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Neuadd y Sir
Y Rhadyr
Brynbuga
NP15 1GA

Dydd Mercher, 7 Mehefin 2017

Hysbysiad o gyfarfod

Pwyllgor Craffu Cwmunedau Cryf

Dydd Iau, 15fed Mehefin, 2017 at 10.00 am
Neuadd Y Sir, Y Rhadyr, Brynbuga, NP15 1GA

AGENDA

**BYDD CYFARFOD CYN I AELODAU'R PWYLLGOR 30 COFNODION CYN I'R
CYCHWYN Y CYFARFOD**

Eitem ddim	Eitem	Tudalennau
1.	Nodi penodiad y Cadeirydd ddewis	
2.	Penodi is-gadeirydd	
3.	Ymddiheuriadau am absenoldeb	
4.	Datganiadau o Fuddiant	
5.	Fforwm cyhoeddus agored	
6.	Cadarnhau cofnodion y cyfarfod blaenorol	1 - 8
7.	Adroddiad perfformiad cyhoeddus diogelu 2016/17	9 - 30
8.	Adroddiad cynnydd ar argymhellion Swyddfa Archwilio Cymru ar Kerbcraft	31 - 62
9.	Refeniw a monitro cyfalaf alldro 2016/17 Datganiad	63 - 96
10.	Rhestr o gamau gweithredu	97 - 98
11.	Rhaglen waith cymunedau cryf	99 - 100
12.	Cabinet a blaenraglen waith Cyngor	101 - 112
13.	Cadarnhau dyddiad ac amser y cyfarfod nesaf	

Paul Matthews

Prif Weithredwr

CYNGOR SIR FYNWY

MAE CYFANSODDIAD Y PWYLLGOR FEL SY'N DILYN:

Cynghorwyr Sir:

J.Pratt
L. Guppy
A. Easson
A.Davies
L.Jones
L.Dymock
R.Roden
V. Smith
A. Webb

Gwybodaeth Gyhoeddus

Mynediad i gopiâu papur o agendâu ac adroddiadau

Gellir darparu copi o'r agenda hwn ac adroddiadau perthnasol i aelodau'r cyhoedd sy'n mynychu cyfarfod drwy ofyn am gopi gan Gwasanaethau Democrataidd ar 01633 644219. Dylid nodi fod yn rhaid i ni dderbyn 24 awr o hysbysiad cyn y cyfarfod er mwyn darparu copi caled o'r agenda hwn i chi.

Edrych ar y cyfarfod ar-lein

Gellir gweld y cyfarfod ar-lein yn fyw neu'n dilyn y cyfarfod drwy fynd i www.monmouthshire.gov.uk neu drwy ymweld â'n tudalen Youtube drwy chwilio am MonmouthshireCC. Drwy fynd i mewn i'r ystafell gyfarfod, fel aelod o'r cyhoedd neu i gymryd rhan yn y cyfarfod, rydych yn caniatáu i gael eich ffilmio ac i ddefnydd posibl y delweddau a'r recordiadau sain hynny gan y Cyngor.

Y Gymraeg

Mae'r Cyngor yn croesawu cyfraniadau gan aelodau'r cyhoedd drwy gyfrwng y Gymraeg neu'r Saesneg. Gofynnwn gyda dyledus barch i chi roi 5 diwrnod o hysbysiad cyn y cyfarfod os dymunwch siarad yn Gymraeg fel y gallwn ddarparu ar gyfer eich anghenion.

Nodau a Gwerthoedd Cyngor Sir Fynwy

Cymunedau Cynaliadwy a Chryf

Canlyniadau y gweithiwn i'w cyflawni

Neb yn cael ei adael ar ôl

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

Pobl yn hyderus, galluog ac yn cymryd rhan

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

Ein sir yn ffynnu

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

Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

Ein gwerthoedd

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

Public Document Pack **Agenda Item 6**

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 6th April, 2017 at 10.00 am

PRESENT: County Councillor S. Howarth (Chairman)
County Councillor A. Easson (Vice Chairman)

County Councillors: V. Smith, D. Dovey and A. Webb

OFFICERS IN ATTENDANCE:

Roger Hoggins	Head of Operations
Sally Thomas	Interim HR Manager
Alan Burkitt	Policy Officer Equalities and Welsh Language
Hazel Ilett	Scrutiny Manager
Paula Harris	Democratic Services Officer

The Chair took the opportunity to thank Hazel Ilett, Scrutiny Manager, for all of her hard work preparing items for the committee and Paula Harris, the committee clerk for her work collating information for agendas, minutes and actions.

The Chair also thanked the members of the Committee for their time and hard work during their term.

1. Apologies for absence

County Councillors P. Watts and S. White.

2. Declarations of Interest

None.

3. Open Public Forum

There were no members of the public wishing to address the committee.

The Scrutiny Manager introduced colleagues from Caerphilly and Newport Council who were in the public gallery observing the meeting as part of a scrutiny peer review.

4. An update on the Road Safety Task and Finish Group

The Chair gave the committee an overview of the work being done by the Road Safety Task and Finish Group.

Committee was advised that;

- The group have held 3 meetings to date
- The purpose of the group is to look at a criteria for making future decisions in relation to the policy

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- It is a multi-agency task group, working with the police, fire authority and go-safe
- The group is currently reviewing the speed management policies of other authorities
- There will be public evidence sessions
- The group is reviewing the existing policy
- The date of the next meeting is Monday 24th April and after the election in May there will be a workshop for Members.

5. Confirm the following minutes:

5.1. Strong Communities Select Committee dated 2nd March 2017

The minutes of the meeting held on the 2nd March 2017 were confirmed and signed by the Chairman.

6. Joint Select Committee dated 27th February 2017

The minutes of the meeting held on the 27th February 2017 were confirmed and signed by the Chairman.

7. Employee Wellbeing

Context:

The purpose of this report is to provide a revised Attendance Management Policy which is applicable to all employees including those based in schools.

This revised policy will replace the current Attendance Management policies for corporate staff and those staff employed in schools.

Key Issues:

Monmouthshire County Council is committed to providing a high quality range of services to all service users, through a healthy, motivated and committed workforce. The health and well-being of employees is important to Monmouthshire County Council and the purpose of the Management of Attendance Policy and procedure is to ensure that employees are treated fairly and in a timely, effective and consistent manner which enables them to achieve and maintain good health and high levels of attendance at work.

At the present time, MCC has a Management of Attendance Policy for schools and a separate Attendance Management Policy for corporate employees. The documents share the same self-certification/return to work form. The corporate policy devotes many pages to transactional issues around pay and conditions and only two pages to management of attendance good practice. It makes sense to have one policy which provides effective advice and guidance for all employees, including those who have line management responsibility.

The cost of absence has an impact in terms of the following:

- Absence places a considerable burden on work colleagues, with increased workload
- Lost productivity
- Detrimental effect on service delivery;

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- Time and money required to bring in supply cover

The revised draft policy is based largely upon the headings and much of the content of the existing school policy and maintains all the good practice references within the document whilst additionally reflecting the progression established by the introduction of the Attendance Management Protocol/Workflow – Managers/Head-teachers.

The revised policy sets out roles and responsibilities and provides a framework for managers and head teachers to provide consistent support and guidance to their employees. It enable employees to have a clear understanding of employer expectations and the support mechanisms in place to facilitate a successful return to work. The sick pay arrangements and references to conditions of service are now included in an appendix. Additional information based upon the headings or references in the policy and procedure to support attendance mismanagement, including the self-certification/return to work form have been made available as links.

Member Scrutiny:

Members felt that contacting staff while on sickness leave would be an imposition which would increase employee stress.

It was asked who undertakes the Occupational Health reviews and we were told that Belleview Surgery in Newport is the provider.

Members felt that a flexible arrangement would be suitable when contacting staff who are absent due to ill health.

Concerns were raised for the availability of sick pay for staff who have flexible contracts.

It was asked how external HR provision in schools would impact the authority.

Committee's Conclusion:

The Committee accepted the revised Attendance Management Policy and asked that it was circulated to all staff and commended to governing bodies for adoption as soon as possible.

8. Public Toilets

Context:

To provide members with an update on the provision of public conveniences within Monmouthshire.

Key Issues:

1. On the 21st July 2010 MCC Cabinet received a report titled 'Provision of Public Conveniences in the Future'. This included recommendations from the Strong Communities Select Committee arrived at following a detailed review of the service by

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members. (Appendix 1 is an extract from that report and provides a summary of the recommendations for the future management of MCC public conveniences at that time).

2. Since those proposals were approved some further adjustments to provision have been agreed through the budget setting process, in particular in 2016/17 when proposals relating to local services included further changes.

3. On the 10th November 2016 the Strong Communities Select Committee received an update on the provision of public conveniences in Monmouthshire provided by either the County Council or community or town councils. The appendix provided to that committee is replicated as Appendix 2 to this report but the following updates will be of interest:

3.1 Abergavenny Town Council has contributed £58,000 to the public convenience budget in 2016/17 to allow for the four public conveniences within the town to remain open whilst the town council reviews how the service might be arranged for the future. MCC officers are working with the town council to review options which may be adopted by the town council in the future. In the meantime officers anticipate the town council continuing to support the service financially in 2017/18 until such time as decisions are taken and implemented.

3.2 In Chepstow (Welsh St Car Park) and Monmouth (Blestium St) planned maintenance has been carried out as a precursor to finalizing transfer of the asset. All transfers have included a clause whereby MCC may buy back individual toilet blocks (or receive 50% of the sale value) where a decision has been taken by the relevant local council that building is no longer to be used for a public toilet.

3.3 The provision of opening/closing and cleaning of the public toilets in the Cottage at Tintern Abbey was advertised by Tintern CC on behalf of MCC. MCC officers are now finalizing an agreement with a local private business to manage the toilets on behalf of MCC.

Member Scrutiny:

A Member asked if the toilet at White Horse Lane will be kept open and maintained, in answer we were told that due to a decision made by this administration at the time of the budget setting that in the case of the Town Council not supporting the service MCC would only maintain one public toilet in Abergavenny town, that to be agreed with the local members. Rather than allow this to happen Abergavenny Town Council funded the four toilets. Currently MCC are working with Abergavenny Town Council to discuss their options. The Member asked that this was reviewed during the next administration.

A Member voiced their dissatisfaction with the review of toilets and commented that the ongoing work should have been scrutinised and asked that in future Select committee meetings the policy decisions should be reviewed regularly to ensure that policies are implemented correctly

It was asked when the issue would be concluded and we were told that a decision will be made by September 2017.

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Committee's Conclusion:

Members noted the contents of the report.

It was proposed that during the new administration the committee would undertake a tour of all of the public toilets.

Frustrations were raised by the perceived lack of progress on this issue and stressed that decisive action needs to be taken.

9. Street Lighting

Context:

To provide members with an update on the street lighting service, in particular the installation of remote control management equipment and LED lanterns.

Key Issues:

1. For several years a remote management system has gradually been installed at various locations within the county. The system provides facilities to switch individual lights on and off, dimming, and energy consumption and fault reporting.

2. As LED lanterns have become more affordable the authority has also started a programme of renewing older lanterns with LED lanterns. The benefit is reduced energy consumption plus greater reliability from the lanterns. The introduction of new lanterns has also allowed for a reduction in the maintenance budget as well as the energy budget.

3.3 The authority has funded the introduction of remote management technology and LED lanterns through SALIX and WG interest free loans.

3.4 For some months the authority has been receiving reports and complaints of street lights being on during the day. The problem is associated with the remote control management system. The manufacturer has been advised of the ongoing problems and has allocated an engineer exclusively to the county to resolve the ongoing problems with 'dayburners' and any other remote management/communications issues. Whilst the authority does not incur costs due to increased energy consumption from dayburners the situation is unsatisfactory. This has been emphasized to the equipment supplier and the introduction of an engineer is gradually resolving the problems. This remedial work is at no cost to the Council.

Member Scrutiny:

Members questioned the cost to the authority and we were told as we are not metered the authority have not been charged for the lights which are on during the daytime.

It was questioned if there was a total figure of faulty day burners. The Head of Operations will update the committee with a figure. **(ACTION R.H.)**

The guarantee period for the bulbs was questioned. **(ACTION R.H.)**

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A Member questioned how the lights were controlled and we were told that Roger Joy controls the system from his laptop via a web based system.

Members were advised that Trellech Community Council had approached the authority in regard to a dark skies policy.

Committee's Conclusion:

Members received the update on the street lighting service, in particular the installation of remote control management equipment and LED lanterns.

The committee expressed their frustrations at the costs involved and the fact that the system is not working correctly.

The Committee felt that inviting Roger Joy to address the committee would help members understand the street light system.

10. Strategic Equality Plan Monitoring Report

Context:

The Equality Act 2010 was introduced in April 2011. Within the Specific duties is the requirement to publish an annual report on the progress made by the Council in its compliance with its Strategic Equality Plan, equality objectives and action Plan. The Act's principles and processes ensure that the Council remains true to its corporate values of Openness, Fairness, Flexibility and Teamwork.

Key Issues:

One of the specific duties in the Equality Act 2010 requires Public Bodies to publish an Annual Report detailing the progress on achievement of the actions outlined in the plan covering the period 1st April 2015 to 31st March 2016.

Member Scrutiny:

A Member asked if projects such as Young Carers and the Stoke Association would be incorporated into the next report.

Members asked if the Comms team attended meetings and promoted the work of the Select Committees.

A Member raised the point that Monmouthshire County Council were the first authority to sign the Time to Change pledge and stressed the importance of raising the profile of mental health and wellbeing.

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Committee's Conclusion:

Members of the Committee endorsed the progress made by the Council in the fifth year of the Strategic Equality Plan as detailed in its fifth annual monitoring report.

11. Action List

Members noted that they were still waiting for updates on the following;

Raglan Market ROGER HOGGINS
The Borough Theatre, Abergavenny MARK HOWCROFT
Budget Mandate B11 MARK HOWCROFT

12. Strong Communities forward work programme

Members discussed the Work Programme for the Strong Communities Select Committee. In doing so it was decided by members that some items discussed in today's meeting would be added to the work programme.

13. Cabinet & Council forward work programme

The Chair commented that the Cabinet and Council planner was not working as items have been moved or added with short notice.

The Chair stressed that as a council it was essential that the Members ensure that the planner is kept up to date and Members are notified of any changes.

14. Confirm the date and time of next meeting as 15th June 2017 10am (pre-meeting at 9.30am)

The meeting ended at 12.31 pm

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SUBJECT:	PUBLIC PROTECTION 2016/17 PERFORMANCE REPORT
MEETING:	Strong Communities Select Committee
DATE:	15th June 2017
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

- 1.1 To undertake scrutiny of service delivery across Public Protection services in 2016/17, with comparison to previous years. The Public Protection division comprises of Environmental Health, Trading Standards & Animal Health and Licensing.

2. RECOMMENDATIONS:

- 2.1 To consider and comment on the contents of the attached report – Appendix A - entitled ‘Public Protection Performance report 2016/17’.
- 2.2 Members focus on a limited number of topics at future committees, say two or three, to provide further value to service prioritisation. Officers will be guided by Members as to their particular areas of interest.

3. KEY ISSUES:

- 3.1 Cabinet approved a report in March 2014 recommending budget reductions to Public Protection services for 2014/15 and subsequent years. In January 2015 Cabinet asked for Public Protection performance to be reviewed regularly by this Committee to assess any negative impacts. As a consequence six monthly reports have been provided to Strong Communities Select committee, together with annual reports to Licensing & Regulatory committee.
- 3.2 The attached report summarises performance over the twelve months of 2016/17, and highlights the following -
- The four service teams, for the vast majority of the services they deliver, meet the Authority’s legal obligations in relation to Public Protection services.
 - There have been some notable successes in 2016/17, for example improving food safety and animal feed compliance, supporting major developments (A465) and events (Eisteddfod, Abergavenny Food Festival, etc.).
 - As detailed in Appendix A, most proactive and reactive work is being carried out professionally, within prescribed response times. There are only a few exceptions, due

to increased demand, eg. some slippage in housing and private water inspections, which will be improved for 2017/18.

- Annual reports will continue to be made to this Committee to assess performance over time, and help inform future priorities noting the competing demands.
- Services may struggle to take on any new statutory duties that protect the public and the environment, and therefore funding must be sought to support any new work. In addition, where work is onerous on Officer time, funding will be pursued from major developers, etc.
- Future strategies for sustaining Public Protection services will be developed, (to include further income generation and collaboration), locally, regionally and nationally.

4. REASONS:

- 4.1 The Cabinet decision log from 7th January 2015 stated:- 'Noting the continually changing legislative landscape in the future, it was decided Strong Communities Select Committee would receive six monthly performance reports on Public Protection services'. This is supplemented by an annual report to Licensing & Regulatory committee.

5. RESOURCE IMPLICATIONS:

None as a consequence of this report.

6. WELL-BEING OF FUTURE GENERATIONS IMPLICATIONS:

Assessments were previously completed for the Cabinet report 7th January, 2015. This report only serves to update the position in relation to performance two year on, and therefore does not require a further assessment.

7. CONSULTEES:

Public Protection service managers
Chief Officer, Social Care & Health

8. BACKGROUND PAPERS:

Report to Cabinet, 7th January 2015, entitled 'Review of Service Delivery in Public Protection Department'.

9. AUTHOR:

David H Jones, Head of Public Protection

10. CONTACT DETAILS:

Tel: 01633 644100

E-mail: davidhjones@monmouthshire.gov.uk

REPORT TO STRONG COMMUNITIES COMMITTEE

15TH JUNE 2017

PUBLIC PROTECTION 2016/17 PERFORMANCE REPORT

1. INTRODUCTION

- 1.1 In January 2015 Cabinet requested that Strong Communities Select Committee receive six monthly performance reports on Public Protection services. Members wished to review the impact on performance of budget reductions implemented since April 2014. Annual performance is also reported through Licensing & Regulatory committee.
- 1.2 The Public Protection division comprises four distinct teams -
- (i) Environmental Health, Commercial
 - (ii) Environmental Health, Public Health
 - (iii) Licensing
 - (iv) Trading Standards & Animal Health

2. PURPOSE

- 2.1 The purpose of Public Protection services can be summarised as follows –
- a. Protect people from harm and promote health improvement.
 - b. Promote a fair and just trading environment for the public and businesses.
 - c. Improve the local environment to positively influence quality of life and promote sustainability.
 - d. Ensure the safety and quality of the food chain to minimise risk to human and animal health.
- 2.2 These four outcomes contribute to Wales' seven well-being goals. They directly help achieve a more prosperous, resilient, healthier and more equal county. This resonates with the Chief Medical Officer's views in his CMO Annual Report 2015/16. He refers to 'many health problems demonstrate a social gradient, ie. higher prevalence of lifestyle related and social harms', and 'tackling inequity could improve health and well-being and reduce the demand for healthcare services'. More investment in prevention and early intervention would reduce the need for treatment and the associated costs – financial and social.

3. RESOURCES

3.1 Staff resource

- (i) Environmental Health – Commercial:-
- 6 Environmental Health Officers, 5.4 Full Time Equivalent (FTE's)
 - 3 Commercial Services Officers, 2.1 FTE's
 - 1 Systems Administrator, 1 FTE

- (ii) Environmental Health – Public Health:-
 - 5 Environmental Health Officers, 5 FTE's
 - 2 Enforcement Officers, 1.6 FTE's
- (iii) Licensing:-
 - 5 Licensing Officers, 4.5 FTE's
- (iv) Trading Standards & Animal Health:-
 - 3 Trading Standards Officers, 3 FTE's
 - 1 Fair Trading Officer, 1 FTE
 - 1 Intelligence & Advice Officer, 0.8 FTE's
 - 2 Animal Health Officers, 1.5 FTE's
- (v) Support team:-
 - 5 Support Officers, 4.1 FTE's

Above staff resource adds up to a total of 34 staff, 30.0 Full Time Equivalents.

3.2. **Financial resource**

The total budget for 2016/17 across the four services, with Support team costs spread across the professional teams, is just over £1.3 million. This can be broken down as follows –

<u>Budget (net, after income)</u>	
Environmental Health – Commercial	£442,166
Environmental Health – General public health	£379,841
Trading Standards & Animal Health	£338,076
Licensing	£40,371
Management & generic costs (eg software)	£110,273
Total	£1,310,727

In 2016/17 financial year a £41,000 underspend was reported, mainly from increased income from courses and extra external funding. This represents 3.1% of the total budget.

4. **PERFORMANCE**

- 4.1 Internal performance monitoring – the four teams within Public Protection each complete an annual Service Improvement Plan (SIP). These outline annual targets, specific projects etc and progress is reviewed regularly both by the teams themselves and Departmental Management Team.

- 4.2 External reporting – regular returns are made to the Food Standards Agency, Health & Safety Executive, Chartered Institute of Environmental Health, Drinking Water Inspectorate, Welsh Government and other organisations.
- 4.3 During late 2016, Internal Audit conducted a review of Licensing. Although their report is awaited, initial feedback was positive and will provide assurance the service is performing well. Also last year, ‘People Too’ consultants undertook a third party review of all MCC services. Again, their feedback was very encouraging and provided independent opinion of how our Public Protection services are currently performing.
- 4.4 2016/17 performance (and comparison to previous years)

The right hand column summarises team performance over the 2016/17 year. The middle column covers last year 2015/16, and the left column outlines 2014/15 performance. Therefore comparisons can be made to previous years.

The following table summarises performance data from the four service teams.

Figure One

<u>Service</u>	<u>2014/15 performance</u>	<u>2015/16 performance</u>	<u>2016/17 performance</u>
Environmental Health (Commercial)			
Food safety inspections (programmed)	394 (348 & 46 ceased trading)=100%	489 (100% of those programmed)	383 (100% of those programmed)
And total including other interventions (non- food)			524 total inspections and 343 “other controls” (advice/verification/ surveillance etc) Non-food interventions 230
Inspection within 28 days of scheduled date	88%	95%	88.4%
Number of new businesses opened	124	138	130
Broadly compliant food businesses (high risk)	88.5%	89.0%	90.4%
Broadly compliant food businesses – All	93.8%	94.0%	95.2%

Service Requests - food safety	503 400 within 3 working days=79.5%	569 Total SR's 1169	718 (86% within target time) Total SR's 1340
Communicable Diseases cases dealt with	194	183	171 (4 outbreaks and one fatality)
Health and Safety notifications		NR	63 accident, 33 major events
Notices served		3 notices served	10 notices served
Environmental Health (General public health)			
Housing service requests (SR'S)	153 Total 128 within 3 working days=83.7%	167 Total 135 within 3 working days = 80.8%	138 Total 127 within 3 working days = 92%
Noise	341 Total 297 within 3 working days=87.1% 221 closed within 3 months= 64.8%	305 Total 277 within 3 working days = 90.8% 130 closed within 3 months = 42.6%	363 Total 318 within 3 working days = 87.6% 188 closed within 3 months = 51.8%
Statutory nuisance, excluding noise	198 Total 180 within 3 working days=90.9% 140 closed within 3 months=70.7%	148 Total 131 within 3 working days = 88.5% 75 closed within 3 months = 50.7%	179 Total 152 within 3 working days = 84.9% 84 closed within 3 months = 46.9%
Environmental Protection (fouling, littering, fly tipping etc.)	345 Total 314 within 3 working days=91% 222 closed within 3 months=64.3%	255 Total 233 within 3 working days = 91.4% 174 closed within 3 months = 68.2%	475 Total 448 within 3 working days = 94.3% 341 closed within 3 months = 71.8%
Pest Control	95 Total 84 within 3 working days=88.4%	Total 104 85 within 3 working days = 81.7%	Total 74. 51 within 3 working days = 69%

Licensing			
Applications dealt with by Licensing	1905 (which includes 382 Temporary Event Notices requiring a 24 hour turnaround.	1945 (this increased figure also includes all monetary transactions).	1645 (which includes 423 Temporary Event Notices (TENs) requiring a 24 hour turnaround
Inspections carried out	624 inspections carried out (274 of which were risk rated premises for alcohol, entertainment and late night refreshment)	529 inspections carried out (240 of which were risk rated premises for alcohol, entertainment and late night refreshment)	508 inspections carried out (120 of which were risk rated premises for alcohol, entertainment and late night refreshment)
Service Requests carried out	932 service requests were carried out (847 - 91% - with a 3 day turnaround for first response).	740 service requests were carried out (679 - 92% - with a 3 day turnaround for first response).	879 service requests were carried out (816 - 92% - with a 3 day turnaround for first response).
Trading Standards and Animal Health			
Trading Standards Visits	192	317	176
Trading Standards Complaints/Advice	669	540	428
Citizens Advice Consumer Service	419 Referrals 1158 Notifications	410 Referrals 1069 Notifications	285 Referrals 785 Notifications
Animal Health Visits	290	311	411
Animal Health Complaints/Advice	251	186	298
Inspections at our: High Risk premises, Upper Medium premises.	92% (13/14) High Risk 46% (12/16) Upper Medium	95% (57/60) Inspection programme intel led	No formal programme of inspection this year. Intel approach with focus on safeguarding in particular medical devices.
Feed Law Enforcement	62% High Risk (116/186)	103% of new externally funded feed programme. 156 Inspections	118% - 223 Inspections
Programmed animal health inspections	100%	100% (14 High) 40% Overall Programme	No formal programme of inspection this year

New Business Visits	26% TS 10% AH	76% TS 90% AH	52% TS 58% AH
Animal Welfare Complaints	92.5% within target response time	96% within target response time	90.4% within target response time
Vulnerable Scam Reports	Not reported	35 visits contact with 119 individuals	9 visits contact with 121 individuals
Other			
Freedom of Information Requests (PP Total)	77	85	61
Events requiring advice via Safety Advisory Group	110	94	102

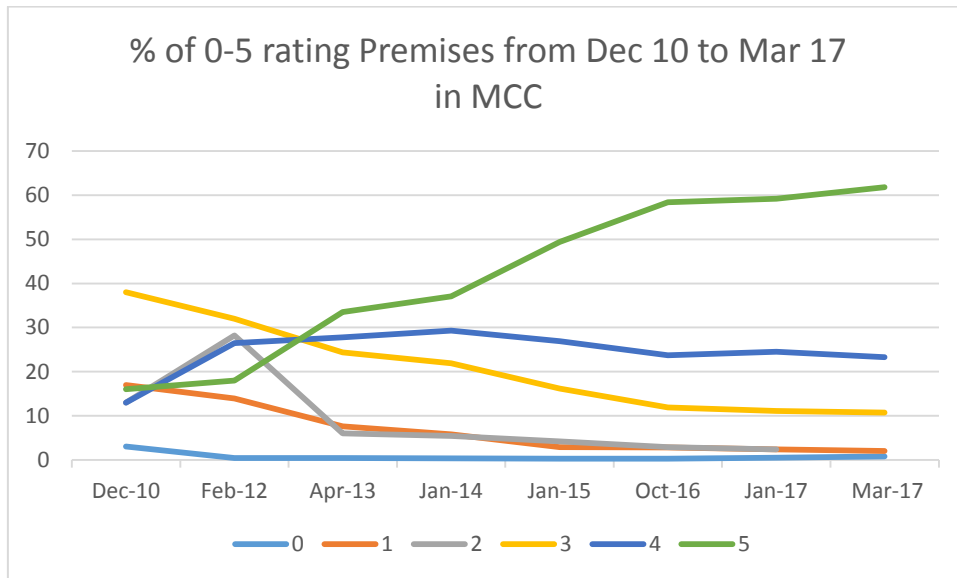
5. ANALYSIS AND NOTABLE ACTIVITY IN 2016/17

5.1 Environmental Health – Commercial

5.1.1 Food safety (food hygiene and food standards)

The Commercial team has reduced the back log of inspections which tended to accumulate at the end of the financial year, and negated the need for external contractors to complete our programme of inspections. We have moved from achieving 42% within the Code of Practice target of 28 days to achieving 88.4% of high risk businesses within the target time. It will be a challenge to maintain this standard due to a number of new demands being placed on the food safety team. These include increasing the amount of food hygiene training which is now done within normal work hours and an increase in the Primary Authority workload, (both income generating). An Officer will also be seconded temporarily to the Public Health team, to assist with their current work pressures and to bring commercial private water supplies within the team. As a result of our interventions, there has been a year on year increase in the number of high scoring premises under the Food Hygiene Rating scheme. We also promote top scoring food businesses on social media. Anecdotal evidence shows a top food hygiene score can increase a small food business income by up to £300 a week.

The graph below shows the significant increase (top line) in the number of '5 rated' food businesses in the county, demonstrating the success of the scheme. By implication, the number of other ratings, 4 and below, have gone down as a consequence of this improvement.



One prosecution was taken last April for hygiene offences, which resulted in a £3,950 fine. Prosecution is a 'last resort' but sends out a useful signal to all other businesses that action will be taken when advice is not heeded.

Access - this innovative scheme is now in its 4th year, whereby a charge is made for supplementary advisory visits. Feedback from business shows that the service is very effective in increasing confidence and having a beneficial effect on the food hygiene rating. The service is particularly effective for new businesses whose owners may not have encountered enforcement officers before. It establishes a better relationship and, through better compliance, the county gets safer food businesses.

Food standards - Officers this year have provided legal advice on the new requirements relating to allergen declarations in food, protecting affected persons. Officers also gave advice on the new requirements relating to nutritional declarations on prepacked food produced in Monmouthshire.

Primary Authority- the demands on Officers carrying out work as contacts for primary authority companies has increased. The legal requirements relating to allergen declarations etc have resulted in far more contact with the Officers, including the investigation of reported incidents.

Food sampling- the food team carries out regular sampling surveys of food made and sold in Monmouthshire. The reasons for sampling are varied and include microbiological safety, compositional quality (meat content etc), illegal colours in food, foreign body complaints, and speciation of meat components, authenticity and

strength of spirits. Surveys have also been carried out this year on spices in takeaway food, spirits strength and authenticity, and allergens in food. Sandwiches bought from various outlets, especially cheap sandwiches with extended shelf life, were also sampled in 16/17.

5.1.2 Communicable disease control

The majority of cases for investigation (171) are Campylobacter and Salmonella are individual, sporadic cases. Cases of Cryptosporidium and E. Coli have also been notified. Sadly, a patient died as a result of contracting E. Coli. These cases require the utmost sensitivity to investigate the possible source and prevention of spread. The team has also investigated a number of viral outbreaks in schools, care homes and a hospital, thus protecting the most vulnerable groups in Monmouthshire. It is necessary to investigate the cause, spread and duration of viral illnesses in order to eliminate other sources of illness such as foodborne illness.

Other infectious diseases investigated this year have been hepatitis F, rotavirus, and a large outbreak of Cryptosporidium illness centred in Monmouthshire with cases in other districts.

5.1.3 Health and Safety at Work

Tragic accidents in residential care homes outside Monmouthshire have resulted in a coordinated programme of proactive inspections across South East Wales, aimed at protecting some of our most vulnerable people. Inspections at all of the county's large residential care homes for the elderly were made, and a number of legal notices were served to ensure compliance. Visits to smaller residential homes providing accommodation for other vulnerable groups, (including young adults with learning disabilities), is also planned as 'phase two' of the project in 2017. The section organised a regional training event in partnership with neighbouring Environmental Health, Corporate Safety teams and the HSE, which was a great success and fostered a consistent approach to interventions regionally.

Fatal accidents at golf courses in neighbouring authorities, and serious incidents in Monmouthshire, has resulted in our staff training in preparation to carry out health and safety inspections at our golf courses in 2017/18.

From January this year, a specific study of underground cellars is being undertaken to protect the public, residents and workers from serious incidents in these enclosed spaces.

The section dealt with 63 RIDDOR (notifiable, more serious) accidents in 2016/17, which has resulted in numerous reactive interventions and legal notices being served to ensure compliance. These interventions protects often vulnerable (from poor work practices) persons in workplaces.

5.1.4 Income generation

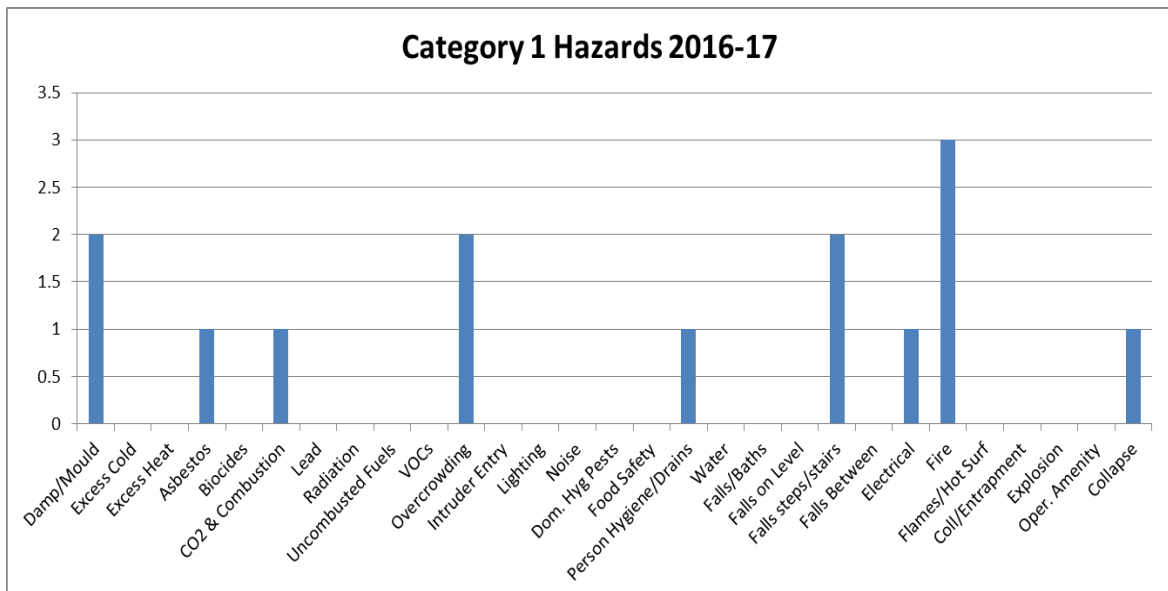
Although a regulatory function, the EH Commercial team are leading the field in Wales for innovative income generation. Further ideas are being developed. The total income for providing food hygiene training has been £10,272. Primary Authority work has produced an income of £4,189, and for advisory visits 'Accelerated Compliance and Economic Success through Business Support' (ACCESS) £2,470.

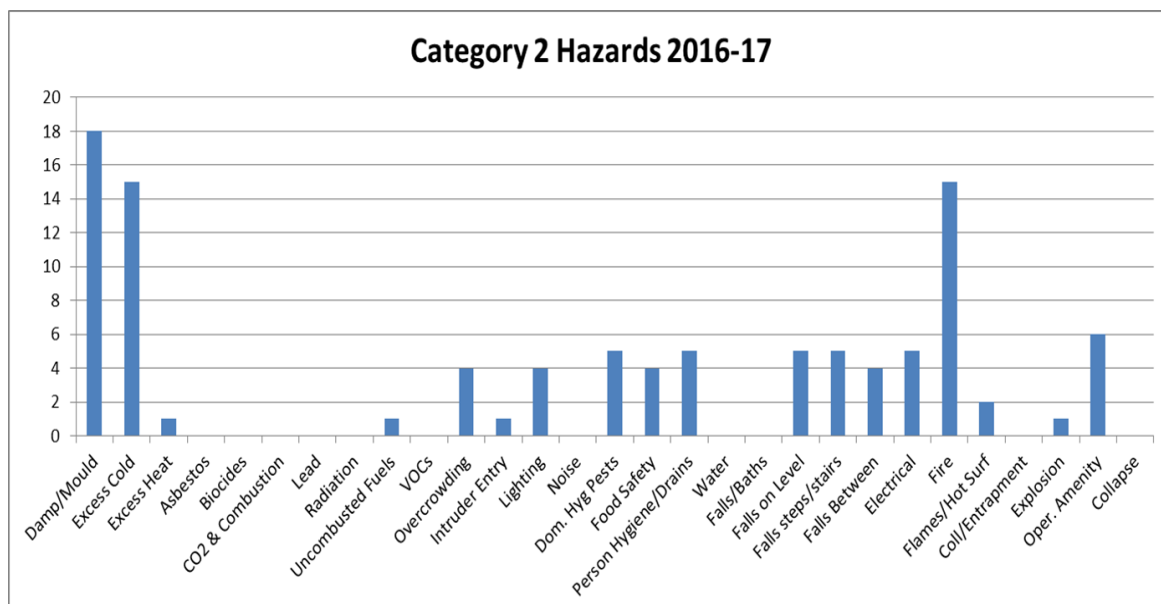
Charging for export certificates has brought in £750 new income and requests for food hygiene rescore applications £4,080. A further income source is a grant of £8,085 from the Food Standards Agency (FSA). This total income of nearly £30,000 helpfully offsets some of the service costs.

5.2 Environmental Health – Public Health

5.2.1 Housing

In 16/17 the team have continued to provide an effective and early response to complaints and requests for advice in the private rented sector. A total of 138 enquiries had been received with 127 of these responded to within 3 working days (92%). Enquiries can be regarding a range of concerns including threat of landlord harassment / unlawful eviction but generally relate to concerns with the condition of the rented property. Out of these enquiries a total of 45 dwellings were inspected with 14 category 1 hazards (most serious) and 100 category 2 hazards identified. Of the total of 114 hazards almost half relate to damp, cold and fire safety issues. The hazard profiles are illustrated as follows:

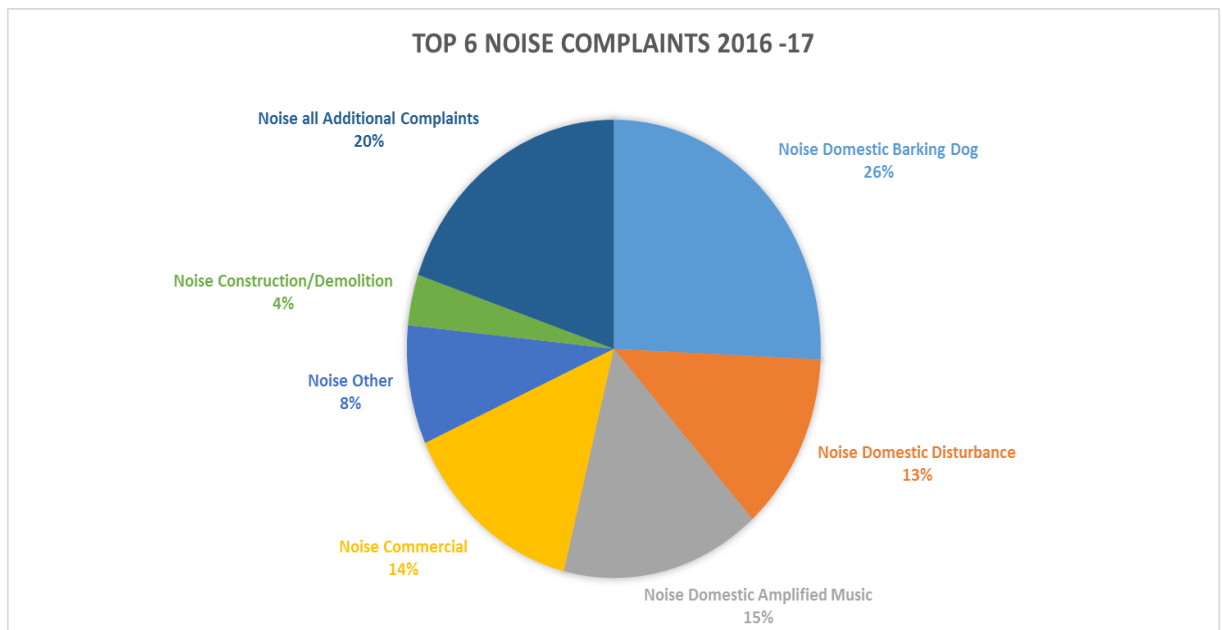




The 'Housing Above Takeaways' (HAT) scheme, referenced in the last report to Committee, has almost been completed and a rolling programme of inspections of 25 of the highest risk premises identified has commenced. The next stage of this scheme, (living accommodation above cafes / restaurants), has not progressed. This is due to a current focus on fulfilling the Council's responsibilities in promoting and supporting Rent Smart Wales (RSW), in meeting the new provisions of the Housing (Wales) Act 2014. This Act introduced a new requirement from the 23rd November 2016 for landlords of properties in Wales to be registered, and agents and landlords who carry out letting / management activities to be licensed. Promotion has included hosting a number of landlord forums, developing a landlord database and mail shots to landlords. Monmouthshire currently leads the table for LAs in Wales for % of properties registered. The next stage for the team will be to support RSW in taking enforcement action against those landlords and agents not complying with their legal obligations.

5.2.2 Noise

16/17 saw the highest number of complaints received by the team since 13/14 with a total of 363 complaints received involving a total of 436 enquirers. As always, dog barking is the subject of many of these complaints with 86 in total (26%) though there is still a diverse nature of complaints from industrial, agricultural and commercial noise sources. The breakdown of the top 6 sources of noise complaint is as follows:



The team is particularly active in this area of work during the summer months as noise complaints increase and a lot of proactive engagement is undertaken with organisers of the various concerts / music events held throughout the County. Our response within 3 days remains high at 87.6%, but cases resolved within 3 months has markedly improved from 42.6% in 15/16 to 51.8% last year.

5.2.3 Environmental Protection

16/17 has also seen a significant increase in the number of complaints that fall within this area of work compared with 15/16 (475 complaints : 255 in 15/16), with over 100 more complaints than any other year in the last 5 years. In particular the number of abandoned vehicles has risen sharply from 108 in 15/16 to 263 in 16/17, which reflects the falling price of scrap metal. However the team is performing well with responses within 3 working days, increasing from 91.4% in 15/16 to 94.3% and cases closed within 3 months also increasing from 68.2% to 71.8%.

The 'Give Dog Fouling the Red Card' scheme led by the team together with the Waste and Street Cleaning section, designed to empower local communities to deal with local fouling problems, has progressed into its second year with the number of participating Town and Community councils increasing from 12 to 19. Members report that dog fouling has generally reduced in their areas, although 'hot spots' persist, and complaints to the team have shown some reduction since commencement of the scheme:

13/14 – 169 complaints

14/15 – 147 complaints

15/16 – 92 complaints

16/17 – 121 complaints

5.2.4 Private Water Supplies

The team has the responsibility under the Private Water Supplies (Wales) Regulations 2010 for risk assessing all 'large' and 'small' private water supplies (PWS), where water is intended for human consumption and require improvements to be undertaken where necessary to ensure a wholesome and sufficient water supply is provided. We currently have 107 'small' and 47 'large' supplies which have received an initial risk assessment. However follow up action is required on over 90 of these to ensure works required are undertaken. In addition each supply must be risk assessed every 5 years. The legislation also requires the Authority to undertake sampling of these supplies. This area is a substantial work commitment for the team particularly as many property owners will resist having to make improvements, given that they may have been using the water supplies for a number of years.

5.2.5 Pest Control

There has been a decrease in the number of complaints received in this area with 74 for the year compared with 104 in 15/16. Response times within 3 working days is at 69%.

5.2.6 Construction

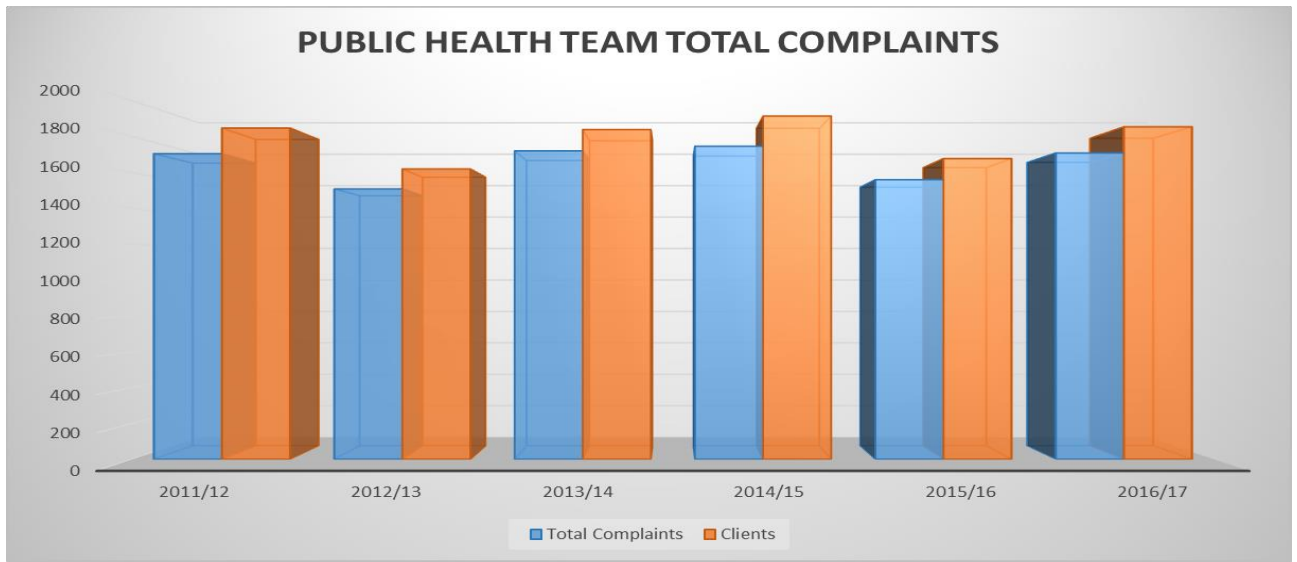
Engagement with the developers of the A465 dual carriageway and electrification of the South Wales main rail line has continued, and recently commenced with regard to the proposed M4 development. Our interest is to ensure that the contractors do all that can be reasonably expected to control noise, dust and air pollution levels. A substantial work commitment is needed in these areas which is generally not reflected in the Service Request statistics, with successful engagement hopefully resulting low complaint numbers.

5.2.7 Air Quality

The team completed the 38 visits planned for 16/17 of the industrial permitted sites and petroleum certified sites which we have responsibility for from a pollution legislation perspective. We continue to monitor traffic related pollution (nitrogen dioxide) in our 4 major towns and provide advice in regular meetings of the steering groups in the Chepstow and Usk Air Quality Management areas. In addition we are engaging with Education colleagues with regard to the potential for real time air quality monitoring in the 21st Century schools. As well as providing valuable data, these would provide an excellent educational tool for our young people on air quality issues.

5.2.8 Total Enquiries

The total number of service requests dealt with by the team across the range of functions was 1708 (1854 clients) last year. This is a significant increase from the 15/16 figure of 1559 (1677 clients), showing a 9.6% increase, similar to earlier years. This is illustrated in the bar chart below:-

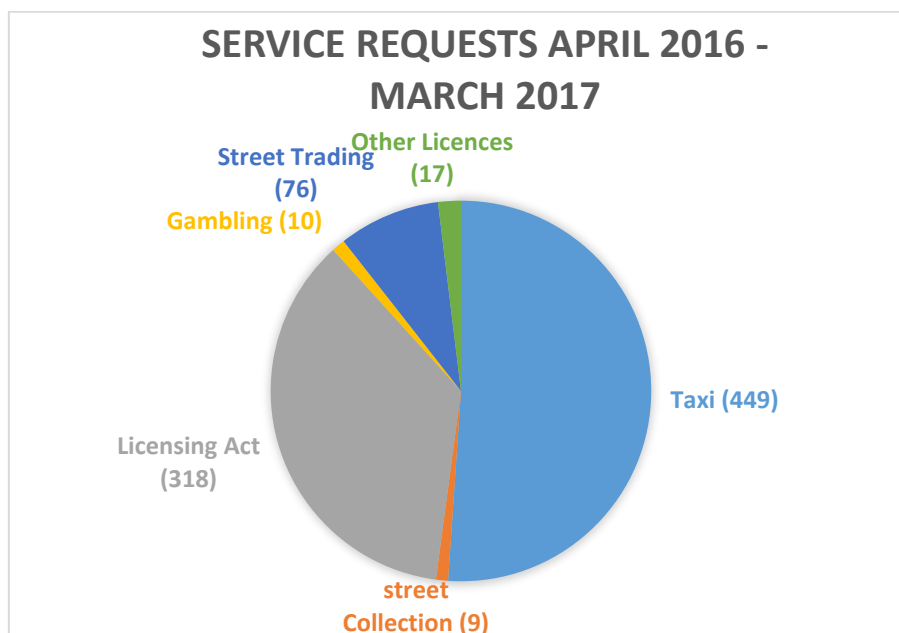


5.3 Licensing

5.3.1 General

The Licensing team deals with a variety of licences, dealing with pubs, restaurants, off-licences and takeaways, taxis, street trading (e.g. burger vans), street/house to house collections, (e.g. charity collections in the street or bag drops at homes), gambling (e.g. betting shops, racecourse, one armed bandits in pubs/clubs, raffles etc.), scrap metal collectors and sites. The team are also authorised to deal with sex establishments, boats and hypnotism.

740 requests for service were processed by the Licensing team last year in 2015/16. In 2016/17 the Licensing team processed 879 service requests, an increase of 139 requests more than the previous year. A breakdown of the 879 requests are shown below:-



1645 applications had been processed between April 2016 to March 2017.

5.3.2 Pubs, Restaurants, Off-licences, Clubs and Takeaways

Risk Assessments are conducted on all licensed premises, currently 1% out of the 506 premises licensed are regarded as high risk, 10% medium risk and 89% low risk. As part of the risk rating programme, 104 premises were visited during this period. Joint inspections are sporadically arranged with Environmental Health Officers, Gwent Police and South Wales Fire Service Officers. Inspections with Environmental Health Officers at licensed premises have been conducted with noise limiting equipment installed and tested. Inspections have been conducted with Fire Officers where Licensing Staff have picked up on suspected fire hazards. Gwent Police and Licensing conducted joint operations leading up to the Christmas period in Caldicot, Chepstow, Abergavenny and Monmouth. 8 pubs and 2 clubs were visited, 1 of the clubs was given a warning for breaching conditions and one pub given guidance on underage sales, due to them holding an 18th birthday party with the possibility of friends attending being underage. Licensing support and attend 'Pubwatch' meetings with a view to using online Pubwatch to share photographs of banned persons with group members. We hold meetings with all Responsible Authorities to discuss premises licensed with issues arising or new applications. In January a joint operation between the Police, Licensing and Trading Standards was carried out on 2 pubs and 1 shop following information of underage sales. All 3 venues failed the test purchase and sold alcohol to a person under 18 years old. Warning letters issued to all 3, follow up inspections will be carried out to assess improvement.

Accident and Emergency services, through Public Health Wales, provide reports to the Police and Licensing for Gwent, and Monmouthshire has the lowest amount of hospital admissions from alcohol related premises in the region.

Monmouthshire Licensing chair and host the Gwent Licensing Forum whereby we discuss cross border issues and new legislation.

5.3.3 Taxis

The new policy for Hackney Carriage / Private Hire Drivers, Vehicles and Operators came into force on 1st April 2016, which introduced the following:-

(a) Update knowledge tests for new drivers - Knowledge test prior to a person getting a licence in the taxi trade ensures conditions of the licence have been understood as to their duties to protect the public from harm.

(b) Implement a training programme for safeguarding children / vulnerable persons for new and existing licence holders. Safeguarding training is essential for the taxi trade as very often a driver is carrying passengers on a one-to-one basis. The training assists them on how they should conduct themselves and also what to look out for and how to report matters if they feel someone is in danger.

(c) Disabled access to vehicles - Disability awareness was essential. The policy gives guidance to drivers on how they should conduct themselves when a passenger has a disability.

(d) Restricting Operator bases licensed by MCC to be within the County. Restricting Operator bases will ensure Officers have the authority to inspect records.

During this period we revoked three taxi drivers, with one driver sent for drugs sampling who was later revoked for a violent offence, and the others following Police convictions for drug driving. We continue to work with Gwent Police with evening inspections conducted in Abergavenny and Chepstow, where we have the highest concentration of taxis and late night licensed premises. Licensing conducted spot checks on 124 drivers, 204 vehicles and 22 Operators during this period. 5 drivers given warnings for not wearing their drivers licence. 11 vehicle owners did not have cargo nets fitted to prevent luggage slipping and injuring passengers, 7 were issued a warning for defects to their vehicles along with 3 warned for not carrying spare wheels and 3 for not displaying 'no-smoking' stickers within the vehicles. One Operator Licence was revoked for using unlicensed drivers in Private Hire Vehicles. The Operator was also prosecuted and received a £3,000 fine plus £884 costs and £150 surcharge, with the magistrate stating the Operator had a total disregard for public safety.

Licensing have updated the standard of testing for all hackney carriage and private hire vehicles, garages test vehicles in line with the new Taxi Policy issued that came into force on 1st April. Licensing also support a taxi association whereby a representative from 4 areas of Monmouthshire attend to discuss licensing issues.

5.3.4 Gambling

In May a joint operation was conducted between the Gambling Commission and Licensing at a Track premises. Test purchase exercise took place with 13 bookmakers and 1 failed, by taking a bet from a person under 18 years old. A warning letter was issued to the Track Premises.

5.3.5 Street Trading

During this period Licensing have successfully issued 3 Block Street Trading Consents, following hearings for each one at the Licensing and Regulatory Committee in the towns of Monmouth, Abergavenny and Usk. Block street trading applications allow community events to take place without the need of applying for individual applications. It allows the organiser to manage all stall-holders within their event, for example Christmas fetes.

5.3.6 Street Collection

Licensing worked with Gwent Police to stop a firm collecting in Monmouthshire without the required street trading consent with no confirmation the money raised would go to charity. Enforcement ongoing with Licensing and Gwent Police.

5.4 Trading Standards & Animal Health

5.4.1 Feed

Following the successful first year of the regional approach to Feed Law enforcement, the second year has followed the same formula. With over two thirds of the region's inspections falling in Monmouthshire, this has allowed us to take on temporarily an additional Officer with vital knowledge and skills (not just in feed) and without any cost to the Authority. However a recent bout of illness showed how easily an outside influence could significantly impact on our ability to deliver and directly affect additional funding. Upskilling of other Officers is underway to try and support unforeseeable circumstances but this does have a direct effect on the wider trading standards remit.

5.4.2 Animal Health

As previously reported, since the loss of the additional funding animal health is now over 90% reactive. As strategic lead for Wales Heads of Trading Standards in relation to animal health, the Trading Standards team leader has been heavily involved in working with Welsh Government to develop a Partnership Delivery Plan with associated additional funding. This is based on a regional approach and mirrors the footprint of the Cardiff Capital Region City Deal. Monmouthshire has approximately 50% of the critical control points and animal related premises within this region, but current capacity, at 1.5 FTE's, limits this opportunity.

To date enhanced surveillance at critical control points including the market and slaughterhouse has been undertaken; a pilot survey into small holders and hobby farmers (as despite being assessed as low risk for health and welfare, they are felt to a more likely disease risk); a review of the recent dog breeding changes and a mobile animal exhibits assessment, as these are likely to become more prevalent.

5.4.3 Fair Trading

A significant case was brought to court in November, as a result of a joint investigation with Gwent Police. This culminated in a 28 month prison sentence for Neil Bradbury trading as Celtic Lettings, who pleaded guilty to 49 counts of fraud. These involved the failure to register deposits as legally required and not passing on rent from tenants to landlords. This was widely covered in the press and led to an appearance on X-ray, the BBC Wales Consumer Affairs programme.

Also in November another successful conviction was secured against Farhank Ameen, the owner of the European Mini Market, Welsh Street, Chepstow. He was found guilty of six charges including the possession for supply of counterfeit and illegally labelled tobacco, along with possession and exposure for supply of canisters of nitrous oxide deemed to be unsafe. Mr Ameen received a fine of £1,400 and ordered to pay £1,100 costs.

There are ongoing investigations into further supplies of illicit tobacco and intoxicating substances with potential significant safeguarding implications.

5.4.4 Consumer Protection

A priority for the service has been dealing with a variety of scams and bringing them to the attention of both the public and businesses whenever possible. The key focus has continued to be working with vulnerable victims through priority referrals and ensuring they are given the advice and assistance required and/or referred as appropriate. Call Blockers have been distributed to the vulnerable who have been targeted by scam calls, and support given to WASP (Wales Against Scams Partnership) on behalf of the Authority and initiatives such as Friends Against Scams and Mail Marshalls.

There have been a few multi-agency approaches undertaken targeting rogue traders, doorstep callers, poachers and itinerant businesses.

5.4.5 Weights & Measures

GP practices have been targeted for testing of weighing equipment used for patient treatment, health and wellbeing checks. This follows previous local problems identified and recognition at a national level that there can be significant errors which can directly impact on patient's medication and as a consequence their health.

5.4.6 Underage Sales

Following some intelligence received via the police a recent test purchase operation led to 3 sales from 4 attempted purchases. This is currently being followed up with appropriate advice and the premises will also be subject to further test purchase attempts, any further sales could lead to licences being reviewed.

5.4.7 Air Quality – Lorry Watch

Vehicle spotter reports continue to be followed up with checks that the vehicles are legitimately travelling through the two restricted areas in Usk, as these vehicles contribute significantly to the levels of air pollution.

5.4.8 Income Generation

Feed funding generated in excess of £20,000 allowing us to take on additional capacity. Animal Health PDP regional co-ordination and additional project work has generated £11,000 and Primary Authority has brought in £3,260.

5.5 Joined up interventions, across teams

5.5.1 Eisteddfod 2016

Officers from across the section were heavily involved in the planning, organising and checking regulatory compliance for food safety, public safety, water quality, workplace safety, licensing and noise management during the Eisteddfod. Officers attended daily briefings with Eisteddfod personnel, together with the other emergency services. We also worked at the MCC stand, (we benefit from having 3 fluent Welsh speakers), and carried out follow-up visits to food vendors during the week of the Eisteddfod in August. Over 100 hours of Public Protection input went into this successful event.

Bacteriological testing of water supplies was carried out at all outdoor events sites prior to setting up the event - the Maes, Maes B and the sizeable caravan and camping site in Llanover – together with safety checks.

5.5.2 Other ESAG work

A number of staff are involved in Monmouthshire's Event Safety Advisory Group, (ESAG). This is a partnership designed to help organisers run safe and successful events. It is recognised a proactive advisory stance is preferable to reacting to problems after events have occurred. As well as the Eisteddfod, a number of large events were held last year including food festivals, music concerts, agricultural shows, cycling events etc. and advice was provided. 134 events received advice from the group in 2016/17, which is a 43% increase from the previous year.

6 PERFORMANCE SUMMARY 2016/17

- 6.1 Public Protection teams, with only a small number of exceptions, continue to meet the Authority's legal obligations. However, Officers are typically operating at maximum level and are put under increased pressure when colleagues have any long term absence, eg. see 5.4.1 above. Managers will continue to monitor performance, review workloads, etc. to protect Officer wellbeing as far as possible.
- 6.2 To summarise the performance data in Figure 1, the Commercial team and Licensing are maintaining proactive and reactive services well. As outlined in the analyses in Section 5, the Public Health and Trading Standards/Animal Health teams have some pressures, due to work volumes and limited Officer capacity. Joint working such as event support has increased, eg. through providing expert advice on MCC's own organised events.
- 6.3 Members can gain some assurance that performance is in line with other Authorities via regular monitoring by the external governing bodies referred to in section 4.2, for example, the Food Standards Agency.

7 2017/18 AND BEYOND

- 7.1 Future Monmouthshire principles – the section seeks to progress from predominantly dealing with the 'here and now' needs of residents, visitors and businesses, (though clearly crucial), to activity with greater public health gain, ie. a focus on 'growing' our services. Examples would include more air quality activity, private housing interventions and consumer protection. Our 2107/18 Service Improvement Plans are seeking to better reflect our longer term vision and future planning. This tallies with the Well Being of Future Generations expectations, with Public Protection services contributing directly to a more prosperous, resilient, healthier and more equal county.
- 7.2 Public Protection services will continue to explore further income generation opportunities. One initiative to take forward 2017/18 is our 'Monmouthshire Alternative Prosecution Procedure' (MAPP), aimed at poor performing food businesses. An enhanced service offer, bespoke to their business, would be offered as an alternative to other enforcement actions. Where our work is significant, for example in connection with the likely M4 relief road, we will endeavour to secure the funding to support our service, to ensure we are sustainable moving forward.

- 7.3 Where certain services are better placed with others, we will continue to seek alternative providers. Current examples are Community Councils taking a greater role with dog fouling, and Licensing issuing 'block consents' so street markets, etc. can be administered locally.
- 7.4 When new legislative requirements are introduced, via Welsh Government or Westminster, our professional bodies will seek proper funding to implement. One example is the re-introduction of the Public Health (Wales) Bill.
- 7.5 Public Protection services are specifically referred to in the Welsh Government White Paper, 'Reforming Local Government: Resilient and Renewed'. Collaborative opportunities are being considered at regional and national level, and this Authority will play a part in developing future service models.
- 7.6 Noting the role of these services - protecting vulnerable people, reducing anti-social behaviour, improving our environment, ensuring safe food from farm to fork, etc. – the service would welcome actively engaging with Members in the new administration. The service, together with delivering statutory responsibilities, acts on local intelligence and welcomes input from local Councillors, other stakeholders, etc. to improve outcomes for our citizens.

DHJ/MM/06/06/2017

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REPORT

SUBJECT: Update on Safeguarding arrangements – Kerbcraft scheme

MEETING: Strong Communities Select Committee

DATE: 15th June 2017

DIVISION/WARDS AFFECTED: Countywide

1. PURPOSE

Prior to submission to Cabinet, to provide Strong Communities select committee members with an update on the action plan approved by Council on the 20th March 2017 (appendix 2 of the report titled ' Wales Audit Office report on safeguarding within the kerbcraft scheme in Monmouthshire County Council').

2. RECOMMENDATIONS

- 2.1 That members note the progress made against various actions within the action plan reported to Council on the 20th March 2017 (appendix 1 attached).
- 2.2 That the new policy and procedure/checklist for the provision of kerbcraft training (appendices 2,3 and 4) be scrutinised.
- 2.3 That members consider what feedback they would wish to offer to Cabinet.

3. KEY ISSUES

- 3.1 Following a review by Wales Audit Office (WAO) of the provision of kerbcraft training by MCC staff on behalf of Welsh Government an action plan was reported to Council in March 2017.
- 3.2 Appendix 1 replicates the action plan but in italics under relevant headings an update is provided.
- 3.3 One of the actions requires the preparation and implementation of new procedures for the provision of kerbcraft training and that the future operating model be reported to Cabinet. This report offers Strong Community Select Committee members the opportunity to review the report before it is presented to Cabinet.
- 3.4 During March and April officers reviewed previous and current working arrangements and developed a new procedure for the provision for kerbcraft training.

- 3.5 The new policy and working procedures are provided in appendices 2,3 and 4 .However the following points are brought to members' attention.
- 3.6 A major weakness highlighted by WAO was the control and recording of volunteers that supported MCC in the training of children at each school.
- 3.7 Since WAO expressed concern over the management of volunteers in August 2016 none has been used and all kerbcraft training has been provided by MCC kerbcraft trainers occasionally with assistance from school support staff.
- 3.8 The new procedure limits the use of volunteers to six at any one time so the checking and recording of safeguarding information relating to the volunteers becomes much more straightforward (previously records for up to 80 volunteers were required).
- 3.9 This change in procedure along with clear instructions on how the scheme is to be delivered will offer greater confidence that safeguarding is controlled in the provision of this service.

4. REASONS

- 4.1 The Council's action plan in response to the WAO findings is quite specific and in particular seeks to ensure that members are kept informed on progress with implementation, and its ongoing performance. This report is the first of several to members as outlined in the action plan.

5. RESOURCE IMPLICATIONS:

None directly from this report. The kerbcraft scheme is funded and delivered on behalf of Welsh Government. The funding is £56,000 per annum and is incorporated within the WG Road Safety Grant.

6. FUTURE GENERATIONS and EQUALITY ASSESSMENT

Attached

SAFEGUARDING ASSESSMENT: As contained within the body of the report, supporting reports and the FGEA. The Action plan is intended to strengthen safeguarding arrangements surrounding the kerbcraft scheme.

7. CONSULTEES:

None

8. BACKGROUND PAPERS:

Report to Council on the 20th March 2017 titled ' Wales Audit Office report on safeguarding within the kerbcraft scheme in Monmouthshire County Council'.

9. AUTHORS

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Subject area and evidence source

Wales Audit Office - Safeguarding arrangements – Kerbcraft scheme – Monmouthshire County Council

WAO Statutory Recommendation made under section 25 of the Public Audit (Wales) Act 2004

The Council should keep complete records in relation to volunteers, including evidence of DBS checks, occupational health questionnaires, safeguarding training, and reference details.

Pages 33
Key issues from WAO report

- Major weakness in volunteer record keeping in the Kerbcraft scheme prior to June 2015
- No central Council database for volunteers to ensure they have had the right pre-employment checks, therefore children are at risk
- Despite improvements made, there remain major weaknesses in the Council’s monitoring and record keeping

Current position

- Internal Audit have undertaken a thorough review of the Council’s arrangements for supporting volunteers, including safeguarding and volunteering. The draft report was issued on 3rd March 2017. *2nd Draft issued to Head of People’s services w/c 22nd May.*
- The Volunteer Toolkit is in place to provide support, consistency and best practice both for volunteers and the staff that support them.
- The Volunteer Network supports the sharing of good practice and ensures a coherent message regarding safeguarding
- An extensive programme of training to volunteer co-ordinators and volunteer leads
- Within Kerbcraft, the SAFE evaluation has identified that training records are held in the form of paper documents by the Road Safety Officer and the Safeguarding Unit has a copy of who has been trained in regard of Service Staff and dates (*confirm that Safeguarding Unit has received the SAFE audit*). However no formal spreadsheet or database is kept of what training has been undertaken and when it is due for renewal.

Actions	Desired Result	Action	Measure or milestone	Accountable Officer	Timescales
Page 34	Central database in place for volunteers to ensure there is safe and consistent recording of all pre-employment checks and training	<ul style="list-style-type: none"> Central Data Base Developed <i>Awaiting demonstration of proprietary database for central record (Alacrity). In the interim presently spreadsheets being established in each department for all volunteers records.</i> Information with every Council volunteer recorded in one place 	<ul style="list-style-type: none"> Database operational Database fully populated 	<p>Chief Officer for Resources</p> <p>Chief Officer for Resources</p>	<p>June 2017</p> <p>June 2017</p>
	High level assurance that effective safeguarding arrangements are in place for volunteers	<ul style="list-style-type: none"> Issue of internal audit report into volunteering. <i>Completed (agreed that recommendations be implemented authority wide – reissued to People Services</i> Development of action plan to address any issues within internal audit report Follow up audit to review any issues identified 	<ul style="list-style-type: none"> Consideration of internal audit report at WASCG Action Plan in place Follow up audit undertaken 	<p>Chief Officer for Resources</p> <p>Chief Officer for Resources</p> <p>Chief Officer for Resources</p>	<p>April 2017</p> <p>May 2017</p> <p>January 2018</p>

Clear roles and responsibilities for volunteer co-ordinators in Monmouthshire County Council.	<ul style="list-style-type: none"> Roles including volunteer co-ordination are clearly represented in job descriptions <i>Highlighted for inclusion in appropriate JD's subject to staff consultation</i> 	<ul style="list-style-type: none"> Take forward actions from the Internal Audit report 	Chief Officer for Resources	March 2017
	<ul style="list-style-type: none"> All volunteer co-ordinators have the required training <i>2017 Leading volunteers training plan created and being rolled out. Training records for staff are held centrally.</i> 	<ul style="list-style-type: none"> Ensure complete training records for all volunteer co-ordinators 	Chief Officer for Resources	March 2017

Page 35 WAO Statutory Recommendation made under section 25 of the Public Audit (Wales) Act 2004	<p>The Council should develop specific internal guidance and procedures for the operation of its Kerbcraft scheme so that staff are clear about how the scheme should operate.</p>
Key issues from WAO report	<ul style="list-style-type: none"> No appropriate controls were in place for the operation of the scheme from September 2012 to June 2015 As at June 2016, no specific guidance was in place for staff operating Kerbcraft to which they could be held accountable No adequate assurance arrangements in place The Council's Internal Audit has not reviewed Kerbcraft since its suspension in July 2015 No formal operating framework in place for the scheme
Current position	<ul style="list-style-type: none"> Kerbcraft has operated without volunteering input since August 2016 New management arrangements are in place and a review of the operating model is underway A SAFE audit completed and an action plan in place to address safeguarding gaps.

	Desired Result	Action	Measures or milestones	Accountable Officer	Timescales
Actions	A sustainable operating model is in place	<ul style="list-style-type: none"> Appraise the options for the future operating model for Kerbcraft Recommend future operating model to Cabinet <i>Option appraisal undertaken and new procedure prepared (appendix 1). Reporting to Strong Communities Select committee in June prior to Cabinet report in July (Cabinet date slipped due to purdah)</i> 	<ul style="list-style-type: none"> Option appraisal undertaken Operating model approved by Cabinet 	<p>Chief Officer for Operations</p> <p>Chief Officer for Operations</p>	<p>April 2017</p> <p>June 2017</p>
	Clarity of roles and responsibilities of those working within Kerbcraft	<ul style="list-style-type: none"> Operating model will set out clear role profiles, competencies <i>New procedure prepared and JD's updated to reflect roles</i> 	<ul style="list-style-type: none"> Framework embedded in the policy development process of the council 	<p>Chief Officer for Operations</p>	<p>June 2016</p>
	Clear safeguarding procedures are in place to give assurance on Kerbcraft operations	<ul style="list-style-type: none"> Assurance by Internal Audit on the effectiveness of Kerbcraft <i>Audit scope approved and underway</i> Implementation of all actions identified in the SAFE action plan <i>New procedure developed</i> 	<ul style="list-style-type: none"> Audit field work completed All actions identified completed Action plan in place and 	<p>Chief Internal Auditor Chief Officer for Operations</p> <p>Chief Officer for Operations</p> <p>Chief Internal Auditor</p>	<p>April 2017</p> <p>June 2017</p> <p>September 2017</p>

		<ul style="list-style-type: none"> Implement an action plan to address any issues identified in the audit Undertake a follow up audit if indicated 	<p>considered at appropriate officer and Member committees</p> <ul style="list-style-type: none"> Audit fieldwork undertaken 	Chief Internal Auditor	April 2018
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WAO Statutory Recommendation made under Section 25 of the Public Audit (Wales) Act 2004 Page 37	<p>The Council should establish effective performance management and scrutiny arrangements for the Kerbcraft scheme and clarify the roles of the Safeguarding and Quality Assurance Unit and Internal Audit in those arrangements.</p>
Key Issues from WAO Report	<ul style="list-style-type: none"> There were no reports to Members regarding the transfer of responsibility for Kerbcraft to Monmouthshire County Council The Council does not receive reports on how the scheme is operating and whether it is achieving its objectives Lack of effective oversight of the scheme Internal Audit has not been asked to review the service Concerns regarding the scheme's operations were not raised with the Council's Cabinet
Current Position	<ul style="list-style-type: none"> There has been no reporting on Kerbcraft performance to any select committee since the scheme transferred to the Council As the scheme is funded by a Welsh Government specific grant, there are quarterly returns to Welsh Government on performance, e.g. number of children who participate and achieve outcomes The Safeguarding and Quality Assurance Unit has a role with Kerbcraft and other service areas which supports self evaluation and improvement. It has supported the service responsible for Kerbcraft to complete a SAFE audit, develop an action plan and is providing some support to complete the identified actions. The Unit is not resourced to provide this high

Actions

<p>level of support to all parts of the Council, or to Kerbcraft on an ongoing basis. The long term relationship will be one of high level support and assurance, reporting any issues to the Whole Authority Safeguarding Co-ordinating Group.</p> <ul style="list-style-type: none"> Internal Audit has planned but not yet undertaken an audit of Kerbcraft. 					
Desired Result	Action	Measure or Milestones	Responsible Officer	Timescale	
Effective governance arrangements for the political reporting of Kerbcraft performance	<ul style="list-style-type: none"> Determine a Select Committee to hold officers and Cabinet Member to account for delivery of the actions to implement these recommendations and for the ongoing performance of Kerbcraft 	<ul style="list-style-type: none"> Select Committee confirmed and first report received 	Chief Officer for Operations	June 2017	
	<ul style="list-style-type: none"> Report on delivery of WAO recommendations to Audit Committee and Cabinet on a biannual basis until there is high level assurance that performance has improved and risks have been reduced 	<ul style="list-style-type: none"> Report on progress with this action plan to audit committee 	Chief Officer for Operations	July 2017	
Clear relationship articulated between Internal Audit and Safeguarding and Quality Assurance Unit	<ul style="list-style-type: none"> Memorandum of Understanding between Internal Audit and Safeguarding and Quality Assurance Unit which sets out the respective roles in assuring the effectiveness of safeguarding. 	<ul style="list-style-type: none"> Memorandum of Understanding in place and agreed by Senior Leadership Team 	Chief Internal Auditor/ Chief Officer for Social Care and Health	April 2017	
Performance Measures for Kerbcraft which demonstrate how effectively the	<ul style="list-style-type: none"> Performance measures developed 	<ul style="list-style-type: none"> Measures in place 	Chief Officer for Operations	April 2017	
	<ul style="list-style-type: none"> Scrutiny by the appropriate select committee 	<ul style="list-style-type: none"> Select committee 	Chief Officer for Operations	June 2017 and	

	service purposes are met		scrutiny of performance		thereafter on at least an annual basis
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APPENDIX 2

Kerbcraft (Road Safety Training) – Operating Procedures - April 2017

The Kerbcraft (Road Safety Training) service provides essential road safety training for 5 – 7 year old primary school children. The scheme is designed to teach pedestrian skills by means of practical road side training rather than teaching in the classroom. The training is built around teaching 3 skills; choosing safe places and routes; crossing safely at parked cars and crossing safely near junctions. The scheme examines risk, hazard and danger, and through coaching, children understand and learn at a very early age the necessary skills to be safer when walking.

Key Procedures

- Contact school/head teacher to arrange a meeting to discuss the establishment of the Kerbcraft program, identify pupil numbers, year group of children to be trained and contact details of lead teacher.
- Arrange to meet lead teacher to discuss delivery of Kerbcraft and agree training day and delivery programme. School to provide register of children and identify children that are on a Special Educational Programme.
- Prior to beginning training, visit site and carry out a survey of streets/roads surrounding the school to identify and assess training routes and locations. Site risk assessments will need to be carried out to determine appropriate training locations and retained on the school file.
- Permission will be sought from parents of the children due to be trained, permission forms will be sent home via the school. In addition to permissions an information letter will be sent incorporating an outline of the scheme and how the scheme safeguards children. No training will take place until appropriate permissions have been received.

- Collect parent permission slips form school which will be checked, scanned and filed securely. Update register, scan and retain on school file. Ensure either copies or the original permission slips are retained by the school
- Provide check list (to include DBS, Safeguarding training, Health Check etc. as per Kerbcraft Volunteer Checklist) of volunteers and training co-ordinators for the Head Teacher for approval and retention in the school.
- All staff providing training will be required to complete and be in a position to provide proof of;
 - Safeguarding Level 1 training (to be refreshed every 3 years)
 - Enhanced DBS with Children Barred list check (to be reapplied for every 3 years)
- Request Head Teacher or designated member of staff to formally confirm (in writing) agreement to commence training.
- Attend school at the prearranged time/date, undertake training in accordance with “kerbcraft” training manual. Check & assess training route using the Training Day Risk Assessment Pro Forma prior to the training, identify issues and additional controls where appropriate, if route is not appropriate utilise previously identified route/location.
If route is not acceptable due to site issues or inclement weather suspend training – inform volunteers and school and if appropriate, organise alternative training at School.
- Meet with volunteers following inspection and prior to training at the School to brief volunteers and Q&A
- Register at school
- Update children’s training register –ensure stored at all times in a secure area

- Undertake training in accordance with the Kerbcraft manual
- Whilst training takes place all officers/volunteers must be mindful of issues of safeguarding and child welfare. Should a concern be raised or identified, Officers must follow the procedures set out in the Safeguarding Policy, and report the case to the identified Designated Officer. Advice should also be sought via either Monmouthshire's Safeguarding Unit or the Social Service's Duty Team
- Assess children and address any problems that have not been addressed during the scheme, using standard pro forma, parental questionnaires etc. Collect and collate feedback forms, scan and file accordingly.
- Evaluate feedback forms to ascertain effectiveness of scheme, identify and address any issues that arise.
- Arrange Kerbcraft Certificate assembly

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INTRODUCTION

This Policy has been produced to support good practice within the Kerb Craft Service offered by Monmouthshire County Council to pupils between the ages of 5 and 7 years attending Primary schools within Monmouthshire

PURPOSE OF POLICY

The Policy will offer a framework which ensures consistent Safeguarding Practice within the service and ensure said practice is in line with the stated values of Monmouthshire County Council which underpin all work with children and young people. Further to this the policy will clarify the professional responsibilities to ensure statutory and other duties are met in accordance with local and national requirements and procedures regarding the Safeguarding and protection of children. This Policy is underpinned by the belief that the “welfare of the child is paramount” and all employees and volunteers have a responsibility to children in their care.

LEGISLATIVE AND POLICY FRAMEWORK

This policy is a requirement made under Monmouthshire County Council’s “Safeguarding and Child Protection Policy” adopted by this service in 2014. As such it works to the Legislative Framework enshrined within the Monmouthshire wide Policy and gives consideration to:

- Social Services and Well Being Act (Wales) 2014
- All Wales Child Protection Procedures 2008
- Children Act 2004
- Safeguarding Children – Working Together Under the Children Act Guidance 2004
- Kerbcraft Training Handbook

ROLE OF THE MANAGER

- Appoint a designated officer to take the lead role in safeguarding and protecting children within the Kerbcraft Service area.
- Ensure that all staff are trained in Child Protection and Safeguarding via review on a biannual basis;
- Ensure all staff have an current knowledge of this policy and that the policy is fully implemented within the service;

- Ensure that all staff and volunteers understand the procedures and processes are in place to support staff in raising concerns in regard to children;
- Monitor staff compliance with the policies and procedures for safeguarding and promoting the welfare of children through training opportunities and auditing of the HR process;
- Ensure sufficient resources and time is available for the designated officers and staff to discharge their responsibilities in line with Monmouthshire's Safeguarding Policy.
-

ROLE OF DESIGNATED SAFEGUARDING LEAD OFFICER (D.O.)

- To act as a safeguarding lead within the service in order to offer advice and support to staff and volunteers who have concerns about children's wellbeing and safeguarding;
- To attend appropriate Safeguarding Lead training every 2 years
- Liaise with Social Services and Monmouthshire's Safeguarding Unit to seek advice and guidance in regards to child protection and safeguarding issues;
- Ensure they are compliant with training and attends interagency Child Protection training/Safeguarding Lead training and Data Protection training;
- Attend professional meetings and child protection meetings as required to share information;
- To work with Manager and Monmouthshire's Safeguarding Unit to complete audits and review the service as required;
- To keep an electronic database in regard to the training of staff and volunteers;
- To keep a confidential electronic database of any concerns raised;
- Write reports as required regarding any concerns

ROLE OF DEPUTY SAFEGUARDING LEAD OFFICER

To be trained to equivalent level to offer support to Designated Officer and cover in their absence.

CHILD PROTECTION TRAINING

- All staff – permanent, temporary and volunteers – should have a copy of this policy and procedures as well as the names of the designated Safeguarding Leads within KerbCraft;

- All staff working with children should undertake appropriate child protection training i.e. Monmouthshire's Level One Safeguarding Training or the SEWSCB Multiagency Recognition to Referral Training every three years;
- Safeguarding Leads and Designated Officers shall undertake SEWSCB Training for Safeguarding Lead's Training, or the equivalent training offered via Monmouthshire's Safeguarding Unit;
- A Database of Training for all Staff and Volunteers should be kept up-to-date and reviewed bi-annually

RECORDS AND RECORD KEEPING

- As in Line with the whole Authority Safeguarding and Child Protection Policy the Manager and Designated Officers have responsibility to maintain accurate and relevant Child Protection records. These records must be kept in a secure place and separate from all other records pertaining to the child;
- As in line with the whole Authority Safeguarding and Child Protection Policy the Manager and Designated Officers shall maintain and keep detailed records regarding allegations of abuse against any member of staff working for them, either paid or voluntary;
- Advice and guidance can be sought from Monmouthshire County Councils People Services Department or the Safeguarding Unit;
- All records should be kept in line with Monmouthshire's Data Protection policy and any staff responsible for record keeping should attend Monmouthshire's Data Protection training;
- Should information or registers of children attending the service need to be held in the public domain there must be secure procedures in place to protect the identity of children.

INFORMATION SHARING

It is recognised that in order to safeguard and protect children information sharing will be required and therefore should be informed by, and follow, the principles laid out in the Welsh Government guidance Safeguarding Children; Working together under the Children Act 2004.

Information about children, young people and families must be shared appropriately and always in accordance with the All Wales Child Protection Procedures. It is critical that, when there is a reasonable cause to believe that a child or young person may be suffering or may be at risk of suffering significant harm, consideration should always be given to referring these concerns to Children's Services and /or the Police.

All information sharing should be carried out in accordance with the Human Rights Act 1998, Crime and Disorder Act 1998 and Data Protection Act 1988 and confidential information must only shared for genuine purposes.

RECRUITMENT AND SELECTION

To promote safe recruitment and HR Practices the Kerb Craft service will adhere to Monmouthshire Councils Safe Recruitment policy

Anyone required to recruit staff or volunteers should attend safer recruitment training in line with Monmouthshire County Councils recruitment and employment standards and according to their role and remit.

Kerb Craft will review its selection and recruitment procedures regularly and carry out auditing on DBS checks of staff and volunteers

Ensure that safe recruitment procedures are made accessible to all staff responsible for the recruitment of employees and volunteers.

All managers and appointing officers are required to:

- Comply fully with Monmouthshire County Council DBS Policy;
- Identify all relevant positions / posts within their area of responsibility that come under the definition of Regulated Activity and are therefore entitled to an Enhanced DBS check;
- Ensure that all staff and volunteers working with children and young people (as defined under regulated activities) provide a DBS disclosure certificate prior to taking up post;
- Ensure that they have sight of and record on a local database the details of all DBS certificate checks;
- Submit the number and date of all DBS disclosure checks to the Employee Services department on the appropriate pro forma;
- Ensure that staff and volunteers working with children and young people renew their DBS disclosure certificates on a three yearly basis where this is a requirement of their professional body (note this would apply also when the staff member is on long-term sick or maternity leave);
- Ensure that an updated DBS disclosure certificate is obtained by any individual staff member or volunteers working with children when there are reasonable grounds to do so e.g. following involvement in criminal activity or if a professional allegation is made;
- In the event of any disclosure information being obtained, either at the point of recruitment or subsequently, ensure that a risk assessment is completed and brought to the attention of Employee Services.

Additional Note: In the event of an employee or volunteer becoming involved in any criminal activity managers are required to complete a risk assessment and report this to Employee Services, their line manager and / or relevant manager within the Local Authority.

ALLEGATIONS AGAINST ADULTS WHO WORK WITH CHILDREN AND YOUNG PEOPLE

It is essential that all allegations of abuse are dealt with fairly, quickly and consistently, providing effective protection for the child while supporting the person who is the subject of the allegation. Allegations should be dealt with in line with the All Wales Child Protection Procedures 2008, Regional Safeguarding Children Board guidelines on Professional Abuse Child protection enquiries by Children's Services and / or the Police will take priority over disciplinary investigations, and will determine whether investigations can be carried out concurrently.

The sharing of information about an allegation must be handled sensitively and must be restricted to those who have a need to know in order to:

- * Protect children;
- * Facilitate enquiries, or
- * Manage disciplinary / complaints aspects.

Information about the child or family must not be shared with the individual against whom the allegation was made or anyone representing them.

- On the completion of Police or Social Services investigations, if formal disciplinary action is not required, appropriate action should be instituted within three working days (e.g. arrangements made for a suspended employee to return to work). If a disciplinary hearing is required and can be held without further investigation, the hearing should be held within 15 working days.
- Any Monmouthshire employee who believes that allegations or suspicions are not being investigated properly has a responsibility to escalate their concern to a higher level within the Council, or directly to the Lead Officer for Safeguarding Children in Education.

The Council has a Whistleblowing Policy that can be used for confidential reporting of any abusive, inappropriate or unprofessional behaviour towards children or young people, or any conduct that breaches criminal law or statute; compromises health and safety; breaches accepted professional codes of conduct, or otherwise falls below established standards of practice in relation to children and young people.

APPENDIX 4**Monmouthshire County Council****Traffic & Development, Road Safety Education, Training & Promotion****Implementation of Kerbcraft in Schools****Procedure / Checklist**

School				
Year				

Week		Action / Activity	Date Actioned	Actioned By	Comments
1	1	Visit school and carry out a survey of street/roads surrounding the school to identify and assess training routes & locations			
1	2	Assess travelling time from School to training route & locations			
1	3	Carry out detailed Risk Assessment of surveyed routes & locations for training retain on School File			
1	4	Make contact with School / Head teacher to arrange meeting to discuss the establishment of Kerbcraft Training and identify numbers, year group of children to be trained and contact details of lead teacher.			
2	5	Arrange to meet lead teacher to discuss delivery of Kerbcraft and agree training day and delivery programme School to provide register of children and identify children that are on a Special Educational Programme			

2	6	Carry out 1 : 1 training with SEP staff			
2	7	Arrange for permission letters & Volunteering letters to be sent out (via the School) to Parents.			
3	8	Collect parent permission slips from School and update register and retain on file. Ensure permission slips (copy/original) are retained by School.			
3	9	Collect volunteer permission slips from school and contact (Standard letter) volunteers outlining the scheme, the commitment (16 weeks) etc. and request confirmation of their commitment to the scheme			
4	10	Arrange to meet volunteers to outline the scheme and MCC volunteering requirements; DBS, Volunteer Health Questionnaire, Safeguarding & References etc.			
4	11	Update volunteer database with current DBS, safeguarding, health checks where appropriate			
4	12	Arrange for DBS checks for those who do not have a DBS and update database (Reference MCC Volunteer Toolkit)			
4	13	Arrange for Safeguarding Training for those volunteers not trained and update database when completed (Reference MCC Volunteer Toolkit)			
4	14	Arrange Volunteer Health Questionnaire to be completed and sent to HR (Dawn Hathaway) and update database when completed (Reference MCC Volunteer Toolkit)			
5	15	Arrange Volunteer training at School and Practical session on street/road			
	16	Provide check list (to include DBS, Safeguarding training, Health Check etc. as per Kerbcraft Volunteer Checklist) of			

		volunteers and training co-ordinators for the Head Teacher for approval and retention in the School.			
	17	Request Head Teacher or designated member of staff to formally confirm agreement to commence training.			
6-18	18	Commence Training;			
		Training Day Procedure/Checklist			
		a	Check & assess training route using the Training Day Risk Assessment Pro Forma prior to the training, identify issues and additional controls where appropriate, if route is not appropriate utilise previously identified route/location. If route is not acceptable due to site issues or inclement weather suspend training – inform volunteers and school and if appropriate organise alternative training at School		
		b	Meet with volunteers following inspection and prior to training at the School to brief volunteers and Q&A		
		c	Register at School		
		d	Update Children's Training Register		
		e	Update Volunteer Training Register		
6-9	19	Train children in Finding Safe Places and Routes to Cross			
10-13	20	Train children in Crossing Between Parked Cars			
14-17	21	Train the children in Coping with Junctions			

18	22	Assess children and address any problems that have not been addressed during the scheme, using standard pro forma, parental questionnaires etc.			
18	23	Arrange School Kerbcraft Certificate Assembly and thank you to volunteers.			
	24	Undertake Training Evaluation			



Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer Roger Hoggins</p> <p>Phone no:</p> <p>E-mail: rogerhoggins@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To Update on Safeguarding arrangements within the Kerbcraft scheme</p>
<p>Name of Service</p> <p>Operations</p>	<p>Date Future Generations Evaluation form completed</p> <p>7th June 2017</p>

NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc





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Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	x	x
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	x	x

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Young people in Monmouthshire will be better safeguarded through a safe workforce, including volunteer and commissioned providers. Applied practices and processes will be safe and so ultimately people should feel and be safe	A robust system will be in place and ensure any previous weakness in structure, steer and practice and accountability is addressed
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Young people in Monmouthshire will be better safeguarded through a safe workforce, including volunteer and commissioned providers. Applied practices and processes will be safe and so ultimately people should feel and be safe	A robust system will be in place and ensure any previous weakness in structure, steer and practice and accountability is addressed
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	The improvements will support people in being and feeling safe	A robust system will be in place and ensure any previous weakness in structure, steer and practice and accountability is addressed
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	x	x
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The improvements to the service delivered does not discriminate but will support everyone across all ages, religions, race and cultures	A robust system will be in place and ensure any previous weakness in structure, steer and practice and accountability is addressed

2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The action plan clearly sets out the expectations of those working for or on behalf of the Council, to deliver the new approach to Kerbcraft, and in line with this, expectations of those accountable within the authority in assuring this is delivered.</p>	<p>N/A</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The action plan clearly sets out the expectations of those working for or on behalf of the Council, to deliver the new approach to Kerbcraft, and in line with this, expectations of those accountable within the authority in assuring this is delivered.</p>	<p>N/A</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The action plan clearly sets out the expectations of those working for or on behalf of the Council, to deliver the new approach to Kerbcraft, and in line with this, expectations of those accountable within the authority in assuring this is delivered.</p>	<p>N/A</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The action plan will be delivered through existing resources but the intention is to prevent problems in safeguarding occurring.</p>	<p>N/A</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>Authority / volunteer /external provider working should be strengthened. This should impact on individuals and communities.</p>	<p>N/A</p>

3. Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link:<http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or alanburkitt@monmouthshire.gov.uk

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Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Nothing additional	None	N/A
Disability	Nothing additional	Nothing additional	N/A
Gender reassignment	Nothing additional	Nothing additional	N/A
Marriage or civil partnership	Nothing additional	Nothing additional	N/A

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Pregnancy or maternity	Nothing additional	Nothing additional	N/A
Race	Nothing additional	Nothing additional	N/A
Religion or Belief	Nothing additional	Nothing additional	N/A
Sex	Nothing additional	Nothing additional	N/A
Sexual Orientation	Nothing additional	Nothing additional	N/A
Welsh Language	Nothing additional	Nothing additional	N/A

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4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	Young people in Monmouthshire will be better safeguarded through a safe workforce, including volunteer and commissioned providers. Applied practices and processes will be safe and so ultimately people should feel and be safe	None – the policy is to improve safeguarding	N/A

Corporate Parenting	N/A	N/A	N/A
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5. What evidence and data has informed the development of your proposal?

Council Minutes March 2017
WAO Report 2017

6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

None

7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress
None			

8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	Annually by report to select committee
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9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Strong Communities Select	June 2017	

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SUBJECT	REVENUE & CAPITAL MONITORING 2016/17 OUTTURN STATEMENT
DIRECTORATE	Resources
MEETING	Strong Communities
DATE	15th June 2017
DIVISIONS/ WARD AFFECTED	All Authority

1. PURPOSE

- 1.1 The purpose of this report is to provide Members with information on the revenue outturn position of the Authority at the end of reporting period 4 which represents the financial outturn position for the 2016/17 financial year.
- 1.2 This report will also be considered by Select Committees as part of their responsibility to,
- assess whether effective budget monitoring is taking place,
 - monitor the extent to which budgets are spent in accordance with agreed budget and policy framework,
 - challenge the reasonableness of projected over or underspends, and
 - monitor the achievement of predicted efficiency gains or progress in relation to savings proposals.

2. RECOMMENDATIONS PROPOSED TO CABINET

- 2.1 That Members consider a net revenue outturn unspend of £884,000, an improvement of £805,000 on quarter 3 outturn predictions.
- 2.2 Members consider a capital outturn spend of £40.03m against a revised budget of £40.98million, after proposed slippage of £17.5 million, resulting in a net underspend of £951k.
- 2.3 Consider and approve the £17.5m capital slippage recommended (detailed in appendix 2), paying attention to those schemes described in para 3.3.6 where slippage has been requested by the service manager but is not being recommended to slip (£198k).
- 2.4 Considers the use of reserves proposed in para 3.4.1,
- 2.5 Supports the apportionment of general underspend in supplementing reserve levels as described in para 3.4.3 below, i.e.:

Priority Investment Fund	£570k
Redundancy & Pension Reserve	£114k
IT Transformation Reserve	£100k
Capital Receipts Generation Reserve	£100k
 Total	 £884k

- 2.6 Members note that the low level of earmarked reserves will severely reduce the flexibility the Council has in meeting the challenges of scarce resources going forward.

- 2.7 Members note the significant reduction in the overall school balance at the end of 2016/17 and supports the continuing work with schools to ensure that the Council's Fairer Funding scheme requirements are met and that the overall schools balance remains positive in 2017/18.

3. MONITORING ANALYSIS

3.1 Revenue Position

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

3.1.2 Responsible Financial Officer's Summary of Overall Position Period 4 : Final outturn

Table 1: Council Fund 2016/17 Outturn Forecast Summary Statement at Period 4 (Outturn)

Service Area	Budget Reported @ Month 9	Budget Virements & Revisions made during Period 4	Revised Annual Budget @ Outturn	Outturn	Forecast Over/ (Under) @ Outturn	Equivalent Forecast Over/(Under) @ month 9	Variance in Forecast since month 9
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Adult Services	7016	93	7109	6929	-180	-100	-80
Children Services	9804	-39	9765	10338	573	584	-11
Community Care	20624	1	20625	21413	788	594	194
Commissioning	1543	0	1543	1427	-116	-93	-23
Partnerships	347	0	347	398	51	0	51
Public Protection	1460	0	1460	1378	-82	-3	-79
Resources & Performance	911	-42	869	869	0	3	-3
Total Social Care & Health	41705	13	41718	42752	1034	985	49
Individual School Budget	43224	-63	43161	43191	30	34	-4
Resources	1508	0	1508	1523	15	-4	19
Standards	5066	17	5083	5084	1	140	-139
Total Children & Young People	49798	-46	49752	49798	46	170	-124
Business Growth & Enterprise	1028	-214	814	801	-13	25	-38
Planning & Housing	1362	0	1362	1151	-211	-180	-31
Tourism Life & Culture	2902	80	2982	3424	442	448	-6
Total Enterprise	5292	-134	5158	5376	218	293	-75
Governance, Engagement & Improvement	4620	-21	4599	4502	-97	22	-119
Legal & Land Charges	448	0	448	401	-47	-30	-17
Operations	16922	-126	16796	16425	-371	-152	-219
Total Chief Executives Unit	21990	-147	21843	21328	-515	-160	-355
Finance	2242		2242	2011	-231	-101	-130
Information Communication Technology	2371	-89	2282	2328	46	-1	47
People	1463	0	1463	1505	42	100	-58
Place	-722	42	-680	-576	104	210	-106
Total Resources	5354	-47	5307	5268	-39	208	-247

Precepts and Levies	16484	0	16484	16488	4	4	0
Coroners	80	0	80	100	20	20	0
Gwent Joint Records	183	0	183	182	-1	0	-1
Corporate Management (CM)	186	0	186	553	367	475	-108
Non Distributed Costs (NDC)	726	0	726	818	92	108	-16
Strategic Initiatives	634	-146	488	0	-488	-440	-48
Insurance	1218	0	1218	1396	178	-74	252
Total Corporate Costs & Levies	19511	-146	19365	19537	172	93	79
Net Cost of Services	143650	-507	143143	144059	916	1589	-673
Fixed Asset disposal costs	95	-20	75	75	0	16	-16
Interest and Investment Income	-55	0	-55	-89	-34	-18	-16
Interest payable & Similar Charges	3496	2	3498	2923	-575	-555	-20
Charges required under regulation	3427	62	3489	3373	-116	-54	-62
Contributions to Reserves	105	0	105	318	213	3	210
Contributions from Reserves	-2017	352	-1665	-1880	-215	0	-215
Capital Expenditure funded by revenue contribution		109	109	109	0	0	0
Appropriations	5051	505	5556	4829	-727	-608	-119
General Government Grants	-63567	0	-63567	-63567	0	0	0
Non Domestic rates	-27981	0	-27981	-27981	0	0	0
Council Tax	-63411	0	-63411	-64076	-665	-650	-15
Council Tax Benefits Support	6258	0	6258	5852	-406	-409	3
Financing	-148701	0	-148701	-149772	-1071	-1059	-12
Budgeted contribution from Council Fund	2	0	2	0	-2	-2	0
Net Council Fund (Surplus) / Deficit	2	-2	0	-884	-884	-79	-805

3.1.3 The bottom line situation of a £884k underspend is an improved position since month 9 and is caused mainly by the reduction in overspend exhibited in net cost of services. The overspend in net cost of services is offset by underspends in treasury caused by the continuing cash flow effect of Minimum revenue provision changes, delays in fixed asset disposal, an excess of interest receivable and reduced cost of interest payable, caused ultimately by the levels of capital slippage and underspends at end of year not forecast as necessary by service managers earlier in the year. A surplus on council tax collection has been maintained as forecast through the year along with a reduction in the demand for Council Tax Benefits which has also helped with the overall position.

3.1.4 Whilst any overall underspend is a pleasing result for the year, the outturn variance may seem a big amount. Putting the outturn variance in context, it is less than 0.6% variation against the net cost budget before financing. That is an incredibly close correlation given the volume of budget holders involved in the process, the volatility in pressures and savings proposals experienced during the year and the need to secure compensatory savings to mitigate adverse positions highlighted earlier in the year. The use of periodic monitoring as a tool for change during the year should not be underestimated.

3.1.5 A comparison of the Net Council fund line against previous years activity indicates the following,

Net Council Fund Surplus	2016-17	2015-16	2014-15
	£'000	£'000	£'000
Period 1	1,511 deficit	867 deficit	219 deficit
Period 2	839 deficit	1,066 deficit	116 deficit
Period 3	79 surplus	162 deficit	144 deficit
Outturn	884 surplus	579 surplus	327 surplus

3.1.6 Redundancy costs

Members are commonly keen to understand the extent of an redundancy payments made during the year, as staffing remains the most significant and controllable expense to most service areas. As a change from previous years, as part of the 2016-17 budget process, members may recall establishing a corporate revenue budget to mitigate the volatile effect on reserves, similar to the £300k budget held within CYP Directorate for schools redundancies.

Directorate	Service	Redundancy Costs 2016-17
Enterprise	Leisure	34,566
Chief Executives	Highways & Traffic	27,924
	Catering	9,295
	Community Education	2,797
	Community Hubs	3,821
	Sub total	43,837
Social Care & Health	Children's Services	68,124
	CLD team	1,933
	Community Care	2,230
	Day Centres	1,781
	Direct Care	135,481
	Public Health	8,164
	Sub total	217,713
Children & Young People	Schools	282,692
	Early Years	18,202
	Sub total	300,894
Total		597,010

- 3.1.7 Given the financial challenges that will continue to face the Authority for the foreseeable future, Chief Officers continue to be tasked with ensuring that services live within the budgets and savings targets set for the current financial year.
- 3.1.8 A summary of main pressures and under spends within the Net Cost of Services Directorates include,

3.1.9 Stronger Communities Select Portfolio (£2,180k net underspend)

- Chief Executives Unit (£515k underspend)

Legal division exhibited a **£47k surplus**, due to staffing savings and windfall land charges grant. **Governance, engagement and improvement** exhibited a favourable swing of £118k between month 9 and outturn to end the year with a **£96k surplus**, largely the consequence of not having to return utilised grant from previous years, new members IT needs falling into 2017-18, and a conscious effort at Community Hubs to reduce expenditure to compensate for the loss in franchise income being felt in Community Education. **Operations exhibited** an improvement of £219k on month 9 position to end the year at a **combined £371k surplus**. The position for each of main Operations areas is as follows, Highways £16k deficit, Property and Procurement £182k surplus (importantly the service has resolved the large deficit in schools catering it received from CYP Directorate when the service moved), Passenger Transport £72k deficit, Transport administration £27k surplus, Waste and Streetscene £249k surplus..

- Resources Directorate (£39k underspend)

An underspend in Finance Division costs of £231k, predominantly predicted savings in housing benefit and council tax administration. **IT** shows a worsening position since month 9 ending the year as a **£45k deficit**, the effect of a previous presumption to develop and sell software not being compensated by alternate savings identified by the service. **People services exhibited £43k deficit** due to the delays with implementing the Training budget mandate (£50k) and take up of Flexible benefits being negligible against a target saving mandate of £50k. **Place division** ended the year an improved **deficit of £104k**, still affected by shortfalls against income targets, £47k overspend in respect of Markets, a mixture of increased costs in association with Borough Theatre, and a shortfall in income against income targets. The remainder £75k is a result of an unachievable mandate for the commercialisation/optimising of Enterprise Assets that has recently transferred to the new Directorate. This pressure has been identified and built into 2017-18 budget proposals going forward.

- Corporate (£172k overspend)

There is an excess of net pension strain costs (£108k) caused by past and current redundancy decisions. Corporate management exhibits a £475k overspend caused predominantly by a shortfall in reimbursement in rating appeals forecast as £140k deficit, miscellaneous write off of unrecoverable debts £47k, £318k of employment tribunal settlement costs, and coroner costs being higher than budgeted (£20k overspend). These costs are offset by the underspend within Strategic initiatives of £487k, which reflects Living wage and redundancy budget, where instead the costs sit in individual Directorates through the year, to be absorbed/mitigated in first instance. The main change since month 9 is an increase in Insurance outturn costs which exhibits £178k deficit at end of year. This is caused by the level of provisions needing to be set aside in the insurance reserve to compensate for the extent of significant claims received during the year and the settlement costs experienced in managing an imprest in respect of historic MMI claims on an all Gwent basis.

- Appropriations (£727k underspend)

Caused predominantly by a net £609k saving in treasury/borrowing costs from active treasury management and utilising recurrent short term borrowing as an alternative to taking out more expensive long term borrowing. Net borrowing costs are also favourably affected by any delay in the timing of expenditure, capital slippage and capital underspends where it avoids borrowing presumed. The remainder is an exhibited beneficial effect to minimum revenue provision payments.

- Financing (£1,071k underspend)

The net effect from an excess of Council tax receipts and less than anticipated Council tax benefit payments

RESOURCES DIRECTOR CONTEXT & COMMENTARY

I am delighted to see the directorate achieve an under spend position at the end of the year having struggled throughout the year to contain pressures resulting primarily from budget savings that were identified as being unachievable. These pressures have impacted significantly on the outturn position but have been offset as a result of efforts made across the directorate to contain and limit expenditure. One-off savings were achieved as a result of one-off grant and income in housing benefits and strategic property management and cemeteries. The directorate has also benefitted from vacancy savings resulting from delays in restructuring. Moving into 2017/18 the directorate has benefitted from unachievable budget savings from the current year being removed. That said 2017/18 will still be a challenging year as the directorate looks to deliver its savings plans and continues to support the organisation at large with its agenda for change.

HEAD OF OPERATIONS CONTEXT & COMMENTARY

The Operations department returned an underspend of £371,000 contribution towards the Council's overall out turn position.

The department provides a wide range of 'public' services often affected by customer demand, contractual relationships, materials/fuel costs and service demands determined for example by matters such as weather, litter, road conditions etc.

Given the inherent volatility in some aspects of service costs along with further budget reductions in 2016/17 the out turn is pleasing although the variation from the month 9 forecast is acknowledged and officers will endeavour in 17/18 to improve the projections in year. Some of the major service issues affecting out turn are mentioned below:

The mild winter with less freezing conditions and no major snow fall allowed Highways operations to return an underspend, obviously the out turn each year is affected by weather conditions so these are difficult to forecast. Similarly property maintenance returned an underspend again aided by a mild and relatively storm free winter period.

Passenger Transport suffered significant sickness absence costs. Working with HR colleagues has seen this position improve dramatically in the latter part of the year but obviously cover has to be found to ensure services are provided so costs are inevitably incurred for overtime or extra staff.

Waste and Street scene predicted an underspend early on due to the structure of annuity payments from WG for to Prosiect Gwyrdd, low take up of the occupational pension scheme (superann) and tonnages down on projections.

3.1.10 Economy & development Select Portfolio (£136k net overspend)

- Enterprise Directorate (£218k net overspend)

Business growth and enterprise incurred a net **£14k underspend**, the net effect of RDP grant funded expenditure being deferred. The effect of this is transferred to reserves through Appropriations.

Planning & Housing (£210k underspend) – Development control exhibits a deficit of £38k through reduced development and income activity, conversely development plans area exhibits £203k surplus, which is rather artificial as the saving is largely resultant from Local development plan (LDP) costs being deferred which will instead crystallise next year (hence the reserve movement

through Appropriations). Housing exhibits a £45k underspend which is a mixture of net one off grant received in homelessness, an excess of income in lodging scheme being above occupation assumptions, a premise cost savings in no longer sharing accommodation with a neighbour authority and minor staff savings.

Tourism, leisure & culture (£443k overspend) - Countryside exhibit an underspend of £20k from part vacancy and extra grant funding. There is a £311k overspend in respect of Cultural services, of which the main pressures are Caldicot Castle (£176k), Old Station (47k), Shire Hall (£18k) and Museums (47k). There is £15k overspend against the budgeted management agreement with Borough Theatre. Leisure services ended the year with a small £6k surplus, which is a particularly good result given senior colleagues involved with Alternate Delivery Model considerations. Events exhibits a £50k deficit against its budgeted surplus, although has mitigated the loss forecast at month 9 by £16k through its recharges to Caldicot Castle. Tourist Information Centres indicate a £62k overspend due the service being run above the level presumed by saving levels volunteered by the Directorate for this service. Youth services are a recent addition to Enterprise Directorate, and have been absorbed in part between Business Growth and Enterprise sub division and Tourism Leisure and Culture subdivision. It was received from CYP with a significant inherent deficit and whilst there is still a £45k deficit, the service does exhibit a collective improvement of £102k since month 6.

- Social Care & Health (£82k underspend)

Public Protection (£82k underspend) – predominantly an excess of wedding deposits received by registrars (£37k), and the net fees & charges within Public Health service (£41k).

ENTERPRISE DIRECTOR'S CONTEXT & COMMENTARY

The outturn position reflects the continued pressures in the very area of the service that is currently under consideration for alternative means of delivery – Leisure, Tourism and Culture. Whilst aspects of this remain competitive and strong in generating revenue returns such as Leisure and Outdoor Education, there are parts of the service that don't have the same opportunities to generate income to similar levels purely on account of their scope and function. If these services are to be preserved in future given the wider value and returns they generate to the county, there is a core cost attached to this, which must be considered as part of future delivery expectations.

3.1.11 Adult Select Portfolio (net £492k overspend)

- Social Care & Health

Adult Services (£180k underspent) – the net effect of secondments and intermediate care funding sustaining services, a saving of £119k has resulted from the My Day review and the effect of superannuation savings, which compensates for the £91k net overspend in Direct Care due to additional staff costs.

Community Care (£788k overspend) – this area has now overtaken Children's Services as the most significant financial challenge affecting Social Care Directorate. The net pressure is reported due to 2 cases administered by Community Learning Disability team incurring £348k overspend, the continued care package demands predominantly within the Chepstow team and Mental Health Care team, which collectively result in £1million deficit. These are compensated in part by savings within the other 2 teams (£199k), reported Frailty partnership cost underspends (£126k) and net Independent Living and Intermediate Care funding total collectively £251k.

Commissioning (£116 underspend) – predominantly a savings within Drybridge Gardens service area caused by a refund on the last 3 years management agreement and a vacant unit at the site, and a return of historic un-utilised funding from a third party.

SCH DIRECTOR'S CONTEXT & COMMENTARY

Overall the Social Care and Health outturn was an overspend of £1.034million. This includes an overspend £51k for the Monmouthshire/ Torfaen Youth Offending Services which was a planned position to be met from service's reserves whilst changes to the staffing model are implemented. The considerable pressures reported throughout the year in adult and children's social services were reflected in the year end position. Children's Social Services reported an overspend of £572K as a consequence of pressures in placements for Looked After Children legal costs, agency workforce. These pressures were recognised in the 2017/18 budget and activity in all 3 areas is being taken forward through the Children's Services Improvement programme. Adult Social Services outturn was an overspend of £492K. The overspend arose as a consequence of not achieving the practice change mandate, which exposed underlying pressures in older adult mental health services and the Chepstow Integrated Team arising from demographic pressures and pressures within the social care market. Again, these pressures have been reflected in the 2017/18 budget and a significant piece of work is underway to try and put commissioning of care at home on a sustainable footing. The overall Social Care and Health position was supported by an underspend of £81k in public protection, due to increased income generation from wedding deposits and a re-designed charging rate schedule.

3.1.12 Children & Young People Select Portfolio (net £670k overspend)

- Social Care & Health (£623k adverse)

Children's Services (net £573k overspend) – this is now no longer the greatest financial challenge within Social care. Encouragingly the direct child care cost element only exhibits £64k deficit. Conversely staffing team costs still exhibits £508k adverse situation, mainly described by the service as being caused by the continuing use of agency staff.

Youth offending team partnership (£51k deficit) – whilst this shows as an overspend as part of the management accounting spreadsheets, this service is a partnership administered by the Council on behalf of itself and others and the deficit balance is transferred through Appropriations to a ring-fenced reserve.

- Children and Young People (net £46k overspend)

School Budget Funding exhibited a £30k overspend due to additional support provided by LEA in respect of staffing and IT charges. There is an **overspend of £16k** within the **Resources subdivision** caused by net interim management arrangements. **Standards subdivision** exhibits a **breakeven** position which hides some large movements, with £63k savings in ALN management and £40k savings in EAS costs compensating for the net direct additional learning needs costs of £104k.

SOCIAL CARE & HEALTH DIRECTOR'S CONTEXT & COMMENTARY

Overall the Social Care and Health outturn was an overspend of £1.034million. This includes an overspend £51k for the Monmouthshire/ Torfaen Youth Offending Services which was a planned position to be met from service's reserves whilst changes to the staffing model are implemented. The considerable pressures reported throughout the year in adult and children's social services were reflected in the year end position. Children's Social Services reported an overspend of £572K as a consequence of pressures in placements for Looked After Children legal costs, agency workforce. These pressures were recognised in the 2017/18 budget and activity in all 3 areas is being taken forward through the Children's Services Improvement programme. Adult Social

Services outturn was an overspend of £492K. The overspend arose as a consequence of not achieving the practice change mandate, which exposed underlying pressures in older adult mental health services and the Chepstow Integrated Team arising from demographic pressures and pressures within the social care market. Again, these pressures have been reflected in the 2017/18 budget and a significant piece of work is underway to try and put commissioning of care at home on a sustainable footing. The overall Social Care and Health position was supported by an underspend of £81k in public protection, due to increased income generation from wedding deposits and a re-designed charging rate schedule.

CHILDREN & YOUNG PEOPLE DIRECTOR'S CONTEXT & COMMENTARY

The Children and Young People's Directorate has worked very hard to close the year with a small overspend. This is an excellent outcome set against a challenging year where there has been interim management arrangements in place within the directorate and the ongoing pressures to meet the needs of children throughout the County.

The Directorate's outturn position is an overspend of £46,000; this is an improvement of £124,000 compared to Month 9. The primary factor is ongoing pressure on the Additional Learning Needs (ALN) budget. This area, in particular, remains under significant pressure and subject to volatility due to the requirement to support an increasing number of our pupils with complex needs.

Outside of the retained directorate budget the largest area of spend is within the Individual School Budgets (ISBs). Whilst the outturn position is broadly in line with budget this masks the considerable pressure that schools have experienced in existing with their allocated budget. There has been a call upon school reserves in year of £887,000 leaving schools with year end balances of £268,000. Within this figure there is a range of deficits and surpluses and the situation is challenging for many of our schools

3.2 2016/17 Savings Progress

3.2.1 This section monitors the specific savings initiatives and the progress made in delivering them in full by the end of 2016/17 financial year as part of the MTFP budgeting process.

In summary they are as follows,

								Appendix 1	
Budgeted Service Savings Mandates Progress 2016/17									
DIRECTORATE	Saving included in 2016/17 Budget	Savings reported achieved month 2	Savings reported achieved month 6	Savings reported achieved month 9	Savings reported achieved @ outturn	Percentage progress in achieving savings	Delayed savings	Savings not achievable	
	£'000	£'000	£'000	£'000	£'000	%	£'000	£'000	
Children & Young People	600	600	600	600	600	100%	0	0	
Social Care & Health	640	640	12	12	12	2%	0	628	
Enterprise	310	285	285	245	245	79%	40	25	
Resources	544	318	299	260	120	22%	215	209	
Chief Executive's	1,565	1,442	1,442	1,437	1,437	92%	85	43	
Total Mandated Service Savings 2016-17	3,659	3,285	2,638	2,554	2,414	66%	340	905	

There has been 1 change identified by services since month 9 reporting, relating from the delay in our rating appeals being considered by Valuation Office.

- 3.2.2 Forecasted mandated savings are currently running at 66%, down from 70% at period 3, with currently £095,000 being deemed unachievable, and a further £340,000 unlikely to crystallise in 2016-17.
- 3.2.3 The emphasis of reporting savings has changed from previously where savings were reported when they were manifest, however the judgement is now whether saving is forecast to be achieved.
- 3.2.4 Consequently the savings appendix also has a traffic light system to indicate whether savings are likely to be achieved or have justifiable reasons explaining delayed implementation. The following summary of savings mandates are still reported to be red or amber risk.

3.2.5 **Stronger Communities Select Portfolio**

Resources Directorate

- Mandate A5: Sustainable Energy Initiatives: Expected income targets of £34,000 are unachievable, alternative delivery plan of increased income on property rental portfolio and reduced expenditure on repairs and maintenance proposed
- Mandate B3: Training Services Consolidation: Consolidation of authorities existing training functions and increased revenue streams of £50,000 are unachievable. Alternative delivery plans are being considered.
- Mandate B5a: Community Asset Transfer £60,000: MCC still in discussions over transfer of Chepstow Drill Hall and Melville Theatre. £45,000 of the £60,000 savings contained within the mandate are forecast to be achieved.
- Mandate B5b: Optimisation/commercialisation of assets within Enterprise Division. This mandate was originally wholly with Enterprise Directorate. Responsibility for £75k of £100k was transferred to Resources Directorate recently, but is unlikely to be achieved this close to year end. The mandate has been regarded as unachievable longer term and alongside others is an element of pressures to be accommodated as part of 2017-18 budget process
- Mandate B16: Flexible Employment Options £50,000: Scheme exhibits little demand amongst staff.
- Mandate B17: Rating appeals £140,000. Appeals have been lodged with Valuation Office, but due to demands in producing a revised business rate listing a backlog in appeals cases being heard has resulted. It is anticipated the appeals the Council have submitted will be heard during 2017-18
- Mandate B18: Strategic Property Review: £21,000 shortfall identified as a failure to achieve Residential Letting Income and the Depot Rationalisation Programme which will take longer than expected.

Chief Executive's Office

- Mandate B11: Senior Leadership Structure Review: Currently £42,700 of the £315,000 mandated savings still to be found. Current structures under review in regard to achieving this further saving.
- Mandate 21: Town & Community Councils: The mandate is currently £60,000 short of the £400,000 in regard to the service collaboration for Tourism (£20k), Museums (£20k), and Public Conveniences (£20k).
- Mandate A28: Community Hubs: In a change from month 6, the original saving proposal £25,000 will not be achieved in the fashion original presumed by Contact Centre but the Community Hub service overall is still anticipated to break even against budget.

3.2.6 Economy & Development Select Portfolio

Enterprise (ENT) Directorate

- Mandate B5 b and c: Community Asset Transfer / Income Generation £25,000 of the original £100,000 relates to revised Leisure income targets. The remaining improvements from optimisation of assets has transferred to Resources Directorate. Neither element is forecast to be achieved this year, and has been added to the pressures for consideration as part of 2017-18 budget process.

3.2.7 Adult Select Portfolio

Social Care & Health (SCH) Directorate

- Mandate A34. Whilst current year savings were anticipated to be delivered in full at period 1, a revised overspend particularly with Community Care arm of Social Care of £888,000 currently, makes it unlikely to conclude that the practice change mandate of £628,000 is deliverable this financial year.

3.2.8 Children and Young People Select Portfolio

Children and Young People (CYP) Directorate

- Current year savings are anticipated to be delivered in full.

3.3. Capital Position

3.3.1 The summary Capital position at Outturn is as follows

MCC CAPITAL BUDGET MONITORING 2016-17 AT Outturn by SELECT COMMITTEE						
SELECT PORTFOLIO	Actual Spend at Outturn	Slippage Brought Forward	Total Approved Budget 2016/17	Capital Slippage to 2017/18	Revised Capital Budget 2016/17	Capital Expenditure Variance
	£000	£000	£000	£000	£000	£000
Children & Young People	27,792	39,731	43,207	(15,302)	27,906	(114)
Adult	79	30	86	0	86	(7)
Economic & Development	4,314	680	5,280	(966)	4,314	0
Strong Communities	7,847	3,243	9,777	(1,100)	8,677	(830)
Capital Schemes Total	40,031	43,684	58,350	(17,368)	40,982	(951)

Slippage to 2017-18

3.3.2 Total Slippage at Outturn is (£17,367k), which mainly relates to Future Schools (£14,909k), £522k within individual S106 schemes, the Solar Farm (£505k), £351k within Schools ICT, Bryngwyn cattle market sewage works at £183k and a further £152k in relation to Granville Street / Wyebridge Street car parks.

3.3.3 In comparison with quarter 3 service managers collectively identified slippage levels of £12.4m, necessitating £25m actual expenditure in last quarter. Whilst that level of spend hasn't been achieved the extent of slippage is roughly half the level of 2015-16 levels, which is encouraging given the motivations and communications made to reduce in year slippage.

3.3.4 This will be the third year that a more detailed examination of slippage requests is made based upon the principles established previously i.e.

- whether there has been little or no progress in previous 12 month,
- the level of expenditure incurred this year has been less than in year budget and slippage b/fwd., to consider any opportunity to realign the budget to more realistic levels or reprofile budget more accurately over multiple years,
- or where there are identified problems/barriers to progress e.g. no agreement over scheme, archaeological considerations, planning considerations not yet satisfied or where the manager hasn't clearly evidenced why this should be a slippage in the request made.

3.3.5 The capital monitoring tends to be used by Members as a progress/performance tool. Examination of slippage requests suggest capital projects continue to be put into current year when there is little likelihood of being progressed. It is recommended that any report advocating to Council additional capital expenditure needs to highlight accurately which year the spend relates to so it can be profiled into the correct capital programme. Similarly with Property maintenance the slippage narratives indicate work can only proceed at certain times of the year. Where that hasn't occurred it would be sensible to reallocate the budget to an alternate priority and reintroduce in the following year out of the next year's allocation.

3.3.6 Appendix 2 indicates the extent of capital slippage requests received, which have been categorised into those proposed to Members for endorsement and those not. This year, in support of better considering the correct year for slipping approved expenditure into, a third column has been added to the table, to indicate those schemes where slippage is endorsed but where the year involved is still to be confirmed. The presumption being to add them back into those years at the slippage level indicated without a need for additional Council report.

		£'000
Extent of Slippage Requested		17,730
Endorsed to be added to 2017-18 capital programme		17,317
Endorsed to be added to a future capital programme		215
Rejected for slippage purposes		198
Total		17,730

Capital Outturn

3.3.7 Major revisions to the capital programme within year included Cabinet approvals for the Solar Farm at Oak Grove (£4,455K) and £600k for the Public Realm Abergavenny Town Centre scheme other than specific Grant funded or S106 Schemes.

3.3.8 Allowing for the extent of supported slippage requests, outturn capital spending was £40.03million against a budget of £40.98 million, creating an underspend of £951k.

3.3.9 However this is not all available for redistribution. For instance the underspends resulting from not automatically slipping sc 106 scheme balances forward will provide no net saving to the authority and will be returned to sc106 balances for refresh and possible reallocation. Similarly the IT reserve funded schemes not slipped will have those net resources returned to IT reserve and the low cost Home Ownership amount will be returned to receipts pool to be available to facilitate future back to back sales as such sales are demand led rather than annualised. Also the underspend in relation to Highways schemes (£376k) was earmarked to be funded by grant. So effectively looking at the financing table below, the saving for redistribution can be equated to the unsupported borrowing avoided i.e. £205k.

3.3.10 During the capital budget consultation, a number of other areas were identified where there is a commitment to invest, however the schemes currently sit outside the 2017-18 programme as work progresses to identify the funding requirements. These were:

- Monmouth Pool – commitment to reprovide the pool in Monmouth as a consequence of the Future schools programme
- Abergavenny Hub – commitment to reprovide the library with the One Stop Shop in Abergavenny to conclude the creation of a Hub in each of the towns
- Disabled Facilities Grants – the demand for grants is currently outstripping the budget, work is being undertaken to assess the level of investment required to maximize the impact and benefit for recipients. Subsequently Members agreed to supplement the existing DFG budget by £300k, from 2017-18
- City Deal - 10 Authorities in the Cardiff City region are looking at a potential £1.2 billion City Deal. Agreement to commit to this programme is being sought across the region in January

and so would impact on the capital MTFP. The potential impact on individual authority budgets is currently being modelled in advance of decisions on specific projects and profiles in order for authorities to start reflecting the commitment in their MTFPs.

- J and E Block – the office rationalization programme is being considered to see if there is a solution that would enable the Magor and Usk sites to be consolidated, releasing funding to pay for the necessary investment to bring the blocks into use.

3.3.11 Whilst we have added some additional headroom into the Appropriations budget to afford, whether it will be sufficient or not remains to be seen. It is proposed to park further consideration of 2016-17 underspend, until colleagues report back to Council for approval to add to the capital programme.

Capital Financing and Receipts

3.3.12 Given the anticipated capital spending profile reported in para 3.3.1, the following financing mechanisms are expected to be utilised.

MCC CAPITAL FINANCING BUDGET MONITORING 2016-17 at Outturn By FINANCING CATEGORY						
CAPITAL FINANCING SCHEME	Annual Financing	Slippage Brought Forward	Total Approved Financing Budget 2016/17	Provisional Budget Slippage to 2017/18	Revised Financing Budget 2016/17	Forecast Capital Financing Variance 2016/17
	£000	£000	£000	£000	£000	£000
Supported Borrowing	2,400	0	2,400	(0)	2,400	0
General Capital Grant	1,461	0	1,461	0	1,461	0
Grants and Contributions	11,877	16,050	17,853	(5,628)	12,225	(348)
S106 Contributions	713	880	1,407	(522)	885	(172)
Unsupported borrowing	19,738	11,553	25,605	(5,662)	19,943	(205)
Earmarked reserve & Revenue Funding	894	590	1,219	(302)	917	(23)
Capital Receipts	2,948	14,500	8,292	(5,253)	3,039	(91)
Low cost home ownership receipts	0	112	112	0	112	(112)
Unfinanced	0	0	0	0	0	0
Capital Financing Total	40,031	43,684	58,350	(17,368)	40,982	(951)

Useable Capital Receipts Available

3.3.13 In the table below, the effect of the changes to the forecast capital receipts on the useable capital receipts balances available to meet future capital commitments is shown. This is also compared to the balances forecast within the 2016/20 MTFP capital budget proposals.

Movement in Available Useable Capital Receipts Forecast

TOTAL RECEIPTS	2016/17	2017/18	2018/19	2019/20
	£000	£000	£000	£000
Balance b/f 1 st April	5,311	18,935	4,472	510
Add:				
Receipts received in YTD	16,568	0	0	0
Receipts forecast received	0	10,596	5,560	5,660
Deferred capital receipts	4	4	4	4
Less:				
Receipts to be applied	-2,948	-22,635	-4,471	-509
Set aside	0	-2,428	-5,055	-3,281
Predicted Year end receipts balance	18,935	4,472	510	2,384
Financial Planning Assumption 2016/20 MTFP Capital Budget	18,151	6,452	3,985	3,481
Increase / (Decrease) compared to MTFP Capital Receipts Forecast	784	-1,980	-3,475	-1,097

3.3.14 The balances forecast to be held at the 31st March each year are generally lower than forecast in the MTFP, mainly due to the delayed LDP receipts. This difference is eradicated by March 2020 when all the LDP sites are forecast to have been sold. This is offset by the approval of £1,050,000 of capital receipts to fund the Abergavenny Public Realm scheme which was not part of the 2016/20 MTFP.

3.3.15 Members may recall a need to generate £32m receipts to afford their tranche A Future schools aspirations. Those levels aren't yet secured, this isn't a problem per se as the Council has been prioritising the use of Welsh Government funding ahead of its own. Next year capital receipt usage predominantly in regard to Future schools equates to £22m, but ahead of reserve levels and cash balances continue to be used as a source of internal borrowing to mitigate revenue costs within Appropriations budget.

3.3.16 There is an increasingly significant risk to the Council resulting from the need to utilise capital receipts in the same year that they come into the Council. This provides no tolerance or flexibility should the receipts be delayed, which isn't uncommon, and would necessitate compensatory temporary borrowing which is more costly than utilising capital receipts and would necessitate additional revenue savings annually to afford.

3.4 Reserves

3.4.1 Slippage on Earmarked Reserve funded projects

The following table indicates the extent of budgeted reserve funding utilised by Directorates and that element of approved expenditure they request to be deferred. These include,

Project	Reserve Source	Reserve funding utilised 2016-17	in	Reserve funding deferred 2017-18	to
		£'000		£'000	
Digital Programme costs	IT transformation	21		40	
Handsets (Connected worker)	Invest to Redesign			49	
Adult Social Care Transformation	Invest to Redesign	48			
HR restructure	Invest to Redesign	25		0	
Innovation and marketing assistance	Invest to Redesign	76		113	
Volunteer coordinator	Invest to Redesign	40			
External Investment Post	Invest to Redesign			14	
Informing the future of Cultural services	Invest to Redesign	51		0	
CYP services redesign	Invest to Redesign	12		37	
City Deal Contribution	Invest to Redesign	31			
Local Development Plan	Priority Investment			100	
Regional Development Plan	Priority Investment			63	
Eisteddfod	Priority Investment	287			
SCH Leadership Review	Priority Investment	51		74	
Future Monmouthshire	Priority Investment	120		130	
Children's Service Temporary staff	Priority Investment	169			
Schools sickness and maternity compensation scheme	CYP sickness and maternity reserve	10			
Elections Account	Election Reserve			100	
Youth Offending Team Partnership	Trading Account	51			
Redundancy Strain Costs	Redundancy & pension	593		0	
Insurance Provisions and MMI costs	Insurance Reserve	153			
Fixed asset disposal	Capital receipts generation reserve	75		21	
Vehicle leasing	Invest to Save Advances	67			
TOTAL		1,880		740	

3.4.2 The following reserve balances reflects capital and revenue movements during 2016-17 and provide a prediction on 2017-18 year end level based on existing approval levels and slippage levels above.

	2015-16	Net Draw On Reserve	Replenishment of Reserve	2016-17	Net Draw On Reserve	Replenishment of Reserve	2017-18
	B/fwd			C/fwd			Outturn prediction
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
General Reserves							
Council Fund	- 7,111	0	0	- 7,111	0	0	- 7,111
School Balances	- 1,156	887	0	- 269		0	- 269
Sub Total	- 8,267	887	-	- 7,380	-	-	7,380
Main Earmarked Reserves							
Invest to Redesign	-1,298	337	0	-961	437	-135	-658
IT Transformation	-827	199	-100	-728	169	0	-558
Insurance & Risk Management	-1,236	153	0	-1,083	0	0	-1,083
Capital Receipt Regeneration	-322	75	-100	-348	142	0	-205
Treasury Equalisation	-990	0	0	-990	0	0	-990
Redundancy & Pensions	-1,274	593	-114	-795	298	0	-497
Capital Investments	-1,265	489	0	-776	157	0	-618
Priority Investments	-1,120	690	-570	-1,000	1,000	0	0
Sub Total	-8,333	2,535	-883	-6,681	2,205	-135	-4,610
Other Earmarked Reserves							
Museum Acquisitions	-57	0	0	-57	0	0	-57
Elections	-108	0	-25	-133	100	-25	-58
Grass Routes Buses	-140	9	-54	-184	0	-5	-189
Youth Offending Team	-325	51	0	-274	0	0	-274
Building Control Trading	-12	0	-14	-26	0	0	-26
Outdoor Education Centres	-190	0	0	-190	0	0	-190
Schools Maternity & Sickness	-104	10	0	-94	0	0	-94
Highways Plant & Equipment		0	-75	-75	0	0	-75
Homelessness Prevention Fund		0	-5	-5	0	0	-5
Rural Development Plan		0	-86	-86	86	0	0
Sub Total	-936	71	-259	-1,124	186	-30	-967
Total Reserves	-17,536	3,494	-1,142	-15,184	2,391	-165	-12,958

3.4.3 Earmarked reserves remain at limited levels unlikely to provide any material capacity/headroom to meet unanticipated volatility or significantly facilitate future service re-engineering and design.

With regard to the allocation of bottom line surplus to replenish reserves, the Sc151 officer's considered advice already indicatively reflected above would be:

Priority Investment Fund	£570k
Redundancy & Pension Reserve	£114k
IT Transformation Reserve	£100k
Capital Receipts Generation Reserve	£100k

Total £884k

Despite the proposed top up, current predicted use of the Priority investment reserve means that it will likely expire by the end of 2017-18 as a funding source.

- 3.4.4 Given the forecast use of earmarked reserves, Cabinet has previously approved a policy on earmarked reserves to ensure that earmarked reserves are focused on investment in areas where they can achieve most impact.

Schools Reserves

- 3.4.5 Each of the Authority's Schools is directly governed by a Board of Governors, which is responsible for managing the school's finances. However, the Authority also holds a key responsibility for monitoring the overall financial performance of schools. The net effect of an individual school's annual surplus or deficit is shown in a ring-fence reserve for the particular school. Details of the 2016-17 outturn position is shown in the table below.

Outturn movement on school reserves

	Opening reserves 2016-17 (Surplus)/Deficit	Budgeted reserve draw (based on formal budgets submitted by schools)	Predicted Reserve levels at Year end (period 1)	Actual Year end position at Outturn (Surplus)/ Deficit	Variance against budgeted level (favourable)/ adverse
<u>Abergavenny cluster</u>					
E003 King Henry VIII Comprehensive	(107,368)	241,418	134,050	139,355	5,305
E073 Cantref Primary	(41,987)	13,373	(28,614)	(52,766)	(24,152)
E072 Deri View Primary	(86,054)	61,965	(24,089)	(27,297)	(3,208)
E035 Gilwern Jnr & Inf	(41,298)	14,114	(27,184)	(39,636)	(12,452)
E037 Goytre Fawr Jnr & Inf	(53,920)	33,609	(20,311)	(25,371)	(5,060)
E041 Llanfair Kilgeddin CV Jnr & Inf	(66,824)	66,824	0	0	0
E093 Llanfoist Fawr	(93,789)	44,634	(49,155)	(68,056)	(18,900)
E044 Llantillio Pertholey Jnr & Inf	(37,176)	42,426	5,250	(20,967)	(26,217)
E045 Llanvihangel Crocorney Jnr & Inf	23,605	5,543	29,148	3,117	(26,031)
E090 Our Lady and St Michael's RC Primary School	(30,654)	18,973	(11,681)	(45,505)	(33,824)
E067 Ysgol Gymraeg Y Fenni	(58,741)	21,073	(37,668)	(48,966)	(11,299)
Successful Futures Grant Funding from EAS	0		0	0	0
<u>Caldicot cluster</u>					
E001 Caldicot Comprehensive	(208,860)	203,597	(5,263)	(33,736)	(28,473)
E068 Archbishop Rowan Williams Primary	(84,489)	68,591	(15,898)	(49,657)	(33,759)

E094 Castle Park	21,446	23,321	44,767	46,115	1,348
E075 Dewstow Primary School	(112,598)	113,117	519	(90,125)	(90,644)
E034 Durand Jnr & Inf	(60,520)	24,781	(35,739)	(53,931)	(18,192)
E048 Magor Vol Aided Jnr & Inf	(56,008)	5,669	(50,339)	(35,179)	15,159
E056 Rogiet Jnr & Inf	(59,613)	62,602	2,988	(34,184)	(37,172)
E063 Undy Jnr & Inf	(16,641)	(32,724)	(49,365)	50,037	99,402
E069 Ysgol Gymraeg Y Ffin	(13,168)	59,720	46,552	67,410	20,858
Successful Futures Grant Funding from EAS	0		0	0	0
<u>Chepstow cluster</u>					
E002 Chepstow Comprehensive	414,066	(257,190)	156,876	81,068	(75,809)
E091 Pembroke Primary School	(36,201)	32,718	(3,483)	(8,826)	(5,343)
E057 Shirenewton Jnr & Inf	(81,560)	6,152	(75,408)	(87,369)	(11,961)
E058 St Mary's Chepstow RC Jnr & Inf	(25,385)	39,403	14,018	13,192	(826)
E060 The Dell Jnr & Inf	(50,266)	45,000	(5,266)	(46,094)	(40,828)
E061 Thornwell Jnr & Inf	(2,253)	24,371	22,118	20,534	(1,584)
E096 Chepstow Alliance	0	0	0	0	0
Successful Futures Grant Funding from EAS	0		0	0	0
<u>Monmouth cluster</u>					
E004 Monmouth Comprehensive	(45,772)	45,772	0	100,573	100,573
E032 Cross Ash Jnr & Inf	(51,269)	26,099	(25,170)	(45,620)	(20,451)
E092 Kymin View Primary School	(18,774)	32,352	13,578	(10,294)	(23,872)
E039 Llandogo Jnr & Inf	11,446	(694)	10,752	9,736	(1,016)
E074 Osbaston Church In Wales Primary	(37,344)	7,600	(29,744)	(18,570)	11,174
E051 Overmonnow Jnr & Inf	19,101	(39,372)	(20,271)	(3,959)	16,312
E055 Raglan Jnr & Inf	(18,369)	14,005	(4,364)	111,977	116,341
E062 Trellech Jnr & Inf	(86,281)	19,535	(66,746)	(85,762)	(19,016)
E064 Usk CV Jnr & Inf	(71,295)	41,465	(29,830)	(56,108)	(26,278)
Successful Futures Grant Funding from EAS	0		0	0	0
	(1,264,808)	1,129,841	(134,967)	(344,862)	(209,895)
<u>Special Schools</u>					
E020 Mounton House	154,854	(50,000)	104,854	142,417	37,563
E095 Pupil Referral unit	(46,208)	0	(46,208)	(66,340)	(20,132)
	108,646	(50,000)	58,646	76,077	17,431
TOTAL	(1,156,163)	1,079,841	(76,322)	(268,786)	(192,464)

3.4.6 6 schools exhibited a deficit position at the start of 2016/17. Throughout the year this was anticipated to rise to 12 by end of 2016-17. Members had previously queried that prediction based on the level of past adhoc grant receipts received late in the year which had the effect of supplementing year end balances and mitigating past finance concerns about the declining extent of balances and lack of replenishment.

Unfortunately those additional grant receipts haven't been manifest in this last quarter such that the earlier forecast provided has proved accurate at outturn with 12 schools being in deficit.

3.4.7 Collectively school balances at the beginning of the financial year amounted to £1,156,000, given the year end position the following pattern is apparent.

Financial Year-end	Net level of School Balances
2011-12	(965)
2012-13	(1,240)
2013-14	(988)
2014-15	(1,140)
2015-16	(1,156)
2016-17	(269)

Collectively schools have utilised £887k from their reserves this year, which is actually £192k less than originally budgeted, such that the collective outturn reserve is £287k, rather than £76k surplus reported at month 9.

3.4.8 Fairer Funding Regulations adopted by Councils and Governing Bodies commonly preclude governing bodies from planning for a deficit position. This was changed last year in MCC to allow licensed deficits where a recovery plan is agreed and followed. This flexibility only extended as far as there being a collective schools reserve surplus i.e.

“There is an arrangement in place whereby schools are allowed to plan for a deficit budget funded by a collective surplus of school balances held by the authority on behalf of schools.”

3.4.9 It remains unlikely that the collective level of reserves will sustain the traditional annual draw by schools on reserves in recent years, which will add additional focus to addressing the need to remain within budget in 2017/18 as part of Governors formal section 52 budgets rather than passporting the consequences to their reserves, given that flexibility is now pretty much exhausted.

4 REASONS

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

5 RESOURCE IMPLICATIONS

5.1 As contained in the report.

6 EQUALITY AND SUSTAINABLE DEVELOPMENT IMPLICATIONS

6.1 The decisions highlighted in this report have no equality and sustainability implications.

7 CONSULTEES

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

8 BACKGROUND PAPERS

Outturn Monitoring Reports (Period 4), as per the hyperlink provided

<http://corphub/initiatives/Budgetmon/20162017/Forms/Q4.aspx>

NB. Given a heightened computer security, and the disablement of automatic links within documents, if clicking the link above does not automatically direct you to the monitoring reports, it should, if you cut and paste it into your internet browser address window.

9 AUTHOR

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Appendices (attached below)

Appendix 1 Mandated Savings Progress Report
Appendix 2 Capital Slippage Analysis



Appendix 1

Budgeted Service Savings Mandates Progress 2016/17






DIRECTORATE	Saving included in 2016/17 Budget	Savings reported achieved month 2	Savings reported achieved month 6	Savings reported achieved month 9	Savings reported achieved @ outturn	Percentage progress in achieving savings	Delayed savings	Savings not achievable
	£'000	£'000	£'000	£'000	£'000	%	£'000	£'000
Children & Young People	600	600	600	600	600	100%	0	0
Social Care & Health	640	640	12	12	12	2%	0	628
Enterprise	310	285	285	245	245	79%	40	25
Resources	544	318	299	260	120	22%	215	209
Chief Executive's	1,565	1,442	1,442	1,437	1,437	92%	85	43
Total Mandated Service Savings 2016-17	3,659	3,285	2,638	2,554	2,414	66%	340	905

2016/17 Budgeted Service Savings Mandates Progress											
CHILDREN & YOUNG PEOPLE											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Gwent Music (Nicki Wellington)	A20	Gwent Music is a joint service hosted by Newport. The plan is to refocus the service to make them more efficient.	50,000	50,000	50,000	50,000	50,000	-	-	On track and expected to be fully met	
Phase 3 of Additional Learning Needs Review (Sharon Randall-Smith)	B20	Closure off Deri View SNRB (£50k), Placement costs for External pupils attending Mouton House (£250k). Implementation of new funding formula from April 2016. (£250k).	550,000	550,000	550,000	550,000	550,000	-	-	On track and expected to be fully met	
			600,000	600,000	600,000	600,000	600,000	0	0		

2016/17 Budgeted Service Savings Mandates Progress









SOCIAL CARE & HEALTH											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Transition - Bright New Futures (SCH) (Julie Boothroyd)	A24	In 2014 we combined our Transitions Project Team within Bright New Futures Project. (based in Bridges)	12,000	12,000	12,000	12,000	12,000	0	0	Fully met the mandate at year end	
Adult Social Care Transformation (Julie Boothroyd)	A34	The service is continuing its journey on practice change and restructuring itself to meet future mandate savings with community links and innovative approaches to domiciliary care, coupled with less reliance on admissions to residential care.	628,000	628,000	0	0	0	0	628,000	This mandate relates to Community Care which, at year end, had an overspend of £788K. This mandate target has been reduced down to £200K in the 2017/18 budget.	
			640,000	640,000	12,000	12,000	12,000	0	628,000		

2016/17 Budgeted Service Savings Mandates Progress


ENTERPRISE											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Leisure Services Income Generation (Ian Saunders)	B1	Income generation/cost savings within the service.	120,000	120,000	120,000	120,000	120,000	-	-	On track and expected to be fully met	
Optimisation & better commercialism of Assets within Tourism, Leisure and Culture (Ian Saunders)		Income Generation Leisure	25,000	-	-	-	-		25,000	Won't be achieved this financial year	
Planning Services- Income Generation (Mark Hand)	B9	Reduce the net cost of planning services with the increase of income from planning applications received.	40,000	40,000	40,000	-	-	40,000	-	Planning has seen a decline in income in recent months, it may struggle to achieve full saving.	
Extension Shared Lodgings Housing Scheme (Ian Bakewell)	B10	Increase the Shared Housing Scheme within Monmouthshire.	50,000	50,000	50,000	50,000	50,000	-	-	On track and expected to be fully met	
Second Phase Review of subsidies to 3 rd Sector (Will Mclean)	B12	Consolidation and reduction of grants to 3rd sector providers.	75,000	75,000	75,000	75,000	75,000	-	-	On track and expected to be fully met	
			310,000	285,000	285,000	245,000	245,000	40,000	25,000		

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2015/16 Budgeted Service Savings Mandates Progress







RESOURCES											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Sustainable Energy Initiatives (Ben Winstanley)	A5	Investing in biomass boilers, solar farms and reduction in Carbon Commitment.	34,000	0	0	0	0	0	34,000	Unachievable	
Rationalise Business Support (Tracy Harry)	B2	Review the business support functions across the whole Authority to identify savings.	50,000	28,000	50,000	50,000	50,000	-	-	On track and expected to be fully met	
Training Services Consolidation (Peter Davies)	B3	Consolidation of the Authorities existing training functions.	50,000	-	-	-	-	-	50,000	Unachievable	
Community Asset Transfer/ Income generation (Peter Davies / Deb Hill-Howells)	B5	Community Asset Transfer of two properties	60,000	45,000	45,000	45,000	45,000	15,000	-	£60k of £160 relates to Estates of which £45k has been found. £15k shortfall is due to delayed implementation on Melville theatre and ongoing discussion with Town Council over Drill Hall.	
		Optimisation of Assets - PD	75,000	-	-	-	-	-	75,000	Unachievable	
Flexible Employment Options (Peter Davies)	B16	Market to all staff the Authority's flexible benefits and employment packages.	50,000	50,000	-	-	-	-	50,000	Unachievable	
Business rates evaluation - Appeals (Ruth Donovan)	B17	Rate refunds following Appeals by Cooke & Arkwright	140,000	140,000	140,000	140,000	-	140,000		Appeals lodger with Valuation office, backlog of appeals resulted from staff being transferred to new list creation. It is anticipated our appeals will be heard during 2017-18	
Strategic Property Review (Ben Winstanley - Deb Hill-Howells)	B18	Reduction in Corporate Building Maintenance, Purchase Card rebates , Facility Management Restructure and reductions in Transport Costs and Supplies and Services costs	60,000	30,000	39,000	0	0	60,000		Alternative delivery plan has not been possible due to pressures within the service	

2015/16 Budgeted Service Savings Mandates Progress

RESOURCES											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Discretionary Fees and Income (Joy Robson)	B23	Increased Discretionary Fees & Charges	25,000	25,000	25,000	25,000	25,000	-	-	Spread across authority, assume it has been achieved.	
TOTAL			544,000	318,000	299,000	260,000	120,000	215,000	209,000		

2016/17 Budgeted Service Savings Mandates Progress

CHIEF EXECUTIVE'S UNIT											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Garden Waste (Rachel Jowitt)		Increase in charges for Garden Waste collection service.	40,000	40,000	40,000	40,000	40,000			On track	
Home to School Transport (R Hoggins / Richard Cope)	A14	Continuation of 2014-15 mandate. Fundamental policy review to nearest school, and more zealous application of free school travel criteria.	30,000	30,000	30,000	30,000	30,000			This saving is forecast to be achieved but through the reduction in contract costs for home to school transport rather than the policy review initially included in the original mandate. There is no appetite for the nearest school policy to be reviewed at this moment in time but it is still being looked into.	
Community Hubs (Will McClean)	A28	It's about delivering services in a different way and aligning them with the Whole Place philosophy. This will introduce major changes to how the library and one stop shop services are delivered. We will create a hub in each town where face to face services will be delivered. The contact centre will sustain a reliable and informed first point of contact for people contacting us other than face to face.	25,000	25,000	25,000	25,000	25,000			Achievable through alternative Delivery Plan	

CHIEF EXECUTIVE'S UNIT											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Community Hubs (Rachel Jowitt)	A28	It's about delivering services in a different way and aligning them with the Whole Place philosophy. This will introduce major changes to how the library and one stop shop services are delivered. We will create a hub in each town where face to face services will be delivered. The contact centre will sustain a reliable and informed first point of contact for people contacting us other than face to face.	25,000	25,000	25,000			25,000		Achievable through alternative Delivery Plan. Contact Centre experiencing overspend exceeding mandate target	
Legal Services (Rob Trantor)	B7	Income generation by providing Legal Services to external organisations.	25,000	25,000	25,000	25,000	25,000	-		Currently staff resource is totally used up undertaking internal legal work so there is no spare capacity to generate income from outside of the organisation. This will not affect outturn in 16-17 as it has been offset by a grant windfall in Land Charges.	
Promoting Business Waste (Rachel Jowitt)	B8	Introduction of a new policy to charge for trade waste, and better control over the use of household waste recycling centres.	80,000	80,000	80,000	80,000	80,000			On Track	
Leadership Team Structure Review (Paul Matthews)	B11	Re-alignment of Senior Key Posts and Roles.	315,000	272,300	272,300	272,300	272,300		42,700	Waiting for update on the achievability, alternative delivery option	
Highways Infrastructure Income Generation (Roger Hoggins)	B13	Income generation from highway advertisements across Monmouthshire (£50k)	150,000	150,000	150,000	150,000	150,000			Planning approval delays means £25,000 relating to advertising income will be delayed. Shortfall will be managed within service budget.	
Grounds – Funding Review (Rachel Jowitt)	B14		75,000	75,000	75,000	75,000	75,000			on track	

CHIEF EXECUTIVE'S UNIT											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Highways Maintenance (Roger Hoggins)	B15	Reducing the budgets within the highways section.	200,000	200,000	200,000	200,000	200,000			on track	
Property Services and Facilities Management Review (Rob O'Dwyer)	B19	Reduction in corporate building maintenance budgets. Purchase rebates from the use of procurement cards. (£15k), Facility Management restructure (£35k)	100,000	100,000	100,000	100,000	100,000			The section is forecast to achieve the full mandate saving, shortfall from purchase rebates will be covered through general expenditure efficiencies.	
Town and Community Councils (Roger Hoggins)	B21	Restructuring of Services in collaboration with Town / Community Councils PCs	110,000	90,000	90,000	90,000	90,000	20,000		Public conveniences are forecast to achieve £90,000 of the £110,000k mandate saving due to delayed implementation of which £80k is a contribution from the Town Council.	
		Grounds	83,500	83,500	83,500	83,500	83,500			On Track	
		Waste	71,500	71,500	71,500	71,500	71,500			On Track	
Town and Community Councils (Roger Hoggins)	B21	Restructuring of Services in collaboration with Town / Community Councils (Shortfalls) Museums (£0 out of £20k) Tourism (£5,000 out of £25k) Community Hubs (£70,000 out of £90K))	135,000	75,000	75,000	95,000	95,000	40,000		No contribution from Town council for museums. Only £5k received from Chepstow TC for TIC. £90k achieved from Hubs, increased savings of £20k being achieved through alternative delivery model for hubs. So High Risk on Museums, Low Risk on Tourism and Community Hubs	
Collaboration and realigning structures in operations (Roger Hoggins)	B22		100,000	100,000	100,000	100,000	100,000			£70k of total saving related to Highways efficiencies from restructure, delay in implementation has meant staff savings have been delayed as well. Should not impact on outturn position as shortfall will be covered by managed efficiencies in expenditure.	
TOTAL			1,565,000	1,442,300	1,442,300	1,437,300	1,437,300	85,000	42,700		

Appendix 2 – Capital Slippage Analysis

SELECT	Budget Holder	SCHEME TITLE	Year End Slippage Request	Amount Proposed for endorsement	Amount endorsed but proposed to be added back expenditure year is certain	Amounts not proposed for endorsement
CYP	Simon Kneafsey	New Monmouth Comp – 21c Schools	-9,281,832	-9,281,832		
CYP	Simon Kneafsey	New Caldicot School – 21c Schools	-4,627,357	-4,627,357		
CYP	Simon Kneafsey	Welsh Medium Secondary (Joint Project)	-1,000,000	-1,000,000		
CYP	Rob O'Dwyer	Chepstow School – Removal & Replacement of Asbestos Cladding Panels	-15,000	-15,000		
CYP	Rob O'Dwyer	Usk Primary: Remodel Entrance, Office & Shower	-26,469	-26,469		
CYP	Sian Hayward	Schools ICT Outline Business Case	-351,233	-351,233		
SCOMM	Rob O'Dwyer	Generic - Asbestos removal	-27,281	0		-27,281
SCOMM	Rob O'Dwyer	Generic - Radon response	-7,610	0		-7,610
SCOMM	Rob O'Dwyer	Aber Castle - Refurb to prolong & cons ancient walls	-22,492	-22,492		0
SCOMM	Rob O'Dwyer	Monitor & update fire & intruder alarms	-3,910	-3,910		
SCOMM	Rob O'Dwyer	Generic - Fire Safety remedial works to ensure compliance with 2005 regulatory reform	-5,391	0		-5,391
SCOMM	Rob O'Dwyer	Abergavenny LC - Replace CHP Plant	-21,240	-21,240		
SCOMM	Rob O'Dwyer	Hilston Park: Internal Areas	-7,500	0		-7,500
SCOMM	Rob O'Dwyer	Chepstow Museum: Repair External Lime Render	-12,584	-12,584		
SCOMM	Rob O'Dwyer	Generic - Rectification after Fixed Wire Testing	-6,756	0		-6,756
SCOMM	Rob O'Dwyer	Shire Hall – Emergency Structural Investigation and repairs to staircase	-7,500	-7,500		
SCOMM	Deb Hill -Howells	Community Hubs	-51,122	0	-51,122	
SCOMM	Dan Davies	Caldicot Castle Kitchen	-10,071	0		-10,071

SCOMM	Mike Moran	Monmouth Sports Ground Drainage	-1,902	0	-1,902
SCOMM	Ben Winstanley	Non County Farms Fixed Asset Disposal Costs	-84,874	-84,874	
SCOMM	Roger Hoggins	Car Park Granville St & Wyebridge St	-152,214	-152,214	
SCOMM	Mathew Lewis	Structural Repairs - PROW	-22,647	-22,647	
SCOMM	Paul Keeble	Footway Reconstruction	-99,445	-99,445	
SCOMM	Paul Keeble	Carriageway Resurfacing - Various	-52,562	-52,562	
SCOMM	Paul Keeble	Safety Fence Upgrades	-71,370	-71,370	
SCOMM	Mark Davies	Signing Upgrades And Disabled Facilities	-23,091	-23,091	
SCOMM	Mark Davies	Road Safety & Trafficman Programme	-75,088	-75,088	
SCOMM	Sian Hayward	Purchase of Sharepoint and Active Directory Licences	-5,572	0	-5,572
SCOMM	Lisa Widenham	Upgrade to the Agresso system	-9,888	-9,888	
SCOMM	Lisa Widenham	Provision of online facilities Revenue's section	-13,000	-13,000	
SCOMM	Shirley Wiggam	Low Cost Home Ownership	-112,293	0	-112,293
SCOMM	Deb Hill-Howells - Ben Winstanley	County Farms Maintenance & Reinvestment	-30,000	-30,000	
SCOMM	Mike Moran	Sc 106 Multi Use Games Area Bayfield Open Space	-5,470	0	-5,470
SCOMM	Mike Moran	S106 – Recreation Croesonen	-6,129	0	-6,129
SCOMM	Debbie McCarty	S106 – Town Centre Partnership	-1,700	-1,700	
SCOMM	Mike Moran	S106 Crick Wildlife Garden (Caer Off Site)	-10,866	-10,866	
SCOMM	Mike Moran	S106 Mardy Allotments (Croesonen)	-18,900	0	-18,900
SCOMM	Mike Moran	S106 Croesonen Play Park (Croesonen)	-14,527	-14,527	
SCOMM	Mike Moran	S106 Monmouth Petanque Floodlights (Monmouth)	-2,493	0	-2,493
SCOMM	Mike Moran	S106 Monmouth Gateway (Monmouth)	-20,000	0	-20,000
SCOMM	Mike Moran	S106 St Thomas Church Refurb (Monmouth)	-2,000	-2,000	
SCOMM	Mike Moran	S106 Wyesham Community Woodland (Monmouth)	-21,000	-21,000	
SCOMM	Mike Moran	S106 Destination Play Area (Monmouth)	-85,000	0	-85,000
SCOMM	Mike Moran	S106 Drybridge Nature Park (Monmouth)	-9,537	-9,537	
SCOMM	Mike Moran	S106 Cricket Wicket and Changing Rooms (Little Mill)	-20,000	-20,000	
SCOMM	Mike Moran	S106 Little Mill Trail (Little Mill)	-27,720	0	-27,720

SCOMM	Mike Moran	S106 Gilwern Fitness Equip (Ty Mawr)	-7,065	0	-7,065
SCOMM	Mike Moran	S106 Gilwern Petanque Terrain (Ty Mawr)	-3,960	0	-3,960
SCOMM	Mike Moran	S106 Heaven Scent Garden (Ty Mawr)	-945	0	-945
SCOMM	Mike Moran	S106 Clydach Playing Field Barrier (Ty Mawr)	-70	-70	
SCOMM	Mike Moran	S106 Gilwern Bowling Green (Ty Mawr)	-496	-496	
SCOMM	Mike Moran	S106 Gilwern Playing Field Improvements (Ty Mawr)	-10,190	-10,190	
SCOMM	Mike Moran	S106 Incredible Edible Project (Ty Mawr)	-1,215	-1,215	
SCOMM	Mike Moran	S106 - Upgrading play area Caldicot Castle	-8,935	-8,935	
SCOMM	Mike Moran	Rogiet Playing Field Car Park and Magor GRIP study	-40,084	-40,084	
SCOMM	Mike Moran	S106 Gilwern Towpath Upgrade (Cae Meldon)	-18,000	-18,000	
SCOMM	Mike Moran	S106 Gilwern Scooter Park (Cae Meldon)	-21,555	-21,555	
SCOMM	Mike Moran	S106 Gilwern Comm Centre Heating (Cae Meldon)	-11,475	-11,475	
SCOMM	Mike Moran	S106 Gilwern OEC (Cae Meldon)	-56,802	-56,802	
SCOMM	Mike Moran	New Playing Pitches (Clydach Juniors – Cae Meldon)	-53,000	-53,000	
SCOMM	Mike Moran	S106 Llanelly Hill Welfare Car Park (Cae Meldon)	-22,441	-22,441	
SCOMM	Mike Moran	Cae Meldon S106 Off Site Recreation	-23,020	-23,020	
E&D	Rob O'Dwyer	Replacement Cattle Market	-183,357	-183,357	
E&D	Amy Longford	Caerwent House, Major Repairs	-50,800	-50,800	
E&D	Ben Winstanley	Solar Farm – Oak Grove	-505,740	-505,740	
E&D	Deb Hill Howells	Sc106 Woodstock Way Linkage Scheme	-226,504	-226,504	
			-17,730,290	-17,317,110	-214,712
					-198,468

Strong Communities Select Committee

Action List

Matters arising from 2nd March 2017 meeting

Minute Item:	Subject	Officer	Outcome
Budget	Members asked for figures in regard to income related to Raglan Market and a loss and gains report will be supplied to the Committee.	Mark Howcroft/ Roger Hoggins	

Matters arising from 6th April 2017 meeting

Minute Item:	Subject	Officer	Outcome
Street lighting	It was questioned if there was a total figure of faulty day burners. The Head of Operations will update the committee with a figure.	Roger Hoggins	
Street lighting	The guarantee period for the bulbs was questioned.	Roger Hoggins	
Actions	The Borough Theatre, Abergavenny – update on financial position	Mark Howcroft	
Action	Budget Mandate B11	Mark Howcroft	

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Monmouthshire's Scrutiny Forward Work Programme 2017

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
15 th June 2017	Public Protection Performance Report	To discuss the annual performance report for Public Protection (focus on 'Public Health' and Trading Standards') ~ update report due December 2017).	Dave Jones	Performance Monitoring
	Kerbcraft Progress Report	To discuss progress following the Wales Audit Office recommendations on Kerbcraft.	Roger Hoggins Cath Sheen	Performance Monitoring
	Budget Monitoring	To scrutinise the outturn budget monitoring position for revenue and capital budgets.	Mark Howcroft	Budget Monitoring
20 th July 2017	TBC			
	Work Programme Report	Discussion on the future work programme for the committee.	Hazel Ilett	Work Programme

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Possible Future Work Programme Items:

- **Waste, Recycling, Anaerobic Digestion**
- **Refugees and Asylum Seekers**
- **Gypsy and Traveller Provision**
- **Flood Risk Management Plan - Action Plan delivery/progress report.**
- **Rights of Way Improvement Plan ~ Scrutiny and Cabinet on the final plan (Jan / Feb 2018)**

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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
15th MARCH 2017 - CABINET			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17 meeting 5 held on the 19 th January 2017.		Dave Jarrett
Outcomes of the Recycling Review.	Cabinet to agree the Final Business Case determining the outcomes of the Recycling Review.		Rachel Jowitt
Safeguarding Progress Report			Teresa Norris
Effectiveness of Council Services: Quarter 3 Progress			Matt Gatehouse
Cemeteries - amendments to charging policy			Deb Hill Howells
The Knoll, Abergavenny Section 106 funding			Mike Moran

Subject	Purpose	Consultees	Author
ADM – Business Case			Tracey Thomas
EAS Business Case			Will Mclean
Community Governance			Will Mclean
2017/18 Education and Welsh Church Trust Funds Investment and Fund	The purpose of this report is to present to Cabinet for approval the 2017/18 Investment and Fund strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2017/18 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.		Dave Jarrett
8th MARCH 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Private sector housing enforcement			Huw Owen
PSPO x 2: Fairfield Car Park and Abergavenny Skate Park			Andrew Mason
Homeless Reserve Fund			Ian Bakewell
Fostering Fees Review			Claire Marchant
Accounts Payable Strategy – Further automation of the procedure to process payment			Lisa Widenham
Appropriation of the land at Rockfield Farm, Undy	From County farms use to planning use		Gareth King
Cemeteries – amendments to charging policy			Deb Hill Howells
Direct Care Leadership Restructure			Colin Richings
Transport Policy			Clare Morgan
Disposal of land on Garden City Way for Affordable			Ben Winstanley

Subject	Purpose	Consultees	Author
Housing			
Cae Maldon Bus Routes			Christian Schmidt
Monmouthshire Museums Centralisation of Staffing Structure			Cath Fallon
9TH MARCH 2017 - COUNCIL			
Council Tax Resolution 2017/18 and Revenue and Capital Budgets 2017/18	To set budget and Council tax for 2017/18		Joy Robson
Treasury Management Strategy 2017/18	To accept the annual Treasury Management Strategy		Joy Robson
Asset Investment Strategy			Peter Davies
Outcome of Recycling Review	To agree the Final Business Case determining the outcomes of the Recycling Review.		Rachel Jowitt
Procurement Strategy for Household Waste Recycling Centre, Transfer Stations and Residual Haulage.	For Council to approve the procurement strategy and affordability envelope for the procurement of a new contract running from 2018-2030 (7 years plus 5 years extension possibility).		Rachel Jowitt
Approval of Car Park Capital Budget in 2017/18			Roger Hoggins
20TH MARCH 2017 - COUNCIL			
ADM Business Case			Tracey Thomas
Pay Policy			Tracey Harry/Sally Thomas
Well-being Assessments for the county and Objective setting for the Council	i) Well-being of Future Generations Assessment (author Matthew Gatehouse) ii) Population Needs Assessment (authors Matthew Gatehouse/Phil Diamond) iii) Council's Well-being Objectives and Plan (author Matthew Gatehouse/Richard Jones) iv) Biodiversity and Ecosystem Resilience Forward Plan (author Matthew Lewis)		Matt Gatehouse
Safeguarding Progress Report			Teresa Norris

Subject	Purpose	Consultees	Author
Position Statement report re: Social Services			Geoff Burrows
Council Diary			Nicola Perry
Chief Office CYP Appointment			Tracey Harry
WAO Kerbcraft			Clare Marchant
Community Governance			W. McLean
29th MARCH 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Contracts Manager – Adult and Children’s Commissioning			Ceri York
Proposed 40 Mph Speed Limit Portal Road And Link Road Monmouth			Paul Keeble
Food Law enforcement policy - Monmouthshire alternative to prosecution policy (mapp)			David H Jones
To make Permanent the current temporary post of the Carers Services Development Manager			Kim Sparrey
Staffing Restructure: Development Management Team			Mark Hand
Staffing Restructure: Planning Policy Team			Mark Hand
Monmouthshire Lettings Service			Steve Griffiths
Permanent appointment of Temporary Admin Support post (RBC13A).			Nigel George
5th APRIL 2017 - CABINET			

Subject	Purpose	Consultees	Author
Introduction of a fast-track service in relation to pre-application advice; lawful development certificates and compliance letters, and amendments to pre-application fees			Mark Hand
12th APRIL 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Young Carers' Strategy 2017 -20			Kim Sparrey
Supporting People Plan and Grant Spend			Chris Robinson
Additional Grant Funding for Local Authority to deliver the High St Rates Relief Scheme			Ruth Donovan
Proposed re-alignment of the Estates team to meet budget mandate savings	Cllr Murphy		Deb Hill- Howells
Living Levels Landscape Partnership:	Cllr P Hobson		Matthew Lewis
Flexible Early Retirement – Planning Services			Mark Hand
Introduction of a fast-track service in relation to pre-application advice; lawful development certificates and compliance letters, and amendments to pre-application fees			Mark Hand
26th APRIL 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Welfare Rights Review	ITEM DEFERRED TO 24/5/17		Tyrone Stokes

Subject	Purpose	Consultees	Author
Proposed 20 MPH Speed Limit, A472 Usk	Cllr B Jones		Paul Keeble
Community Hubs Restructure	Cllr RJB Greenland		Deb Hill Howells
Monmouthshire Local Development Plan Draft Sustainable Tourism Accommodation Supplementary Planning Guidance	Cllr B Greenland		Martin Davies
Monmouthshire Local Development Plan Rural Conversions To A Residential Or Tourism Use (Policies H4 & T2) Supplementary Planning Guidance	Cllr B Greenland		Martin Davies
16TH MAY 2016 – ANNUAL MEETING			
18TH MAY 2017 – DEFERRED BUSINESS COUNCIL			
24TH MAY 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Welfare Rights Review			Tyrone Stokes
Event Opportunities – Summer 2017			Dan Davies
A40/A466 Wyebridge, Monmouth – Proposed Junction Improvement			Paul Keeble
Proposed acquisition of land Magor			Deb Hill Howells
7TH JUNE 2017 – CABINET			

Subject	Purpose	Consultees	Author
To approve the Corporate Safeguarding Policy			Teresa Norris / Claire Marchant
Anti Fraud, Bribery & Corruption Policy Statement – REVISED AND UPDATED			Andrew Wathan
Welsh Language Progress Report.			Alan Burkitt
Highway Grant and Section 106 budgets			Paul Keeble
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications for the Welsh Church Fund Working Group meeting 5 of the 2016/17 financial year held on the 20 th March 2017.		Dave Jarrett
Revenue & Capital Monitoring 2016/17 Outturn Forecast Statement	To provide Members with information on the outturn position of the Authority for the 2016/17 financial year		Mark Howcroft
CYP Support Services Re-Structure	To propose a restructure within CYP support services to achieve saving from the Medium Term Financial Plan		Nikki Wellington / Sharon Randall Smith
14TH JUNE 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Sale of Freehold of Land at Plot 9a Wonastow Rd, Monmouth	The sale of the Freehold has been agreed subject to approval to Mandarin Stone who currently lease the area on a long lease from MCC.		Nicola Howells
Installation of charging points for electric cars in MCC public car parks	To seek approval for the installation of charging points for electric cars in MCC car parks in the county.		Roger Hoggins
Release of restrictive covenant at Former Abergavenny Magistrates			Nicholas Keyse

Subject	Purpose	Consultees	Author
Court and Police Station			
28th JUNE 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Social Housing Grant			Shirley Wiggam
29TH JUNE 2017 - COUNCIL			
To approve the Corporate Safeguarding Policy			Teresa Norris / Claire Marchant
To approve the Whole Authority Safeguarding Group Action Plan			Teresa Norris / Claire Marchant
To approve the action plan following the WAO report on safeguarding			Roger Hoggins / Paul Keeble / Graham Kinsella
5TH JULY 2017 – CABINET			
To approve the action plan following the WAO report on safeguarding			Roger Hoggins / Paul Keeble / Graham Kinsella
Annual Report of the Director of Social Services			Claire Marchant
12TH JULY 2017- INDIVIDUAL CABINET MEMBER DECISION			
26TH JULY 2017 – INDIVIDUAL CABINET MEMBER DECISION			
27TH JULY 2017 - COUNCIL			
Annual Report of the Director of Social Services			Claire Marchant
9TH AUGUST 2017 – INDIVIDUAL CABINET MEMBER DECISION			
23RD AUGUST 2017 – INDIVIDUAL CABINET MEMBER DECISION			
6TH SEPTEMBER 2017 – CABINET			
Welsh Church Fund	The purpose of this report is to make		Dave Jarrett

Subject	Purpose	Consultees	Author
Working Group	recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 1 held on the 29 th June 2017.		
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 2 held on 27 th July 2017.		
Contaminated Land Inspection Strategy			Huw Owen
Proposed sale of land at Crick Road to Melin Homes			Deb Hill Howells
13TH SEPTEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
2ND SEPTEMBER 2017 - COUNCIL			
MCC Audited Accounts 2016/17 (formal approval)	To present the audited Statement of Accounts for 2016/17 for approval by Council		Joy Robson
ISA260 report – MCC Accounts -	To provide external audits reports on the Statement of Accounts 2016/17		Joy Robson
27TH SEPTEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
4TH OCTOBER 2017 - CABINET			
MTFP and Budget Proposals for 2018/19	To provide Cabinet with Revenue Budget proposals for 2018/19 for consultation purposes		Joy Robson
11TH OCTOBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
25TH OCTOBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
1ST NOVEMBER 2017 – CABINET			

Subject	Purpose	Consultees	Author
Capital Budget Proposals	To outline the proposed capital budget for 2018/19 and indicative capital budgets for the 3 years 2019/20 to 2021/22		Joy Robson
Review of Fees and Charges	To review all fees and charges made for services across the Council and identify proposals for increasing them in 2018/19		Joy Robson
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 3 held on the 21 st September 2017.		Dave Jarrett
8TH NOVEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
9TH NOVEMBER 2017 – COUNCIL			
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22ND NOVEMBER 2017– INDIVIDUAL CABINET MEMBER DECISION			
6TH DECEMBER 2017 – CABINET			
Council Tax base 2018/19 and associated matters	To agree the Council Tax Base figure for submission to the Welsh Government, together with the collection rate to be applied for 2018/19 and to make other necessary related statutory decisions.		Sue Deacy/Wendy Woods
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 4 held on the 9 th November 2017		Dave Jarrett
13TH DECEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Local Government (Wales) Act 1994 The Local Authorities (Precepts)(Wales)Regulations 1995	To see approval of the proposals for consultation purposes regarding payments to precepting Authorities during 2018/19 financial year as required by statute		Joy Robson

Subject	Purpose	Consultees	Author
14TH DECEMBER 2017 - COUNCIL			
3RD JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION			
10TH JANUARY 2018 – CABINET			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 5 held on the 14 th December 2017		Dave Jarrett
Final Draft Budget Proposals or recommendation to Council			Joy Robson
17TH JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION			
Local Government (Wales) Act 1994 The Local Authorities (Precepts)(Wales) Regulations 1995	To seek members approval of the results of the consultation process regarding payment to precepting Authorities for 2018/19 as required by statute		Joy Robson
31ST JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION			
7TH FEBRUARY 2018 – CABINET			
14TH FEBRUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION			
22ND FEBRUARY 2018 – COUNCIL			
28TH FEBRUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION			
1ST MARCH 2018 - COUNCIL			

Subject	Purpose	Consultees	Author
7TH MARCH 2018 - CABINET			
2018/19 Education and Welsh Church Trust Funds Investment and Fund Strategies	The purpose of this report is to present to Cabinet for approval the 2018/19 Investment and Fund Strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2017/18 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.		Dave Jarrett
14TH MARCH 2018 – INDIVIDUAL CABINET MEMBER DECISION			
28TH MARCH 2018 – INDIVIDUAL CABINET MEMBER DECISION			
14TH APRIL 2018 - CABINET			
Welsh Church Fund Working Group 12	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 6 held on the 22 nd February 2018		Dave Jarrett
18TH APRIL 2018 – INDIVIDUAL CABINET MEMBER DECISION			
19TH APRIL 2018 - COUNCIL			
9TH MAY 2018 – INDIVIDUAL CABINET MEMBER DECISION			