime that is up for consideration by MCC may I make the following comment re them.

It seems from the recommendations that once again Abergavenny will suffer worst despite providing over 50% of the total receipts from car parking in MCC carparks.

I find it astounding that Caldicot, the usage of the car parks as per your consultants report, is predominately used by commuters working outside

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Monmouthshire, quite possibly in jobs that are well able to support car parking charges and yet once again Abergavenny is being highlighted for the most change.

Much is made of the towns in the south of the county being close to out of town retail parks, my I also suggest that Abergavenny is as close retail parks in Brynmawr, Ebbw vale and Merthyr so the argument for Caldicot falls.

To the Abergavenny county councillors may I ask that you as reps for the town fight the proposal to allow Caldicot and possibly Usk to once again have get outs from car parking charges that the rest of the Monmouthshire towns quite rightly incur.

I also note that proposals for charge to Blue Badge holders say that disabled access to the machines will be addressed, I hope that this access will ensure that those with problems from contracture in their hands are able to use the proposed pay points easily.

g) Ms J. Barnes – CAIR (written representation)

Thank you for sending the report on the Monmouthshire Car Parking Study. I had not seen it although I sent plenty of information to the consultants.

I know that the report is being discussed by Councillors shortly. I am concerned it says that CAIR has been consulted, but they have come out with the recommendation that Disabled People should be charged for car parking in Monmouthshire's car parks, which is at odds with CAIR's views.

They have also not included CAIR's Car Parking document which was widely consulted on by disabled members and other disabled people, at several meetings.

They have put in the Appendices a letter from Sarah Griffith complaining about Market St, Abergavenny and a press release from CAIR that was published in the Chronicle about selfish on street parking. The Report that was done about the Car Parks is not there as far as I can see, although some bits are quoted from it.

As far as I can see no other groups of Disabled people were consulted so I feel that this is a serious omission. I request that CAIR's comments, included here be included in the Documents for deliberation by the council.

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We received a presentation from the Head of Operations, as follows:

- Issues/Recommendations/Budget/Alternatives?
- Issues
 - Machines
 - Parts becoming obsolete
 - Proposals rely on machines
 - Barrier controlled, considered but dismissed (due to prob as attendant needs to be in place, not staffed to do it)
 - New machines which simplify process
 - Poor Maintenance
 - Surfacing, markings, lighting
 - Urban design
 - Poor Signage
 - Directional signs on highways inadequate
 - Within car parks – needs updating – advertising
 - Short v Long stay and feeding meter
 - Majority are long stay car parks
 - People coming out part day and feeding meters, which hold up short stay car park
 - Changes to assist commerce
 - Look at each town separately
 - Towns finding it difficult to compete
 - Initiatives to invite people in
 - More parking available close to shops
 - Charging regime needs updating and simplifying
 - Charges have not changed for 7 years
 - Changes not simple (rounded) and no change given
- Recommendations
 - Upgrading to networked machines p21/22
 - Explains why/rationalise upgrading of machines. Existing machines becoming obsolete. Need to invest in new machines, cost of ticket machines £298k – partly offset by reduction in yr on yr maint cost – from 15k to just under £3k. Doesn't offer barrier control but also card/phone/cash payment. Machine more user friendly and DDA compliant, some advertising also within machine.
 - Increasing parking charges p22
 - Charges static since 2007, workshops debated charges in depth and whether charge deters people from coming to town. One response was to round it up – this has been reflected in report. Income of £200k. every year budget is set, assumption made that fees and charges increase, but charge has never been changed so nothing has been done to affect change. Lots of

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other factors have affected income stream, change in patterns/shopping patterns/downturn in retail. Rec put forward to round up charges. Could be done with existing machines,

- No return policy at short term car parks p22
 - In short term car parks, no return after 2hrs. Will have to consider category of some car parks, need to generate turnover in car parks closer to shops. So have to avoid feeding meter. More business for shops, no return. Networked machines would be necessary.
- Improve signage p 26/27
- Sunday charging p23
- Evening charging p25

During discussion we noted the following points:

Machines

- A query was raised in relation to the security issue of machines holding cash and the discrepancy in tariff charges for short term car parks (e.g. £3.50 all day and £3.80 for 6 hours). We were advised that pay and display machines, historically have never provided change and machines in a secure environment would be pay on foot and would contain change.
- The committee were informed that currently charges are 80p or £1.80 therefore in some instances customers give £1 or £2, resulting in 20p excess, an estimate of 15/20% of overpayments were made. Further information regarding figures would be provided to the committee.
- Clarification was provided regarding discrepancies in short and long term stay parking, short term is a maximum 4hr ticket at £1.80 and then £1 per hour after. Long term would be £3.50 for the whole day.
- New machines would be networked and would recognise registration numbers, which would activate the no return policy, any faults or problems would be identified immediately and officers would be able to address the problem in real time. Machines would be Disability Discrimination Act (DDA) compliant. Further investigative work was required, with suppliers, regarding the type of machines that would be installed.

Parking Charges

- A member queried whether there was any additional evidence of charges affecting footfall and comparison to other authorities. Research had been undertaken into the impact of the charge and comparators may be available from the consultants. It was felt that tourism would be generated irrespective of car park charges.
- A question was raised whether free parking was considered. We were advised that the issue had been considered, however, there would be

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an impact of £1.3 million on the budget but there would be no operating costs of approximately £700/800k. Issues were also considered in relation to control of parking, which would be difficult to maintain if there was no cost.

- The Equality Impact Assessment (EQIA) had been completed and it was recognised that pregnant women and people of a particular age may be affected. It was noted that pregnant women were considered during the EQIA process and would be included in the further stages. Age factors were also considered but considerable issues surrounded disabled people e.g. number classed in poverty.
- It was felt that there would be no conflict with the destination management and whole place plans. However, further work would be undertaken to establish the link with towns.
- A member highlighted that costs should be covered through car park charges and DDA compliance needed to be improved. There was agreement with 'rounding up' of charges, so that there was no need for change to be given.
- A suggestion was made that there was a provision to park for 1 hour (instead of a minimum of 2 hours). One hour parking may alleviate some problems in terms of controlled availability of spaces. One solution would not suit all of the towns as they each have different parking issues.
- We were advised that recommendations include considerations for a free hour in some towns. However, findings had concluded that people were likely to pay £1 for two hours to have longer in town and would be more convenient, personal behaviour was identified as a factor.
- It was suggested that issues surrounding enforcement should be considered further, as costs may outweigh income for evening and Sunday parking.
- Clarification was required regarding parking in Abergavenny and charges for parking in the proposed foodstore. We were advised that charges would reflect those in the Fairfield Car Park and it would be in the supermarkets interest to no provide free car parking.
- The Road Traffic Regulation Act sets out rights and statutes regarding generated surplus from car parking. The act explains how authorities can set a charge and explains legalities surrounding surplus. It was noted that it would not be a profit and would be reinvested elsewhere.
- It was suggested that one hour parking for 50p was introduced.
- Free half hour parking was available in Chepstow and this system had worked well.
- We recognised that some spaces within the towns were taken by people who worked within shops/premises. The committee were advised that the 'no return' policy should help this problem, as employees would have to park in long stay car parks which would free spaces closer to the town centre for shoppers.

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- Concerns were expressed regarding the towns used as comparison for Abergavenny and Chesptow, as there did not appear to be a connection.
- Further work was required so that free car parking could be sufficiently explored. There was a requirement to suit provision across the board.
- Charges must be compliant with initiatives of whole place plan.
- Each town is different, needs to be looked at in that manner. Consultation and engagement were important factors, views of the towns should be considered, to ensure needs are met.

No return

- It was highlighted that issues needed to be enforced.
- The longer stay car park should be used and no return will address issues.
- Identified need for quick turnover but have to take account of instances, where people need to stay longer. Enforcement is a major factor.

Signage

- General feedback was consensus to improve signage, to notify of short/long stay and improvement needed.
- Requirement to identify funding stream to undertake.
- Signage needs refurbishing and updating. Enforcement can be introduced into car park management with instructions on signs.

Sunday Charging

- Highlighted as a contentious issue.
- Concerns expressed that costs of enforcement would not cover income generated by Sunday parking charges.
- Generally, disagreed with this proposals and that it would be a disincentive for people to use towns.

Evening Charges

- Flat charge of £1 or range of night-time charging in heavily used areas. Justification is to generate funding to reinvest into service another way. Members to consider as issue is debated.
- Concerns that people may park on streets, as an alternative, which would cause hazards.
- Felt that evening charging would be detrimental to the night time economy.

Blue Badge Charges

- Representation had been received from CAIR (disablement association). It was highlighted that the issue of a blue badge would not be means based but would follow an assessment on a medical condition. Possession of a blue badge is not related to ability to pay. Charging for blue badge holders would bring in an income stream

MONMOUTHSHIRE COUNTY COUNCIL

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where there is currently not one. Charging within the private sector is common place (e.g. NCP car parks).

- Some members felt that charging was acceptable and justified. However, adequate disabled parking would be required in appropriate locations.
- It was suggested that some blue badge issues were abused and used illegally.
- Some views were expressed that disabled badge holders should not be charged for parking.
- We were informed that the Welsh Government were looking into how blue badges were issued and workshops were being held, the disability group had identified the importance of the badge. Criteria would be considered for all local authorities so that it would be common place across Wales.
- We recognised that any issues of abuse should be enforced.
- Upon being put to the vote the majority of the committee were in favour of blue badge holders being charged for car parking.

Urban Design

- Car parks require investment and are currently not well maintained. Public infrastructure going into highways repairs, capital improvements into car parks. Opportunity for improvement and visual enhancements.
- Committee agreed spaces should be well marked and in favour of improvement, but not if it results in significant cost.
- Discussions were held regarding introduction of solar panels to generate income. We were advised that this idea had been suggested in order to generate income.
- Committee minded to support review of urban design

Enforcement

- Currently on street enforcement would be undertaken by Gwent Police. On street enforcement was de-criminalised and handed to local authorities, who would manage on and off street car parks. This had not happened in Monmouthshire.
- Enforcement would introduce income however, significant costs would be involved to operate. Further discussions were on-going with Gwent Police.
- Parking on main roads should be enforced and should be carried out appropriately.
- Requirement to discuss with police and regulate traffic flow, parking and increase vibrant towns.
- Opportunity for the authority to engage and alleviate crisis spots and enforce properly. Need to look at situation and identify problems.
- Welcome on-going discussions.

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HGVs/Coach/Motorbike

- Further work to be undertaken as consultants not commissioned to do. Good practice schemes have been referred to within the report.
- The committee welcomed on-going investigation.
- Problems were highlighted in particular areas of Chepstow and Monmouth. Designated places/areas would be beneficial, to alleviate problems.

Members highlighted additional issues, as follows:

- Commuter car parking and loss of spaces.
- Lease at Severnbridge social club car park. We were advised that the club had proposed planning application for club house and retail site. Lease would exist until end March, but then notice would be given on whether to lease in future.
- Specific details would be discussed with officers regarding insufficient car parking in Usk, in terms of planning applications.
- Concern in Usk regarding charges, possibility of moving shoppers to free towns. Recognised all towns have different issues.
- Devolution of car parks to towns, season tickets and resident parking.
- Detail required on specific issues within each town.

Officers advised that issues considered so far within the report had been generic proposals, however, there was further information to be considered regarding specific sites within the towns.

The committee highlighted that further engagement was required with local groups and town/community councils.

We agreed that wider discussions would be held at area committees in relation to specific issues for local areas.

The Democratic Services Officer would liaise with officers and Chairs.

The meeting ended at 1.05pm.

SUBJECT:	DEVELOPMENT CONTROL PERFORMANCE - DRAFT SERVICE IMPROVEMENT (BRIEFING PAPER)
DIRECTORATE:	Democracy & Regulatory Services
MEETING:	Economy and Development Select Committee
DATE:	13th March 2014
DIVISION/WARDS AFFECTED:	ALL

1. PURPOSE

- 1.1 For Members to consider the draft Service improvement Plan for the development Control function.

2. RECOMMENDATIONS

- 2.1 Members note progress on the current work within the Development Control service, and comment accordingly.

3. KEY ISSUES:

3.1 The Role of Development Control (DC)

The DC service comprises of the Planning Applications team of eight officers who deal with planning and related applications, three Planning Enforcement officers who investigate breaches of planning control, three Conservation Officers who deal with listed building and conservation are matters and five Support staff who provide administrative support to the other teams including logging, scanning and registering applications. The overall Team is managed by the Development Control Manger while the Planning Control Manager has direct responsibility for the application and enforcement functions.

3.2 The draft Service Improvement Plan 2014/15 sets out the scale of work undertaken over recent years and trends in performance.

In terms of Quarter 3 performance (October – December 2013), There has been an improvement in all round performance from Quarters 1 and 2 which is encouraging. These improvements relate primarily to the national PI (8 week determination performance) while our local (end-to end figures that have been adopted following work on what our customers value – see draft SIP) were stable. Applications received were 10% higher than in Q. 2 but overall the number received is similar to 2012/13. Higher numbers are anticipated for Q.4 having regard to previous trends. Application fee income is in a good state and is already higher than the total fees received during the last financial year (£520,000 had been received to the end of February 2014 compared to £409,000 for *all of* 2012/13). 10% more applications were determined by the Section than in Q.2.

How we are improving the service?

As part of our Systems Thinking review, we are examining areas where 'waste' is occurring that cause variation in our performance. These areas include helping applicants to submit adequate biodiversity surveys (when required) when an application is received, improving the web site to provide accurate and helpful information to customers so that they can make an application correctly at the first attempt, improving our consultation process with users such as Highways, Countryside and Community Councils so that they can respond in a timely manner, reducing phone calls that are not necessary and reducing the number of pre-commencement conditions to avoid work following the permission being granted that consumes valuable officer time. There are others besides these.

Much work has already been achieved on these action areas – for instance, we have established a new way of working in relation to consulting Highways on applications, there is now regular, systematic monitoring of individual officer workload and performance which helps officers manage their workload effectively (and is reflected in the improved 8 week performance figure), we email Community and Town Councils to speed up the consultation process (rather than only send by post), and we are developing an improved pre-application advice process with our customers that aims to provide sound and reliable advice that will shape a future application, thereby reducing the time taken to determine that application when it is submitted. The proposed pre-application service has been developed by asking our customers what they want from the service and the resulting proposal is thus shaped to reflect customers' needs.

This overall systems revisit has already established 'quick wins' to reduce waste so that staff can focus on the work that is of most value to themselves and our customers e.g. Support staff are receiving fewer phone calls as these are being put through from Reception to a dedicated daily Duty Officer who can deal with the planning query directly (this also improves the customers' experience). We have now in place a Customer Charter to provide clear advice to our customers on the standards of service they can expect from us. The standards reflect our key performance indicators but the Charter also explains that sometimes we cannot determine applications within those timeframes for good reason. Officers will communicate with customers to ensure they are kept informed of the progress of a proposal.

As regards the other measures, the percentage of applications approved is stable at around 93 - 94% which is above the Welsh average of 90% (2012/13). This shows our willingness to negotiate with applicants to achieve a positive outcome (this was seen as being important to our customers when they were asked what matters when they make a planning application) and is also borne out by the measure on negotiation which shows a relatively high proportion of applications involving negotiation. However, more work is needed to capture accurately how many applications we provide advice on to improve the quality of submission. We also need to develop a method where we assess how much value we have added to a proposal through our intervention, a form of 'before and after' study of applications. This can be added to the SIP in future to indicate how we are helping the applicant to achieve a positive outcome and meet our Purpose.

Our performance against national performance indicators varies. We are now performing appreciably better against the 8 week determination target – we determined 80% of all applications within 8 weeks during the third quarter of 2013 (Welsh average was 71% during Q.2 of 2013/14). This compares to Q. 3 of 2012/13 when performance dropped to 43%. The figure is 9% above the Welsh average for Q.2 of 2013/14. However, the section still has a willingness to negotiate applications to a positive conclusion rather than refuse or withdraw them just to meet the 8 week figure (this is borne out but % of applications we approve, referred to above). It also reflects the work done to reduce delays or variation relating to biodiversity issues concerning applications (officers are now trained up regarding the application of a risk assessment to and survey work that extends the period of determination on often quite minor applications, and as well as this constraint the County has a rich built heritage and high landscape value that can present applicants with challenges in terms

of submitting adequate information in support of their proposals. The Team is aware of this position, and the ST revisit is focusing on areas of waste in our service, and we are addressing these to give customers better guidance on how they can get their applications right the first time they submit (i.e. to reduce or even remove the invalid application period which will help our end to end measures that matter to our customers). This approach includes the action group who are looking at our web site to ensure that high quality advice on how to submit a sound application is clearly provided, and the group that is looking at the quality of biodiversity surveys being submitted to support applications.

In terms of enforcement the Team closed 70% of cases within 12 weeks in Q.3 of 2013/14 (Welsh average was 66.1% in 2011/12, no data as yet for 2012/13). This amounts to 55 of 79 cases closed. Our own adopted measure is that we close 60% of cases within 12 weeks which is set out in the Council's Policy on Enforcing Planning Control'. The Welsh Government has recently changed the definition of how these cases are closed so that it is now more difficult to close a case within 12 weeks (which is why the team's performance fell from around 80% in the last quarter to 70%). The Team is small, made up of three officers, and normally performs very strongly against the PI (85% of cases were closed within 12 weeks over 2012/13). We are currently reviewing the Planning Enforcement service using Systems Thinking methodology and this should help to identify areas of waste to enable officers to be able to focus on essential work.

As regards complaints these are stable as can be seen in the draft SIP at around 16 -19 per year. Planning is a contentious area of the Council's work as it deals with land and property and can affect the values of these. No complaints were upheld following internal investigation under Stage 2 over the last year. There have been no complaints referred to Ministers regarding our service. There has been one Ombudsman complaint upheld over the last three years regarding the DC service, which related to impact of a new manufacturing unit, permitted in 2010, on the amenity of two adjoining dwellings. Regular sessions with all the planning case officers are a means of ensuring that we learn from these experiences, and keep up to date with changes in legislation introduced by Welsh Government.

The next financial year will see great emphasis placed on our Pre-application Advice Service that seeks to ensure effective advice is given to potential applicants before they submit an application, to improve their experience of the planning application process. Here, the ultimate intention is to providing a speedier decision that has been reached via an application submission that is well presented and proposes a high quality design. This new structured approach was subject to Cabinet agreement on 5th March 2014.

4. AUTHOR:

Philip Thomas, Development Control Manager, MCC

Service Plan 2014/15

Service:	Development Control
Service Manager:	Philip Thomas
Directorate:	Democracy & Regulatory Services
Head of service	Tracey Harry
MCC Priority: <i>Please choose as appropriate</i>	Supporting enterprise, entrepreneurship and job creation
MCC Outcome: <i>Please choose as appropriate</i>	Benefit from an environment that is diverse, vibrant and sustainable
Single Integrated Plan (SIP) Outcome: <i>Please choose as appropriate</i>	People protect and enhance the environment

Our Purpose

Complete this from the end users' perspective (Customers may be internal or external / Citizens)

To advise on, give permission for and ensure the best possible development

Evaluate your Successes, challenges and weaknesses in 2013/14

Take this into account in planning for the future and in showing how you can demonstrate a return on investment (potentially 5 – 10 Bullet points)

- The team has improved performance significantly, rising from 53% of applications determined within the statutory 8 week period in Quarter 1 to 80% in Quarter 3 (Q.4 figure not yet available).
- Our end-to-end performance has been stable with the length of time taken from application receipt to registration and then determination at 40 days and 95 days respectively for Q.3.
- We have introduced a systematic way of dealing with biodiversity constraints so that delays to applications are reduced and carefully managed (hitherto this was a serious constraint to making timely decisions).
- We have carefully planned and are about to implement a pre-application advice service to improve the quality of submissions and to enhance the customers' experience of the DC service.
- We have refined and improved the method of consultation with our colleagues in the Countryside and Highways Teams to improve the timeliness and quality of their responses on applications.
- A reduction in DC staff and a recent rise in application numbers will continue to challenge the team's ability to turn around applications in a timely manner. Additional resources may become available as fee income rises, although this situation needs close monitoring.
- Restructuring of external organisations (i.e. CCW and Environment Agency to form NRW) and a lack of resources (e.g. Cadw) has hampered consultees' ability to respond in a timely manner, leading to delay.



Focus for the year ahead

The main areas that effort will be concentrated on

Directorate Priorities and main activity contributing to these:

Continuous improvement of the overall service and focus on the Council's Pre-application Advice Service. Adapting to new LDP policies.

Action Plan: The most important activities your team/s will be working on – ensure any existing actions are included.										
Action	Expected impact of this action	Strategic Plan it aligns to (If directly applicable)	Outcome it contributes to (If directly applicable)	Timescale	Funding	Officer responsible	Q1 Performance appraisal (narrative required)	Q2 Performance appraisal (narrative required)	Q3 Performance appraisal (narrative required)	Q4 Performance appraisal (narrative required)
Ensure continuous systematic review of the method of handing planning applications to reduce causes of variation (i.e. delay) in the processing of applications to determination. Main causes have related to biodiversity, built heritage and landscape factors which the Service has addressed by introducing new systems to reduce the effect of such causes (e.g. a risk assessment form has been devised with the Council's Ecologists to enable planning officers to assess each application for biodiversity at an early stage in the application process.; also a cause of variation relating to the Council's Highways Team's responses being limited by resources has also been addressed by a more effective method of consultation devised by planning and Highway officers).	Achieving the best possible development; community would be more likely to value their area and would see the benefits of new development and investment.	Head of Service Plan; Local Development Plan	Benefit from an environment that is diverse, vibrant and sustainable; prosperous economy and supportive of enterprise and sustainable growth	Continuous	Core	DC Manager, DC Systems Officer and other managers in DC to lead; all DC staff engaged in this action				
							Select Progress	Select Progress	Select Progress	Select Progress
Adopt conservation area appraisals so that people have a better understanding of how to design within the context of a local area	Better design and development within conservation areas; greater civic pride	As above	As above	By end of 2014/15	Core	Conservation Manager to lead, but assisted by Senior Conservation Officer and Monitoring Officer				
							Select Progress	Select Progress	Select Progress	Select Progress
Ensure that officers are familiar with sites and policies in the newly adopted Local Development Plan	Planning Applications are dealt with more effectively to achieve the aims of the Development Plan and MCC population outcomes / priorities.	As above	As above	By June 2014/15	Core	All DC Officers in association with training provided by Development Plans Team				
							Select Progress	Select Progress	Select Progress	Select Progress
Ensure that officers are familiar and adopt the process for the Council's new (Planning application) Pre-application Advice Service	As above	As above	As above	By May 2014	Core	All DC Officers in association with training from Pre-application				
							Select Progress	Select Progress	Select Progress	Select Progress

						Training group				
Monitor workload and performance of individual officers	As above; maintain office morale and reduce stress levels	As above	As Above	Continuous	Core	DC/ Planning Control Manager				
							Select Progress	Select Progress	Select Progress	Select Progress
Enable 'public access' to our back office DC data entry system	Improve communication with public; improve their ability to search for applications of interest/ relevance	As above	As above	By end of 14/15	Core	DC/ Business Support Mangers				
							Select Progress	Select Progress	Select Progress	Select Progress
Improve quality and legibility of planning information on the Council web site	Will improve applications submissions, enabling applicants to get it right first time; will improve access to information and communication with customers	As Above	As above	By end of 14/15	Core	Officers in IT/ web action working group				
							Select Progress	Select Progress	Select Progress	Select Progress

A balanced scorecard to measure service performance / impact (Some standard measures of performance on staff, finance and customers have been included that all services must report)

Staff (Key infrastructure)											
Indicator	Actual 2011/12	Actual 2012/13	Actual 2013/14	Wales Av 2013/14	International /industry Av	Target 2014/15	Actual 2014/15 Q1	Actual 2014/15 Q2	Actual 2014/15 Q3	Actual 2014/15 Q4	Context/ Comment
Average days lost to sickness absence per FTE employee											
Short term sickness - absence in a single period lasting less than 20 FTE working days											
Long term sickness - absence in a single period lasting 20 or more FTE working days											
Percentage of employees who leave the department											
Percentage of staff that received a performance review											

Budget (Key infrastructure)											
Indicator	Actual 2011/12	Actual 2012/13	Actual 2013/14	Wales Av 2013/14	International /industry Av	Target 2014/15	Actual 2014/15 Q1	Actual 2014/15 Q2	Actual 2014/15 Q3	Actual 2014/15 Q4	Context/ Comment
Revenue Expenditure against budget / Percentage overspend or underspend	£1.16M against £1.18M - 1.61%	£1.13M against £1.05M + 8.1%	£1.08M against £1.05M +3%*								Expenditure can be off-set by planning application fee income (fees are set by WG). Fee income is variable but has risen over the last two years – an indication that economic activity is gradually increasing in the County (see indicator below). The fees should also increase as a result of the adoption of the MCC LDP which will allocate sites for major development, particularly housing. These sites should come forward relatively quickly given that the County is seen by the construction industry as an attractive area in which to develop.
Percentage of savings set in budget being	£48,000	£150,000	£5,000								

achieved	100%	43%	100%								
Income from application fees	£357,261	£409,775	£521,000 (to Month 10)								See above.
Income from pre-application advice service	N/A	N/A	N/A			£32,000					This service is being introduced for 2014/15 following extensive research by staff and involvement of customers. Its aim is to provide a more effective, structured and responsive pre-application advice service for customers to improve the quality of application submissions and thus to speed up the application process itself.

*Off-set by increase in application fee income (i.e. budget was balanced for 2013/14).

Processes (How Much and How Well?)

Indicator	Actual 2011/12	Actual 2012/13	Actual 2013/14	Wales Av 2013/14	International /industry Av	Target 2014/15	Actual 2014/15 Q1	Actual 2014/15 Q2	Actual 2014/15 Q3	Actual 2014/15 Q4	Context/ Comment
No. of applications received	1083	987	Q1 – 218 Q2 – 255 Q3 – 233 Q4 - 256 (to 6 th March 2014)			Not applicable					This indicator gives a broad indication of economic activity and is dependent on the development industry and householders being active in developing their homes. We expect the number of applications received to be higher in Q4 2013/14 than in 2012/13, owing to a surge in applications in Q.4.
No. of applications determined	956	874	Q1 – 221 Q2 – 223 Q3 – 214 Q4 – 165 (to 6 th March 2014)			Not applicable					This is a broad indication of output in the team. The figures represent a stable position with numbers determined ranging from 214 – 223 per quarter over 2012/13. The Q. 4 figure should be similar.
% of all applications determined within 8 weeks	45.3	44.9	Q1 - 53 Q2 – 69 Q3 – 80 Q4 - TBC			70%					This is a national PI and is a (crude) measure of speed of determination. Owing to more focus on this indicator and micro-management of officer workload and deadlines this PI has improved significantly over 2013/14. The improvement in how we validate applications and how biodiversity issues are considered at application stage have also assisted this improvement.
% of householder applications determined within 8 weeks	60.8	58.4	Q1 – 71 Q2 – 87 Q3 - 96 Q4 - TBC			85%					See above.

Mean period from receipt of applications to registration	26 days	41 days	Q1 – 53 Q2 – 43 Q3 - 41 Q4 - TBC			40 days						This is a local PI and has been adopted as it indicates how long the period from receipt of an application to its registration is. It will take into account the amount of time the application is considered 'invalid' (i.e. the application does not contain sufficient information to be registered and then determined). This period is important as it is an indication of how good pre-application discussions have been, how useful the Council's information sources are to enable a 'clean' application to be submitted and how efficient its logging, validating and registration process is. This has stabilised to around 40-45 days over 2013/14. Careful monitoring of this indicator will identify any common causes of variation (factors causing delay) and help us to manage this part of the application process.
Mean period from receipt of applications to determination	67 days	104	Q1 – 112 Q2 – 107 Q3 – 95 Q4 – TBC			90 days						This is an indicator arrived at from talking to our customers and is the end-to-end figure indicating how long the whole application process takes which is what matters to an applicant. This figure has fallen from the beginning of 2013/14 owing to management of the application process referred to above for the 8 week determination period. Careful monitoring of this indicator will identify any common causes of variation (factors causing delay) and help us to manage this part of the application process.
No of Enforcement Cases	362 cases	226 cases	Q1 – 69 Q2 – 87 Q3 - 79 Q4 - TBC									
% of enforcement cases closed in 12 weeks	276 (76%)	194 (86%)	Q1 – 81 Q2 – 80 Q3 – 70 Q4 - TBC									

Customers (Outcome / Is anyone better off?)

Indicator	Actual 2011/12	Actual 2012/13	Actual 2013/14	Wales Av 2013/14	International /industry Av	Target 2014/15	Actual 2014/15 Q1	Actual 2014/15 Q2	Actual 2014/15 Q3	Actual 2014/15 Q4	Context/ Comment
Number of complaints received	16	19	19								Planning / Development Management is a naturally

										contentious area as it controls the public's right to develop land and affects property values. It will be an area that will never avoid complaint. We aim to avoid justified complaints being upheld and to ensure our processes are fair, consistent and robust. We will continuously monitor our application method to keep complaints to a reasonable level.
Number of compliments received	2	2	3							We have not been formally recording compliments but will do so from 2014/15.
% of Applications approved	93.6	93.7	Q1 – 93 Q2 - 93 Q3 – 94 Q4 - TBC			93%				This is a good indicator of the quality of the pre-application process and how willing the authority is to negotiate the application to a positive outcome for the customer, rather than simply refuse the proposal within the 8 week period. This PI shows good performance from the Council and a consistent willingness to seek a positive outcome.
% of Appeals dismissed	65	49	Q1 – 60 Q2 – 62.5 Q3 – 100 Q4 - TBC			70%				This indicator is a broad indication of how robust of the Council's decision on an application is in that an applicant can appeal a decision to refuse an application. We aim to 'win' around 70% of appeals, and following disappointing performance in 2012/13 this figure has improved steadily over 2014/15. The Team has learned from studying appeal decisions and have provided case review sessions to exchange views and provide group learning. We will continue this process and monitor performance.

Risk Register 2014-17

Risk	Strategic Operational	Reason why identified (evidence)	Risk Level (High, Medium or Low)		Respon - sible Officer	Actions proposed to mitigate the risk	Progress & impact of actions 2014/15		Progress & impact of actions 2014/15	
			Based on a score assessing both probability & impact				Q1	Q2	Q3	Q4
			Year	Level						

Responses from statutory consultees who have resource/organisational issues e.g. NRW, Cadw, may delay determination of applications	O	Evidence of some responses being submitted well beyond the 21 consultation day period	2014/15 2015/16 2016/17	M L L	DC Manager/ Planning Control Manager	Monitoring and liaison meetings with consultees;				
Rise in application numbers as economy improves and LDP is adopted will cause workload pressures for officers	O	Evidence of rise in applications; Jan- mid Feb 14 applications up by 50% compared to same period in 2013.	2014/15 2015/16 2016/17	M L L	DC Manager/ Planning Control / DCOs	Managers to monitor application numbers; fill empty post of SDCO; DCOS to highlight where pressures are causing unacceptable delay and stress				
Potential merging/collaboration with adjoining planning authorities could impact on staff resources	S/O	Williams Commission has recommended MCC merger with Newport CC; collaborative working	2014/15 2015/16 2016/17	L M H	All Managers in DC	Monitor outcome of WG implementation of the Williams' review and any interim measures proposed by WG. Seek additional resources as future budget/income allows.				
			2014/15 2015/16 2016/17							
			2014/15 2015/16 2016/17							

Quarterly Performance Reviews

Quarter 1 Performance Review

Completed by:		Completed on:		
Service plan activity	A: Satisfactory Assessment or B: Action(s) proposed to address issue	If B: Timescale	If B: Responsibility holder	Assessment of Progress and impact on performance (Updated at least Quarterly)

Quarter 2 Performance Review

Completed by:		Completed on:		
Service plan activity	A: Satisfactory Assessment or B: Action(s) proposed to address issue	If B: Timescale	If B: Responsibility holder	Assessment of Progress and impact on performance (Updated at least Quarterly)

Quarter 3 Performance Review

Completed by:		Completed on:		
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Service plan activity	A: Satisfactory Assessment or B: Action(s) proposed to address issue	If B: Timescale	If B: Responsibility holder	Assessment of Progress and impact on performance (Updated at least Quarterly)

Quarter 4 Performance Review

Completed by:		Completed on:		
Service plan activity	A: Satisfactory Assessment or B: Action(s) proposed to address issue	If B: Timescale	If B: Responsibility holder	Assessment of Progress and impact on performance (Updated at least Quarterly)

Performance Clinic Review

Completed by:

Completed on:

Service Performance issue identified	Action/s proposed to address issue	Timescale	Responsibility	Assessment of Progress and impact on performance (Updated at least Quarterly until the clinic is satisfied that the concern can continue to be monitored via systematic performance reviews)

MEETING:	ECONOMY AND DEVELOPMENT SELECT COMMITTEE
DATE:	13th MARCH 2014
SUBJECT:	SECTION 106 BRIEFING NOTE

1.0 PURPOSE

The purpose of this briefing note is to advise elected members of the processes involved in asking developers for Section 106 contributions when proposals for residential development are being considered.

2.0 BACKGROUND

- 2.1 When Local Planning Authorities (LPAs) consider planning applications submitted to them for residential developments in their area, they are entitled to grant planning permission subject to the applicant entering into a Section 106 Agreement.
- 2.2 This entitlement is contained in Section 106 of the Town and Country Planning Act 1990, hence the term “Section 106 Agreement” (S106).
- 2.3 A S106 Agreement is an impact mitigation measure considered necessary by the LPA to reduce the impact of the new development proposed.
- 2.4 The three statutory tests that the LPA has to satisfy when asking an applicant to enter into a S106 Agreement are as follows:
- Is it (the measure) necessary?
 - Is it directly related (to the application site)
 - Is it fairly & reasonably related in scale & kind (to the application site)
- 2.5 Development proposals vary from one site to another but, in general terms, the type of provisions taken into account when considering a S106 Agreement are as follows:
- Affordable Housing
 - Education
 - Open Space/Recreation
 - Play Provision
 - Highway Works
- 2.6 In most S106 Agreements provision is made for all of the above elements with the exception of an education contribution, which can only be requested where the LPA can demonstrate that the new development will create a need for additional classroom accommodation because the increased number of pupils will exceed the capacity of a particular school – the LPA cannot request a contribution towards repairs and improvements to a school. This is regarded as a statutory responsibility of the Local Education Authority.
- 2.7 By and large the affordable housing requirements will be specified as having to be met within the application site under consideration, but the scope exists to ask for an off-site contribution where appropriate.
- 2.8 Similarly, the highway requirements should relate to the development site and should address highway issues created or likely to be created as a result of the new development if it is granted planning permission.
- 2.9 Ideally, developers would make open space/recreation and play provision within the application site on every occasion but what usually happens is that the developers are happy to agree to give financial contributions to fund off site capital works to mitigate the impact of their developments. These capital contributions are made on the basis of an agreed figure for each dwelling

constructed – the current figure for off site open space/recreation contributions in Monmouthshire is £2,898 per dwelling and £600 per dwelling for off site contributions towards play provision.

3.0 PROCESS

3.1 This Section explains the processes involved in (a) requesting contributions; (b) negotiating the agreements; and (c) what happens when the contributions are received.

3.2 Requesting Contributions

3.2.1 The process for asking for contributions is the same, irrespective of whether the LPA is Monmouthshire County Council (MCC) or the Brecon Beacons National Park (BBNP).

3.2.2 Within the Council the following officers are the nominated contacts:
Affordable Housing – Shirley Wiggam, Affordable Housing Officer
Education – Cath Sheen, 21Century Schools Client Liaison Officer
Open Space/Recreation – Mike Moran, Community Infrastructure Coordinator
Play Provision – Tim O'Donovan, Landscape Consultant
Highways – Paul Keeble, Highways and Traffic Manager

3.2.3 When applications are under consideration, the Planning Case Officer of the appropriate LPA (MCC or BBNP) contacts the above officers for their input into the S106 negotiations with the applicant, the landowner and/or the agent acting on behalf of either of these two parties.

3.2.4 When applications are submitted to the Planning Committee for consideration the officers' report will include reference to the S106 Agreement and will specify "Heads of Terms", i.e. what requirements are being asked for in terms of S106 contributions.

3.3 Negotiating the Agreements

3.3.1 When the LPA has made a decision to approve an application subject to a S106 Agreement, the matter will usually then be passed to Solicitors acting on behalf of MCC or the BBNP. In the case of MCC S106 Agreements, negotiations are usually handled by an officer based in the Council's Legal Section, who then contacts the nominated officers identified in Para 3.2.2 above to make sure that the correct provisions are included in the Agreements. In some cases external Solicitors are sometimes commissioned to negotiate the agreements on behalf of the County Council – this may be the case where for example workload considerations dictate that this course of action is necessary to expedite the Agreements.

3.3.2 S106 Agreements are not always drafted by Solicitors acting on behalf of the LPA – they are sometimes drafted by Solicitors acting on behalf of the landowner, the applicant or both parties.

3.3.3 A S106 Agreement is a legal document that contains a number of legal definitions and sets out clearly the obligations/undertakings of each party to the agreement, usually in a number of schedules attached to the main document.

3.3.4 Perhaps most significantly for members' information the agreement will contain the following elements in relation to open space/recreation contributions:

- **Amount** – the amount (currently £2,898 per dwelling) to be paid by the applicant;
- **Payment Date** – a clause that will specify when the payment has to be made, often referred to as the "trigger date". This usually takes a format similar to the following:

50% of the payment to be made on the occupation of 50% of the dwellings and the remaining 50% on the occupation of 80% of the dwellings permitted

It should be stressed that the wording varies from one agreement to another - the above is included by way of illustration only;

- **Use of the Money** – i.e. what the money has to be spent on. Over the years various terms have been used in this section of the agreement such as “adult recreation” or “adult and youth recreation facilities” but the wording included in the most recent and to be included in future agreements has been standardised as ***the provision off site of new or improved open spaces or creation facilities***”. This recognises the fact that Monmouthshire has an under provision of public open space in most if not all communities (as evidenced by an Open Spaces Survey undertaken by Consultants commissioned as part of the LDP process). Other relevant documents include the Council’s recent Play Sufficiency Audit and Action Plan which the Council was required to prepare in 2013 in advance of the Welsh Government introducing legislation to make play a statutory duty of local authorities in Wales;
- **Area of Benefit** – i.e. where the money has to be spent. Again this varies from one agreement to another but it is not uncommon in MCC agreements to include wording similar to the following:
to be spent within a 3 (or 5) mile radius of the application site.
In the BBNP the accepted wording to be included in the agreements is to specify the area of benefit as follows:
***To be spent within the administrative area of the
Community Council***
- **Spend By Date** – most (but not all) agreements stipulate a date by which the funding has to be spent, this is usually 5 or 7 years from the date that the payment was made by the applicant/received by the Council. If the money is not spent within this time then all or the remaining balance (whichever is appropriate) of the payment has to be repaid to the developer together with any interest accrued on that balance since it was paid to the LPA.

3.3.5 In the case of S106 Agreements relating to developments in the BBNP, the agreements are three way agreements between the BBNP, MCC and the applicant or landowner concerned. In planning law, the agreements have to include the relevant LPA, because the LPA has to perform the statutory obligations set out in the agreements.

3.3.6 This means that in the case of developments in the National Park, S106 payments are made direct to the BBNP, which then hands the payments over to MCC for it to administer.

3.3.7 When funding is received from a developer, landowner or from the BBNP it is held in the Council’s balances, with a unique reference code allocated to each agreement to ensure that the funding is not used for any other purpose.

3.4 Use of the Off Site Open Space/Recreation and Play Contributions

3.4.1 In the case of play contributions, this is relatively straightforward. Usually the developer has made provision on site for a small range of equipment to be provided that is suitable for children 5 years of age and under – this is known as a LAP (Local Area for Play) – it is usually constructed by the developer when the site is being developed and is then adopted by MCC to maintain in the future once the site has been adopted. In the case of onsite play provision the developer is also required to pay to the Council a commuted sum to cover the ongoing maintenance costs (and some periodic renewals such a safety

- surfacing or footpaths) for the next 20 years.
- 3.4.2 Where there is an off site contribution to play provision this is usually spent on upgrading or providing additional equipment on the Local Equipped Area for Play (LEAP) closest to the application site. In some agreements the site to be upgraded is actually specified in the agreement.
- 3.4.3 As far as off site open space/recreation contributions are concerned, the Council has to decide how the funding will be spent, taking into account the S106 statutory tests referred to in Para 2.4. Under the provisions of the Equality Act 2000, the Council also needs to carry out an Equality Impact Assessment (EQIA), when deciding how the funding will be allocated.
- 3.4.4 The Council always consults with the appropriate Town or Community Council as part of this process and following a fairly rigorous assessment process a report is presented to the Council's Cabinet for it to make a final decision on how the money will be spent.

4.0 FOOTNOTE

- 4.1 This briefing note describes in broad terms the current policy and procedure relating to S106 Agreements requested by the Council in its role as Local Planning Authority.
- 4.2 Members will be aware that the Council's Local Development Plan (LDP) has now been approved which includes, amongst other things, provision for the major housing sites in Monmouthshire that are considered suitable for development in the foreseeable future.
- 4.3 As part of the preliminary planning for the adoption and introduction of the LDP in Monmouthshire the Council has engaged Consultants to look at the whole question of developer contributions and to bring forward recommendations on the future operation of S106 and the Community Infrastructure Levy (CIL) in the county. Advice on this is likely to be embedded into Supplementary Planning Guidance (SPG) to be issued to applicants and developers for them to consider when submitting plans for future developments in the area.
- 4.4 Members may recall that Interim Policy Guidance on the Council's approach to Planning Obligations was agreed by Council on 27 June 2013. This does not have the status of adopted SPG as it has not been subject to a public consultation but it sets out an approach to guide negotiations between the Council and applicants on Section 106 planning obligations. The document can be viewed on the Council's web site from the following page:
http://www.planningpolicy.monmouthshire.gov.uk/?page_id=8018

Mike Moran
Community Infrastructure Coordinator
06/03/2014

REPORT

SUBJECT: REVENUE BUDGET FORECAST STATEMENT 2013/14 MONTH 9
DIRECTORATE: Chief Executive's Unit
MEETING: Economic & Development Select
DATE: 13th March 2014
DIVISIONS/WARD AFFECTED: All Authority

1. PURPOSE

- 1.1 The purpose of this report is to provide Select Committee Members with information on the revenue outturn position of the services relevant to this Select committee at the end of Quarter 3 for the 2013/14 financial year.

2. RECOMMENDATION

- 2.1 That Select Members scrutinise the revenue budget monitoring information presented in the report.

3. KEY ISSUES

The services covered within this report for scrutiny of budget monitoring are:

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

Overall these sections together are forecasting to overspend by £136,000 at month 9, of which the major areas for scrutiny are:-

- The continuing £75,000 pressure in Countryside due predominantly to catering income shortfalls experienced at Caldicot Castle and Country Park.
- £39,000 of legal costs associated with the Borough Theatre's transfer to Trust status
- £31,000 over spend in Economic Development as they struggle to meet budgeted income targets

Services were required to provide £602,000 savings (equating to 7% of net budget) in satisfying the 2013-14 budget setting process. Specific focus has been given to assess the progress with such. Of this, £479,000 is deemed deliverable, £25,000 delayed into 2014-15, leaving £98,000 being reported as being unachievable at month 9. These have been mitigated by savings in other areas and so do not introduce a further net pressure. Further detail is provided in Appendix 3.

This £98k relates to the following service areas,

- £40k redeployment of Adventa team members
- £25k Shortfall in Mon Enterprise income generation
- £20k reduction in use of consultants
- £8k shortfall in Tintern Station Income
- £5k shortfall in anticipated Abergavenny museum income.

4 REASONS

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

5 BACKGROUND PAPERS

Appendix 1 – Explanation of forecast variances
Appendix 2 – Movements from original budget to revised budget
Appendix 3 ~ Revenue Budget Savings 2013-14

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REGENERATION & CULTURE

The directly managed position for the Economic & Development Select Committee to consider at the end of month 09 is forecast to over spend by £136,000 for the 2013/14 financial year.

Chief Officer Commentary:

I'm pleased to note the significant advance the Directorate has made on the month 6 position and our plans to curtail spend and focus only on priority and essential work is yielding results. These efforts will continue in earnest to ensure delivery of a balanced position at year end.

SUMMARY EXPLANATION FORECAST OVER SPEND

Table 1: Economic & Development Select Outturn 2013/14 – Summary Forecast Net Direct Expenditure Position at Month 09.

	Actual To Month 09	Annual Forecast at Month 09	Revised Budget	Over/(Under) Spend at Month 09	Over/(Under) Spend at Month 06
	£000's	£000's	£000's	£000's	£000's
Public Life and Culture	3,779	5,415	5,383	33	23
Planning, Place and Enterprise	2,823	3,220	3,117	103	131
R&C Management	207	224	224	0	0
Economic & Development Net Directly Managed Expenditure	6,809	8,860	8,724	136	155
Infrastructure and Networks	14,855	18,923	18,826	97	164*
R&C Net Directly Managed Expenditure	21,664	27,783	27,550	233	319

N.B. * Month 6 figure before transfer in of School Meals to I&N (£130k over spend)

Public Life and Culture

The division is forecasting to overspend by £33,000, a £10,000 negative variance from month 6. The main reasons for this are:

- The Borough Theatre is forecasting a £39,000 over spend due to spend on legal fees relating to the transfer to trust status which has now taken place. This is a £2,000 increase in overspend from month 6.
- The Museums Section is forecast to over spend by £15,000, a variance of £24,000 from that reported at month 6. The 2013/14 budget included an income target for fundraising (£50k) and this will not be fully met. The fundraiser is looking into (and taking to Cabinet) proposals for a charitable Trust to be formed. This would allow access to a great number of grants that are currently unavailable and will give greater flexibility for future funding.
- The Libraries Section is forecasting a £10,000 under spend (£20,000 at month 6). This is due to a managed reduction in expenditure in the resources budget in line with the departmental directive to restrict spend to only essential items.

- Leisure Services anticipate a £15k improvement on month 6 and now together with Public Health/Trading Standards and Outdoor Education are forecast to outturn at budget levels.

The £10,000 negative swing from Month 6 is due to additional costs within Libraries and Museums of £34,000 as anticipated savings and income have not materialised. This has been offset by savings from within Leisure as redundancy costs have been fully met from the service (£15,000) and some savings in grants (£7,000).

Planning, Place and Enterprise

Planning, Place and Enterprise is forecasting to overspend by £103,000 a £28,000 improvement from Month 6. The main reasons for this are:-

- Countryside is still forecasting a £75,000 over spend. This is mainly due to an over spend on Caldicot Castle and Country Park of £96,000 due to the historic budget assumptions regarding net catering income / recovery of costs not being met and lower levels of day to day visitor spend. There is an £11,000 over spend on Old Station Tintern due to visitor expenditure remaining static at 2012 levels. However, there is an under spend of £31,000 on Countryside and Rights of Way achieved by not filling a vacant post and reducing expenditure.
- Development Control is forecasting to return a balanced budget, this is a £44,000 improvement from Month 6 and is due to better than expected income levels that are anticipated to continue through to year end.
- Housing is forecasting a £4,000 under spend. Staff vacancies in Homelessness of £16,000 and a reduction in Telecare expenditure of £10,000 have been offset by overspends in sewerage treatment plant costs of £2,000 and a reduction in fee income from Disabled Facilities Grant (£21,000). This is a £5,000 reduction from Month 6 and is due to a further reduction in anticipated DFG fee income (£14,000) offset by a reduction in Telecare maintenance of £10,000 both of which were not factored in at month 6.
- Economic Development is forecasting a £31,000 over spend. The unit are struggling to meet budgeted income targets, expected fees from delivering support and development services commercially have under recovered by £28,000, in addition there is a potential £10,000 loss of contribution from the Brecon Beacons National Park but this has been offset by a £6,000 net improvement on grant funding. Expenditure budgets have under spent by £3,000 as postage cost savings in Tourism (£8,000) and staff and supplies savings in Economy and development (£5,000) have been part offset by a Digital Tourism contribution of £10,000 that was not factored in at Month 6.

The reduction in overspend of £28,000 from Month 6 is due to:-

- The improvement in the development control income position of £44,000 that has exceeded month 6 predictions.

Offset by:

- The £10,000 negative swing in economic development that was not known at Month 6.
- The net £5,000 swing in Housing.

Movements from Original Budget to Revised Budget

This appendix provides an overview of changes made to the Authority's revenue budget since the Original Budget was approved by Council on 13th February 2013. Changes comprise budget virements and budget revisions, and all changes made to the revenue budget up to the end of month 09 are included.

Table 1: Revised Budget analysis at Month 09	Original Budget	Budget Virements	Budget Revisions	Revised Budget
	£000's	£000's	£000's	£000's
Social Care & Health	36,339	44	0	36,383
Children & Young People	51,984	124	0	52,108
Regeneration & Culture	26,667	883	0	27,550
Chief Executive's Unit	17,028	(5,988)	0	11,040
Corporate Costs & Levies	18,848	(466)	0	18,382
Net Cost of Services	150,866	(5,403)	0	145,463
Appropriations Section	6,773	(667)	0	6,106
Amounts to be met from Government Grants and Local Taxation	157,639	0	0	151,569
Financing Section	(157,639)	6,069	0	(151,569)
Council Fund (Surplus)/Deficit	0	0	0	0
Budgeted contribution from Council Fund	0	0	0	0
Budget Control Total	0	0	0	0

Budget virements and budget revisions are further illustrated below in separate tables that analyse the key movements:

Budget Virements

Table 2: Budget Virements analysis at Month 09 (£000's)

	Revised Budget as Month 06	Virement 1	Virement 2	Virement 3	Virement 4	Virement 5	Other Virements/Revisions	Revised Budget as Month 09
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Social Care & Health	36,325	58	0	0	0	0	0	36,383
Children & Young People	52,045	(58)	151	(30)	0	0	0	52,108
Regeneration & Culture	27,500	0	0	30	20	0	0	27,550
Chief Executive's Unit	11,024	0	0	0	0	16	0	11,040
Corporate Costs & Levies	18,533	0	(151)	0	0	0	0	18,382
Net Cost of Services	145,427	0	0	0	20	16	0	145,463
Appropriations Section	6,126	0	0		(20)	0	0	6,106
Amounts to be met from Government Grants and Local Taxation	151,554	0	0	0	0	16	0	151,570
Financing Section	(151,554)	0		0	0	(16)	0	(151,570)
Council Fund (Surplus)/Deficit	0	0	0	0	0	0	0	0
Budgeted contribution from Council Fund	0	0	0	0	0	0	0	0
Budget Control Total	0	0	0	0	0	0	0	0

*R&C & CYP don't match M6 revised budget as cost centre E122 (Schools Catering) has moved between directorates.

The key virements that have taken place to the 2013/14 original budget at month 09 comprise:

SCH

- Virement 1 – Education Safeguarding Post moving budget from CYP to SCH - £58,369dr

CYP

- Virement 1 – Education Safeguarding Post moving budget from CYP to SCH - £58,369cr
- Virement 2 – Job Evaluation Pressure Budget from Corporate - £151,000dr
- Virement 3 – Schools Meals Admin Budget Transfer to R&C - £30,000cr

R&C

- Virement 3 – Schools Meals Admin Budget Transfer from CYP - £30,000dr
- Virement 4 – Monmouthshire Cycling Strategy Cabinet Report 5th Nov 2013 - £20,000dr

CEO

- Virement 5 – Benefits Budget Relocation - £15,700dr

Corporate

- Virement 2 – Job Evaluation Pressure Budget from Corporate - £151,000dr

Appropriations

- Virement 4 – Monmouthshire Cycling Strategy Cabinet Report 5th Nov 2013 - £20,000cr

Financing

- Virement 5 – Benefits Budget Relocation - £15,700cr

Budget Revisions

There have been no budget revisions.

2013/14 savings Economic & Development Select progress at month 9

APPENDIX 3

Economic Development								
Budget proposals 2013/14	Narrative	Saving included in 2013/2014 Budget £'000	Savings not achievable £000s	Delayed savings £000s	Value of Saving Forecast at Month 9 £'000	Assessment of progress as at Month 9	Risk of current forecast saving NOT being achieved (High /	DIVISION
Investing in fitness equipment in Leisure centres.	Projections show that investment in quality and supply of equipment will increase custom and generate more income	100	0	0	100	The equipment has been largely bought and has been aggressively marketed. Income figures looking good at present. Risk marked as medium as there is a possibility of a fall in membership as area is volatile.	Medium	PHC
Removing the caretaker model at Leisure Centres	Using on site duty officers to open and close centres	140	0	0	140	This has been done so already achieved	Low	PHC
Sport Wales Calls for Action - Grant Funded new bike centre at Gilwern Outdoor Pursuit centre.	Grants of up to £150k available for more innovative approach to sport development and recreation	30	0	0	30	Grants secured but bike centre not built and unlikely to be up and running this year. Saving has been achieved via other means mainly through further cleaning and caretaking savings.	Low	PHC
Collaborative procurement	Museums, libraries, tourism and countryside joint purchasing power	20	0	5	15	£10 of this is in Libraries and Museums, the other £10k is within PPE. Libraries and Museums exploring the possibilities for this. £5k from Countryside is well on the way to being achieved but not through this process. Currently managing the saving through a vacant post.	Medium	PHC
In-house delivery of services rather than using consultants, new income generation	Invest to save model e.g. air quality assessments: a. Delivery of public health monitoring arrangements for council-owned property (e.g. legionella). Instead of using external consultants could deliver cost savings to other departments' and income to Environmental Health department. b. Further marketing and development of "Primary Authority" approach engaging businesses c. Collaborative approaches with other authorities delivering income generation by undertaking lead roles such as for delivery of private water supplies audits.	50	20	0	30	Currently the £50k looks to be too high a target. Lots being done to maximise the potential, but at this stage only £30k likely through increasing income and rationalising expenditure.	High	PHC
Review of all arts/ cultural/ community grants	· Business case culture for application process · Decisions in line with furthering 3 priorities · More targeted intervention · Moving from grant culture to micro-financing - loans	50	0	0	50	This has now been split across the 3 directorates. The £16,667 that PLC are tasked with making has been achieved by a 20% cut in funding to various external organisations. It is believed that both CYP and SS have also made the required savings	Low	PHC
Abergavenny Museum site	Abergavenny museum retail £8,000 total – Café tables & chairs/vending machine generating £4,000. Pending feasibility study & checking on Marquis's cut on income, from extending events & activities e.g. Pop up restaurants in castle grounds = £4,000.	8	5	0	3	Not sure how this happened but Abergavenny had put forward an £8k investment for a £3,300 saving in year one. The £3,300 is achievable but not the £8,000	Medium	PHC
Museum service - Fit for the future (staff review)		20	0	0	20	This has been saved out of the supplies & services budget.	Low	PHC
Conservation Service - income generation.	Funding is currently available as a result of a recently vacated conservator post. Proposal is to 'grow' the 2 p/t conservators posts to generate income from 2013/14.	7.5	0	0	7.5	Conservator has achieved orders to this value, so highly likely that the £7,500 additional income can be made.	Low	PHC

Museum fundraising	It's anticipated that the £50,000 for 2013/14 income generation will depend on applications for external funding of £37,500 to pay for a post to capitalize on new income streams.	50	0	20	30	Fundraiser updates that the £50k highly unlikely in year 1. Lots of work being undertaken to improve this in future years, by being able to access many more funding streams through a 'charitable trust' status. We were forecasting that £20k of this would be achievable at M6 but it's not looking likely this will be achieved. The £30k shortfall is still being managed through essential supplies and services spend.	High	PHC
Voluntary Food Premises Licensing Scheme - chargeable	Not done anywhere - would be a UK first. Invite food business to voluntarily license as a food business enabling them to access consultancy support. This would assist businesses to meet food safety responsibilities and gain a good food hygiene rating under WG's proposed mandatory display scheme thus supporting public health objectives and economic development. Estimated income £10K in 13-14 building up towards £20K by 15-16	10	0	0	10	Progress being made with this. Currently forecasting this as achievable.	Low	PHC
Monmouthpedia – commercialising IP	Scaling up the project to other towns, cities and places in the world	10	0	0	10	The project has generated £6,000 from the Digital Past Conference and £20,000 grant for the Raglanpedia project. In addition, there has been benefit in kind contributions and a model developed to provide a commercial package to roll out to other towns and communities which will be launched shortly.	Medium	PHC
Increased commercial focus at Caldicot Castle and Old Station	<ul style="list-style-type: none"> Widening volunteer network scope Commercial management company as per new report New relationships with external funders Examination of longer-term ownership options 	10	8	0	2	Old Station Tintern are currently forecasting an over spend of approx £8k due to visitor levels remaining at last years levels and not increasing as hoped when the saving was put forward. The problems in Caldicot Castle are still on going and will probably take the rest of the year to sort. No possibility of making any additional income from this area.	Medium	PPE
Re-training and redeploying Adventa team members	Everyone trained to offer basic business support and development services commercially	40	40	0	0	There must be some doubt that the full £40K can be achieved. Marketing and fieldwork has been undertaken but income is yet to be generated. In addition, the Economic Development Manager has left the Authority and he was the prime mover on this project.	High	PPE
Provision of commercial consultancy 'start to finish' planning service	End to end service provision	5	0	0	5	Studies are on-going working with Building Control to provide some service integration.	Low	PPE
Provision of training and HR services via Mon Enterprise	<p>Provision of training courses on how to manage people, covering the full spectrum of human resource management, including how to handle disciplinaries, how to handle grievances, how to manage redundancies, how to dismiss, how to manage sickness absence, how to have difficult conversations, how to manage performance, how to identify training needs at the 3 levels and how to meet those training needs plus many more delivered on a commercial fee basis</p> <p>Provision of a redundancy and dismissal management service offered on a commercial fee basis</p> <p>Provision of the full spectrum of human resource management services offered on a commercial fee basis (includes managing disciplinary and grievance processes)</p>	25	25	0	0	No progress to date	High	PPE

Increasing the capacity of the Housing Support Gateway	To merge the existing three services and provide an improved value for money service. Need to reduce the risk associated with the private rented sector NOT providing a viable housing option. This change will help to strengthen the private sector and increase the level of homeless prevention.	10	0	0	10	8 units have been secured to date. Discussions are on-going with housing associations to secure two additional houses.	Low	PPE
Integrating the homelessness out of hours service with Torfaen and building on the shared functionality that is starting to be created		7.5	0	0	7.5	A proposal has been agreed between MCC and TCBC and is now in place and fully functional.	Low	PPE
Developing a lodging and shared services housing scheme to provide a new more cost efficient option for Housing and Children's' Services	Potentially a big income opportunity as DWP is proposing to introduce management charge of £40 per person per week. At £7.00 income per week per place, for 50 units over a complete year this could generate £18,200 pa. This is very crude and assumes maximum usage and is not based on any modelling.	9	0	0	9	Completed and Operational	Low	PPE

Total E&D Select Savings		602	98	25	479			
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Infrastructure & Networks								
Greater flexibility to alter service delivery and reprioritise area based FM services	Area based Facilities Management (FM) being rolled out across public buildings, offices and schools. Offers service provider opportunity to work with the clients to prioritise service and costs and allow the contractor the flexibility to deliver	25	25	0	0	Saving unachievable - no saving to be made as Regent Cleaning actually costing more	High	I&N
Implementation of Highways, Waste and Street-scene systems review	Integration of three service areas into one	120	0	30	90	The restructure has yet to be implemented so we will only see part year savings. Of the areas that this affects Grounds and Highways have found their share through a managed reduction in expenditure and increased fee income but waste is estimating that only £10,000 can be found in their area.	Medium	I&N
Income generation amongst various traded services, grounds, trunk roads etc.	Review all service costs to draw out potential improved income and additional turnover	143	0	0	143	Will be achieved	Low	I&N
PTU – reducing costs, increasing income.	Review major costs and develop private hire income. Changes to special needs provision can create this and more with CYP involvement. Increased private hire allowed for.	75	0	0	75	In progress, manager is confident this will be achieved.	Low	I&N
Refresh of staffing structures and project management	Reviewing progress with restructure	130	0	32	98	Part saving will be achieved BUT NOT through the original idea. Staff restructure has yet to be implemented so full year efficiencies will not be realised. Grounds and transport have found their share through managed reductions in service expenditure and increased income. Building Cleaning and Catering cannot fund the savings from service expenditure.	Low	I&N
Fleet acquisition and utilisation & radical efficiency		150	0	0	150	Achieved. Increased reliance on renewal by condition rather than age of vehicles means this budget will now be susceptible to movement each year.	Low	I&N
Working closely with town and community councils around co-production opportunities.	New jobs to deliver key services & enact statutory functions but with funding split between TC and MCC - opportunities.	10	0	0	10	Saving achieved BUT NOT through original idea. Savings have been found through increased fee income and employee savings.	Low	I&N
Dry recycling	Revised dry recycling processing contract	135	0	0	135	Contract price negotiated to £0 for haulage and gate fee, therefore full saving achieved.	Low	I&N

Residual Waste	Reduction in landfill costs through increase in recycling	100	0	0	100	Early indications from the change to grey bags and a restriction on residual waste appears to have delivered this saving required. However, the full impact will not be able to be determined until mth 9.	Low	I&N
Charging for green waste collection	Introduction of green waste charging, promotion of home and community composting	185	0	0	185	£175k received to date (mth 9). Therefore, estimate for yr on income to be £175k BUT also a further estimate on saving from reduced treatment of waste. So the total £185k should be achieved.	Low	I&N
Investing in new H&S Monitoring Officer to ensure compliance in all Public Buildings.	The authority currently has an obligation to fund legionella monitoring at an approximate annual cost of £45k to £50k; asbestos and fire monitoring at £25k. This work is currently carried out by external contractors but would be more efficient if carried out by a dedicated internal resource as is the case with all our Education properties.	30	0	0	30	Saving achieved BUT NOT through original idea. Savings have been achieved through other means mainly through a reduction in professional fees	Low	I&N
Investment in appropriate Contract Management and Contract Management Training	Improved contract management in areas of significant spend could save revenue budgets. Requires audit of exiting contract management awareness and competence together with investment in programme of training.	30	0	0	30	On going - saving is achievable	Low	I&N
Training of Property Services staff to undertake COW (Clerk of Works) duties	Removes need for additional COW role and saves salary costs	10	0	0	10	On going - saving is achievable	Low	I&N
Low Interest Loans to MCC Residents, Businesses & Staff to install renewable technologies	An ideal situation for Monmouthshire to only consume the energy it produces – this is a long way off but we could kick start this by making renewable technology more affordable to those that really need reduced energy bills. We could work with CIC's to cost the schemes and install and the lender would enter into a commercial loan with MCC at 2% above our borrowing rate (norm 3-4%). This would be a cheaper loan for borrowers and still make MCC an income	10	0	0	10	We have taken legal advice and we had to put in place a full commercial credit agreement, and we are currently working through that. But this now means it will be less attractive to people to take up the scheme and consequently the £10k will not be achieved. However we have managed to make this saving through other methods mainly increased income, this will only be achievable as a one off saving in 13-14.	High	I&N
Centralising energy budgets in the Sustainability team	This would allow the Energy team to utilise savings that it makes to implement additional energy saving schemes e.g. voltage optimisers and install additional renewable technologies, thereby reducing our carbon output. It would also reduce the amount of administration and time lost pushing bills around the County.	10	0	0	10	Working towards transferring budgets centrally and are currently working on achieving these efficiencies. Savings will not be made through this method in 13-14 but have been made through a one-off increase in income in other estates areas. This is currently being look at for 14-15.	High	I&N
Sexton Service	Withdraw the sexton service at Chepstow and LLanfoist and provide a mobile service. May be some benefit from collaboration with Torfaen which has a team doing cemetery services.	30	0	0	30	Saving has been achieved	Low	I&N
Out of Hours Services	Review our out of hours services – duty officers and overtime arrangements	25	0	0	25	Forecast to be achieved through rationalisation.	Low	I&N
Installation of fuel saving technology to HGV's	Fuel management system to cut fuel consumption - particularly suitable for high consumption HGV's - given installation costs	35	0	0	35	Saving to be achieved but not through original idea, transport currently reviewing options for installation by year end. Shortfall will be found within service.	Low	I&N
Charging for pest control service	Not uncommon amongst neighbouring authorities for this service to be provided at a charge. Not a statutory service so a further option would be to withdraw provision of the service and only provide information.	45	0	35	10	The principle for charging has been agreed however further work is to be taken forward via Select and the Cabinet to implement.	Medium	I&N
Total I&N Savings		1,298	25	97	1,176			
Total R&C Directorate Savings		1,900	123	122	1,655			

MONMOUTHSHIRE COUNTY COUNCIL
Minutes of the meeting of the Coordinating Board held at
County Hall, Usk on Tuesday 21st January 2014 at 10.00am

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

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

OFFICERS IN ATTENDANCE:

Miss H. Ilett, Scrutiny Manager
Ms. R. Rawlings, Democratic Services Officer

1. APOLOGIES FOR ABSENCE

County Councillor R.J.W. Greenland and A.E. Webb.

2. MINUTES

Agreed that the minutes of the meeting held on 26th November 2014 be approved as a correct record.

3. FORWARD WORK PLAN FOR CABINET AND COUNCIL

Whilst value was being derived from the Cabinet updates and populating items on the Forward Work Plan, work was now underway to create a stronger forward framework for meetings of Full Council.

It was anticipated that there would be a strong political debate on the budget proposals at the forthcoming meeting of Full Council in February. Members raised concerns with regard to various aspects of the recent meeting of Full Council and it was agreed that there would be a discussion at the next Political Leadership Group surrounding the rules of debate so that Leaders could guide their members prior to the commencement of live streaming of meetings, to ensure the correct formal process, a level of respect and rules of debate were adhered to ensure a quality debate.

Due to the length of the last Council meeting it was questioned whether decisions towards the latter part of the meeting were given the same quality of consideration that earlier items had due to a reduced amount of Members being present. It was raised that it may be more appropriate to commence meetings at 10.00 a.m. The consensus was currently for meetings to remain at 2.00 p.m. but if all Members wished there to be a change in the future, this item could be discussed in the first instance at Political Leadership Group to discuss for the next civic year.

Forward Work Programme noted.

**Minutes of the meeting of the Coordinating Board
Dated Tuesday 21st January 2014 continued**

4. SCRUTINY FORWARD WORK PROGRAMME

The work of the select committees during the budget consultation was acknowledged, the time and effort that had been afforded to give this item due diligence had not gone unnoticed. It was hoped that this had ensured that all Members attending Full Council on the 27th February would be cited and knowledgeable on the issues arising, which would ensure that any debate would be based on fact and knowledge.

Members thanked officers for the level of detail which had been presented within the papers.

(a)Children and Young People Select Committee

The Chairman, County Councillor R.P. Jordan updated Members on the current work of the committee which had included budget scrutiny. There was another meeting on Thursday to give consideration to the national adoption service reorganisation which would prove to be very important in delivering the regional and national adoption service which could have fundamental implications for the authority.

The Chairman had been invited to an upcoming EAS meeting. The select committee meeting on 6th February would be inviting secondary head teachers to discuss performance of schools.

Work programme noted.

(b)Adults Select Committee

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

With regard to raising items for joint scrutiny, it may be useful to have a running item to note whether there were any issues arising from the meeting of Scrutiny Chairs.

Work Programme noted.

(c)Economy & Development Select Committee

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

They had considered the budget mandates and offered comments, and had referred to TIC mandate back for further consideration.

The meeting to be held on 28th February 2014 would consider the current arrangements for car parks in the county.

Other upcoming work included scrutiny of the planning function at the meeting to be held on 13th March 2014. Welsh Water and the Brecon Beacons National Park Section 106 Officer had been invited to attend.

**Minutes of the meeting of the Coordinating Board
Dated Tuesday 21st January 2014 continued**

Work Programme Noted.

(d)Strong Communities Select Committee

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

The committee had just completed the budget consultation. The work programme was on course and future agendas would revisit public toilets and the monitoring of affordable housing.

The Cabinet Forward Planner was enabling the Chair to ask the committee if they wished to consider items which needed to be scrutinised. It was important to have that integration to ensure relevant items were reported to scrutiny.

Work Programme noted.

5. COMMITTEE WORK PROGRAMMES

Agreed that the following work programmes be noted:

- **Bryn y Cwm Area Committee:** The committee had held a special regarding The Hill College. Issues surrounding the Whole Place Programme were continuing with the town team and a programme board was being formulated in the Town Council. Concerns had been expressed with regard to the closure of the Day Centre and the Chief Officer or a suitable representative had been invited to speak at the next meeting.

At the last meeting, it had been agreed that the Area Services Officer would formulate a group to look at cemeteries, clarification on the current position would be sought.

- **Central Monmouthshire Area Committee:** Concerns were expressed at the proliferation of A Boards within the town at the last meeting and the committee would be focussing on this. Attendance had been poor at the last meeting.

It was raised that there could be future discussions for Members to look at tourism opportunities during the anniversary of Agincourt.

- **Sevenside Area Committee:** The previous two meetings had been held in Magor and had had a reduced number of members of the public in attendance. The location of the next meeting in March would be moved to try to address this.

There was a need for clear guidance for the town team on their remit and role as well as the number of members required. There had been an initial meeting but further dates for meetings were awaited.

- **Lower Wye Area Committee:** Work was to progress on the Total Place Plan and it was hoped that the experience of other areas could be drawn upon. There was a need to have a joined up approach to share experience and best

**Minutes of the meeting of the Coordinating Board
Dated Tuesday 21st January 2014 continued**

practise to maximise outcomes. It was also raised that there needed to be links between groups discussing transport issues within the area.

- **Audit Committee:** The committee met on 12th December 2013 and considered the MCC response to the annual improvement letter as well as debating performance indicators. The item on the Shared Resource Service would be considered at the meeting in February and a report was expected on the Councils Constitution. A large item for consideration planned for the next meeting would be the grants recertification report.
- **Democratic Services Committee:** Concern was expressed with regard to the lack of attendance of officers at the meeting and whilst it was acknowledged that there had been a number of clashes with the committee meetings, it was asked that alternative appropriate officers attend when those circumstances arise.

Members had debated constituency mileage at the last meeting and presented a scheme to Council.

6. WAO SCRUTINY CONFERENCE

The Authority had been reviewed by the Wales Audit Office and had been invited to take part in a conference at Cardiff.

200 people had attended which comprised of a number of Chief Executives and Leaders. Councillor Farley had been invited to sit on a panel during the opening session to talk about a case study on the impact of scrutiny in Monmouthshire. Four Authorities were represented on the Panel, Swansea, Wrexham, Torfaen and Monmouthshire and Councillor Farley was the only elected member on the panel.

The following items were chosen to be discussed which included:

- (1) The scrutiny inquiry which had been chosen which involved a great deal of consultation with the public on Monmouthshire's aging population, with pre decision scrutiny stakeholders talking as part of Budden Crescent,
- (2) The call-in which also included public involvement on the allocation of a site for travellers. An example of how we allowed different stakeholders to speak, how we have engaged with the public and for scrutiny to be a mechanism for people to be involved in the council's decision making.
- (3) Joint scrutiny/collaborative scrutiny – Prosiect Gwrdd, first in wales, quite a role in scrutiny in Monmouthshire.

The Scrutiny Manager had delivered the workshop on successful collaborative scrutiny, using Prosiect Gwyrdd as the case study.

Budget scrutiny across Wales had been discussed. There would be a meeting of all select committees on the 29th January to discuss the entire budget. The Authority had been approached by the WAO and centre for public scrutiny to share Monmouthshire's experience of public engagement and a short resume of the overall process had been well received.

**Minutes of the meeting of the Coordinating Board
Dated Tuesday 21st January 2014 continued**

Feedback received had been very encouraging.

7. COUNCIL BRIEFINGS/SEMINARS

The current programme was noted for information.

8. ITEMS RAISED BY MEMBERS

Williams Review

Members were encouraged to read the summary of the Williams Review, which included the recommendations for public services across the whole of Wales. The main part focussed on the merger of authorities which were aimed at reducing the number of authorities to 12, 11 or 10 with a recommendation that Newport and Monmouthshire would merge.

Paul Williams was recommending that the whole process should be completed within three to five years, however, it was unclear at this point what the First Minister's view of the commission's report was.

It was expected that there would be significant consultation should the Minister decide to proceed with the review's recommendations and it was important to not be distracted at this time but to continue delivering services as normal.

9. REFERENCES FROM COMMITTEES

None.

The meeting ended at 11.48 a.m.

Monmouthshire's Scrutiny Forward Work Programme 2013-2014

Economy and Development Select Committee		
Scrutiny Role	Purpose of Scrutiny	Meeting Date
Budget, Performance and Risk Monitoring		
<u>Quarterly Budget Monitoring</u> (To review the financial situation for the directorate and schools, identifying trends, risks and issues on the horizon with overspends/underspends).	<ul style="list-style-type: none"> - Month 8 Capital Budget Monitoring - Month 9 Revenue Budget Monitoring - Month 10 Capital Budget Monitoring 	30 th January 2014 13 th March 2014 1 st May 2014
Initial Budget Briefing on MTFP 2015-2016	Report being presented to Cabinet 4 th September on Medium Term Financial Plan for year ahead.	Autumn 2014
Budgetary Context Meeting	Context setting of next year's budget - Committee to discuss areas identified / proposals being put forward.	Autumn 2014
Budget Setting	Consideration of capital and revenue budget proposals for the 2015/16 budget.	January 2015
OBA Performance Monitoring	OBA 6 monthly Performance Report Cards focus on the impact of the council's work on people's lives and enables scrutiny of performance across outcomes. The report includes performance against the 6 Improvement Objectives 2013-2014 and performance against the statutory 'all Wales performance indicators'.	October/November 2014
Outcome Agreements	The Council has a 3-year Outcome Agreement with the Welsh Government from 2014 - 2017, which outlines mutually beneficial targets and milestones that the Council will work towards, depending on performance (this is built into the medium term financial plan). The Select Committee is responsible for scrutinising performance of outcomes. Committee to receive the end of year performance 2013-2014.	October/November 2014
Quarterly Risk Monitoring	Scrutiny of the Whole Authority Risk Log - log of risks which affect the Council as a whole, risks which if not managed, could jeopardise the council's ability to achieve its outcomes and improvement objectives for communities, as	November/December 2014

Monmouthshire's Scrutiny Forward Work Programme 2013-2014

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

Monmouthshire's Scrutiny Forward Work Programme 2013-2014

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

Monmouthshire's Scrutiny Forward Work Programme 2013-2014

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

Monmouthshire's Scrutiny Forward Work Programme 2013-2014

Future Meeting Dates:

- **30th January 2014**
 - Month 8 Budget Monitoring
 - Tourism
 - Capital Receipts Policy
 - SRS
- **20th February 2014 (Special) TBC**
 - Car Parking
- **13th March 2014**
 - Economic Development and the Planning Framework
 - Section 106 Agreements and Brecon Beacons National Park
 - Welsh Water Interface
 - Month 9 Budget Monitoring
- **Special Meeting TBC - Car Parking**
- **1st May 2014**
 - Review Meeting

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
12TH MARCH 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
Monmouthshire CC/Gwent Police Authority - Property & FM Services Collaboration	To obtain approval for Monmouthshire County Council to form a collaborative agreement with Gwent Police Authority for the provision of Property and Facility Management Services.	Cabinet Members Leadership Team Appropriate Officers	Rob O'Dwyer
Supporting People Programme Grant – Local Commissioning Plan 2014-17	To seek approval of the commissioning plan that takes into account the recently announced funding cuts.	Cabinet Members Leadership Team SC&H - DMT, SPPG Planning Group; SP Regional Officers group; Providers forum	Chris Robinson
19TH MARCH 2014 – CABINET			
R&C restructure - Creating the new Enterprise and Operations divisions	Restructure Report	Cabinet Members Leadership Team HR, Unions, Finance Appropriate Officers	Roger Hoggins
Proposed sale of land at Mynyddbach	The proposed sale of 0.12ha of land at Blethyn Close, Mynydd Bach to Monmouthshire Housing to enable the provision of 2 affordable housing	Cabinet Members Leadership Team	Deb Hill-Howells

Subject	Purpose	Consultees	Author
	units. It is proposed that the land is released at less than best consideration to support the development of affordable housing in this locality.	Appropriate Officers	
Pollinator Policy	The policy endorses the Welsh Government's Action Plan for Pollinators by adapting the way we manage public open spaces, parks, verges and highways. The policy proposes small changes that will help reverse the decline in the pollinator species, reduce CO2 and costs.	Cabinet Members Leadership Team Appropriate Officers	Alison Howard
The proposed transfer of the Gilwern Community Education Centre and Library to Llanelly Hill Community Council	Llanelly Community Council have approached MCC to request a transfer of the above property asset at nil value to enable the continuation of the library service and the development of community facilities. Such a proposal would involve the sale of the asset at below market value in accordance with the General Disposals Consent Order 2003. In addition they have requested that MCC continue to fund the library service for a fixed period of time.	Cabinet Members Leadership Team Appropriate Officers	Deb Hill Howells
Performance Management Framework	To introduce the Framework for Performance Management of Employees	Cabinet Members Leadership Team Appropriate Officers	Sian Hayward
Review of Careline Policy	To review the existing policy and agree future approach to delivery, particularly in relation to pricing and telecare provision.	Cabinet Leadership Team R&C DMT SS DMT	John Parfitt
Equal Pay Audit	A requirement under the Equalities Act to audit pay and is part of the Council's commitment to equality and fairness.	Cabinet Members Leadership Team Appropriate Officers	Sian Hayward
		Cabinet Members	

Subject	Purpose	Consultees	Author
Digital Road Map		Leadership Team Appropriate Officers	Kellie Beirne/Matt Lewis
Procurement of Contact Centre Software		Cabinet Members Leadership Team Appropriate Officers	Tim Macdermott
26TH MARCH 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
Proposed 20mph Speed Limits, Thornwell Area, Chepstow	To consider the proposed order subsequent to representations received following advertisement in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1994.	Cabinet Members Leadership Team Appropriate Officers	Paul Keeble
2ND APRIL 2014 - CABINET			
Month 10 Capital Budget Monitoring Report	To present the Month 10 forecast capital outturn for 2013/14 compared to the total budget for the year. The report identifies and provides explanations for variances against budget and the funding implications of the forecast outturn position. The report also reports slippage anticipated to be carried forward into 2014/15.	Cabinet Members Leadership Team Appropriate Officers	Joy Robson/ Mark Howcroft
Restructure Proposals for the Revenues, Systems and Exchequer Team	To agree the restructure proposals for the Revenues, Systems and Exchequer Team as part of the 2014/15 budget setting process.	Cabinet Members Leadership Team Appropriate Officers	Joy Robson
Programme Management	To review and update the authority's Programme Management structure.	Cabinet Members Leadership Team Appropriate Officers	Sian Hayward
Strategic Equality Plan 2 nd Annual Report	Reporting on progress in achieving the actions related to our equality objectives in the plan.	Cabinet Members Leadership Team Appropriate Officers	Alan Burkitt
Caerwent S106 Off Site Recreation Funding		Cabinet Members Leadership Team	Mike Moran

Subject	Purpose	Consultees	Author
Monmouth S106 Off Site Recreation Funding		Appropriate Officers Cabinet Members Leadership Team Appropriate Officers	Mike Moran
S106 Funding for Caldicot 3G Pitch and Gilwern Velo Park		Cabinet Members Leadership Team Appropriate Officers	Mike Moran
9TH APRIL 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
10th APRIL 2014 - COUNCIL			
2016 National Eisteddfod	Following an in principle decision by Cabinet to host the 2016 National Eisteddfod, a further report will be presented in due course seeking the approval of Council to agree to host the 2016 National Eisteddfod which will confirm the preferred location and clarifying the full costs of hosting the event.	Cabinet Members Leadership Team Appropriate Officers	Tracey Harry/Deb Hill Howells
Poverty in Monmouthshire			Will McLean
Engagement Framework			Will McLean
Annual Corporate Parenting Report		Cabinet Members Leadership Team Appropriate Officers	Gill Cox
21 st Century Schools Capital Programme	Approve Programme of Works.		Simon Kneafsey
Ageing Well in Wales Programme		Cabinet Members Leadership Team Appropriate Officers	Bridget Barnett Partnership & Engagement Team
School Standards and Organisation (Wales) Act 2013	The Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) (Amendment) Regulations 2013, add the responsibility to determine school organisation proposals under the School Standards and Organisation (Wales) Act 2013 (the Act) to the	SLT Head of Legal Services	Murray Andrews

Subject	Purpose	Consultees	Author
	schedule of functions which may be (but need not be) the responsibility of an authority's executive. The County Council has discretion as to whether the function is to be the responsibility of cabinet or the council.		
Review of MCC Constitution			Murray Andrews
30TH APRIL 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
7TH MAY 2014 – CABINET			
Early Years Offer	To create a common understanding of provision for all pupils from 3-11 years in Monmouthshire.	Cabinet Members Leadership Team Appropriate Officers	Sharon Randall Smith
Options for future library provision and capital investment in Abergavenny		Cabinet Members Leadership Team HR, Unions, Finance Appropriate Officers	Roger Hoggins
Policy Review	To review and update the Council's HR policies reflective legislative and process changes.	Cabinet Members Leadership Team Appropriate Officers	Sian Hayward
Addendum to the Council's Pay Policy	To reflect staffing changes due to restructures.	Cabinet Members Leadership Team Appropriate Officers	Sian Hayward
People Strategy	To review and update the Authority's People Strategy.	Cabinet Members Leadership Team Appropriate Officers	Sian Hayward
13TH MAY 2014 – COUNTY COUNCIL ANNUAL MEETING			
Appointment to outside bodies			Tracey Harry
14TH MAY 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			
28TH MAY 2014 – INDIVIDUAL CABINET MEMBER DECISIONS			

Subject	Purpose	Consultees	Author
4TH JUNE 2014 - CABINET			
Welsh Language Annual Monitoring Report 2013 -14	Reporting upon progress in achieving the actions specified in the Council's Welsh Language Scheme.	Cabinet Members Leadership Team Appropriate Officers	Alan Burkitt
2ND JULY 2014 - CABINET			
Future of Recycling Services		Cabinet Members Leadership Team Appropriate Officers	Rachel Jowitt
3RD SEPTEMBER 2014 - CABINET			
School Catchment Area Review	To consider the recommendations made by the Member Working Panel and to seek agreement to consult on those proposals.	Cabinet Members Leadership Team Appropriate Officers	Cath Sheen