

Public Document Pack



Neuadd y Sir
Y Rhadyr
Brynbuga
NP15 1GA

Dydd Mercher, 20 Medi 2017

Hysbysiad o gyfarfod

Pwyllgor Craffu Cwmunedau Cryf

Dydd Iau, 28ain Medi, 2017 at 10.00 am

AGENDA

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

Eitem ddim	Eitem	Tudalennau
1.	Ymddiheuriadau am absenoldeb	
2.	Datganiadau o Fuddiant	
3.	Fforwm cyhoeddus agored	
4.	Cadarnhau cofnodion y cyfarfod blaenorol 20 th July 2017	1 - 10
5.	Adroddiad blynyddol y gwasanaethau pobl	11 - 36
6.	Refeniw & monitro cyfalaf alldro 2017/18 datganiad	37 - 64
7.	Polisi gwirfoddoli	65 - 86
8.	Adolygiad o rwystrau masnachol yn y polisi priffyrdd	87 - 90
9.	Rhestr o gamau gweithredu	91 - 92
10.	Rhaglen waith cymunedau cryf	93 - 94
11.	Blaenraglen Cabinet & Cyngor	95 - 110
12.	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
A. Webb
A.Davies
L.Dymock
L.Jones
R.Roden
L. Guppy
V. Smith
A. Easson

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 4

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held
at on Thursday, 20th July, 2017 at 10.00 am

PRESENT: County Councillor J.Pratt (Chairman)
County Councillor A. Webb (Vice Chairman)

County Councillors: L.Dymock, L.Jones, R.Roden, L. Guppy,
A. Easson, D. Blakebrough and S. Jones

Also in attendance County Councillor(s):

OFFICERS IN ATTENDANCE:

Rachel Jowitt	Head of Waste & Street Services
Richard Jones	Policy and Performance Officer
Hazel Ilett	Scrutiny Manager
Wendy Barnard	Democratic Services Officer
Roger Hoggins	Head of Operations
Matthew Gatehouse	Policy and Performance Manager

APOLOGIES:

County Councillors A.Davies and V. Smith

1. Declarations of Interest

No declarations of interest were made.

2. Open Public Forum

David Farnsworth introduced himself to the Select Committee and advised that his questions related to the Community Engagement Review.

- The first question asked was whether the review had defined the term “the community” and who “the community” refers to, as it suggests engaging with partners but does not give a sense that it is reaching out to residents.
- The second question asked related to the mechanisms for the public to engage with the Council. Mr Farnsworth highlighted that the public need clarity on the mechanics of how to engage with the Council, but also on how they can participate in key projects and matters that affect their communities. He suggested that the public need to be able to input into issues that will affect them in an accessible way and that very detailed reports can make it difficult for the public, who are unlikely to be able to engage in significant policy issues at that level.

The Chair thanked Mr Farnsworth for his highly relevant questions and suggested the answers would arise from discussion of the review. She invited Mr Farnsworth to remain for the presentation and discussion on the review and for the duration of the meeting if he wished. It was recognised that discussions today would take place on the strategic direction and that the mechanics of the future clusters would need further consideration, taking into account the issues raised.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at on Thursday, 20th July, 2017 at 10.00 am

Peter Sutherland, representing Llanbadoc Community Council, asked for an update on Llanbadoc speed limits since the last meeting. The Head of Operations updated Mr Sutherland on progress since they met to discuss speeding in the Usk and Llanbadoc area and advised that a design suitable for this area has been commissioned and will be consulted upon. Mr Sutherland queried if there would be any involvement from Llanbadoc Community Council and local residents in view of the significant delays and local frustration about the matter and was reassured that the proposed scheme would be consulted upon. The chair reaffirmed that the role of the Road Safety Task and Finish Group is to consider a county wide road safety policy that would include speed management and not to consider specific instances and cases in any depth. She reminded members that the Task Group was due to meet the following week and highlighted that a public workshop would be organised during October to consider the views of the public to inform the policy and that when a date was agreed, Mr Sutherland would be invited to attend and participate in the development of the policy.

Secondly, it was queried if there would be any involvement from Llanbadoc Community Council and local residents in view of the significant delays and local frustration about the matter.

The Chair announced that there would be a public meeting on speeding for Town and Community Council and members of the public to attend in September.

A Member, who is a member of the Community Health Council, referred to the Health and Care White Paper "Services Fit for the Future" and sought the support of the Select Committee, and the Adult Select Committee, to ensure the continuation independent patient voice and circulated a summary of concerns.

The Chair thanked the Member for his work on the Community Health Council and expressed her wish to hold a Joint Select meeting to discuss this important matter.

3. To confirm minutes of the previous meeting held on the 15th June 2017

The minutes of the meeting held on 15th June 2017 were confirmed and signed as a true record.

4. Action list

Public Open Forum: A question was raised at the last meeting regarding the container park opposite Usk Island and a response was provided that a planning and enforcement officer has reported no record or recent evidence of overnight sleeping at the site.

Referring to the Alternative Delivery Model, a Member questioned what proposals are under consideration to run the Borough Theatre, Abergavenny in the future.

The Chair suggested that the matter should be raised at the Joint Select Committee meeting on Monday 24th July 2017.

5. Community Engagement Review

Context:

To present the findings and recommendations of the draft Community Engagement Review for scrutiny, requesting Members consider:

- the findings of the Review and associated conclusions / recommendations; and

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at on Thursday, 20th July, 2017 at 10.00 am

- the proposed 'Way Forward' for a newly defined Community and Partnership Development Team (Appendix B).

Recommendations:

The Select Committee scrutinises the findings of the review, making recommendations as appropriate.

Key issues:

In October 2015, a review of community governance was undertaken to analyse the role of local decision making within Area Committees and to understand the Authority's level and type of community engagement and its direct relationship to how local needs and solutions are identified, developed and delivered.

Monmouthshire has four area committees; Bryn y Cwm; Severnside; Lower Wye and Central Monmouthshire. Their purpose is to:

- engage the community in area working to help the council shape major proposals affecting specific areas advising the Authority of the associated implications for the area;
- lead the community planning process;
- ensure services are properly co-ordinated on a local level;
- encourage effective cross sector collaboration; and
- provide a forum for community debate and to make Executive decisions on matters within areas provided they are within the Council's policies and budgetary allocations and do not adversely affect other areas.

In October 2016, there was a recognition that in light of the Well-Being of Future Generations Act and the Authority's evolving Future Monmouthshire programme, there was a need to extend the review to address the following objectives:

- Clarification of the strategic direction required to meet legislative requirements and enable asset and place based delivery;
- Repurposing of the Authority's Whole Place team;
- Identification of joint working opportunities internally to enable a streamlined approach;
- Assessment of new roles in the provision of impartial advice across the county's five strategic settlements – Abergavenny, Monmouth, Caldicot, Chepstow and Usk;
- Understand how Section 106, the proposed Community Infrastructure Levy and Area Committee Grants can be used strategically to address resource implications for a sustainable, place and asset based approach; and
- Reconfiguration of the community governance model to preserve the leadership role of Council Members and encourage wider community participation.

Following presentation of the Community Engagement Review, its length and complexity were acknowledged and questions, and requests for more detail, were welcomed:

Member Scrutiny:

A Member recognised that there is a lot to do in terms of community engagement and asked if there were any examples of best practice encountered in members' wards and their engagement with the public, in clusters and area committees. It was responded that there are pockets of good practice e.g. Llanybi which has put forward community led plans by focusing on what's important to residents. Here, the work of the people involved was vital in achieving a high return of surveys. It is hoped that its plans going forward will align with the Public Service Board and our partners so more assistance can be provided.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at on Thursday, 20th July, 2017 at 10.00 am

Secondly, it was asked how lack of awareness in other areas will be addressed. It was explained that cluster work is in progress, where representatives of town and community councils are brought together to discuss their priorities. Currently, work is being completed with Gwent Association of Voluntary Organisations (GAVO) using a Rural Development Plan bid to produce a toolkit to enable community groups, with the support of their town and community councils, to undertake asset based community development plans. There will be a Community Leadership Award that will offer funding for training to fill skills gaps within community groups.

A Member asked what the difference between consultation and engagement is. It was responded that consultation is where there is a definitive proposal, with recommendations. Engagement is where there are no pre-drawn conclusions, and the opportunity is provided to develop and co-produce solutions. Historically, councils undertook more consultation but there are now more complex challenges and a wealth of experts in communities to engage with and involve as enshrined in the Wellbeing of Future Generations Act.

The Member promoted the need to listen (not just talk) to communities to develop a relationship of trust and respect. Examples of good practice and engagement by Trellech United Community Council were provided. It was queried how success in developing an engaged culture in Monmouthshire will be identified. It was responded that there would be reduced demand on council services, a community will take pride in itself and will progress its own future plans. It was added that there would be changes noted in the responses in the National Survey for Wales to questions such as ability to influence decisions and assessing sense of belonging in a community.

A question was asked about level of engagement and engagement improvement and how these aspects are assessed, citing the example of Monmouth Town Council changing its way of engaging with the community (using e.g. Twitter and Facebook). It was queried if there are any toolkits to enable improvements in engagement. It was explained that, the last Democratic Services Committee had representation from a person involved in Monmouth Town Council's campaign which provides an opportunity to explore what can be learnt from the Town Council's experience. It was asked if it was likely that there will be engagement facilitators in the team and responded that all the teams are familiar with facilitating engagement, and will be available to assist with key projects by continuing to work very closely with clerks to town and community councils.

A Member commented that the report had a lot of detail and repetition, and expressed concern that it can be perceived as difficult for people to attend area committee meetings. It was noted that cluster working worked for a while and the opinion was expressed that this approach should have been further developed. It was explained that dates have been circulated for cluster meetings to consider priorities in September. These meetings are open to the public. Work has been undertaken to explore and address reasons why there was poor attendance at meetings previously. The Committee were advised of good work in identifying priorities in Usk and narrowing the list to the top 3 items.

A Member queried if the reason for the report was because of the Wellbeing of Future Generations Act, if it was for the future of our Council and the cost of the report. A diary note of all meetings in future for town and community council meetings, cluster meetings etc. was requested. It was confirmed that the Act was not the main driver for the proposals but was timely as a review of community engagement had been identified as a priority for the council. The complexity of the report was recognised but noted that the covering report highlights the key points and recommendations. In response to a request, a sheet of definition of terms mean will be circulated.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at on Thursday, 20th July, 2017 at 10.00 am

A Member questioned who leads the communication between various committees and observed that a simpler report with key messages and timelines should be available to seek views from town and community councils (via their websites), and Monmouthshire residents. This could assist the work of the Public Service Board. It was agreed that an easy read version could be produced with glossary and updates to assist wider future engagement.

The Chair referred to the quoted 63% of residents involved in volunteer activities and asked how the figure was determined. It was confirmed that the figures were obtained from a national survey that had a small sample size and whilst it is possible that it is a high estimate, it is accepted that volunteering in Monmouthshire is amongst the highest in Wales.

Also raised was the need to address the effectiveness of area committees which can become "talking shops" that don't address strategic and long-term planning, preferring to concentrate on smaller issues. It was suggested that the newly appointed Cabinet Member for Governance will want to develop area committees to align with proposed changes. The cost of area committees was also queried and assurance sought that the public receive value for money. It was explained that, to an extent, it depends on the attendance of officers and if attendance is out of office hours.

The Cabinet Member for Social Justice and Community Development acknowledged the comments and questions asked stating that they will be helpful when considering streamlining objectives. It was added that it will be important to define how to measure success and to report progress. It was recognised that ongoing engagement is a key driver and it will be important to identify, and engage with, other groups and individuals who feel isolated and disenfranchised from the process. The key role of volunteering was recognised and it was suggested that it should be the subject of a future meeting or Member seminar. Production of a summarised version of the report was welcomed. The Cabinet Member appreciated the discussion to support her strategies on social and economic inclusion, and helping children have the best start in life.

A Member observed that awareness of what is being done is paramount and praised the work of the Communications Team in promoting the Council as one that wishes to engage, particularly through the use of social media platforms. It was also suggested that online access amongst residents should not be assumed and that consideration should be given to publication of a biannual newsletter.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at on Thursday, 20th July, 2017 at 10.00 am

Committee Conclusions:

The committee acknowledges the findings of the community engagement review and supports the strategic direction and the recommendations on the operational structure proposed in the report.

The Committee heard some good examples of successful community engagement and challenged how lack of awareness in other areas would be addressed, and how success will be measured.

The Committee commented on the complexity of the report and welcomed the production of a summarised version.

The Committee spoke of the key role of volunteers, and this aspect was suggested as the topic for a Members seminar or a single subject meeting.

The Chair questioned the effectiveness of area committees and suggested that the Cabinet Member for Governance should consider developing area committees to align with the proposed changes.

The Committee will receive a list of dates of forthcoming meetings of area committees, town and community council meetings and a short note to provide definitions of all terms used.

The Chair thanked the officers for their contribution to the meeting.

6. Performance Report 2016/17

Context:

To ensure that members understand the Council's performance framework.

To present the 2016/17 performance information under the remit of Strong Communities Select Committee, this includes:

- Reporting back on how well we did against the objectives which the previous Council set for 2016/17; and
- Information on how we performed against a range of nationally set measures used by all councils in Wales.

Key Issues:

The Council currently has an established performance framework, this is the way in which the Authority translates its vision - *building sustainable and resilient communities* - into action and ensures that everyone is pulling in the same direction to deliver real and tangible outcomes.

Over the coming years the shape of public services in Wales is likely to change significantly influenced by two very significant pieces of Welsh legislation, The Well-being of Future Generations Act and The Social Services and Well-being Act, as well as financial pressures, demographic changes, changes in customer needs and

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at on Thursday, 20th July, 2017 at 10.00 am

expectations and regulatory and policy changes. Services need to continue to think more about the long-term, work better with people and communities, look to prevent problems before they arise and take a more joined-up approach.

The Council has recently completed two substantial assessments of need as a result of this legislation. This information has provided a much deeper evidence base of well-being in the County and, as required by the Future Generations Act, this has been used to produce the Council's well-being objectives and statement 2017.

The shift in focus in the well-being objectives means that activities will need to be focused on longer term challenges at a community level rather than some of the internal process issues and outputs that could sometimes be found in its predecessor, The Improvement Plan. When dealing with more complex societal challenges it will take longer for measurable change to come about and longer still to be able to evidence those changes in a meaningful way. In the short-term there will continue to be milestones that can be used to track the Authority's improvement journey. This will be supported by a range of performance reports select committee can request as part of its work programme and the structure of performance reports received by committee will be revised to reflect this emphasis.

Appendix 2 of the report sets out performance achieved in 2016/17 against the actions and performance measures approved by Council in May 2016 as part of its Improvement Plan. As well as being presented to select committees the objectives will be included alongside a further evaluation of performance in 2016/17 that will be reported to Council and published by October 2017. The Welsh Government has recently consulted on plans to repeal the Local Government (Wales) Measure 2009 which means this is likely to be the final plan and report in this format.

Appendix 3 sets out further key performance indicators from the national set that are under the committee's remit.

Activity that contributes to the delivery of some objectives cross cuts select committee remits and these have also been reported to the other relevant committees.

Member scrutiny:

It was questioned if every member of staff had an appraisal in 2016/17 to tie in with performance targets and responded that the report provides a snapshot of Check in-Check out (CICO) from December 2016 that records 70% completion within one year. It was highlighted that there were some issues with recording processes but there was anecdotal evidence from operational managers that CICO is taking place to align with their planning.

A Member questioned the comment that progress was on target for delivering councils services within budget, citing that £916,000 savings weren't achieved, schools' budgets are in deficit, the council is at the at top end of its borrowing ability and using its reserves. It was explained that the judgement was based on the fact that the overall budget was underspent. Metrics regarding the net cost of delivering services were circulated with parameters of 0.5% (+ or -) and resulted in 0.6%. Given the range of services provided, 0.6% is a reasonable level of performance but it should be noted that the wider judgement may have to reflect the factors highlighted, and suggested that financial colleagues may wish to consider this point.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at on Thursday, 20th July, 2017 at 10.00 am

The Head of Operations advised the committee that, whilst the majority of staff undertake the process, the CICO model is amended to reflect some circumstances and different categories of workforce. To compensate, team briefings and the opportunity to provide feedback and raise issues are provided to improve communication with staff.

A Member, referring to the Cardiff City Region City Deal and Metro, questioned if the Committee should scrutinise the transport policy to ensure implications are addressed. The Head of Operations explained that the Strategic Transport Group was established with members and officers (and members of the public by invitation) to scrutinise transport policy, opportunities and initiatives regionally, locally and nationally and that a note will be provided from the Group regarding information from the City Region shadow authority.

Following discussion, it was noted that transport is a key priority of the Economy and Development Committee and that the Strategic Transport Group will feed its findings into the Economy and Development Select Committee. To avoid duplication, it was noted that Committees members can be involved in the lead up to the review of LDP through Joint Select Committee scrutiny.

Committee's Conclusion

- The Chair thanked officers for presenting the report to the Committee.

It was resolved to receive the report, noting its content.

7. Work Programme Report

Context:

A 'planned approach' to Scrutiny Forward Work Programming in order to maximise the effectiveness and added value of scrutiny activity, ensuring focus upon topics of the highest priority for the Council and those which reflect the public interest.

Key Issues:

Work programme discussion meetings have taken place between the new Chair of the Select Committee and the former chair and chief officers have highlighted the following topics for consideration for future scrutiny:

- Volunteering Policy
- Waste:
- Recycling
- Anaerobic Digestion
- Refugees and Asylum Seekers
- Gypsy and Traveller Provision
- Flood Risk Management Plan
- Rights of Way Improvement Plan ~ joint scrutiny with Economy and Development (Jan / Feb 2018)
- Local Development Plan ~ joint scrutiny with Economy and Development
- Affordable Housing ~ joint scrutiny with Economy and Development and Adults

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at on Thursday, 20th July, 2017 at 10.00 am

- Cardiff Capital Region City Deal ~ joint scrutiny
- Cycling and Walking Product ~ joint scrutiny with Economy and Development
- Outdoor Education Review ~ joint scrutiny with Economy and Development
- Alternative Service Delivery Model ~ joint scrutiny ~ all select committees
- Road Safety Policy ~ ongoing Task and Finish Group

Member Scrutiny:

The Head of Waste and Street Services made the following suggestions of topics for scrutiny:

- Waste Management: Long term waste contracts, Anaerobic Digestion, more re-use at Civic Amenity sites
- New waste service collection model.
- Grounds and Open Spaces
- Management of Trees

Select Committee Members identified the following topics for scrutiny:

- Public Toilet Provision across the County: It was agreed Committee Members would be kept up to date through briefing notes.
- Waste Management: Anaerobic Digestion
- Refugees and Asylum Seekers, to include Modern Day Slavery and Human Trafficking
- Open Spaces
- Road Safety: It explained that a final report of the Task and Finish Group containing a draft strategy, will be brought to this Committee for consideration with the Cabinet Member present. The Select Committee will be asked to make suggestions and recommendations, and to endorse the report.
- Outdoor Education: A review is in progress and may be a future topic for joint scrutiny with Economy and Development Select.
- Protection of Dark Skies

The following topics were identified by the Head of Operations:

- Traffic Management
- Prioritisation: Management of the Highways (in view of reduction of Welsh Government support for capital budget)

Annual update

- People Services Annual Report: It was suggested that this report could be circulated to Committee Members.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at on Thursday, 20th July, 2017 at 10.00 am

Committee's Conclusions

The Chair thanked Select Committee Members and Officers for submitting the topics for consideration by the Select Committee.

The Committee agreed to balance future agenda with one of the topics suggested as a major item with subsidiary reports such as performance and finance reports as required.

The Committee agreed the recommendations that it adopts the process suggested in the report to develop the Select Committee work programme, taking into account:

- The responsibility to scrutinise performance and key risks in order to provide effective challenge to the Council's Executive;
- The duty to scrutinise wider public services provided to Monmouthshire residents as a result of powers afforded to them through the Local Government Measure;
- Capacity/resources when prioritising topics for scrutiny and agreeing their inclusion into the work programme.

8. Strong Communities forward work programme

The forward work programme will be derived from the discussion of the previous item.

9. Cabinet & Council forward work programme

A reminder was given for Committee Members to closely monitor the Cabinet and Council Forward Work Programme.

10. Date and time of next meeting 28th September 2017 10am (pre-meeting at 9.30am)

The meeting ended at 12.45 pm



Annual Report

July 2017

'Working together to offer a supportive service that is assessible and knowledgeable that enables our people to succeed and adapt in a changing environment'



Introduction

I can't believe it is a year since I first joined People Services. It has gone by in a flash and we have been incredibly busy. As a support service it is often very difficult to measure the difference our activity makes to the organisation's effectiveness and therefore our aim throughout the year has been to build on the data and evidence we use to inform our actions.



Tracey Harry

The work we have done around policy development, training, developing our HR business partnering approach and the ever growing people services hub has resulted from examining data and information regarding our workforce:, feedback from our colleagues around what is and isn't working: audit and regulation and much more.

That said it remains difficult to measure our impact , our sickness levels remain high and the number of recorded check in check out appraisal sessions went down despite huge amounts of activity to support our colleagues to manage and record sickness and CICO's better.

Health and Well being of our workforce is key to ensuring that we are all fit, both mentally and physically, to meet the increasing challenges we all face in our daily work and home lives. We have heard the messages that our colleagues across the organisation have fed back about what we can do to improve their health and well – being and we have developed a project plan to deliver a range of support and benefits to help.

We are currently waiting for the results from our latest staff survey. The response to the survey was n't huge, which is disappointing, as it gives us really useful, comparative information about how engaged and purposeful we are all feeling, it identifies some of the issues that we need to address as an organisation and enables us to work out what actions we need to do to get better.

One of our priorities for 17/18 continues to be attendance management with a specific focus on psychological illness. 25 percent of our current sickness levels result from pyshological illness. We need to get much better at recognising the signs early on and either preventing absence or developing our approach to enable people back into the workplace more quickly.

Our three other priorities for the year are workforce planning; health and well being; and skills and knowledge development.

As capacity across the organisation continues to reduce we need to ensure we have the right workforce with the rights skills and knowledge to deliver now and in the future. Fundamental to achieving this is our health and well being and we will continue to deliver the actions we have identified to improve.

As always I am happy to listen to any ideas that you have for ways that we can improve the service we provide. Please give me a ring or send me an e-mail as I am happy to hear what you may have to say.

Best wishes

Tracey



PEOPLE SERVICES

People Services operates under a shared leadership structure. This enables us to work together to solve problems, taking a truly connected and collaborative approach to meeting the needs of the organisation.



PEOPLE, PASSION, PURPOSE

We believe that people join public service because they are passionate about making a difference. Our purpose is to provide the support, processes and opportunities needed to enable them to do just that. This report will provide an insight into the work of People Services over the last year, building on a strong platform of data and insight to help our workforce be equipped for current and future challenges as we strive to deliver the best services possible to our communities.

As at 31/03/2017



3,609

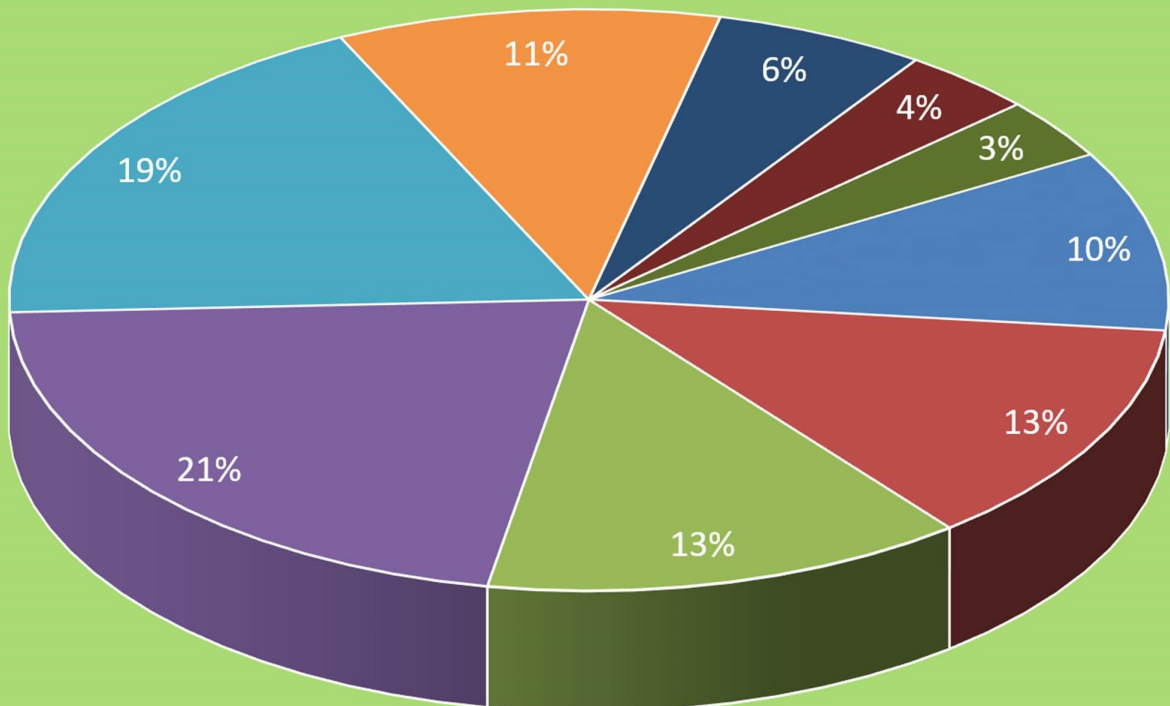
Employees

<3% decrease

1,700 Volunteers

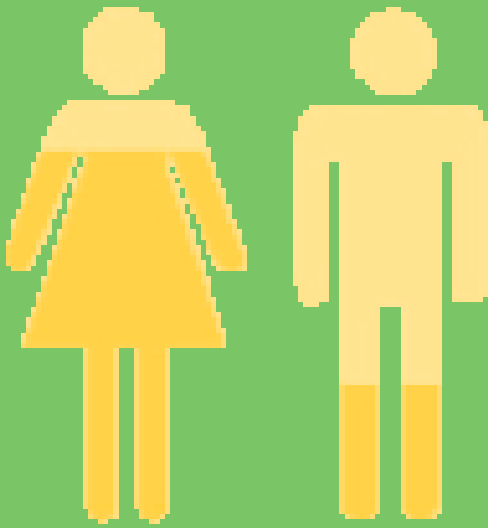
100 less than 15/16 however, we believe this is due to the strategic way we are working to support community groups and members, so that they are in a sustainable asset based community development approach, this is as apposed to bringing volunteers into direct volunteering roles with MCC.

Employee's Length of Service



Less than 1 year 1 - 2 yrs 3 - 5 yrs 6 - 10 yrs 11 - 15 yrs
16 - 20 yrs 20 - 25 yrs 26 - 30 yrs 30+ yrs

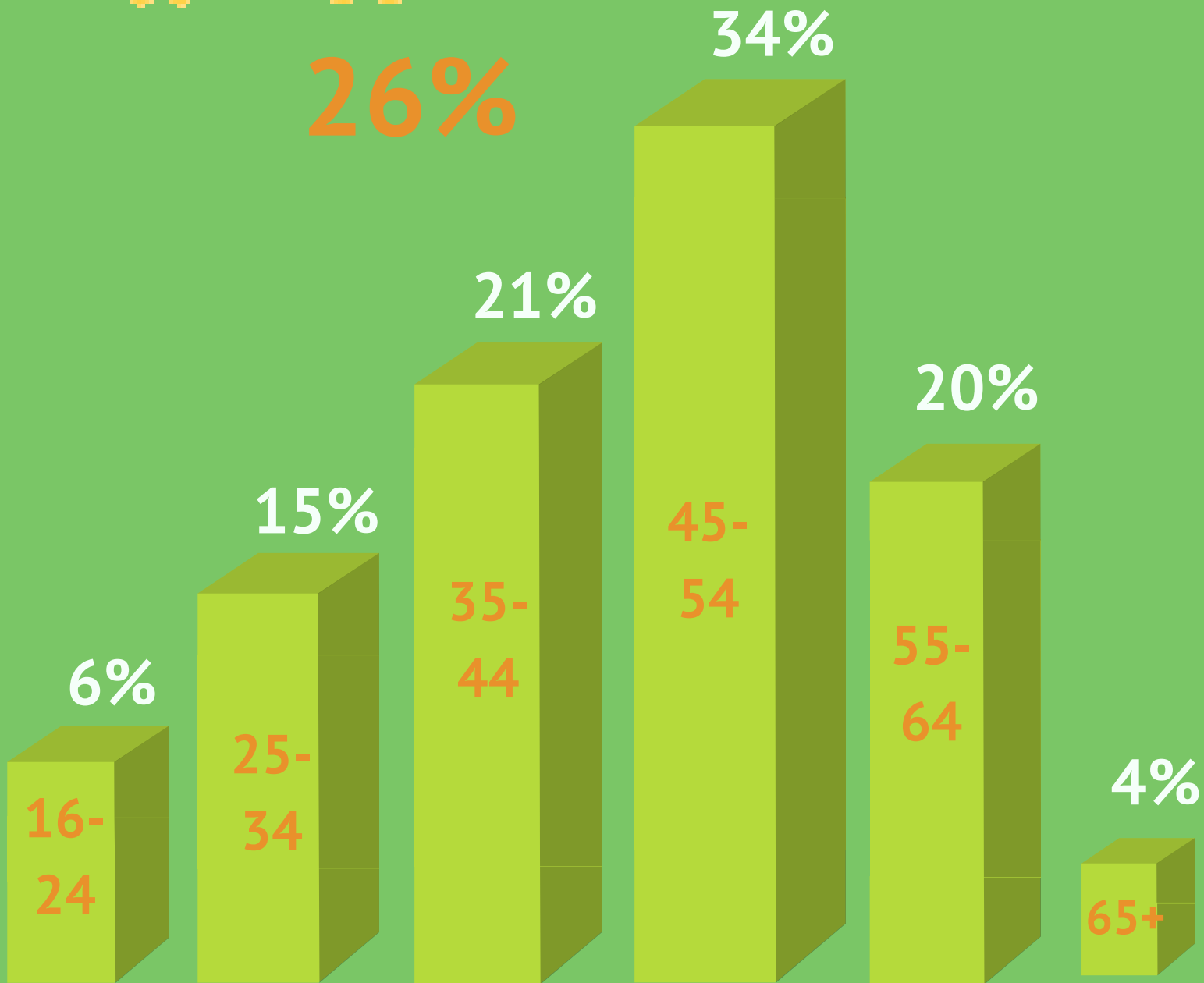
74%



1,473 Full time employees

2,136 Part time employees

26%



Employee Age Profile

RECRUIT, RETAIN & DEVELOP



RECRUIT

Attracting the right person to the right role continues to be a priority for People Services. We want our colleagues to both love and excel in their roles and a big part of this is aligning the right skills and the right behaviours with the right role. HR business partners continue to support recruiting managers to attract new employees through the Select the Best process.

Council
Leavers 293



8.09%

Staff
turnover
< 2.41%

New
Starters 370



Safe Recruitment: We continue to improve and train our



> 20 colleagues
trained in safe
recruitment

colleagues in our safe recruitment practices. This is helping to ensure that pre-employment checks are carried out to help ensure our new colleagues have a smooth start to beginning their careers with our organisation. Safe Recruitment training has been rolled out to service areas and more than twenty colleague attended training in 2016/17. Further training courses are scheduled for 2017/18

Vacancies advertised internally & externally:

380  **JOBS**
<3.7% decrease

136 -> Children & Young People

13 -> Resources

<55

5 -> Senior Leadership Team

74 -> Social Care & Health

91 -> Operations

>8

>30

61 -> Enterprise

<36

Workforce Planning:

Workforce planning through our presence in our Services DMT and Business Partners meetings will strengthen our position for our ageing workforce and aims to reduce our reliance on agency workers. Dashboard data has enabled us to more clearly recognise the demographics of our organisation, informing our forward plans. People Services continues to help the organisation identify the skills within our workforce, help identify where the gaps are and develop our workforce through our training offer. We are starting to see improvements in workforce turnover and agency reliance in key service areas and seek to improve this in following years.



RETAIN

Organisational Development



Our People & Organisational Development Strategy continues to support our colleagues towards creating the culture needed to help individuals and our organisation to thrive. Organisational Development is a key part of our Future Monmouthshire focus and is heading up the Health and Wellbeing strand within this programme of work.

We know that our consistent is change and that we will continually shift and reshape as an organisation. To do this, we need to remain flexible and agile in order to adapt to the every changing needs of our people, our organisation and our communities. Our duty to our colleagues is to make sure our people are well, happy, healthy both physically and mentally and operating at their best.



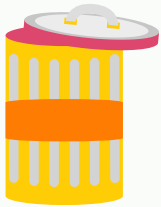
The Health and Wellbeing project brief will help us to do this and has been prepared based on collated evidence and data from our colleagues.

STAFF SURVEY

We have just undergone a staff survey and are currently analysing the results! This will make sure we are targeting the correct issues going forward.

Health & Wellbeing

Departmental support work to provide advice and guidance...

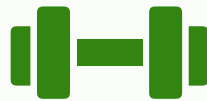


Waste &
Street
Scene



Building
Control

Leisure
Services



Planning



...through direct support to enable them to implement change that leads to better outcomes for colleagues, services and customers.



Health MOT days held in various locations to support colleague wellbeing

The arranging of Health MOT days in collaboration with Coleg Gwent provided the opportunity for our colleagues to have important physical checks carried out, such as blood pressure and peak flow whilst also receiving advice to improve their fitness. We will continue to focus on supporting a healthy workforce throughout 2017/18.



Preparation and launch of Staff Benefits Scheme



We want our colleagues to be able to maintain a positive work-life balance and our benefits in-work schemes help them to do this. We have joined up with CSSC (previously the Civil Service Sports Council) to offer a staff benefit schemes that gives reduced price entry and discounted tickets to a wide variety of activities for individuals and families to enjoy.



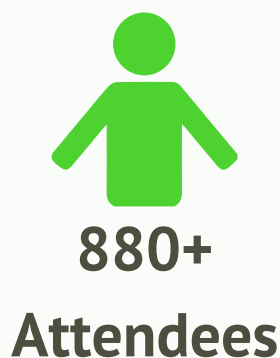
In response to colleague demand, a new cycle scheme is being offered through, Cycle Solutions, a leading provider of the cycle to work scheme. Colleagues can typically experience to make a saving between 33% - 42% (dependent on tax rate) through tax and NI contributions as part of a salary sacrifice scheme.

MonMinds continues to provide a link between our colleagues, our core purpose and business approach. It is an opportunity for staff to openly voice their opinions on key developments that affect them. The group has been instrumental in the relaunch of the staff survey, format and delivery and creation of additional wellbeing questions.



Training-Investing Time in Talent

During 2016/17 the People Services team focused on clarifying how we equip colleagues with appropriate support, advice and guidance to enable ongoing learning for the organisation. Specific pathways have been designed to specify the organisational values, behaviours and learning for public servants in Monmouthshire. Throughout the last 12 months, we have added a huge amount of content/activities to the pathways in order to provide flexible and responsive learning based on demand. All our Learning is available to all those in paid and voluntary roles within the county.



Feedback from our colleagues identified a need for additional flexible short training opportunities that enabled more people to access training alongside their existing commitments. We have focused on smaller, intensive groups in order to deliver tailored training in the right place and at the right time. We have also seen an increase in demand for 1:1 coaching support.



Reaching Out!

We continue to explore different ways of advertising our courses to make sure we are reaching as many of our staff as possible. We have increased our presence on social media so that we can reach a much wider workforce, increasing awareness of training opportunities and enabling easy booking. Our training plan for the year has been programmed in advance to allow colleagues to have more time to plan their attendance as part of their personal and professional development.



We are now tracking and measuring 'non-attendance' at training to assist in identifying the root cause and therefore adjusting our delivery to ensure maximum take up of learning opportunities.

Providing access to fully funded qualifications:

Fully funded NVQ training has been accessed across various themes, ranging from Management level 3/4, Business Admin, Advice & Guidance, to the new uptake of IT and Media qualifications. For the first year ever we have been able to offer qualifications to our catering employees. 35 new learners have signed up during 2016/17.

This training not only helps those individuals in their current roles, it also helps prepare them for future opportunities in their career progression, reinforcing our organisation's commitment to workforce planning. We are dedicated to helping our colleagues access the training they need to continue their personal development.

**Value of funded
training:
£157,500**



Evolve

A Future Leaders Programme

Research into emerging practice and innovation has helped us to build a brand new learning programme for leaders and aspiring leaders who want the opportunity to focus on solving the big challenges that the community faces in the future and we will be launching this in 2017. The aim of the programme is to embed innovation, and emerging techniques into the “every day business” of leadership. The desired outcome(s) include transformational shift in terms of the operating model for local authorities, an increase in the effective identification, planning and design of new service models that are fit for purpose now and into the next generation. Attendees will identify and work towards real work based problems. The learning outcomes, design and delivery of the programme will be measured and monitored against pre agreed outcomes for individuals.

10 modules -> 10 days -> over 6 months

We aim to test and measure this with a number of cohorts during the next financial year. Elements of the programme have already been delivered as part of new training available to all leaders and those that aspire to be leaders. This is a fresh, exciting and relevant approach for anyone who is driven to be part of doing better things, bringing cohorts of passionate people together based around a specific challenge within the county and community.

**Energy, Vision, Outcomes, Learning,
Values, Execution**



A County That Serves: Volunteers

We have been working on a clear, consistent and collaborative approach to volunteering across Monmouthshire, working with partners in public, private and third sector.



ACTS
Volunteering In Monmouthshire



1,700
volunteers



21 voluntary
groups



48
volunteer
coordinators

Working together we have promoted volunteering in our County as a way to increase wellbeing. Promotion via various events and online campaigns is helping to raise the profile, quality and range of volunteering opportunities. A co-production approach with the Bridges Centre in Monmouth has secured Integrated Care funding to deliver the Volunteering for Wellbeing programme. This will enable more people to become involved in volunteering opportunities that will benefit their personal wellbeing,

Measuring the impact of volunteering





Leader funding secured from the Rural Development Programme has allowed us to deliver the Vale of Usk Community Leadership Programme.

This suite of learning and development opportunities will help equip volunteer community leaders with the skills and tools to enhance their role.

In partnership with Gwent Association of Voluntary Organisations (GAVO) we delivered a formal recognition event aimed at acknowledging the fantastic work volunteers do and also raising awareness. The Monmouthshire Volunteer Achievement awards received 141 nominations with every nominee receiving a certificate and 22 awards were presented on the night.



141 Nominations



22 awards

Training Delivered:

BASIC FIRST AID 

**SAFEGUARDING
LEVEL 1**



We have delivered two successful volunteer opportunities events for the county in partnership with GAVO, which led to 134 volunteers engaging with organisations.

Payroll

42,173
payments
processed
to MCC Employees



37
payroll runs
completed

311

Emergency payments
0.73% of overall payments
24 payroll error (18 less than 15/16)

149
>34

Overpayments
0.35% of overall payments
16 payroll error (12 less than 15/16)

3 payroll runs
making 759 payments
to election employees

12 payroll
runs
processing
189
payments
for a small
local creche

Page 28

Over
3,500
P60's
produced



Human Resources

Guidance **Business-Focus**

Key
HR
Topics

Purpose **Confidence**

HR this year has been all about enabling managers to have the skills, knowledge and data to lead their teams with confidence. Sustaining our services and planning for the future requires HR to be solution-focused and foster business partner relationships with managers and head-teachers. Focused HR advice, guidance & support helps develop these partnerships to more effectively manage resources.

Advice, Support and Guidance



3609 employees

200 managers

30 Head-teachers



In 2016/2017, HR took part in an internal audit whereby HR policies were reviewed to ensure they are appropriate to the People Strategy, Best Practice and Employment Law and that they are subject to the consultation and scrutiny of our staff groups, Trade Unions and that they receive the relevant political authorisation.

It is important that all our policies are reviewed and updated in a timely manner.

These policies are communicated to new and existing staff and guidance material including template documents and video tutorials have been developed to match the policies.

There were some points of learning for the HR Team from this Audit and these are being incorporated into a project plan that will help us focus our priorities as we continue to develop our processes and practices.



2300 hits
per month

The People Services Hub continues to be a source of guidance and advice and receives approximately 2300 hits a month. It is key for us, in our journey of enabling managers to continue to keep this updated and developed

We have completed a number of policy reviews within the year. A substantial part of our policy development work has focused on Attendance Management, delivering 16 workshops to an audience of 122. This work has been instrumental in the updated Attendance Management policy that was taken through to Cabinet 7th June 2017.

Our Carers in Employment policy and the Whistleblowing Policy went to Cabinet recently. The Grievance policy is currently in Consultation and was discussed at JAG first quarter of 2017. These policies are joint policies for the Whole authority whereby in the past they have been separate policies for Corporate and Schools!



BLOG

A HR Blog is being developed to maintain and strengthen our relationships with Managers and HR Business Partners. Our aim is to create an environment of learning, and supported and open discussion amongst peers, an environment where a manager network is established which also provides an improved platform for knowledge sharing.

We will work with our colleagues in Payroll and HR Support team to develop robust recruitment and selection campaigns, Social Care and Health on their Dare to Care campaign and marketing and communications to enhance the website and increase our social media presence.

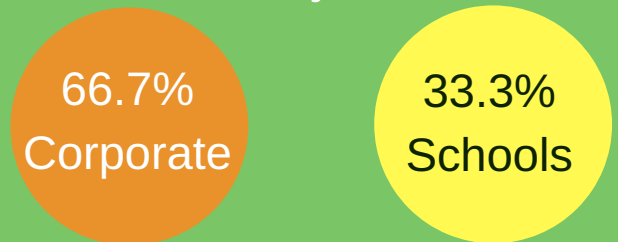
Effective Resolution:

46 Disciplinary Cases resolved in the year



3 Collective grievance Supported in the year

11 Grievance Cases resolved in the year



1,159 DBS processed



670 Internal DBS

131 External DBS

358 Volunteer DBS

Check In, Check Out

A Meaningful conversation

Following last year's report we have put into action the steps we discussed to address the fall in the percentage of employees who completed their appraisals.



What have we done?



We have provided more robust guidance on what the C.I.C.O entails and this is stored on the People Services HUB page.

We have improved the reporting method so that it is now recorded on 'My View'. Making the report accessible to you and your manager to be referenced or updated at any time.



We have created a video highlighting the key points of C.I.C.O and also a tutorial on how to complete the new reporting system

There is a FAQ sections on the HUB to further assist the process and help answer common questions

The redesign of C.I.C.O /Performance appraisals has enabled the Talent LAB to design specific supporting material and activities to meet learning and development needs identified.

We have also added 'digital skills' to the form so we can identify what training is required in all areas and help improve our digital literacy.



Attendance & Wellbeing



Addressing absence is of vital importance, not only in terms of effectively maintaining our services, but also in terms of ensuring that our colleagues are healthy and supported. Changing the attitudes and expectations of both managers and employees towards long term sickness absence plays a big role in addressing and reducing the impact on the service and the individuals affected.

Attendance Management Training

16 workshops



122 attendees



This work has resulted in positive impacts, especially in long term absences in some key areas. As an organisation we need to maintain our focus on working together effectively to decrease our overall Council absence figures.

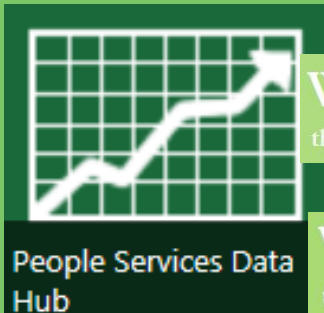
To do this People Services will continue to support managers to maximise attendance, improve moral, lower levels of staff turnover and reduce sickness absence rates. The data dashboard identifies key reasons for absence which will continue to inform our responses in terms of additional focus and support.

Effective
monitoring

Early
intervention

Collective
response

Data Driven Decisions



Welcome to the Sickness Absence Dashboard -
this is a new style dynamic dashboard that covers Sickness Absence data

Welcome to the People Services Dashboard -
this is a new style dynamic dashboard that covers HR metrics

We continue to strive to provide our organisation with the timely and accessible data needed to inform their decisions. There are two data dashboards in operation that can be found within the People Services Data Hub - The HR Dashboard and the revised Sickness Absence Dashboard.

The newly developed HR Dashboard will help to assist service areas to identify trends, patterns and organisational data to help to plan for future business requirements. The HRBP template (HR and manager discussion) assists with challenging managers on their data and helps in relation to service areas workforce planning considerations and analysis. This information on the dashboard is real time data which means we will always be working from the most up to date set of information, meaning our actions will always be relevant.

There will be instructional videos created for both the data dashboard and the revised sickness dashboard, these will be available on the people services hub shortly.

We are still in the development stages yet we have had positive feedback from the SLT the Resource's DMT. By creating this system we have more information and current data than ever before.

From Organisational Development

2017/18 will see Organisational Development focus on the results of the recent all staff survey, programmes of work will be shaped, based and created on what colleagues have told us, to complement this there will be a launch of a staff handbook, charter and recognition scheme. All of these elements are based on desire, evidence and data to enhance our working conditions in an ever changing environment.

From the HR team

A key part of our plan for 17/18 is to focus on creating the environment and framework for teams to take ownership of their own data, in doing so this will allow consequences to apply where necessary. Also, over the next few months we want to further establish the BLOG to offer peer support through a modern digital way!

What's next?

From the Talent lab

2017/18 will see the introduction of our new “future leaders” programme EVOLVE. This will provide opportunities for both the cohorts and all staff to participate in seminars and events throughout the year. Also, we hope to use the data collected from both the Dashboard and our new C.I.C.O appraisal form to really target the areas of learning or development that the employees require.

From Payroll

We have lots of development taking place this year, this includes implementing monthly data collection by April 18 and HMRC are changing the way we submit data to them. We also have upgrades scheduled for autumn and spring. Along side this we are always looking at ways to improve our service.

SIP
Priorities
17/18

This year we wanted to simplify our SIP to encompass the main collective priorities across people services. This means that we are able to focus on these themes and use them as the driving force for our work over the next year.



Attendance Management
Workforce Planning
Employee Toolkit
Wellbeing



All the above requires input and collaboration from across people services, which highlights our cohesive and collaborative workforce. Working together, we hope to achieve progress in those areas to enable our employees to succeed and adapt in a changing environment.



SUBJECT	REVENUE & CAPITAL MONITORING 2017/18 OUTTURN STATEMENT
DIRECTORATE	Resources
MEETING	Strong Communities Select Committee
DATE	28th September 2017
DIVISIONS/ WARD AFFECTED	All Authority

1. PURPOSE

- 1.1 The purpose of this report is to provide Members with information on the revenue and capital outturn positions based on activity data at month 2.
- 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 overspend of £164,000.
- 2.2 Members consider a capital outturn spend, forecast by service managers to agree with budget.
- 2.3 Members note that the low level of earmarked reserves, which will severely reduce the flexibility the Council has in meeting the financial challenges of reducing settlements and consequent need to re-design services.
- 2.4 Members note the significant forecast reduction in the overall school balance at the end of 2017/18 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 reverts to positive position at the earliest opportunity. This will be explored in greater detail in a separate report of CYP Directorate.

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 (month 2 based)**

Table 1: Council Fund 2017/18 Outturn Forecast Summary Statement at Period 1

Service Area	Initial 2017-18 Annual Budget	Forecast Outturn	Forecast Over/ (Under) @ Outturn	2016-17 Budget	2016-17 Outturn	Variance
	£'000	£'000	£'000	£'000	£'000	£'000
Adult Services	6,972	6,872	-100	7,109	6,929	-180
Children Services	10,018	10,419	401	9,765	10,338	573
Community Care	22,162	22,128	-34	20,625	21,413	788
Commissioning	1,600	1,561	-39	1,543	1,427	-116
Partnerships	350	350	0	347	398	51
Public Protection	1,455	1,416	-39	1,460	1,378	-82
Resources & Performance	864	865	1	869	869	0
Total Social Care & Health	43,421	43,611	190	41,718	42,752	1,034
Individual School Budget	43,166	43,166	0	43,161	43,191	30
Resources	1,425	1,431	6	1,508	1,523	15
Standards	4,983	5,362	379	5,083	5,084	1
Total Children & Young People	49,574	49,959	385	49,752	49,798	46
Business Growth & Enterprise	824	847	23	814	801	-13
Planning & Housing	1,852	1,908	56	1,362	1,151	-211
Tourism Life & Culture	3,140	3,241	101	2,982	3,424	442
Total Enterprise	5,816	5,996	180	5,158	5,376	218
Governance, Engagement & Improvement	4,333	4,437	104	4,599	4,502	-97
Legal & Land Charges	446	456	10	448	401	-47
Operations	16,562	16,943	381	16,796	16,425	-371
Total Chief Executives Unit	21,341	21,836	495	21,843	21,328	-515
Finance	2,287	2,206	-81	2,242	2,011	-231
Information Communication Technology	2,421	2,421	0	2,282	2,328	46
People	1,583	1,613	30	1,463	1,505	42
Place	-504	-434	70	-680	-576	104
Total Resources	5,787	5,806	19	5,307	5,268	-39

Precepts and Levies	17,075	17,070	-5	16,484	16,488	4
Coroners	100	119	19	80	100	20
Gwent Joint Records	182	182	0	183	182	-1
Corporate Management (CM)	181	176	-5	186	553	367
Non Distributed Costs (NDC)	733	733	0	726	818	92
Strategic Initiatives	654	204	-450	488	0	-488
Insurance	1,264	1,230	-34	1,218	1,396	178
Total Corporate Costs & Levies	20,189	19,714	-475	19,365	19,537	172
Net Cost of Services	146,128	146,922	794	143,143	144,059	916
Fixed Asset disposal costs	123	123	0	75	75	0
Interest and Investment Income	-138	-138	0	-55	-89	-34
Interest payable & Similar Charges	3,673	3,173	-500	3,498	2,923	-575
Charges required under regulation	3,815	4,065	250	3,489	3,373	-116
Contributions to Reserves	165	165	0	105	318	213
Contributions from Reserves	-1,653	-1,653	0	-1,665	-1,880	-215
Capital Expenditure funded by revenue contribution			0	109	109	0
Appropriations	5,985	5,735	-250	5,556	4,829	-727
General Government Grants	-61,380	-61,380	0	-63,567	-63,567	0
Non Domestic rates	-30,418	-30,418	0	-27,981	-27,981	0
Council Tax	-66,450	-66,700	-250	-63,411	-64,076	-665
Council Tax Benefits Support	6,135	6,005	-130	6,258	5,852	-406
Financing	-152,113	-152,493	-380	-148,701	-149,772	-1,071
Budgeted contribution from Council Fund		0		2	0	-2
Net Council Fund (Surplus) / Deficit	0	164	164	0	-884	-884

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

Net Council Fund Surplus	2017-18	2016-17	2015-16	2014-15
	£'000	£'000	£'000	£'000
Period 1	164 deficit	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

This does suggest 1st period monitoring to be an improving situation on past comparison. However the bottom line situation of a £164k overspend is potentially overoptimistic in a number of areas. One of the more significant illustrations is that Treasury costs currently include £500k underspend in borrowing costs for the schemes identified in para 3.3.4 below which are yet to garner Members agreement for inclusion in the capital programme due to lack of cost certainty, but probability suggests some of these schemes will subsequently derive sufficient Member support to proceed before end of 2017-18.

3.1.4 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.

3.1.5 A summary of main pressures and under spends within the Net Cost of Services Directorates include,

3.1.6 Stronger Communities Select Portfolio (£590k net underspend)

- Chief Executives Unit (£496k overspend)

Legal division exhibited a **£10k deficit**, due to reduced land charge income activity. **Governance, engagement and improvement** exhibited a **£105k deficit** due to delayed restructure in Community Education (£20k), Community Hubs & Contact Centre unbudgeted software and delayed restructure costs (£36k), and senior officer mandate saving not fully delivered (£48k). **Operations exhibited a collective £381k deficit**. The position for each of main Operations areas is as follows, Highways £193k deficit (winter maintenance £35k, utility street lighting costs £85k and £73k redundancies), Property and Procurement £108k deficit, small overspend in grocery supplies for catering 38k, and procurement saving of £100k which as yet is not manifest, and in Waste an £80k shortfall in trade waste income.

- Resources Directorate (£19k overspend)

An underspend in Finance Division costs of £81k, predominantly due to net HB grant inflow, and increased recharge to schools for Finance system support. **People services anticipate a £30k deficit** caused by maternity costs, and consultancy work. **Place division predict £70k deficit**, predominantly the anticipation of cattle market income levels being lower than budgeted.

- Corporate (£475k underspend)

The Council has an annual redundancy provision (£450k) within Corporate budget, to be used if Directorates request use of such of Members. At the moment there is no activity on this cost centre, despite redundancy costs being shown as overspends within Directorates. There also miscellaneous savings totalling £25k across this Directorate.

- Appropriations (£250k underspend)

A temporary underspend of £500k results from the headroom to absorb the schemes mentioned in para 3.3.4, whilst costs remain uncertainty and officers are yet to request schemes be added formally to capital programme. This underspend compensates for £250k additional minimum revenue provision costs, as capital receipt levels predicted during 2017-18 are anticipated insufficient to have supported set aside and the budgeted reduction of the capital financing requirement at the end of 2016-17, from which minimum revenue provision costs are calculated.

- Financing (£380k underspend)

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

RESOURCES DIRECTOR CONTEXT & COMMENTARY

Overall, the directorate is forecasting a slight overspend position of £19k at the end of month 2. The Directorate is managing some pressures in the areas of Payroll and Asset management, however at this stage in the year these are being offset in part by additional one off grant income on benefits, additional income for financial services. It is expected that the Directorate will achieve its savings targets as approved and included in the budget. The Directorate will continue to work to reduce the areas of overspending wherever possible, or identify further savings if necessary over the coming months.

HEAD OF OPERATIONS CONTEXT & COMMENTARY

At Month 2 Operations is forecasting a £381k overspend. 3 areas are overspending due to increased external costs which are very hard then to reduce. These are street lighting (£85k over due to energy rising), highway operations (£35k weather forecasting service increasing), school catering (£8k increase in food costs). The flooding budget is forecasting an overspend of £73K due to redundancy costs. As per policy if by year end the Service cannot manage the redundancy pressures internally it will request coverage from reserves to manage this pressure. Waste is forecasting an £80k overspend as despite not increasing trade waste fees customers have reduced or purchased smaller bins reducing overall profitability. The Commercial Manager starts shortly so it is hoped this pressure will be reduced. Procurement had a £100k budget saving target proposed through the MTFP and V4 were commissioned to identify key areas for this saving to be met. This work needs escalating but it is not anticipated that if proposals are brought forward the full years saving can be realised. These pressures are currently offset with a £100k underspend in property but it is understood this is being earmarked for J&E block redevelopment which then places further pressures on the department to close the gap.

3.1.7 Economy & development Select Portfolio (£141k net overspend)

- Enterprise Directorate (£180k net overspend)

Business growth and enterprise anticipate a £23k overspend, caused by efficiencies within Enterprise management function not yet being manifest.

Planning & Housing (£55k overspend) – Development control continues to exhibit a deficit of £22k through reduced development and income activity, conversely development policy exhibits £21k surplus, through a temporary salary saving whilst a vacancy remains vacant. The Housing Lodgings scheme continues to be unsustainable, as Welsh Government support no longer makes an allowance for sufficient management costs in administering the scheme.

Tourism, leisure & culture (£101k overspend) – the service forecast £20k savings in Youth service due to temporary vacancy savings and Events are reporting a net surplus of £13k above the £20k net income captured in the budget. Conversely the Directorate report £47k pressure in respect of Cultural services costs (museums, Shire Hall, Old Station), anticipate a shortfall of £20k on Outdoor Education activities and £67k costs above budget at Caldicot Castle. After last year's outturn, and given limited significant intervention to date to improve the financial performance, it wouldn't be intuitive to expect such a positive improvement in forecast, but it remains very difficult to gainsay service forecasts which will be influenced by Member decision in September concerning the future of tourism, leisure and cultural services.

- Social Care & Health (£39k underspend)

Public Protection (£39k underspend) – predominantly an underspend in occupational health costs (£17k), staffing savings and income levels in Registrars beneficially exceeding budget (£34), minor savings in trading standards (£4k) compensation for financial pressures in licencing (£16k).

ENTERPRISE DIRECTOR'S CONTEXT & COMMENTARY

The very dynamic nature of the Tourism, Leisure and Culture service reflects its current outturn position. This is a crucial time for the Events team in their attempts to generate significant income and impact for the county. The team are about to deliver some major income generating events in Month 4, so at this stage in the events calendar the variation illustrated could change significantly. Should income fall short of predictions however, a recovery plan will be implemented with immediate effect. Leisure services stoically continue to generate their targeted income however unexpected capital expenditure in the museums services required to implement lone working has resulted in an overspend, due to additional works required to ensure staff safety. In Planning, Housing and Place Shaping, the loss of income from management fees for leased properties is currently being forecast as causing a pressure in the budget and was recognised as potentially needing reserve funding.

3.1.8 Adult Select Portfolio (net £172k underspend)

- Social Care & Health (£172k underspend)

Adult Services (£100k underspent) – staffing savings of circa £150k and income from partnership working with Bridges (£47k) compensates for a net overspend in Direct Care (£26k) and Mardy Park (£72k).

Community Care (£34k underspend) – underspends in disability aids and net savings on intermediate care budget with costs incurred elsewhere within the Directorate together with an anticipated saving on the Frailty partnership contribution compensate for the deficit forecast in general disability services for adults.

Commissioning (£39k underspend) – predominantly a net saving in commissioning strategy costs.

Resources (£1k overspend)

SCH DIRECTOR'S CONTEXT & COMMENTARY

The overall directorate position as at month 2 is an overspend of £190,000.

Adult services pressures were fully recognised in the 2017/18 budget agreed by Council. The division is currently reporting an underspend of £172,000 due to vacancies in the divisional management team, commissioning and My Day My Life which are being filled.

Children's service had an overspend of £572,000 at the end of 2016/17. Pressures of £86,000 have been recognised in the 2017/18 budget so whilst disappointing, an overspend of £400,000 represents a slightly improved position. There are 3 key pressure areas – the placement budget which funds the care and support for Looked After Children, the transport budget- these are the costs of transport associated with a high number of looked after children (e.g. transport to and from school) and workforce costs. Whilst really good progress has been made to reduce the number of agency workers (agency workforce reduced from 17 to 8 in the last year), there are still considerable risks in the service, particularly as a consequence of the high numbers of children on the Child Protection Register which means agency workers will only be stepped down once the risks have been mitigated and it is safe to do so. One positive movement since last year is the Court Improvement plan which has, at month 2, realigned the budget.

Public Protection is reporting a £39,000 underspend mainly due to income generation mainly from Registrars and public/environmental services which is a pleasant addition to the month 2 directorate position.

Recognising the pressures in social care, Welsh Government grants have been indicated which will support the costs of commissioning a quality domiciliary care service. The terms and conditions of these grants are very detailed. The implications are being considered and will be reported in future months.

3.1.9 Children & Young People Select Portfolio (net £786k overspend)

- Social Care & Health (£401k overspend)

Children's Services (net £401k overspend) – the predicted overspend exhibits a significant improvement against the 2016-17 outturn, partly the predicted effect of 60 cases rather than 73 looked after cases last year. Looked after children costs are anticipated to be £129k overspent despite this. Children's services team costs exhibit a forecast overspend of £272k, much of this still to do with the continued use of agency staff, however the Directorate has also sought to identify more transparently the transport costs associated with child care management. Within this £272k, £128k is anticipated to relate to an excess of such travel costs against budget.

Youth offending team partnership (breakeven) – this service is a partnership administered by the Council on behalf of itself and others and any balance is effectively transferred through Appropriations to a ring-fenced reserve so should have no bottom line effect on MCC's management accounts.

- Children and Young People (net £385k overspend)

School Budget Funding exhibited a breakeven position although the school use of their reserves remains a cause of concern to be explored in Reserves section below. There is an **overspend of £6k** within the **Resources subdivision** caused by unbudgeted IT system upgrade costs. However the main cost pressure manifests itself in **Standards subdivision** (£379k) caused by out of county placement costs exceeding budget, a decision to fund a further formal ALN unit, together with an overspend in the general ALN provision for all 4 secondary schools.

SOCIAL CARE & HEALTH DIRECTOR'S CONTEXT & COMMENTARY

The overall directorate position as at month 2 is an overspend of £189,000.

Adult services pressures were fully recognised in the 2017/18 budget agreed by Council. The division is currently reporting an underspend of £172,000 due to vacancies in the divisional management team, commissioning and My Day My Life which are being filled.

Children's service had an overspend of £572,000 at the end of 2016/17. Pressures of £86,000 have been recognised in the 2017/18 budget so whilst disappointing, an overspend of £400,000 represents a slightly improved position. There are 3 key pressure areas – the placement budget which funds the care and support for Looked After Children, the transport budget- these are the costs of transport associated with a high number of looked after children (e.g. transport to and from school) and workforce costs. Whilst really good progress has been made to reduce the number of agency workers (agency workforce reduced from 17 to 8 in the last year), there are still considerable risks in the service, particularly as a consequence of the high numbers of children on the Child Protection Register which means agency workers will only be stepped down once the risks have been mitigated and it is safe to do so. One positive movement since last year is the Court Improvement plan which has, at month 2, realigned the budget.

Public Protection is reporting a £39,000 underspend mainly due to income generation mainly from Registrars and public/environmental services which is a pleasant addition to the month 2 directorate position.

Recognising the pressures in social care, Welsh Government grants have been indicated which will support the costs of commissioning a quality domiciliary care service. The terms and conditions of these grants are very detailed. The implications are being considered and will be reported in future months.

CHILDREN & YOUNG PEOPLE DIRECTOR'S CONTEXT & COMMENTARY

At this early stage in the year, the Directorate's Month 2 position is a forecasted overspend of £385,000. Clearly, this is not a position that we wish to be in and we are anticipating that it will fall as we progress through the year. All parts of the directorate are working to reduce those areas of pressure and bring the budget back to a balanced position.

However, the Additional Learning Needs budget continues to remain under significant pressure due to the requirement to support more of our pupils with complex needs. This is a particularly challenging budget given the volatility of children arriving into the area and younger children requiring more complex packages of support.

Along with the rest of the organisation, schools are facing a challenging financial settlement and have, for the first time, budgeted to be in a collective deficit by the end of the year. This forecasted position has improved since budgets were set and we continue to work closely with our school colleagues to ensure their plans are as robust as possible to minimise any impact whilst continuing to improve standards for our young people.

3.2 2017/18 Budget Savings Progress

3.2.1 This section monitors the specific savings initiatives and the progress made in delivering them during 2017-18 as part of the MTFP budgeting process.

In summary they are as follows,

Disinvestment by Directorate 2017-18	2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Value of Saving forecast at Month 7	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable YTD
REVENUE MONITORING 2017-18	£000	£000	£000	£000	£000	£000
Children & Young People	(395)	(395)	0	0	0	0
Social Care & Health	(627)	(627)	0	0	0	0
Enterprise	(84)	(84)	0	0	0	0
Resources	(266)	(257)	0	0	(9)	0
Chief Executives Units	(1,324)	(1,055)	0	0	(129)	(140)
Corporate Costs & Levies	(118)	(118)	0	0	0	0
Appropriations	(1,608)	(1,608)	0	0	0	0
Financing	(885)	(885)	0	0	0	0
DIRECTORATE Totals	(5,308)	(5,030)	0	0	(138)	(140)

3.2.2 Forecasted mandated savings are currently running at 95%, with currently £140,000 being deemed potentially unachievable, and a further £138,000 unlikely to crystallise in 2017-18.

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 (appendix 1) 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 highlighted as requiring further work to crystallise or exhibit an anticipated degree of volatility.

3.2.5 **Stronger Communities Select Portfolio**

Resources Directorate

- Estates restructure proposals (£9k) affecting markets and community development officer are yet to be enacted.

Chief Executive's Office

- Contact Centre (£14k) and whole place (£100k) review proposals are still ongoing such that savings are reported as delayed.
- The procurement saving (£100k) is not yet manifest across Directorates to apportion from the reduced Procurement budget.
- Reduced grass cutting and maintenance schedules (£15k) at Monmouth sports grounds haven't reverted to level of original lease agreement as yet.
- Trade waste income levels are reported to be down by circa £80k, with neither (£10k plus £30k) of the extra income savings yet being manifest deliverable.

3.2.6 **Economy & Development Select Portfolio**

Enterprise (ENT) Directorate

- Directorate colleagues report current year savings are anticipated to be delivered in full.

3.2.7 **Adult Select Portfolio**

Social Care & Health (SCH) Directorate

- Directorate colleagues report current year savings are anticipated to be delivered in full, however without any progress narrative supplied, the more significant have still been flagged as medium risk based on past pressures and experience, and members may wish to check progress with service officers around adult social care transformation, adult detailed contract review, transport policy changes proposed, live in carer proposals, and charges increases.

3.2.8 **Children and Young People Select Portfolio**

Children and Young People (CYP) Directorate

- Directorate colleagues report current year savings are anticipated to be delivered in full, although Members may wish to substantiate how £150k savings in ALN and childcare voluntary organisations can be achieved, whilst Standards subdivision and ALN costs exhibit £379k adverse situation.

3.3. Capital Position

3.3.1 The summary Capital position at Month 2 is as follows

MCC CAPITAL BUDGET MONITORING 2017-18 at Month 2 by SELECT COMMITTEE						
SELECT PORTFOLIO	Forecast Spend at Outturn	Slippage Brought Forward	Total Approved Budget 2017/18	Forecast Capital Slippage to 2018/19	Revised Capital Budget 2017/18	Capital Expenditure Variance
	£000	£000	£000	£000	£000	£000
Children & Young People	43,600	15,302	43,600	0	43,600	0
Adult	0	0	0	0	0	0
Economic & Development	966	966	966	0	966	0
Strong Communities	7,278	1,100	7,484	(206)	7,278	0
Capital Schemes Total 2017-18	51,844	17,368	52,050	(206)	51,844	0

Slippage to 2018-19

3.3.2 Total Provisional Slippage at Month 2 is (£206,293), which relates to Cae Meldon S106 funded schemes. A three month delay in receiving the funding from the developer via the Brecon Beacons National Park has meant a delay in offering Grant offer letters to the various scheme recipients.

Capital Outturn

3.3.3 Service Managers consistently maintain that their spending will accord exactly with the budgets available to them.

3.3.4 There were further priorities acknowledged by Members during the capital budget consultation, where there is a commitment to invest, however for clarity most of these (other than DFG aspect) currently sit outside the 2017-18 programme as work progresses to identify the funding requirements and will necessitate a further Council report before added to capital programme. 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.

Capital Financing and Receipts

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

MCC CAPITAL FINANCING BUDGET MONITORING 2017-18 at Month 2 by FINANCING CATEGORY						
CAPITAL FINANCING SCHEME	Annual Financing	Slippage Brought Forward	Total Approved Financing Budget 2017/18	Provisional Budget Slippage to 2018/19	Revised Financing Budget 2017/18	Forecast Capital Financing Variance 2017/18
	£000	£000	£000	£000	£000	£000
Supported Borrowing	2,402	0	2,402	(0)	2,402	0
General Capital Grant	1,462	0	1,462	0	1,462	0
Grants and Contributions	15,185	5,629	15,185	(0)	15,185	0
S106 Contributions	316	522	522	(206)	316	(0)
Unsupported borrowing	9,524	5,662	9,524	(0)	9,524	(0)
Earmarked reserve & Revenue Funding	320	302	320	(0)	320	(0)
Capital Receipts	22,635	5,253	22,635	(0)	22,635	(0)
Low cost home ownership receipts	0	0	0	0	0	(0)
Unfinanced	0	0	0	0	0	0
Capital Financing Total 2017-18	51,844	17,368	52,050	(206)	51,844	(0)

Useable Capital Receipts Available

3.3.6 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 2017/21 MTFP capital budget proposals.

Movement in Available Useable Capital Receipts Forecast

TOTAL RECEIPTS	2017/18	2018/19	2019/20	2020/21
	£000	£000	£000	£000
Balance b/f 1 st April	19,043	(577)	(289)	509
Add:				
Receipts received in YTD	0			
Receipts forecast received	3,015	6,460	5,560	5,660
Deferred capital receipts	4	4	4	4
Less:				
Receipts to be applied	(22,635)	(6,172)	(509)	(509)
Set aside	0	0	(4,257)	(4,749)
Predicted Year end receipts balance	(577)	(289)	509	915
Financial Planning Assumption 2017/21 MTFP Capital Budget	608	0	5,156	4,861
Increase / (Decrease) compared to MTFP Capital Receipts Forecast	(1,185)	(289)	(4,657)	(3,946)

3.3.7 The balances forecast to be held at the 31st March each year are generally lower than forecast in the MTFP. The decrease of £4.0m remaining at 31st March 21 is due to the reduced capital receipt for the Abergavenny Cattle Market, which was replaced by £4.0m of deferred income to be received over 25 years.

3.3.8 The expected slippage of LDP receipts has been offset by a delay in the set aside of capital receipts in 2016-17 and likely 2017-18.

3.3.9 At Month 2, Capital receipts budgeted to be applied are greater than those brought forward into 2017-18 plus those that are likely to be generated within the 2017-18 financial year. This may result in the need to substitute unsupported borrowing (£577,000) for capital receipts at year-end. This situation is fluid and does not require immediate action as during the year capital receipt funded schemes maybe slipped into 2018/19 financial year therefore easing the necessity to switch financing streams mid-year.

3.3.10 There is still 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

Reserve Usage

3.4.1 Revenue and Capital monitoring reflects an approved use of reserves. At month 2, service managers' presumptions are to fully utilise the reserve funding conveyed to them in 2017-18 budget. Additionally there is proportion of 2016-17 reserve funded expenditure that was approved by Members on 6th June to transfer into 2017-18. This wasn't formally vired into the ledger during the monitoring period involved, so is shown as a separate column in the forecast year end position below.

Summary Earmarked Reserves Month 2 2017-18								
Earmarked Reserves		Revenue			Slippage		Capital	
Name of Reserve	Apr-17	Budgeted Usage	Budgeted Replenishment	Total Budget	Slippage From 1617	Slippage To 1819	Predicted Usage	Mar-18
Invest to Redesign	-960,943	166,345	-134,779	-929,377	109,026		152,214	-668,137
IT Transformation	-727,784			-727,784	146,500		22,888	-558,396
Insurance & Risk Management	-1,083,295			-1,083,295				-1,083,295
Capital Receipt Generation	-347,511	121,918		-225,593	20,526			-205,067
Treasury Equalisation	-990,024			-990,024				-990,024
Redundancy & Pensions	-795,297	298,484		-496,813				-496,813
Capital Investments	-775,522			-775,522			145,185	-630,337
Priority Investments	-1,000,171	966,053		-34,118	106,454	-411,087		-338,751
Museum Acquisitions	-56,760			-56,760				-56,760
Elections	-133,183	100,000	-25,000	-58,183				-58,183
Grass Routes Buses	-184,391		-5,000	-189,391			38,307	-151,084
Sub Total	-7,054,881	1,652,800	-164,779	-5,566,860	382,506	-411,087	358,594	-5,236,847
Restriicted Use Reserves								
Youth Offending Team	-273,567			-273,567				-273,567
Building Control Trading	-25,987			-25,987				-25,987
Outdoor Education Centres	-190,280			-190,280				-190,280
Plant & Equipment (Highways)	-75,000			-75,000				-75,000
Homeless Prevention Fund	-4,619			-4,619				-4,619
Rural Development Plan	-86,471			-86,471	62,717	-62,717		-86,471
CYP Maternity	-93,590			-93,590				-93,590
Total Earmarked Reserves	-7,804,395	1,652,800	-164,779	-6,316,374	445,223	-473,804	358,594	-5,986,361

3.4.2 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. Current predicted use of the Priority investment reserve means it will expired at the end of 2017-18. Replenishment of earmarked reserves is considered at year end, subject to a favourable outturn position and if necessary redistribution of reserves will ensure positive balances are available to meet the following year's requirement.

3.4.3 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

3.4.4 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 2017-18 indicative outturn position based on their recent sc52 formal budget returns is shown in the table below.

Outturn movement on reserves

	Opening reserves 2017-18 (Surplus)/ Deficit	In Year position at Month 2 (Surplus)/ Deficit	Projected carry forward at year end 2017-18 (Surplus)/ Deficit	Notes
<u>Abergavenny cluster</u>				
E003 King Henry VIII Comprehensive	139,355	162,345	301,700	
E073 Cantref Primary	(52,766)	24,658	(28,108)	
E072 Deri View Primary	(27,297)	(30,871)	(58,168)	Restructure due to Special Needs Resource Base closure.
E035 Gilwern Jnr & Inf	(39,636)	22,203	(17,433)	Additional teacher employed to cover senior management release time.
E037 Goytre Fawr Jnr & Inf	(25,371)	33,110	7,739	Incremental teaching and midday supervisory costs.
E093 Llanfoist Fawr	(68,056)	33,402	(34,654)	Restructure of support staff has resulted in a saving.
E044 Llantillio Pertholey Jnr & Inf	(20,967)	20,765	(202)	
E045 Llanvihangel Crocorney Jnr & Inf	3,117	22,369	25,486	
E090 Our Lady and St Michael's RC Primary School	(45,505)	38,862	(6,643)	Additional Key Stage 1 teacher from 1/9/17 due to increase in pupil numbers above 60
E067 Ysgol Gymraeg Y Fenni	(48,966)	16,298	(32,668)	Reduction in supply teacher allocation.
<u>Caldicot cluster</u>				
E001 Caldicot Comprehensive	(33,736)	31,425	(2,311)	
E068 Archbishop Rowan Williams Primary	(49,657)	23,223	(26,434)	
E094 Castle Park	46,115	(6,750)	39,365	
E075 Dewstow Primary School	(90,125)	51,302	(38,823)	2 Teaching Assistants have left plus additional income from grants
E034 Durand Jnr & Inf	(53,931)	16,529	(37,402)	
E048 Magor Vol Aided Jnr & Inf	(35,179)	11,339	(23,840)	Saving on energy and additional income from grants
E056 Rogiet Jnr & Inf	(34,184)	24,415	(9,769)	Maternity Leave and Sabbatical
E063 Undy Jnr & Inf	50,037	(26,343)	23,694	Administrative Team Restructure
E069 Ysgol Gymraeg Y Ffin	67,410	15,481	82,891	
<u>Chepstow cluster</u>				
E002 Chepstow Comprehensive	81,068	(83,460)	(2,392)	

E091 Pembroke Primary School	(8,826)	4,578	(4,248)	
E057 Shirenewton Jnr & Inf	(87,369)	13,550	(73,819)	Additional management time for staff. While this will be funded via grants, the additional time was not factored into the budget, but the income was.
E058 St Mary's Chepstow RC Jnr & Inf	13,192	(5,036)	8,156	Additional Teaching Assistant hours/Midday Supervisory absence and back dated incremental pay progression.
E060 The Dell Jnr & Inf	(46,094)	21,637	(24,457)	Staff changes to hours from September and a TA post not being backfilled has resulted in savings being forecasted in comparison to the budget set.
E061 Thornwell Jnr & Inf	20,534	(32,512)	(11,978)	
Monmouth cluster				
E004 Monmouth Comprehensive	100,573	214,945	315,518	An increase in the income forecast, mainly relating to prior financial year which was not accrued, has resulted in an improved position in relation to the budgeted figure. A recovery plan has been formulated and will be presented to the the Chief Officer at the end of June.
E032 Cross Ash Jnr & Inf	(45,620)	9,106	(36,514)	
E092 Kymin View Primary School	(10,294)	4,949	(5,345)	
E039 Llandogo Jnr & Inf	9,736	1,754	11,490	
E074 Osbaston Church In Wales Primary	(18,570)	2,573	(15,997)	
E051 Overmonnow Jnr & Inf	(3,959)	3,399	(560)	Staff savings
E055 Raglan Jnr & Inf	111,977	40,340	152,317	Staff savings
E062 Trellech Jnr & Inf	(85,762)	17,003	(68,759)	
E064 Usk CV Jnr & Inf	(56,108)	50,228	(5,880)	
	(344,862)	746,816	401,954	
Special Schools				
E020 Mounton House	142,417	(61,166)	81,251	Additional agency staff currently being used to cover a staff sickness absence and to offer additional support to pupils. The school is working, however, to reduce costs further in order to bring forecast back in line with budget.
E095 PRU	(66,340)	11,119	(55,221)	
	76,077	(50,047)	26,030	
	(268,786)	696,769	427,983	

3.4.5 12 schools exhibited a deficit position at the start of 2017/18. By the end of this financial year this is anticipated to be 11, with Chepstow and Thornwell coming out of deficit, and Goytre Fawr going into deficit. The main concern here though is that collectively schools enter a combined deficit reserve position contrary to current Fairer Funding guidance that Governing bodies have ascribed to. In cashflow terms any collective schools deficit places a minor unforecast strain on the Treasury budget which will reduce its ability to mitigate cost pressures as traditionally has been the case.

3.4.6 Collectively school balances have exhibited the following trend being supplemented late in the year by additional improvement grant funding through Welsh government and EAS.

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)
2017-18 forecast	428

3.4.7 Our Fairer Funding Regulations adopted by Council and Governing Bodies have traditionally precluded governing bodies from planning for a deficit position. This was changed last year to allow licensed deficits where a recovery plan is agreed and followed. However 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.”

3.4.8 In addition to the need to establish recovery plan for those schools in deficit, 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 going forward 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 1), as per the hyperlink provided

<http://corphub/initiatives/Budgetmon/20172018/Forms/Q1.aspx>

9 AUTHOR

Mark Howcroft – Assistant Head of Finance

Dave Jarrett – Senior Accountant Business Support

10 CONTACT DETAILS

Tel. 01633 644740

e-mail. markhowcroft@monmouthshire.gov.uk




Appendices (attached below)

Appendix 1 Mandated Savings Progress Report

APPENDIX 1








Disinvestment by Directorate 2017-18		2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable YTD	Traffic Light based Risk Assessment	ASSESSMENT of Progress	Risk of current forecast saving NOT being achieved (High / Medium / Low)
REVENUE MONITORING 2017-18		£000	£000	£000	£000	£000		
	Children & Young People	(395)	(395)	0	0			
	Social Care & Health	(627)	(627)	0	0			
	Enterprise	(84)	(84)	0	0			
	Resources	(266)	(257)	(9)	0			
	Chief Executives Units	(1,324)	(1,055)	(129)	(140)			
	Corporate Costs & Levies	(118)	(118)	0	0			
	Appropriations	(1,608)	(1,608)	0	0			
	Financing	(885)	(885)	0	0			
	DIRECTORATE Totals	(5,308)	(5,030)	(138)	(140)			
Ref	Children & Young People	2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)
		£000	£000	£000	£000	£000		
320	ALN	(150)	(150)					High
	Resources - Removal of training budget	(8)	(8)					Low
	Resources - Loss of 3 posts within support services	(70)	(70)					Low
	Resources - Removal of professional fees for the directorate	(8)	(8)					Low
	Early Years - To remove the funding provided to childcare voluntary organisations - Wales PPA, Mudiad Meithrin & Clybiau Plant Cymru Kids' Club.	(15)	(15)					Medium
	ALN - Reduce the Independent Special School Budget	(50)	(50)				on target, but a fairly volatile service	Medium
	Other - Reduction in pupil numbers	(81)	(81)					Low
	Other - Reduction in contribution required by EAS	(14)	(14)					Low
	CHILDREN & YOUNG PEOPLE Budgeted Savings Total	(395)	(395)	0	0			

Ref	Social Care & Health	2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)
		£000	£000	£000	£000	£000		
34	Adult Social Care Service Transformation	(200)	(200)					High
	Adults - Parity on pricing structure between day service and community meals	(25)	(25)					High
	Adults - Development of café at Mardy park and establish private and business partnerships to develop catering services	(2)	(2)					Low
	Adults - Hire of Mardy Park outside or core hours	(1)	(1)					Medium
	Adults - Restructure finance and benefits advice team to replace 2 posts on lower grades	(16)	(16)					Medium
	Adults - Reduce IT Development budget	(10)	(10)					Low
	Adults - alignment of welfare benefits information, advice and assistance services	(13)	(13)					Low
	Adults - Detailed Contract Review	(56)	(56)					Medium
	Adults - Terminate room rental in Abergavenny	(4)	(4)					Low
	Adults - Changing transport practice. two types of transport savings:- mileage incurred by staff to transport service users, and cost of providing transport	(27)	(27)					Medium
	Adults - Review of transport policy to support people who can transport themselves	(32)	(32)					Medium
	Adults - explore live in carer rather than hourly cost via care agency	(47)	(47)					Medium
	Adults - income generation from MDMY	(3)	(3)					Low
	Public Protection - training provided during core time rather than over time	(7)	(7)					Low
	Public Protection - FSA Grant for food safety management work	(7)	(7)					Low
	Public Protection - Start charging for health export certificates	(3)	(3)					Low
	Public Protection - food standards sampling grant	(1)	(1)					Low
	Public Protection - Implement "buy with confidence" trader approval scheme	(3)	(3)					Low
	Public Protection - Regional Animal Health Coordination	(3)	(3)					Low
	Public Protection - WHoTS Coordination -recharge	(3)	(3)					Low
	Public Protection - Set up Primary Authority Partnership scheme for TS proactive work	(2)	(2)					Low
	Public Protection - Restructure of licensing team	(6)	(6)					Medium

Ref	Social Care & Health	2017/18 Budgeted Savings £000	Value of Saving forecast at Month 2 £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)
	Public Protection - Increase charge for marriages at Old Parlour Usk	(1)	(1)					Low
	Public Protection - Increase cost of certificates of "priority certificates"	(6)	(6)					Low
	Social Services income charge rise	(150)	(150)					Medium
	SOCIAL CARE & HEALTH Budgeted Savings Total	(627)	(627)	0	0			



Ref	Enterprise	2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)
		£000	£000	£000	£000	£000		
	Development Plans - Reduce 'Premises' budget line B050 by £1,527 to £0	(2)	(2)					Low
	Development Plans - End membership of Severn Estuary Partnership, reducing	(3)	(3)					Low
	Development Plans - Reduce 'Photocopying' budget line D061 by £2,000 to £3,000	(2)	(2)					Low
	Development Plans - Reduce 'Postage' budget line D161 by £1,000 to £1,290	(1)	(1)					Low
	Development Plans - Reduce 'Advertising' budget line by £1,000 to £2,008	(1)	(1)					Low
	Development Plans - Reduce 'Professional Fees' budget line D080 by £8,183 to	(8)	(8)					Low
	Development Management - Additional fee income from pre-application advice fee charges	(5)	(5)					Low
	Development Management - Move towards paperless planning files and consultations; reduction in copying and printing and postage	(5)	(5)					Low
Page 57	Development Management - Additional fee income from i) a new Fast Track pre-application advice service and ii) a new Fast Track applications service for householder developments and lawful development certificates (for a proposed use or development)	(2)	(2)					Low
	Development Management - Fee income from a new Completion certificates service for developers or solicitors/ householders buying and selling their home	(2)	(2)					Low
	Development Management - Reduce Professional & Specialist Fees budget (D080)	(9)	(9)					Low
	Development Control - Reduce supplies and services budget (£33k) by £2,638	(3)	(3)					Low
	Housing - Decision already made to end the joint/shared Housing Solutions Service with TCBC and re-align the service to an MCC only focus.	(20)	(20)					Low
	Housing - Replace Flare grants software with Ferret software	(6)	(6)					Low
	Housing - Continue to tackle the use of B & B through increased prevention and private sector housing development	(8)	(8)					Low
	Housing - Re-structure of Housing Renewal team	(6)	(6)					Low
	ENTERPRISE Budgeted Savings Total	(84)	(84)	0	0			

Ref	Chief Executive's Unit	2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)
		£000	£000	£000	£000	£000		
	Garden waste income	(50)	(50)				£35k in to date. Customers still registering so hopeful of target being achieved	Medium
	Communities, Hubs, Libraries - Re-structure of management level of Community hubs and SLS	(52)	(52)					Medium
	Communities, Hubs, Libraries - Cease the purchase and rental of DVD's	(4)	(4)					Low
	Communities, Hubs, Libraries - Amalgamation of SLS supporting posts from 2 into 1	(34)	(34)					Medium
	Contact Centres - Reduction of staff (Information Officer) by half a post	(14)	0	(14)			Delayed restructure - still under review	Medium
	Legal - Colleague reducing days	(31)	(31)					Medium
	Policy - Reduce capacity of team by deleting some posts and replacing them with posts with reduced responsibilities and working hours	(13)	(13)					Low
	Policy - Reduce non-pay budget by promoting more efficient use of mobile phones, printing and copying	(0)	(0)					Low
	Community Safety - Reduce the purchase and maintenance capability for CCTV equipment and repairs to existing system.	(2)	(2)					Low
	Partnerships - £5,900 non staff costs can be made through removal of professional fees and licenses	(6)	(6)					Low
	Communications - Reducing the budget for a post to a budget of £8,841 (this post is currently being filled by contractors on a day rate of £250 per day).	(18)	(18)					Low
	PTU - Collaboration of passenger transport units with Newport CC(saving taken in 15/16 for management support this is in addition through restructuring)	(15)	(15)					Low
	Fleet - To withdraw from renting Severn Bridge Social Club car park, Bulwark.	(9)	(9)					Low
	Fleet - To decrease general contracts maintenance budget	(5)	(5)					Medium
	Fleet - Proactively market the scheme with a view to increase numbers.	(7)	(7)					Low
	Fleet - Restructure/redesign within the Transport Section (posts)	(9)	(9)					Low
	Fleet - Savings on spare parts	(12)	(12)					Low
	Fleet - Savings on consumables & outside contract work	(21)	(21)					Low

Ref	Chief Executive's Unit	2017/18 Budgeted Savings £000	Value of Saving forecast at Month 2 £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)
	Waste - Reduce grass cutting frequency to release core staff to focus on income generation and more external work	(100)	(100)				Not implemented - but saving achieved through other means, mainly through underspends in Pension Contribution	Low
	Waste - Charge schools for the full cost of their waste collections and disposal	(30)	0		(30)		All schools in the South of the County have found alternative contractors. The service has reported a £80k pressure with trade waste to which this contributes.	High
Page 59	Waste - Reduce scheduled cuts and maintenance of Monmouth sports grounds to level of original lease agreement	(15)	0	(15)			This has not yet happened as it has been difficult to engage with the sports associations. Service is attempting to manage the pressure in budget	Medium
	Waste - Project Gwyrdd annuity payment from WG for 17-18	(70)	(70)				Achieved	Low
	Waste - Increase bulky waste collection charges by 50% (£12 to £18) and reduce our contribution to Homemakers accordingly	(10)	(10)				Achieved through negotiation with Homemakers	Low
	Waste - Additional income from trade waste	(10)	0		(10)		Not achieved - see comment above	High
	Waste - Managing impact of reduced activity/ income on tree works	(24)	(24)				Vacancy not yet released from budget so carrying pressure but trying to manage within resources at this stage	Medium

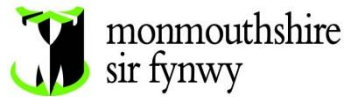
Ref	Chief Executive's Unit	2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)
		£000	£000	£000	£000	£000		
	Highways - reduction in maintenance budget to reflect impact of investment in new (led) lanterns	(8)	(8)					Low
	Highways - reduce pumping station maintenance budget	(2)	(2)					Low
	Highways - rsl veb1000 recycling plant : in place and operational saving	(14)	(14)					Low
	Highways - welfare units : in place and operational saving	(10)	(10)					Low
	Highways - overtime back office : adjust start and finish times	(2)	(2)					Low
	Highways - sim cards : review and reduce where not required	(2)	(2)					Low
	Highways - review all wales tenders : subject to 2nd layer of reducing cost	(2)	(2)					Low
	Highways - reduction in salt budget to reflect reduced usage over recent years. stock levels remain constant (budget pays for what is used rather than what is stocked). actual usage in year may result in overspend depending upon weather conditions	(20)	(20)					Low
	Highways - bartering / hiring kit : partnerships with ncc / tcbc	(4)	(4)					Low
	Highways - reduction in response budget to reflect reduced winter maintenance (response to snowfall) in recent years. actual conditions during the winter will remain at current standards but a risk of resulting overspend exists	(10)	(10)					Low
	Highways - review all wales tenders : subject to 2nd layer of reducing cost	(2)	(2)					Low
	Highways - cross hire within ops : use in house kit before hire	(1)	(1)					Low
	Highways - external hire	(2)	(2)					Low
	Highways - fill structure : release additional hours being worked	(3)	(3)					Low
	Highways - reduce the amount of scrim investigations undertaken each year.	(3)	(3)					Low
	Highways - reduce the amount of revenue structures maintenance undertaken each year.	(41)	(41)					Low
	Highways - to increase road closure charges by 50% and recover costs against appropriate capital scheme	(20)	(20)					Low
	Highways - to increase skips, scaffolding licences and street name & numbering fee by 50% in 2016/ 2017	(10)	(10)					Low
	Highways - to extend charges to other services (to be identified by working group)	(7)	(7)					Low

Ref	Chief Executive's Unit	2017/18 Budgeted Savings £000	Value of Saving forecast at Month 2 £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)
	Property Services - Train existing staff to carry out risk assessments	(25)	(25)					Medium
	Property Services - To withdraw the 60% of the Corporate Procurement Training budget.	(6)	(6)					Low
	Property Services - Non replacement of Shared Facilities Manager, following resignation. (£11,500 saving)	(7)	(7)					Low
	Property Services - Mounton House Restructure	(19)	(19)					Medium
	Property Services - Increase School meal price from £2.00 to £2.10 (5p already in MTFP)	(21)	(21)					Low
	Property Services - flexible retirement, reduced 5 days to 3	(11)	(11)					Low
	Property Services - Vehicles – reduction in leasing costs for courier vehicles	(2)	(2)					Low
Page 61	Property Services - Press Notices – cease advertising Bank Holiday office closures in the Press	(3)	(3)				Still under review, savings have been delivered through a reduction in supplies and services expenditure.	Low
	Property Services - Refreshment provision – cease providing refreshment supplies	(1)	(1)					Low
	Property Services - Increase the time between risk assessments for Legionella, Asbestos, Fire & Glazing from the current 2/3 years to minimum of 5 years	(10)	(10)					Medium
	Property Services - 10% reduction in corporate building maintenance reactive budget	(54)	(54)					Low
	Property Services - Realignment of budget for previous efficiencies achieved	(15)	(15)					Low
	Recycling Plant	(70)	(70)					Low
	Whole Place	(100)	0	(100)			Service still under review.	High

Ref	Chief Executive's Unit	2017/18 Budgeted Savings £000	Value of Saving forecast at Month 2 £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)
	Pension Contribution Savings	(160)	(160)					Low
	Procurement Savings	(100)	0		(100)		Procurement savings have yet to be identified. A report from V4 has been commissioned to identify procurement initiatives that could be actioned to improve compliance, quality and vfm but no action has taken place as yet.	High
	CHIEF EXECUTIVES' UNIT Budgeted Savings Total	(1,324)	(1,055)	(129)	(140)			

Ref	Resources	2017/18 Budgeted Savings £000	Value of Saving forecast at Month 2 £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)
	Finance - Delete two part time vacant posts from structure (Cashiers & Systems)	(31)	(31)					Low
	Finance - Revise and reduce the structure of the Benefits Shared service thereby reducing MCC's annual contribution	(20)	(20)					Low
	Finance - Reduce the Sections budget for postage costs to reflect the planned shift to automation, email and self service through the web	(6)	(6)					Low
	Finance - Release savings from Security Carrier tender evaluation	(10)	(10)					Low
	Finance - Cancel contract for folding machine maintenance to reflect reduced mail in 5.3 and planned moved to outsourcing of mail to Canon	(4)	(4)					Low
	Finance - Savings in insurance fees and studies	(30)	(30)					Low
	Finance - Cut the budget for consultancy across the Division	(22)	(22)					Low
	Finance - Reduce the number of cases referred to external Enforcement Agents	(5)	(5)					Low
	Finance - Training budget internal audit	(7)	(7)					Low
	Digital - Reduction in Enterprise Agreement	(13)	(13)					Low
	Digital - General reduction in laptop replacement budget	(30)	(30)					Low
	Digital - Specific Server virtual management software no longer required, using existing software to remove cost	(23)	(23)					Low
	Estates - Removal of Assistant Markets Officer Post	(23)	(18)	(5)			Delayed restructure	Medium
	Estates - Community Development Officer - 3 to 2 days	(7)	(3.5)	(3.5)			Delayed restructure	Medium
	Estates - Facilities Officer reduced hours	(16)	(16)					Low
	Estates - Savings from Solar Farm	(9)	(9)					Medium
	People, HR - Generate income from selling training	(5)	(5)					Low
	People, HR - Stop producing paper payslips for schools and move to electronic payslips	(5)	(5)					Low
	RESOURCES Budgeted Savings Total	(266)	(257)	(9)	0			

Ref	Corporate Costs & Levies	2017/18 Budgeted Savings £000	Value of Saving forecast at Month 2 £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)
	Crematoria Income	(98)	(98)				on target	Low
	Grant Audit Fees	(20)	(20)				on target	Low
	CORPORATE COSTS Budgeted Savings Total	(118)	(118)	0	0			
Ref	Appropriations	2017/18 Budgeted Savings £000	Value of Saving forecast at Month 2 £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)
	MRP Supported borrowing	(1,536)	(1,536)				on target	Low
	Headroom in appropriations	(12)	(12)				on target	Low
	Solar Farm income	(160)	(160)				on target	Low
	Business rates headroom	100	100				on target	Low
	APPROPRIATIONS Budgeted Savings Total	(1,608)	(1,608)	0	0			
Ref	Financing	2017/18 Budgeted Savings £000	Value of Saving forecast at Month 2 £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved (High / Medium / Low)
	Reduced demand for CTRS payments	(370)	(370)				on target	Low
	CT Base, rate & number of properties	(515)	(515)				on target	Low
	FINANCING Budgeted Savings Total	(885)	(885)	0	0			



SUBJECT:	Volunteering Policy
MEETING:	STRONG COMMUNITIES SELECT
DATE:	28 September 2017
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

The purpose of this report is to provide a Volunteering Policy, which is applicable to all service/business areas including schools.

2. RECOMMENDATIONS:

That the Volunteering Policy be accepted and circulated to all service/business areas and commended to governing bodies for adoption as soon as possible.

3. KEY ISSUES:

Monmouthshire County Council recognises the important and valuable contribution made by volunteers who give freely of their time to enhance the services provided by the paid workforce, with the ultimate aim of improving services for residents.

This policy describes the role of volunteers in service delivery and sets out the terms governing their engagement and ongoing relationship with the Council.

The Council acknowledges the significant role that volunteers play in both supporting service delivery and promoting community wellbeing. It offers a wide variety of volunteering opportunities across numerous services for people with particular skills experience or interests.

This policy applies to all volunteers engaged in supporting the delivery of council services. This includes services delivered by agents of the Council, including contractors and schools.

This policy does not apply to volunteers who are active within communities and not managed by council services, work experience, apprenticeships and student placements or council employees volunteering for other groups and organisations.

4. REASONS:

Volunteering is an important expression of citizenship and an essential component of democracy. It is the commitment of time and energy for the benefit of society and the community and can take many forms. It is undertaken freely and by choice, without concern for financial gain.

At a very high level, we understand our governance and safeguarding arrangements for our volunteering workforce needs to be:

- Enabling of our direction of aspiration.
- Proportionate and balanced against the risk we face.
- Simple to administer.
- Enabling so we can keep our volunteers and our organisation safe whilst supporting those individuals who hold statutory accountabilities in this area (the safeguarding aspects).

Whilst much of the guidance and areas the policy covers are contained within the existing toolkit, a toolkit implies compliance is optional. We therefore propose to set out relevant information into a new volunteering policy position statement for the Council.

5. RESOURCE IMPLICATIONS:

None

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

The Equality Impact Assessment is attached.

7. CONSULTEES:

All recognised trade unions.

Head-teachers

People Board

JAG

SLT

8. BACKGROUND PAPERS: Audit Review Volunteering June 2017

9. AUTHOR:

Sally Thomas HR Manager

Tel: 07900 651564 E-mail: sallythomas@monmouthshire.gov.uk

VOLUNTEERING POLICY

DRAFT

Contents

	PAGE
Introduction	3
Policy statement	3
Scope	3
Definition of a volunteer	4
Volunteer Coordinators	4
Safeguarding	4
Recruitment & Selection	5
Equality & Diversity	6
Induction	6
Training	7
Support & supervision	7
Trial period	7
Rotation	7
Health & Safety	7
Insurance	7
Clothing and ID cards	8
Confidentiality	8
Social media	8
Reimbursement	8
Volunteer drivers	8
Dealing with concerns	9
Whistleblowing	9
Alcohol and drugs	9
Consultation and engagement	9
Appendix One	10
Guidance on DBS checks and safeguarding	

1. Introduction

Monmouthshire County Council (the Council) recognises the important and valuable contribution made by volunteers who give freely of their time to add value to the services provided by the paid workforce, with the ultimate aim of improving services for residents.

This policy describes the role of volunteers in service delivery and sets out the terms governing their engagement and ongoing relationship with the Council.

A volunteer is not an employee of the Council and there is no binding contractual relationship between volunteers and the Council. Volunteers are not a replacement or substitute for paid employees.

The role of volunteers is complementary, not supplementary, to the role of paid staff. Volunteers will not undertake the work of paid members of staff nor will they cover vacant posts. Volunteers will not be employed in times of industrial action to do the work of paid staff but may continue with their regular complementary role should the appropriate support / supervision be available.

2. Policy Statement

The Council acknowledges the significant role that volunteers play both in supporting service delivery and in promoting community wellbeing. The Council offers a wide variety of volunteering opportunities across numerous services for people with particular skills, experience or interests.

Volunteers are expected to comply with relevant Council policies whilst engaged in volunteering with the Council. A supportive but comprehensive induction will be provided to all volunteers to ensure they are aware of the Council's expectations in this respect.

This Policy should be read in conjunction with the [Volunteer Toolkit](#). All departments using the services of volunteers will be expected to comply with the procedures set out in the Council's Volunteer Toolkit.

3. Scope

This policy applies to all volunteers engaged in supporting the delivery of council services. This includes services delivered on behalf of the Council, including contractors and schools.

This policy does not apply to volunteers who are active within communities and not managed by council services, work experience, apprenticeships and student placements or council employees volunteering for other groups and organisations.

Indirect voluntary groups are defined as groups of volunteers that the Council has not formally inducted into a MCC volunteering role but who work with the Council to deliver shared priorities. The Council's responsibility for the group can differ depending on the level of control, location of the activity taking place and whether the activity is the Council's undertaking.

The Council is required to keep a record of the contact details of the indirect voluntary group and the activities they carry out. The Council should provide support with relevant information, policies and guidelines however; it is the groups own responsibility to ensure relevant policies and procedures are adhered to.

4. Definition of a Volunteer

Volunteering is an important expression of citizenship and an essential component of democracy. It is the commitment of time and energy for the benefit of society and the community and can take many forms. It is undertaken freely and by choice, without concern for financial gain.

The volunteer relationship is binding in honour, trust and mutual understanding. No enforceable obligation, contractual or otherwise will be imposed on volunteers to attend. Likewise, MCC does not undertake to provide regular volunteering opportunities, payment or other benefit for any activity undertaken.

5. Volunteer Coordinators

Service areas who engage volunteers must identify a Volunteer Co-ordinator, this could be the service manager but does not have to be.

Despite the appointment of a Volunteer Coordinator within service areas, the Manager responsible for the area the volunteer will work in has overall responsibility for the engagement and support of volunteers. The Volunteer Coordinator should attend initial 'Leading Volunteers' training on being asked to take on this role and thereafter attend regularly meetings of the Authority's Volunteer Network to ensure that they remain up to date with developments in the Authority's volunteering processes and have the opportunity to feedback on the experiences of volunteers and of their service areas in helping to deliver council services.

The role of the Volunteer Coordinator is to:

- Provide advice and assistance regarding the recruitment of volunteers
- Ensure consistent application of this policy and related procedures
- Serve as a single point of contact within the service/ directorate for the general coordination of volunteering
- Coordinate ongoing supervision and support
- Resolve any issues arising in the course of volunteering relationship
- Provide an engaging and supportive environment for the volunteer

The Volunteer Coordinator will maintain an overview of the volunteer programme within their service area / directorate and arrange regular meetings with volunteers to share information, feedback progress and monitor and review the programme.

6. Safeguarding

Safeguarding children and adults at risk from abuse is everybody's responsibility.

The Council is committed to ensuring that people living in the County are safe and protected and that its statutory duties to safeguard and protect children, young people and adults at risk are discharged.

The Council's workforce shares a responsibility, both collectively and individually, to ensure that children and adults at risk are protected from harm. Council employees, County Councillors, volunteers and contractors who come into contact with children or adults at risk in the course of

their duties are expected to understand their responsibility and where necessary take action to safeguard and promote the welfare of vulnerable people.

The Council's [Corporate Safeguarding Policy](#) applies to all volunteering opportunities where the volunteer engages with children, young people and adults at risk. This is covered in the initial induction and training is provided wherever appropriate.

For additional guidance, please see Appendix A.

7. Recruitment and Selection

Volunteers who undertake work with the Council, including work within schools, will be subject where necessary to the same safe recruitment processes as the paid workforce albeit proportionate to the nature of the activity being undertaken.

Engagement of volunteers must adhere to safe recruitment principles as established through the Council's safe recruitment processes. ([Hyperlink to workflow](#))

Volunteer opportunities can be advertised in a variety of ways and part of the recruiting process will be via an application form and informal interview as a minimum. The interview will explore volunteer skills, experience, interests and suitability for roles as well as volunteer motivation.

The Manager, not Volunteer Coordinator, responsible for the area the volunteer will work in, is responsible for the engagement of volunteers

The Manager or Volunteer Coordinator should keep a register of volunteers and record how often they volunteer and the roles that they are undertaking. This will then determine whether they are in regulated activity and the safe recruitment processes to be followed in line with the Council's [DBS Policy](#).

(a) Regulated Activity

Regulated activity is defined as unsupervised activity in a limited range of establishments with the opportunity for contact with children and young people or adults at risk. The scope of regulated activity includes unsupervised activities such as:

- Teaching
- Training
- Instructing
- Caring for or supervising children and young people or adults at risk
- Providing advice or guidance on wellbeing
- Driving a vehicle only for children or adults at risk

In addition, to be regarded as regulated activity, this unsupervised activity enacted within a specified place must be done regularly. Regularly means carried out by the same person frequently (once a week or more often), or on four or more days in a 30-day period (or in some cases, overnight).

For those people who do not work in regulated activity but work, paid or unpaid, with children and young people or adults at risk, MCC retains the right as employer to obtain relevant checks (albeit not checks against the barred list).

Safe recruitment must be undertaken in line with the information contained in the table below; the Volunteer Coordinator should review the volunteer role profile and ensure that the role has been classified appropriately. Under no circumstances should a volunteer be recruited without the necessary checks being undertaken prior to the commencement of the volunteering activity.

Risk Level	Description of role	Safe Recruitment Requirements
High	Volunteer role within regulated activity	Application Form DBS Check (at correct level) Two character references Safeguarding Level 1 Training
Medium	Volunteer role may involve frequent supervised contact with adults at risk, young people and children.	Application Form Two character references Working towards Safeguarding Level 1 Training
Low	Volunteer role, which does not include frequent activity with adults at risk, young people and children.	Application Form One-character reference Working towards Safeguarding Level 1 Training

(b) Specific Requirements for Volunteers who are under 16

Before accepting an application from a volunteer under the age of 16, the consent of a parent / carer must be obtained. Clear information regarding the activities involved must be provided to the parent/ carer and the volunteer.

When recruiting volunteers under the age of 16 Volunteer Coordinators will need to carry out a DBS check on the main person who will come into close contact and develop a relationship of trust with the volunteer at any given time.

Volunteer Coordinators should ensure that a reference is obtained for any volunteer under 16 who wishes to volunteer with young people. This reference should be completed by a Senior Leader at their current educational establishment.

(c) Commissioned/ contracted services

In commissioning or contracting any service that utilises volunteers as part of its service offer, the commissioning manager will need to ensure there is robust policy for engagement of volunteers, which is of equivalent standard as the Council Volunteering Policy. Specifically, the terms of the contract will require as a minimum that there are robust and effective policies and practice in place for safeguarding and volunteering.

(d) Integrated/collaborative services

Monmouthshire County Council provides a number of services through partnership arrangements with other organisations, for example, the NHS. The partnership agreement which provides the formal governance arrangement for integrated services will make clear which organisation's policies are used to support the recruitment of volunteers. In entering into such

agreements, the Council will need to assure itself partner's volunteering policies are of equivalent standard as Council policy

8. Equality and Diversity

The Council is committed to equal opportunities and abides by the Equality Act 2010. The Council's Equality Framework applies to the paid and unpaid workforce.

The Council will actively encourage volunteering through promotion to relevant networks and support groups and all literature will be written in English and Welsh.

Equality monitoring forms will be included with volunteer application forms.

The Council expects all volunteers to subscribe to and adhere to the principles and practices of the Council's Equalities Policy.

9. Induction

All volunteers shall receive an induction into the organisation and their role in advance of, or on, the first day of the placement.

As part of their induction, volunteers will receive the following information:

- General information about the Council and the service area they are volunteering within
- The Volunteering Policy
- Volunteering Guide, which outlines standards of behaviour that volunteers are expected to comply with.
- The [volunteering agreement](#) to be signed by both parties on start date.
- A Volunteer role profile detailing tasks and expectations.
- A documented named supervisor.

Volunteers are also welcome to attend the Council's Corporate Induction delivered regularly to newly appointed paid employees.

Volunteers should be given a copy of this policy electronically so that they are able to access all policies and guidance referred to within this policy.

10. Training

The Council will match the time, skills and experience of volunteers to suitable volunteering opportunities and ensure appropriate information, training and support is provided to enhance the relationship.

11. Recognition

An important part of retaining and recruiting volunteers is recognition of the impact of the Council's volunteers. The Council will endeavour to recognise volunteers through both formal and informal methods. Recognition should be based on the motivations of the volunteer. Recognition options can be found in the [Volunteering Toolkit](#).

12. Support and Supervision

All volunteers will have a manager or supervisor with responsibility for agreeing the scope of their role, providing an induction and appropriate ongoing support, ensuring that volunteers are aware of and operate within the scope of relevant Council policies and procedures involving any issues that arise in the course of the volunteering relationship.

13. Trial period

A review of the volunteering placement will be undertaken after 3 months, or before, should any issues arise.

14. Rotation

Where there is a high demand for volunteering in certain areas, or demand for particular volunteering activities, these opportunities may be time limited. In order to ensure all opportunities with the Council are accessible, all volunteer opportunities are subject to regular review, looking at the quality of the experience and any potential for development.

15. Health and Safety

The Council has a responsibility for the health and safety of volunteers. Volunteers must, at all times, follow the Council's health and safety policies and procedures.

Volunteer Coordinators must make volunteers aware of health and safety arrangements as part of their induction / initial training and as necessary thereafter. Appropriate equipment will be provided for reasons of health and safety when undertaking their volunteering role. [Hyperlink](#)

16. Insurance

Volunteers operating on behalf and under the control of the Council are covered by the Council's public liability insurance policy. This protects volunteers against loss, injury caused by accident, negligence or assault whilst carrying out activities on behalf of the Council. It also protects the public against any loss or damage to property by the negligence of anyone acting on the Council's authority, including volunteers.

Where required insurance cover needs to be confirmed with the Council's Insurance department prior to volunteer engagement.

17. Clothing and ID Cards

All volunteers, as a minimum, will be issued with a volunteer's badge and where there is a business need they will be provided with branded clothing and/ or security card.

18. Confidentiality and Data Protection

During the course of their volunteering opportunity with MCC, a volunteer may become aware of confidential information about the Council, its employees, customers /clients/ service users and / or suppliers. Volunteers should not disclose this information or use it for their own or another's benefit without the consent of the party concerned. This does not prevent disclosure once the information is in the public domain (unless it has been made public by the volunteer's breach of confidentiality) or where the law permits or requires disclosure.

In addition, information and management (storing, handling and use) of personal data needs to comply with data protection law.

19. Social Media

Volunteers are actively encouraged to consider the use of digital communications to complement other traditional communication methods.

The Council's [Social Media Policy](#) applies to volunteers and outlines the standards expected of people when using social media, how the Council monitors use and what will happen if used inappropriately.

20. Reimbursement

Volunteers are unpaid. However, the Council will, in certain circumstances, reimburse volunteers for approved out of pocket expenses (this does not include lunch) which are appropriately receipted in accordance with the Council's [Travel and Reimbursement Policy](#)

The Council has a consistent approach to the reimbursement of expenses, which is the same for volunteers and employees and is as approved by the Inland Revenue.

Information on volunteers receiving gifts or gratuities can be found in the [Code of Conduct Policy](#). Are we taking this out as we need to revise the Code of Conduct policy to include this? However if we do take out I think we need to put something in such as 'As with paid employees, volunteers are expected not to receive gifts or gratuities from service users/residents, unless specific authorisation is obtained from the Volunteer Supervisor or Co-ordinator'

21. Volunteer Drivers

Volunteers should not be encouraged to use their own vehicles unless necessary as expense and insurance issues will need to be considered.

If a volunteer does use their own vehicle on Council business they must comply with the Council's Driving at Work Policy, regardless of whether they claim mileage or not. Volunteer Coordinators must ensure that they have sight of the relevant documents as outlined in the Policy.

The mileage for use of a vehicle for volunteering activity will be in line with that paid to employees.

22. Dealing with Concerns

Volunteers should initially discuss any problems associated with their placement with their Volunteer supervisor. The Volunteer's supervisor will normally try to resolve the concerns informally but if this is not possible, the volunteer should write to the Volunteer supervisor clearly stating what the concern is. The Volunteer's supervisor will endeavour to resolve the problem however if the volunteer is not satisfied with the outcome they may raise the matter with the

Volunteer supervisor's Manager or Programme Lead for Community Empowerment who will make a final decision on the outcome.

If a complaint is made about a volunteer, including non-compliance with Council Policy, this will be notified to the person in writing and the Volunteer's supervisor will decide whether any action should be taken. If the volunteer is dissatisfied with the decision, he or she may raise it with the Volunteer Supervisor's Manager or Programme Lead for Community Empowerment

In matters deemed by the Volunteer's supervisor/Co-ordinator to constitute serious or gross misconduct on the part of the volunteer, the Council may end the volunteering arrangement with immediate effect. Any suspected criminal activity or matters related to safeguarding may be referred to the police for investigation. If the volunteer wishes to appeal the decision they should do so in writing to the Head of Service for the relevant area, whose decision will be final.

23. Whistleblowing

Although volunteers are not protected under the Public Interest Disclosure Act 1998, which covers whistleblowing as part of employment law, volunteers can access and use the Council's [Whistleblowing Policy](#) where they feel necessary to do so; but they will not receive statutory protection or compensation, as they are not Council employees.

If a volunteer has a concern about the running of a project or the organisation, they should speak to the Volunteer Supervisor/ Coordinator.

24. Alcohol and drugs

The Council operates a zero alcohol and drugs policy in which the consumption of alcohol immediately prior to or during the working day is not permitted on health and safety grounds. All volunteers will be expected to comply with this policy and should be made aware of this as part of their [Volunteer Induction](#).

25. Consultation and Engagement

This policy has been developed in consultation with volunteers, Volunteer Coordinators, County Councillors, Senior Leadership Team and stakeholders.

26. Evaluation and Review

This policy will be reviewed every 3 years.

APPENDIX ONE

DBS checks & Safeguarding Information for VOLUNTEERS GUIDANCE FOR Volunteer Co-ordinators/Supervisors/Managers and VOLUNTEERS

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012. The primary role of the DBS is to help employers in England and Wales make safer recruitment decisions by issuing criminal records checks and to prevent unsuitable people from working with vulnerable groups including children.

It is a way for an employer to check the background of a prospective or current employee's or volunteer's suitability to work with children, young people or adults at risk. It helps employers – and charities – to check your response to the question “Do you have any criminal convictions, cautions, reprimands or final warnings?”

Under the Rehabilitation of Offenders Act of 1974, criminals who have served a prison sentence of less than two and a half years and do not re-offend during a set ‘rehabilitation’ period after their release may have their conviction spent, which means it doesn't show up anymore and is no longer relevant when a person is being considered for most jobs.

Normally organisations are not allowed to ask applicants about spent convictions, but for roles that requires a DBS check this rule does not apply.

What IS a volunteer?

The DBS definition of a volunteer is defined in the Police Act 1997 (Criminal Records) Regulations 2002 as:

“Any individual engaged in any activity which involves spending time, unpaid (except for travel and other approved out of pocket expenses), doing something which aims to benefit some third party and not a close relative”

To undergo a DBS check a volunteer must also satisfy the eligibility requirements for a standard or enhanced DBS check.

Put simply, this means the volunteer role must involve working with children or adults at risk in regulated activity.

DBS Checks for volunteers are usually free of charge and are processed in exactly the same way as for a paid worker. To qualify for a free-of-charge DBS disclosure check, you must not benefit directly from the position the DBS application is being submitted for.

When is a volunteer NOT a volunteer?

In some cases, an individual may be undertaking unpaid work but will not be classed as a volunteer for DBS purposes. Individuals are not classed as volunteers if a volunteer:

- benefits directly from the position for which the DBS application is being submitted
- receives any payment (except for travel and other approved out of pocket expenses)
- is on a work placement
- is on a course that requires them to do this job role
- is in a trainee position that will lead to a full time role/qualification
- is a paid foster carer or a member of a foster care household?

In these cases, the individual will not be eligible for a free of charge DBS disclosure check, but may still require a DBS disclosure check.

Do I need a DBS check?

Generally speaking, if the voluntary work you undertake is with children or adults at risk you will probably need a DBS disclosure check. You will need a check BEFORE commencing any work or training. Employers use the DBS eligibility guidance tool, which provides information on roles that are eligible for a DBS disclosure check.

If the DBS deems the role ineligible, it will decline to process the check.

Volunteer co-ordinators and supervisors must tell the volunteer why they are being checked.

What is Regulated Activity?

Regulated Activity is work which involves close and unsupervised contact with vulnerable groups including children, and which cannot be undertaken by a person who is on the Disclosure and Barring Services' Barred List.

Regulated activity is broken down into two separate groups 'Activity with Children' and 'Activity with Adults'

The DBS provides guidance that describes the types of activity, and certain frequency tests, which determine if the role can be classed as Regulated Activity. This information is contained within Monmouthshire County Council's DBS Policy.

DBS APPLICATION PROCESS

Volunteers cannot apply for DBS disclosure checks themselves – this must be done by the organisation they are volunteering for.

If you require a DBS disclosure check Monmouthshire County Council will give you a DBS application form to complete. You will meet up with your Volunteer Co-ordinator/Supervisor and bring along with your documents proving your identity such as a passport, current driving licence and proof of address.

Your completed DBS application form will then be sent to the People Services Team who will process it and send it off to the DBS.

Volunteer Co-ordinators/Supervisors arrange DBS disclosure checks for volunteers in line with the following:

Step 1:

Establish whether the role is eligible for a DBS disclosure check. You can use the DBS eligibility guidance tool as a starting point.

Step 2:

If the role is eligible, consider whether it meets the DBS definition of a volunteer “Any individual engaged in any activity which involves spending time, unpaid (except for travel and other approved out of pocket expenses), doing something which aims to benefit some third party and not a close relative”

Step 3:

If the individual is considered a volunteer in accordance with the definition at Step 2, arrange for the volunteer to complete the DBS application form.

Volunteer co-ordinators/supervisors need to note that on the DBS application form it states ‘By placing a cross in the ‘yes’ box (at section 68) you confirm that the post meets the DBS definition for a free of charge volunteer application. Please note that DBS may recover the application fee if box 68 is marked in error and this could result in cancellation of the DBS registration.

When a DBS application has been processed by the DBS, the individual (not Monmouthshire County Council) will receive a DBS certificate.

As part of our safe recruitment processes at Monmouthshire County Council, a volunteer is required to show their DBS certificate to their Volunteer Supervisor prior to commencing any voluntary work.

If circumstances change or a volunteer receives a criminal conviction, caution, or reprimand then a volunteer is obliged to inform Monmouthshire County Council.

DBS UPDATE SERVICE

The DBS Update Service is an online subscription service that lets you keep your DBS certificate(s) up to date and allows employers to check a certificate online, with your consent. You can use your certificate again when you apply for a position in the same workforce, where the same type and level of check is required. The three workforces are Child, Adult and Other. Registration lasts for one year, costs £13 a year, and starts from the date your DBS certificate was issued. There is not charge for volunteers! Only applicants who apply for a DBS check can join the Update Service. You can join with your DBS application form reference number when you apply for a DBS check or during the

application process – you can find this number in the top right hand corner of the front page of the application form.

If you join with your application form reference, the application form must be received by the DBS within 28 days of you joining. When your DBS certificate is issued, the DBS will automatically add it to your account.

SAFE RECRUITMENT REQUIREMENTS

RISK LEVEL	DESCRIPTION OF ROLE	SAFE RECRUITMENT REQUIREMENTS
HIGH	Volunteer within Regulated Activity	Application form DBS Check (at correct level) Safeguarding Level One trained
MEDIUM	Volunteer role. May involve frequent unsupervised contact with adults at risk	Application form 2 character references Working towards Safeguarding Level one training
LOW	Volunteer role does not include frequent activity with adults at risk, young people & children	Application form One character reference Working towards Safeguarding Level One training

FAQ's

Can I track my DBS disclosure check?

You are able to track your DBS check. When you apply for the DBS check, you are given a DBS Application Form Reference number. You enter this number and your date of birth in the search fields provided on the DBS website – under DBS TRACKING.

What if there is a mistake on my DBS disclosure check?

It is best to get in contact with the DBS directly. Details can be found on their contact page. If you need any support, please contact People Services (01633 644400).

Do I need a DBS check to volunteer in a school?

Whether you are required to have a DBS check or not depends on whether you will have regulated activity with a child and how often you will be volunteering. If you will be volunteering

at a school once a week or more, on 4 days within any 30-day period or overnight you will be expected to agree to an enhanced DBS check. However, if you are volunteering for a one off event, checks are subject to the school's discretion, depending on the particular circumstances.

There are some exceptions where you will also have to have an enhanced DBS check and the barred list consulted. These include, if you will be helping an ill or disabled child eat, drink, and go to the toilet wash or dress and if you will be providing health care to children. If you will have unsupervised contact for any period of time, or opportunity for contact with children you will also be required to have an enhanced DBS check with a check against the barred list to make sure you haven't been banned from working with children or young people. Volunteers who will be communicating with children by telephone or internet on a regular basis you will also need these checks.

Why do I need to complete an application form?

As a volunteer, you are important to us and we are interested to know about the skills and experiences you bring to Monmouthshire. We also need to be aware of your personal details in case we need to correspond with you and we need to be aware of your next of kin/emergency contact details just in case something happens to you whilst you are volunteering with us.

Do I need a new check if I already have one?

If you volunteer for the first time for Monmouthshire County Council and your activity comes under regulated activity or the activity is deemed by us (and the DBS) to require a DBS check, then you will probably be required to have a new one. This rule applies to our paid workforce too – when an employee commences work with us.

Our thoughts are that it doesn't matter whether you are a paid or an unpaid worker - if you come and work for MCC and undertake regulated activity the most important thing is that we check to make sure all our workers (paid and unpaid) are suitable and that, as such, we look to ensure appropriate safeguards are in place.

If you are volunteering in sectors where DBS checks are required, the best way to avoid having to complete numerous DBS application forms is to immediately subscribe to the DBS Update Service when you complete your next DBS application. In this way an employer can easily make a status enquiry (with your permission) to undertake the suitability check.

If you change the volunteering activity you undertake which results in a change from one workforce to another – for example if you change from Adult to Child – you will be required to have another check if both Adult and Child Lists have not been checked previously.

These are DBS requirements.

If I am a paid employee with a DBS, do I need a new DBS check to volunteer?

Depending on the activity, you undertake as a volunteer you might be required to have a new check. For example, if you work as a paid employee in the adult sector (workforce) and want to volunteer in the Child sector (workforce).

If you volunteer and have a DBS certificate and become a paid employee, you will be required to have another DBS check as this is a requirement of all our new starters to MCC (if the post you have been appointed to is subject to a DBS check).

Do I need other checks before I start my volunteer role?

Depending on the activity, you undertake as a volunteer you may be required to provide a reference and have a health check. Our health questionnaire is simple & straightforward to complete. Our view is that it is proportionate and reasonable to use the Occupational Health questionnaire for activities that are medium to high risk, strenuous, stressful, regular and in circumstances where, if the volunteer were to become unwell/incapacitated, this would present a risk to themselves or others for example, driver.

MORE INFORMATION...KEEPING LEARNERS SAFE...and SUPERVISION

Keeping Learners Safe: EXTRACT FROM Welsh Government's KEEPING LEARNERS SAFE GUIDANCE (No: 158/2015) January 2015)

Volunteers

6.46 A volunteer is defined as a person who performs an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives.

6.47 Whether a volunteer is supervised will determine if they are working in regulated activity or not, which will then decide if an enhanced disclosure certificate is required. Volunteers working in schools or FE institutions are not considered as being in regulated activity, providing the school or FE institution can ensure reasonable supervision on a regular basis. It will be a matter for schools to determine whether the level of supervision meets the standards set out in [Statutory Guidance on Supervision](#).

6.48 Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. For new volunteers in regulated activity, who will regularly teach or look after children on an unsupervised basis or provide personal care on a one-off basis, schools and colleges must obtain an enhanced DBS certificate with a barred check.

6.49 For new volunteers not in regulated activity, schools and FE institution should obtain an enhanced DBS certificate.

6.50 For existing volunteers who provide personal care, the school or FE institution should consider obtaining an enhanced DBS certificate with a barred list check.

6.51 For other existing volunteers who are unsupervised and continuing with their current duties, unless there is cause for concern, the school or college should not request a DBS check with a barred list check because the volunteer should already have been checked.

6.52 For existing volunteers not in regulated activity there is no requirement to request an enhanced DBS check. However, the school or college may choose to request one as they judge necessary, but may not request a check of the barred list.

6.53 If a volunteer is not engaging in regulated activity, the school or college should undertake a risk assessment and use their professional judgement and experience when deciding whether to seek an enhanced DBS check. They should consider:

*the nature of the work with children

*what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers

*whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability

*whether the role is eligible for an enhanced DBS check.

6.54 In recognition of the value of volunteers to many organisations, the DBS processes volunteer disclosure applications free-of-charge. The update service is also free for volunteers.

Supervision: DFE STATUTORY GUIDANCE ON SUPERVISION

Statutory guidance: Regulated Activity (children) - supervision of activity with children that is regulated activity when unsupervised.

1. This document fulfils the duty in legislation that the Secretary of State must publish statutory guidance on supervision of activity by workers with children, which when unsupervised is regulated activity. This guidance applies in England, Wales and Northern Ireland. It covers settings including but not limited to schools, childcare establishments, FE colleges, youth groups and sports clubs.

2. For too long child protection policy has been developed in haste and in response to individual tragedies, with the well intentioned though misguided belief that every risk could be mitigated and every loophole closed. The pressure has been to prescribe and legislate more. This has led to public confusion, a fearful workforce and a dysfunctional culture of mistrust between children and adults. This Government is taking a different approach.

3. We start with a presumption of trust and confidence in those who work with children, and the good sense and judgment of their managers. This guidance applies when an organisation decides to supervise with the aim that the supervised work will not be regulated activity (when it would be, if not so supervised). In such a case, the law makes three main points:

- There must be supervision by a person who is in regulated activity;
- The supervision must be regular and day to day; and
- The supervision must be “reasonable in all the circumstances to ensure the protection of children”.

The organisation must have regard to this guidance. That gives local managers the flexibility to determine what is reasonable for their circumstances. While the precise nature and level of supervision will vary from case to case, guidance on the main legal points above is as follows.

4. Supervision by a person in regulated activity / regular and day to day: supervisors must be in regulated activity themselves^{iv}. The duty that supervision must take place “on a regular basis” means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter, becoming the exception not the rule. It must take place on an ongoing basis, whether the worker has just started or has been doing the activity for some time.

5. Reasonable in the circumstances: within the statutory duty, the level of supervision may differ, depending on all the circumstances of a case. Organisations should consider the following factors in deciding the specific level of supervision the organisation will require in an individual case:

- Ages of the children, including whether their ages differ widely;
- Number of children that the individual is working with;
- Whether or not other workers are helping to look after the children;
- The nature of the individual's work (or, in a specified place such as a school, the individual's opportunity for contact with children);
- How vulnerable the children are (the more they are, the more an organisation might opt for workers to be in regulated activity);
- How many workers would be supervised by each supervising worker.

6. In law, an organisation will have no entitlement to do a barred list check on a worker who, because they are supervised, is not in regulated activity.

EXAMPLES

Volunteer, in a specified place

Mr Jones, a new volunteer, helps children with reading at a local school for two mornings a week. Mr Jones is generally based in the classroom, in sight of the teacher. Sometimes Mr Jones takes some of the children to a separate room to listen to them reading, where Mr Jones is supervised by a paid classroom assistant, who is in that room most of the time. The teacher and classroom assistant are in regulated activity. The head teacher decides whether their supervision is such that Mr Jones is not in regulated activity.

Volunteer, not in a specified place

Mr Wood, a new entrant volunteer, assists with the coaching of children at his local cricket club. The children are divided into small groups, with assistant coaches such as Mr Wood assigned to each group. The head coach oversees the coaching, spends time with each of the groups, and has sight of all the groups (and the assistant coaches) for most of the time. The head coach is in regulated activity. The club managers decide whether the coach's supervision is such that Mr Wood is not in regulated activity.

Employee, not in a specified place

Mrs Shah starts as a paid activity assistant at a youth club. She helps to instruct a group of children, and is supervised by the youth club leader who is in regulated activity. The youth club managers decide whether the leader's supervision is such that Mrs Shah is not in regulated activity.

In each example, the organisation uses the following steps when deciding whether a new worker will be supervised to such a level that the new worker is not in regulated activity:

- consider whether the worker is doing work that, if unsupervised, would be regulated activity. If the worker is not, the remaining steps are unnecessary;
- consider whether the worker will be supervised by a person in regulated activity, and whether the supervision will be regular and day to day, bearing in mind paragraph 4 of this guidance;
- consider whether the supervision will be reasonable in all the circumstances to ensure the protection of children, bearing in mind the factors set out in paragraph 5 of this guidance;

In addition, if it is a specified place such as a school:

- consider whether the supervised worker is a volunteer.

VERSION CONTROL

Title	Volunteering Policy
Owner	People Services
Approved by	
Date	August 2017
Version Number	1
Review Date	2020
Status	DRAFT
Consultation	WASCG 16/8/17 Volunteering Network 18/8/17 SLT 19/9/17 People Board 25/8/17 Select 28/9/17 JAG 16/10/17 Cabinet 1/11/17

This page is intentionally left blank



REPORT

SUBJECT: Review of Commercial Obstructions in the Highway policy

MEETING: Strong Communities Select Committee

DATE: 28th September 2017

DIVISION/WARDS AFFECTED: Countywide

1. PURPOSE

To provide members with an update on the implementation of the policy 'Management of Commercial Obstructions in The Highway' and to consider whether any amendments to the policy be recommended to Cabinet.

2. RECOMMENDATIONS

- 2.1 That members note the current situation regarding the implementation of the 'Obstructions in the Highway Policy'.
- 2.2 That members consider whether a change to the existing policy might be appropriate and to recommend as such to Cabinet.

3. KEY ISSUES

- 3.1 Following an extensive review by Strong Communities Select Committee in July 2016 Cabinet adopted a new policy for the management of Commercial Obstructions in the Highway. This generic title embraces policies regarding fly posting, placing benches, displaying banners etc. within the public highway and in particular approved the implementation of a new policy to manage items placed in the highway such as A boards, displays, tables and chairs.
- 3.2 In relation to A boards, displays, tables and chairs etc, the policy adopted a strategy of meeting with individual businesses, agreeing what might be placed in the public highway (effectively on footways and public spaces) and issuing a permit to each individual business (that is approved by the highway authority) to place an item/s on the public highway for the benefit of the business.
- 3.3 The implementation of the policy commenced early in this year but the revaluation of business rates by government created significant concern and disquiet within the business community.
- 3.4 Members became aware of the additional financial hardship arising from the new NNDR regime and that this coincided with the continued roll out of the obstructions in the highway policy.

- 3.5 To allow members the opportunity to review the overall impact upon the business community the roll out of the policy was paused. It has remained in abeyance awaiting this report which offers members the opportunity to review the policy and make any recommendations to Cabinet regarding amendments to the policy.
- 3.6 In reviewing the existing policy members may consider the following points of particular relevance:
- 3.6.1 The previous policy (i.e. that prior to the policy adopted in July of last year) adopted a blanket approach to the management of items in the highway. Policing of the policy was ad hoc and often in response to complaints. The new policy sought to work with individual businesses to approve displays where a safe route for pedestrians could be maintained.
- 3.6.2 Although representation at the time suggested to the contrary businesses have no right to place any item in the public highway without the permission of the highway authority. Without such authority the council is at risk for allowing unauthorized objects to be placed in the highway and the individual business may at least be uninsured for any third party claims and at worst subject to prosecution by the highway authority for placing items in the highway without approval.
- 3.6.3 The concept of the policy (i.e. permitting individual businesses) is consistent with those adopted in various other local authorities in the region (appendix 1, part 2, page 7 of the Cabinet report of 6th July 2016), although the charges vary between authorities. Not all local authorities presently use a permit system for managing obstructions in the highway.

4. REASONS

- 4.1 At this time the implementation of the authority's policy has been paused to allow members the opportunity to consider the policy in light of other costs imposed upon businesses, specifically the revaluation of business rates (on average retail businesses has incurred an increase of 11% in Monmouthshire). Nevertheless the existing policy must be confirmed or a new policy adopted to ensure the public highway can be effectively managed.
- 4.2 Implementation of the current policy started in the South of the County and implementation was proceeding to the North of the County. Implementation of the policy in Monmouth coincided with announcements about the review of NNDR. Members had already expressed concern about the potential increased burden of NNDR upon Monmouthshire businesses and the temporary cessation of the policy seemed appropriate. Although no further consultation was undertaken it appeared that the concern expressed by businesses was predominantly about the charge rather than the concept of permitting businesses to display.

5. RESOURCE IMPLICATIONS:

Below is an extract from the Cabinet report on 6th July 2016 which summarises the estimated income accrued from the permit fee.

Table 1	A BOARD	SEATING/DISPLAYS	ADVERTS/BANNERS	'PITCH' one off
MCC PROPOSAL	£50 one off application 288 x 70% x £50 = £10,080	SEATING / SALE RAILS / DISPLAYS. First application will always be £125. The annual renewal will be based on area occupied Use Sqm rates: 0 to 6 = £120 6 to 12 =£240 12 to 18 = £360 Larger areas not permitted	Continue with similar policy whereby only charities are allowed to advertise and are not charged. Funding helped by income	£75 first application £50 subsequent
Yearly rental 70% take up	Based on enforcement	31 x 70% x £240 = £5208	£0	

The income may be considered as two parts:

- (i) A board income is a one off charge of £50 per board. Based upon a 70% take up of the scheme it generates an income of £10,080. The income is only a one off and further income will be negligible as it will only be new applications on an ad hoc basis.
- (ii) Income from seating, sale rails, displays, etc. has two elements, a one off application of £125 followed by a recurring annual charge dependant upon square metres occupied. The one off application has an estimated income of £2,712 (31 sites with 70% take up at £125 per site). The recurring element is estimated at £5,208 and varies according to square metres permitted.

The income contributes to costs associated with administering the scheme which is much more demanding upon staff resources than the previous policy as it requires the drafting of and confirming a formal agreement with individual businesses rather than the blanket approach adopted previously.

There are numerous permutations around how the scheme might be administered if members consider that recommendations should be made to Cabinet to amend the policy in some way (although it acknowledged that members may be content that implementation of the policy recommence as is).

To place the scheme in context the charges levied by other authorities are provided in appendix 1 to the Cabinet report on the 6th July 2016.

Permutations are numerous but if the principle is accepted that an A board simply offers an advertising opportunity but a permit for sale rails, tables and chairs etc. actually increases the sale space for a business by using public open space then a reduced or no charge for A boards might be contemplated whilst a charge for permit for space remains as is or even increased to offset the loss of income from A boards.

For example a revised charge for displays, etc. might be:

0-6 sq m - £150 per annum
6-12 sq m - £300 per annum
12-18 sq m - £450 per annum

Obviously the income estimate depends upon take up but based upon 70% of the existing 31 customers taking up the scheme, using the average charge then income per annum increases from £5,208 to £6,510.

Whilst in the context of the highways budget overall these amounts are relatively small they do contribute to the administrative costs at a time when capacity amongst staff to undertake further works is at a premium.

6. FUTURE GENERATIONS and EQUALITY ASSESSMENT

As provided to Cabinet on 6th July 2016: link below:

<https://democracy.monmouthshire.gov.uk/documents/s5369/6.%20REPORT%20COMMERCIAL%20OBSTRUCTION%20IN%20THE%20HIGHWAY%20CABINET%20july%202016.pdf>

SAFEGUARDING ASSESSMENT:

There are no safeguarding implications associated with the recommendations within this report.

7. **CONSULTEES:** None specifically but the report refers to feedback from businesses.

8. **BACKGROUND PAPERS:** Report to Cabinet on 6th July 2016 titled:

‘Management of Commercial Obstructions in the Highway’

9. **AUTHOR**

Roger Hoggins, Head of Operations

CONTACT DETAILS: rogerhoggins@monmouthshire.gov.uk

Agenda Item 9

Strong Communities Select Committee Actions

20th July 2017

Agenda Item:	Subject	Officer	Outcome
5	Community Engagement Review	Debbie McCarty	Sheet of definition of terms
5	Community Engagement Review	Cath Fallon	Summarised version of report suitable for town and Community Councils and members of the public

This page is intentionally left blank

Monmouthshire's Scrutiny Forward Work Programme 2017

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
28th September 2017	Partnerships in Waste: Anaerobic Digestion	Scrutiny of the decision to enter into the Heads of the Valley Food Waste Treatment contract, considering the benefits and implications for the council of the partnership.	Rachel Jowitt	Pre-decision Scrutiny
	People Services Annual Report	To scrutinise the annual performance of the service.	Tracey Harry	Performance Monitoring
	Budget Monitoring - Period 2	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Mark Howcroft	Budget Monitoring
16th November 2017	Re-use Scheme at Civic Amenity Sites	To consider an extension of the current partnership arrangement with the 3 rd sector (Homemakers) for a re-use shop at Llanfosit civic amenity site.	Rachel Jowitt	Policy Review
	Tree maintenance Approach	Maintenance of trees is a public interest issue and a policy is required which will need pre-decision scrutiny.	Roger Hoggins	Pre-decision Scrutiny
	Budget Scrutiny	Scrutiny of the Budget proposals relating to the committee's remit for 2018-2019	Mark Howcroft	Budget Scrutiny
4th January 2018	*TBC*			
15th February 2018	Budget Monitoring - period 7	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Mark Howcroft	Budget Monitoring
29th March 2018	Revised Waste Policies and new Recycling Collection Model	Scrutiny of the introduction of a new recycling service, to be supported by a suite of policies to ensure clarity ion the procedures for certain	Carl Touhig / Roger Hoggins	Policy Development/Pre-decision scrutiny

Monmouthshire's Scrutiny Forward Work Programme 2017

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
TBC		activities e.g. assisted collections, missed collections etc.		

Future Agreed Work Programme Items: Dates to be determined

- × **Open Space Review** ~ review of open spaces and the prioritisation and management of highways ~ strategic review rather than operational.
- × **Gwent Refugees and Asylum Seekers** ~ progress report.
- × **Modern Day Slavery and Human Trafficking** ~ topic raised by the chair for in-depth scrutiny.

Emerging issues/topics to be raised with the committee before inclusion ~ some reports to be received by email for comment rather than in-depth scrutiny.

Council and Cabinet Business – Forward Plan

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

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

Subject	Purpose	Consultees	Author
1ST 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 Court and Police Station.			Nicholas Keyse

Subject	Purpose	Consultees	Author
28th JUNE 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Social Housing Grant			Shirley Wiggam
Proposed Reduction in the size of the Brecon Beacons National Park Authority	To respond to Welsh Government Consultation on the Proposed Reduction in the size of the Brecon Beacons National Park Authority	CLLR BRYAN JONES	Matthew Lewis
29TH JUNE 2017 - COUNCIL			
CCTAudit Committee Zero Hour Contracts Report			Philip White
Audit Committee Annual Report			Philip White
5TH JULY 2017 – CABINET			
Update and approval of matters arising from the Safeguarding arrangements action plan – kerbcraft scheme			Roger Hoggins / Paul Keeble / Graham Kinsella
Youth Enterprise – European Structural Fund (Esf) Programmes - Inspire2work Extension.			Cath Fallon
Annual Report of the Director of Social Services			Claire Marchant
12TH JULY 2017- INDIVIDUAL CABINET MEMBER DECISION			
14th JULY 2017 - SPECIAL CABINET			
CSC (Compound Semi-Conductor) Project			Peter Davies
26TH JULY 2017 – INDIVIUDAL CABINET MEMBER DECISION			
Allocation of funding to Develop a Town Centre Regeneration Plan, Caldicot			Roger Hoggins
10C Severnbridge Industrial Estate, Caldicot.		Cllr Murphy	Deb Hill Howells

Subject	Purpose	Consultees	Author
Raglan Village Hall Progress Update		Cllr Murphy	Deb Hill Howells
Disposal of agricultural land in Goytre on the open market'		Cllr Murphy	Gareth King
Youth Enterprise – European Structural Fund (Esf) Programmes – Inspire Programmes – Finance Officer Re-Evaluation			Cath Fallon
Rural Development Programme – New Post (Internal Secondment) Pollinator Project Coordinator			Cath Fallon
Caldicot Town Team Funding - Enhancement of Pedestrian Area, Newport Road, Caldicot.	ITEM DEFERRED TO 9 TH AUGUST		Judith Langdon
27TH JULY 2017 - COUNCIL			
Annual Report of the Director of Social Services			Claire Marchant
Safeguarding Policy			Cath Sheen
Monmouth Pool			Ian Saunders
9TH AUGUST 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Caldicot Town Team Funding - Enhancement of Pedestrian Area, Newport Road, Caldicot.			Judith Langdon
9TH AUGUST 2017 – SPECIAL CABINET			
Senior Leadership Realignment			Kellie Beirne
23RD AUGUST 2017 – INDIVIDUAL CABINET MEMBER DECISION			

Subject	Purpose	Consultees	Author
S106 funding: Pen y Fal bridge repairs	To draw down appropriate S106 funding to fund the repairs to the footbridge at the Pen y Fal development in Abergavenny. (MOVED TO 14TH FEB 2018)		Rachel Jowitt/Roger Hoggins
RDP funded Temporary Part time Coach Tourism Visitor Information Officer Post			Nicola Edwards
Staffing Restructure: Development Management Team			Mark Hand
Senior Social Worker Post in the Adult Disability Service, focussing on Continuing Health Care (CHC) Issues			Mike Logan
6TH SEPTEMBER 2017 – CABINET			
Welsh Church Fund Working Group	The purpose of this combined report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 1 held on the 29 th June and meeting 2 held on 27 th July 2017.		Dave Jarrett
Contaminated Land Inspection Strategy			Huw Owen
Community Engagement Review Update/Whole Place and Partnerships Team restructure			Cath Fallon
Update on Fair Funding Regulations for Schools in a deficit budget	To inform members of the current requirements through the fair funding regulations for schools that are reporting a deficit budgets and the actions required to address		Nikki Wellington
To declare surplus the former sextons lodge at Chepstow Cemetery, Chepstow	To declare the property surplus following the retirement of the previous sexton at the Chepstow Cemetery to enable the Council to begin the disposals process		Gareth King

Subject	Purpose	Consultees	Author
Budget Monitoring report – period 2	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2016/17 financial year.		Joy Robson/Mark Howcroft
Section 106 Gilwern School			Richard Morgan
13TH SEPTEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
DELIVERING SAVINGS – POLICY AND PERFORMANCE			Matt Gatehouse
21ST 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
Stage 2 Improvement Plan 2016/17	To seek council approval of the Stage 2 Improvement Plan for 2016/17.		Richard Jones
Payment Guarantee by MCC to WG – City Deal Compound Semiconductor Project.			
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			
Transition of existing DPPOs into PSPOs			Andrew Mason (29/8/17)
MONMOUTHSHIRE FAIRTRADE COUNTY RENEWAL			Hazel Clatworthy (04/9/17)

Subject	Purpose	Consultees	Author
4TH OCTOBER 2017 – CABINET			
Cash Receipting System Tender	To seek approval and funding for Authority's replacement cash receipting system		Ruth Donovan
Funding for Caldicot Town Team Action Plan 2017/18		Sara Jones	Judith Langdon
Volunteering Policy			Owen Wilce
People Strategy			Paul Matthews
iCounty strategy 2	Update to the iCounty strategy to incorporate digital maturity and culture		Sian Hayward
E Block Costs			Deb Hill-Howells (11/9/17)
11TH OCTOBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Revised Information Strategy following Audit Committee on 19 th Sept			Sian Hayward
Adoption of Highway Management Plan including appointment of Highway Asset Inspector and changes to Asset Planning Officer posts			Paul Keeble
Severn View Contracted Bank			Sian Gardner
25TH OCTOBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
1ST NOVEMBER 2017 – CABINET			
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
MTFP and Budget Proposals for 2018/19	To provide Cabinet with Revenue Budget proposals for 2018/19 for consultation purposes		Joy Robson
Review of Fees and	To review all fees and charges made for services		Joy Robson

Subject	Purpose	Consultees	Author
Charges	across the Council and identify proposals for increasing them in 2018/19		
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
Alternative Delivery Model			Tracey Thomas
8TH NOVEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
9TH NOVEMBER 2017 – COUNCIL			
Alternative Delivery Model			Tracey Thomas
22ND NOVEMBER 2017– INDIVIDUAL CABINET MEMBER DECISION			
1ST 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
14TH DECEMBER 2017 - COUNCIL			
Appointment of the Preferred Bidder for the			Rachel Jowitt

Subject	Purpose	Consultees	Author
Heads of the Valleys Food Waste Treatment Procurement			
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
Budget Monitoring Report – Period 7	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2016/17 financial year.		Joy Robson/Mark Howcroft
Proposed changes to the Schools Funding Formula for the funding of Building Maintenance Costs.	Seeking approval to reduce the funding of building maintenance costs for our new schools		Nikki Wellington
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
18TH JANUARY 2018 - COUNCIL			
Council Tax Reduction Scheme 2018/19			Ruth Donovan

Subject	Purpose	Consultees	Author
31ST JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION			
7TH FEBRUARY 2018 – CABINET			
14TH FEBRUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION			
S106 funding: Pen y Fal bridge repairs	To draw down appropriate S106 funding to fund the repairs to the footbridge at the Pen y Fal development in Abergavenny.		Rachel Jowitt
22ND FEBRUARY 2018 – COUNCIL			
28TH FEBRUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION			
1ST MARCH 2018 - COUNCIL			
Council Tax Resolution 2018/19			Ruth Donovan
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			
11TH APRIL 2018 - 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 6 held on the 22 nd February 2018		
18TH APRIL 2018 – INDIVIDUAL CABINET MEMBER DECISION			
19TH APRIL 2018 - COUNCIL			
Public Service Board: Well-being Plan for Monmouthshire			Matt Gatehouse (added 29/8/17)
9TH MAY 2018 – INDIVIDUAL CABINET MEMBER DECISION			
Page 110			

Hannah Jones would like to come to Cabinet in July 2018 to update on Youth Enterprise - European Structural Fund (ESF) Programmes - Inspire2Work extension (originally brought to Cabinet July 2017).