

# Public Document Pack



Neuadd y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

County Hall  
Rhadyr  
Usk  
NP15 1GA

Wednesday, 7 February 2018

**Notice of meeting / Hysbysiad o gyfarfod:**

## **Strong Communities Select Committee**

**Thursday, 15th February, 2018 at 10.00 am,**

*Please note that a pre meeting will be held 30 minutes before the start of the meeting for members of the committee.*

### **AGENDA**

<b>Item No</b>	<b>Item</b>	<b>Pages</b>
<b>PART A – SCRUTINY AND CRIME DISORDER MATTERS</b>		
No matters to discuss		
<b>PART B – STRONG COMMUNITIES SELECT COMMITTEE</b>		
1.	Apologies for absence	
2.	Declarations of Interest	
3.	Open Public Forum	
4.	To confirm minutes of the previous meeting	1 - 8
5.	Public Protection Performance	9 - 30
6.	Month 7 Budget Monitoring	31 - 64
7.	Community and Partnerships Team - Individual Updates on priorities and activities - verbal update	
8.	Strong Communities forward work programme	65 - 66
9.	Cabinet & Council forward work programme	67 - 88
10.	Date and time of next meeting	
	26 <sup>th</sup> February 2018 10am - Special Meeting	

29<sup>th</sup> March 2018 10am

**Paul Matthews**

**Chief Executive / Prif Weithredwr**

MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

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

## Public Information

### Access to paper copies of agendas and reports

A copy of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copy from Democratic Services on 01633 644219. Please note that we must receive 24 hours notice prior to the meeting in order to provide you with a hard copy of this agenda.

### Watch this meeting online

This meeting can be viewed online either live or following the meeting by visiting [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk) or by visiting our Youtube page by searching MonmouthshireCC.

### Welsh Language

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

# Aims and Values of Monmouthshire County Council

## Sustainable and Resilient Communities

### Outcomes we are working towards

#### **Nobody Is Left Behind**

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

#### **People Are Confident, Capable and Involved**

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

#### **Our County Thrives**

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

### Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation
- Maintaining locally accessible services

### Our Values

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

# 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.

This page is intentionally left blank

# Public Document Pack Agenda Item 4

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held  
at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 11th January, 2018 at 10.00  
am

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

County Councillors: A.Davies, L.Dymock, L.Jones, R.Roden,  
V. Smith and A. Easson

Also in attendance County Councillor(s): P. Murphy

### **OFFICERS IN ATTENDANCE:**

Carl Touhig	Head of Waste and Street Scene
Roger Hoggins	Head of Operations
Richard Jones	Policy and Performance Officer
Dave Loder	Finance Manager
Jonathan Davies	Central Accountancy Finance Manager
Hazel Ilett	Scrutiny Manager
Paula Harris	Democratic Services Officer

#### **1. Apologies for absence**

None.

#### **2. Declarations of Interest**

None.

#### **3. Open Public Forum**

The Committee was joined by Mr Peter Sutherland, Woodside resident and member of Llanbadoc Community Council. Mr Sutherland raised the following issues;

- Usk Hub – an event had been arranged for the 11<sup>th</sup> January with the community council clerk only receiving an email advising of this on the 9<sup>th</sup> January, it was asked that in future more notice was given.
- Usk Island Carpark – concerns that the area is rapidly filling up, a mobile home has appeared and a lorry is permanently parked inside the enclosure.
- Usk Gasworks – little consultation as a community council has taken place and the community councillors are being asked questions by residents. It was also asked that at the end of the work could a consultation on shared space be considered.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Strong Communities Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 11th January, 2018 at 10.00 am

- Speeding through Llanbadoc – although pleased to see the 20 mph speed has been applied in Usk, Mr Sutherland would appreciate an update on speeding issues.

The Scrutiny Manager advised that work is being done by Officers on the County wide road safety policy and will be able to reconvene the task group after speaking to partner agencies.

#### **4. To confirm minutes of the previous meeting held on 16th November 2017**

The minutes of the previous meeting were accepted and duly signed by the Chair.

#### **5. Action list**

Member of the Committee spoke of their dissatisfaction with responses from People Services regarding questions asked at a previous meeting when they presented their annual report.

It was felt that the responses did not definitively answer the questions raised and Members felt the fact they were emailed internally did not lend itself to transparency with the public.

The Chair of the Committee advised that she will be writing to the Head of People Services requesting that they return to the Committee for further scrutiny and clarity on issues previously raised by Members of the Committee.

#### **6. Performance Report - Quarter 2**

##### **Context:**

To present information on how the Council is performing in 2017/18 against nationally set performance indicators that are under the remit of Strong Communities Select Committee.

##### **Key Issues:**

The council currently has an established performance framework, this is the way in which we translate our vision - *building sustainable and resilient communities* – into action and ensure that everyone is pulling in the same direction to deliver real and tangible outcomes. The framework was presented to the Committee in July 2017, further information on the council's performance framework for members is available on the Council's intranet, The Hub.

Performance data and information is essential to our performance framework to track and evaluate the progress being made. The performance data used comprises a range of nationally set performance frameworks across various services and locally set indicators that services have developed to evaluate their performance.



## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Strong Communities Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 11th January, 2018 at 10.00 am

One important nationally set framework used to measure local authority performance is 'Public Accountability Measures' set by Data Unit Wales. Appendix 1 contains the performance in quarter 2 2017/18 for the performance indicators that are part of this framework and are under the committee's remit.

The table in Appendix 1 provides trend data for each indicator, the target set, the performance so far in 2017/18 and comments providing further explanation and context of the performance. The indicators are also benchmarked annually compared to other Councils in Wales and the latest quartile ranking from 2016/17 is included, where available and applicable. This quartile ranking was reported to full Council in September 2017 as part of the Stage 2 Improvement Plan 2016/17. Due to the nature of some indicators data is only collated on a six monthly or annual basis. While there are some new indicators included as part of this set which have limited performance data available at this stage.

The Council is currently developing a Corporate Plan that will bring together a wide range of evidence, including from the well-being assessment and council's well-being objectives and statement 2017, to set a clear direction for the Council along with the resources required to deliver it. Once completed the Corporate Plan will form the framework for future performance reporting.

This performance report is supplementary to a range of performance reports select committee already receive or have requested as part of their work programme. Some activity measured by the Performance Indicators cross cuts select committee remits. These indicators are reported to the most relevant committee.

#### **Member Scrutiny:**

Members stressed the need for ease of access for this information.

The level of staff absence was a major concern to members of the committee and asked that People Services were invited back to address the committee on this issue.

It was asked how often members of staff were officially visited while on long term sick leave.

A member asked if agile working added to the levels of stress for members of staff.

It was asked if there is a standard holiday allowance for members of staff.

#### **Committee's Conclusion:**

Members scrutinised the performance of the nationally set indicators to assess progress and seek clarity from those responsible on future activities or whether performance can improve in any areas of concern identified.

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Strong Communities Select Committee held  
at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 11th January, 2018 at 10.00  
am**

Particular concerns were raised regarding staff absence due to sickness and felt it imperative that People Services return to the committee to respond to the Committee's concerns.

### **7. Seasonal Garden Waste**

Context:

This report seeks approval to alter the garden waste collection service from 12 months to 9 months from April 2018. This will take into account the seasonal nature of garden waste and align the costs of collection to income generated.

Key Issues:

The collection of garden waste is non-statutory duty and the Council have made a charge for this service since 2013. The Council is able to recover the full costs of collection and administration of the service but not treatment and disposal.

Garden waste is co-collected with food waste at present but changes in contractual arrangements for treatment for food and garden waste mean that this can no longer continue. From April 2018 the garden waste trucks will only pass customers houses and will no longer need to drive door to door. This standalone service allows us to accurately predict costs of delivering the service based on the existing customers and will also allow us to offer a seasonal service.

The charges for the provision of the service have risen from £8 to £18 over the last five years. The proposed charge for 2018/19 agreed through Fees and Charges Report is £18.45. The increased cost for 2017/18 saw the largest number of complaints and biggest reduction in service uptake since the scheme began. Many customers suggested a seasonal service would be better than the 28% increase in costs and that any future increases should be in line with standard council indexation. There is a substantial drop in usage of the service during the winter months and anecdotal evidence suggests this could be as low as 10% weekly set out rate from December to March. Torfaen and Newport operate a seasonal collection service for garden waste and report no additional issues of flytipping or increased usage of household waste recycling centres during this period.

A programme of work was designed with systems, contact centre, hub staff and customers in mind so that we can alleviate the pressure of trying to renew or register circa 12000 customers. Last year the contact centre had restricted leave during the renewal period, average handling times of 8 minutes, (maximum was 58 minutes) and approximately 200 calls per day

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Strong Communities Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 11th January, 2018 at 10.00 am

to try and manage. Two additional agency staff were paid for from Waste and Street Services budget over the busiest period.

This year our aim is to contact existing customers in batches from the end of January which allows us 2 weeks per batch, ahead of April new permit period. We have reduced the agency staff requirement based on the plans to batch renew customers and are only looking for one additional agency staff and are working closely with contact centre and hubs to try

and manage the demand. We have both listened to customer feedback, and made changes to try and alleviate the pressures that sending 12,000 renewals out at one time have caused in previous years.

#### **Member Scrutiny:**

A Member applauded the scheme as a well thought out piece of work to save money.

A Member suggested that a frozen price of £18 for two years would be more acceptable to the public.

December to March were felt to be the best months to suspend the service.

It was asked if all costs were covered by the fee charged.

A Member asked if green waste fly tipping may become an issue going forward.

#### **Committee's Conclusion:**

Members agreed to approve the move to seasonal garden waste collections March 1st to November 30<sup>th</sup> and agreed the £40,000 budget saving in 2018/19.

Members agreed to maintain the current price of £18 per permit.

Concerns were raised that fly tipping needs to be monitored.

#### **8. Budget Scrutiny - Revenue Budget Proposals**

Context:

To highlight the context within which the Medium Term Financial Plan (MTFP) will be developed for 2018/19 to 2021/22.

To agree the assumptions to be used to update the MTFP, and provide an early indication of the level of budget savings still to be found.

## MONMOUTHSHIRE COUNTY COUNCIL

### **Minutes of the meeting of Strong Communities Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 11th January, 2018 at 10.00 am**

To update Members with the implications arising out of the provisional settlement announcement of Welsh Government.

To consider the 2018/19 budget within the context of the 4 year Medium Term Financial Plan (MTFP) to be incorporated within the emergent Corporate Plan

To provide detailed draft proposals on the budget savings required to meet the gap between available resources and need to spend in 2018/19, for consultation purposes.

#### Key Issues:

Members will know that we have faced and will continue to face significant financial challenges. Over the last four years, the Council has had to manage £19.1 million of savings from its service budgets, whilst additionally also taking advantage of the cashflow savings effect of revising its capital finance arrangements of circa £3.3million. Funding from Welsh Government has reduced over the period and austerity looks set to continue for the foreseeable future. At the same time pressures on the budget have been increasing in terms of demographic growth, demand and expectations in children's services, contract price inflation and redundancy costs.

Whilst setting the budget annually within the context of a MTFP, the development of multiyear budget proposals has been a challenge. An ongoing forecast resource gap is being predicted however with the absence of future year's indicative settlements from Welsh government, planning for the future is challenging.

The *Future Monmouthshire* work programme recognizes that the challenges faced by the County and Council are not limited to financial pressures, but these should be seen in the round with other significant challenges. Taking a holistic approach to this work will ensure that the needs of our communities that we serve are put first within the financial constraints that we operate.

The year end position for 2016/17 and the current year monitoring continues to demonstrate the tightening of our financial position. The reports also assess the delivery of the savings we have previously identified. Overall the outturn position for 2016/17 delivered a small surplus, and meant that there was a minor opportunity to replenish some of our reserves.

A review of the earmarked reserves position was undertaken in June 2016 and agreed by Cabinet on 6th July 2016. The report highlighted that as reserves have been used extensively and there is less opportunity to replenish reserve balances as budgets get tighter, ear marked reserves need to work harder to help the Authority through the financial challenges and risks it faces. Reserves should not be used to plug the funding gap and fund on going expenditure, they are needed to help with one off costs to invest and transform services so that they can operate within a reduced financial envelop. Having clearer protocols and responsibility assigned can help to ensure the return from the use of reserves in the future is maximised.

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Strong Communities Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 11th January, 2018 at 10.00 am**

Member Scrutiny:

It was asked if we offer advice to local community councils when setting their precept.

The fact that town and community councils are not capped was raised as an issue by a Member.

A Member voiced frustrations that public perception is that Monmouthshire County Council is 'rolling in money' and asked that figures and examples are readily available to members of the public to raise awareness.

A Member said that local councils could and should take on more responsibilities.

The Cabinet Member for Resources joined the meeting at this point to speak on the budget setting and advised there will be a joint select committee meeting to allow scrutiny.

### **Committee's Conclusion:**

The Committee understand there will be further work to be done on the budget before it comes to joint scrutiny.

**9. To exclude the press and public from the meeting during the consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information**

**10. Budget Scrutiny - Capital Receipt Forecast Appendix**

The Committee provided scrutiny on this item.

**11. Strong Communities forward work programme**

Members noted the work programme.

Members were asked to note the date of the Special Meeting on the 26<sup>th</sup> Feb 2018.

**12. Cabinet & Council forward work programme**

Noted.

**13. Confirm date and time of next meeting as 15th February 2018 10am - pre meeting at 9.30am**

**MONMOUTHSHIRE COUNTY COUNCIL**

**Minutes of the meeting of Strong Communities Select Committee held  
at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 11th January, 2018 at 10.00  
am**

**The meeting ended at 12:40pm**

<b>SUBJECT:</b>	<b>PUBLIC PROTECTION 2017/18 PERFORMANCE REPORT, first nine months</b>
<b>MEETING:</b>	<b>Strong Communities Select Committee</b>
<b>DATE:</b>	<b>15<sup>th</sup> February 2018</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

## 1. PURPOSE:

- 1.1 To undertake scrutiny of service delivery across Public Protection services in the first nine months of this financial year 2017/18, with comparison to previous years. The Public Protection division comprises of Environmental Health, Trading Standards & Animal Health and Licensing.

## 2. RECOMMENDATIONS:

- 2.1 To consider and comment on the contents of the attached report – Appendix A - entitled ‘Public Protection Performance report 2017/18, first 9 months’.
- 2.2 Members receive one annual performance report in future years, to be scheduled in May of each year. In this way, Officers will be able to avoid duplication by sourcing performance information from annual statutory returns. The Division’s 2018/19 performance would therefore be reported to this Committee in May 2019.
- 2.3 Members receive one further report each year, to focus on a specific area of interest, adding value to service prioritisation. Officers will be guided by Members as to their particular areas of interest.

## 3. KEY ISSUES:

- 3.1 In January 2015 Cabinet requested that Public Protection performance was reviewed regularly by this Committee to assess any negative impacts. As a consequence six monthly reports have been provided to Strong Communities Select committee, together with annual reports to Licensing & Regulatory committee. As per recommendation 2.1 above, it is suggested this becomes one annual report, noting services are largely compliant with regulatory expectations, and customer satisfaction levels are typically high.
- 3.2 The attached report summarises performance over the first nine months of 2017/18, and highlights the following -
- The four service teams, for the vast majority of the services they deliver, meet the Authority’s legal obligations in relation to Public Protection services.

- As detailed in Appendix A, most proactive and reactive work is being carried out professionally, within prescribed response times. There are only a few exceptions - due to the reactive nature of most of the services – these being some slippage in housing visits, private water inspections and animal health visits.
- Annual reports will continue to be made to this Committee to assess performance over time, and help inform future priorities noting the competing demands.
- Services may struggle to take on any new statutory duties that protect the public and the environment, and therefore funding must be sought to support any new work.
- Future strategies for sustaining Public Protection services will be developed, (to include further income generation and collaboration), locally, regionally and nationally.
- Services will improve linkages to the Authority's Corporate Business Plan 2017/22 and other key drivers, for example the Chief Medical Officer Wales' priorities.

#### **4. REASONS:**

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

#### **5. RESOURCE IMPLICATIONS:**

None as a consequence of this report.

#### **6. WELL-BEING OF FUTURE GENERATIONS IMPLICATIONS, (incorporating Equalities, Sustainability, safeguarding and corporate parenting).**

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

#### **7. CONSULTEES:**

Public Protection service managers  
Chief Officer, Social Care, Safeguarding & Health

#### **8. BACKGROUND PAPERS:**

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

#### **9. AUTHOR:**

David H Jones, Head of Public Protection

#### **10. CONTACT DETAILS:**

**Tel:** 01633 644100      **E-mail:** [davidhjones@monmouthshire.gov.uk](mailto:davidhjones@monmouthshire.gov.uk)



# **REPORT TO STRONG COMMUNITIES COMMITTEE**

**15<sup>TH</sup> FEBRUARY 2018**

## **PUBLIC PROTECTION 2017/18 (first 9 months) PERFORMANCE REPORT**

### **1. INTRODUCTION**

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

### **2. PURPOSE**

- 2.1 The purpose of Public Protection services can be summarised as follows –
- a. Protect people from harm and promote health improvement.
  - b. Promote a fair and just trading environment for the public and businesses.
  - c. Improve the local environment to positively influence quality of life and promote sustainability.
  - d. Ensure the safety and quality of the food chain to minimise risk to human and animal health.
- 2.2 These four outcomes contribute to Wales' seven well-being goals. They directly help achieve a more prosperous, resilient, healthier and more equal county. It also resonates with this Council's recently approved (February 2018) Corporate Business Plan 2017/22, which sets out our priorities under the current administration to 2022.

### 3. **RESOURCES**

#### 3.1 **Staff resource**

(i) Environmental Health – Commercial:-

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

(ii) Environmental Health – Public Health:-

- 5 Environmental Health Officers, 5 FTE's
- 2 Enforcement Officers, 1.6 FTE's

(iii) Licensing:-

- 5 Licensing Officers, 4 FTE's

(iv) Trading Standards & Animal Health:-

- 3 Trading Standards Officers, 3 FTE's
- 1 Senior Fair Trading Officer, 1 FTE
- 1 Intelligence & Advice Officer, 0.8 FTE's
- 2 Animal Health Officers, 1.5 FTE's

(v) Support team:-

- 5 Support Officers, 4.1 FTE's

Above staff resource adds up to a total of 34 staff, 29.5 Full Time Equivalents. The Public Protection division also comprises the Authority's Registrar and Corporate Health & Safety services, but this report covers 1.2 services only, as directed by Members in January 2015.

### 3.2. Financial resource

The total budget for 2017/18 across the four services, with Support team costs spread across the professional teams, is just under £1.3 million. This can be broken down as follows –

<u>Budget (net, after income)</u>	
Environmental Health – Commercial	£438,402
Environmental Health – General public health	£383,590
Trading Standards & Animal Health	£331,267
Licensing	£29,976
Management & generic costs (eg software)	£114,129
<b>Total</b>	<b>£1,297,364</b>

The reported budget position at Month 9, (end of 2017), is that the Division will come in on budget for the 2017/18 financial year.

#### 4. PERFORMANCE

- 4.1 Internal performance monitoring – the four teams within Public Protection each complete an annual Service Improvement Plan (SIP). These outline annual targets, specific projects etc. and progress is reviewed regularly both by the teams themselves and Departmental Management Team.
- 4.2 External reporting – regular returns are made to the Food Standards Agency, Health & Safety Executive, Chartered Institute of Environmental Health, Drinking Water Inspectorate, Welsh Government and other organisations.
- 4.3 Internal Audit conducted a review of Licensing and their final report is awaited. They reported ‘considerable assurance’ which is positive and provides valuable independent opinion of how the service is currently performing.
- 4.4 **2017/18 performance – first 3 quarters** (and comparison to previous years)

The right hand columns summarises current performance during the current 2017/18 year. The left hand columns cover the previous 3 years, to enable comparisons to be made.

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

**Figure One**

<u>Service</u>	<u>2014/15 performance</u>	<u>2015/16 performance</u>	<u>2016/17 performance</u>	<u>2017/18 Performance Q1-3</u>	<u>2017/18 Prediction</u>
<b>Environmental Health (Commercial)</b>					
Food safety inspections (programmed)  And total including other interventions (non- food)	394 (348 & 46 ceased trading)=100%	489 (100% of those programmed)	383 (100% of those programmed)  524 total inspections and 343 “other controls” (advice/verification/ surveillance etc.)  Non-food interventions 230	193/326 programmed A – C done  Total inspections done 353 and 323 other interventions. 103 no access visits	Completion of full programme
Inspection within 28 days of scheduled date	88%	95%	88.4%	85.4%	Approx. 85%, slight drop due to some sickness absence
Number of new businesses opened	124	138	130	128	140
Broadly compliant food businesses (high risk)	88.5%	89.0%	90.4%	94%	94%

Broadly compliant food businesses – All	93.8%	94.0%	95.2%	97.1%	97%
Service Requests - food safety	503 400 within 3 working days=79.5%	569  Total SR's 1169	718 (86% within target time)  Total SR's 1340	556 (89.2%) within target time  Total SR's 1073	1300 total
Communicable Diseases cases dealt with	194	183	171 (4 outbreaks and one fatality)	141 (4 outbreaks)	180
Health and Safety notifications		NR	63 accident, 33 major events	46 accidents 44 project visits	60 accidents Further project on fishery safety
Notices served		3 notices served	10 notices served	3 notices	
<b>Environmental Health (General public health)</b>					
Housing service requests (SR'S)	153 Total 128 within 3 working days=83.7%	167 Total 135 within 3 working days = 80.8%	138 Total 127 within 3 working days = 92%	104 Total 91 within 3 working days = 87.5%	140 - 150
Noise	341 Total 297 within 3 working days=87.1%  221 closed within 3 months= 64.8%	305 Total 277 within 3 working days = 90.8%  130 closed within 3 months = 42.6%	363 Total 318 within 3 working days = 87.6%  188 closed within 3 months = 51.8%	262 Total 228 within 3 working days = 87%  131 closed within 3 months = 50%	Complaint level will be slightly lower than 16/17 but similar to previous year.  Response times and case closure rates being maintained.

Statutory nuisance, excluding noise	198 Total 180 within 3 working days=90.9%  140 closed within 3 months=70.7%	148 Total 131 within 3 working days = 88.5%  75 closed within 3 months = 50.7%	179 Total 152 within 3 working days = 84.9%  84 closed within 3 months = 46.9%	109 Total 92 within 3 working days = 84.4%  46 closed within 3 months = 42.2%	As for noise, complaint level similar to 15/16 with closure rates being maintained.
Environmental Protection (fouling, littering, fly tipping etc.)	345 Total 314 within 3 working days=91%  222 closed within 3 months=64.3%	255 Total 233 within 3 working days = 91.4%  174 closed within 3 months = 68.2%	475 Total 448 within 3 working days = 94.3%  341 closed within 3 months = 71.8%	298 Total 271 within 3 working days = 90.9%  189 closed within 3 months = 63.4%	Less complaints expected compared to the peak level in 16/17 but second highest level expected in last 4 years.  Case closure rates being maintained
Pest Control	95 Total 84 within 3 working days=88.4%	Total 104 85 within 3 working days = 81.7%	Total 74. 51 within 3 working days = 69%	Total 63. 47 within 3 working days = 74.5%	Similar complaint levels as 16/17.
<b>Licensing</b>					
Applications dealt with by Licensing	1905 (which includes 382 Temporary Event Notices requiring a 24	1945 (this increased figure also includes all	1645 (which includes 423 Temporary Event Notices (TENs) requiring a 24 hour turnaround	1267 (which includes 347 Temporary Event Notices (TENs) requiring a 24 hour turnaround	Similar level to 2016/17

	hour turnaround.	monetary transactions).			
Inspections carried out	624 inspections carried out (274 of which were risk rated premises for alcohol, entertainment and late night refreshment)	529 inspections carried out (240 of which were risk rated premises for alcohol, entertainment and late night refreshment)	508 inspections carried out (120 of which were risk rated premises for alcohol, entertainment and late night refreshment)	170 inspections carried out (140 of which were risk rated premises for alcohol, entertainment and late night refreshment)	Inspections are lower and this is due to inspections unable to be carried out as 2 members of staff were on long term sickness.
Service Requests carried out	932 service requests were carried out (847 - 91% - with a 3 day turnaround for first response).	740 service requests were carried out (679 - 92% - with a 3 day turnaround for first response).	879 service requests were carried out (816 - 92% - with a 3 day turnaround for first response).	597 service requests were carried out (537 - 90% - with a 3 day turnaround for first response).	Similar level to 2016/17
<b>Trading Standards and Animal Health</b>					
Trading Standards Visits	192	317	176	83	110
Trading Standards Complaints/Advice	669	540	428	343	457

Citizens Advice Consumer Service	419 Referrals 1158 Notifications	410 Referrals 1069 Notifications	285 Referrals 785 Notifications	n/a	
Animal Health Visits	290	311	411	186	248
Animal Health Complaints/Advice	251	186	298	188	251
Inspections at our: High Risk premises, Upper Medium premises.	92% (13/14) High Risk 46% (12/16) Upper Medium	95% (57/60) Inspection programme intel led	No formal programme of inspection this year. Intel approach with focus on safeguarding in particular medical devices.	23% (25/107)	
Feed Law Enforcement	62% High Risk (116/186)	103% of new externally funded feed programme. 156 Inspections	118% - 223 Inspections	22% - 57 Inspections	100%
Programmed animal health inspections	100%	100% (14 High) 40% Overall Programme	No formal programme of inspection this year	10% (30/294)	
New Business Visits	26% TS 10% AH	76% TS 90% AH	52% TS 58% AH	56% TS 59% AH	
Animal Welfare Complaints	92.5% within target response time	96% within target response time	90.4% within target response time	84% within target response time	84%
Vulnerable Scam Reports	Not reported	35 visits contact with 119 individuals	9 visits contact with 121 individuals	10 visits contact with 135 individuals	Unable to predict



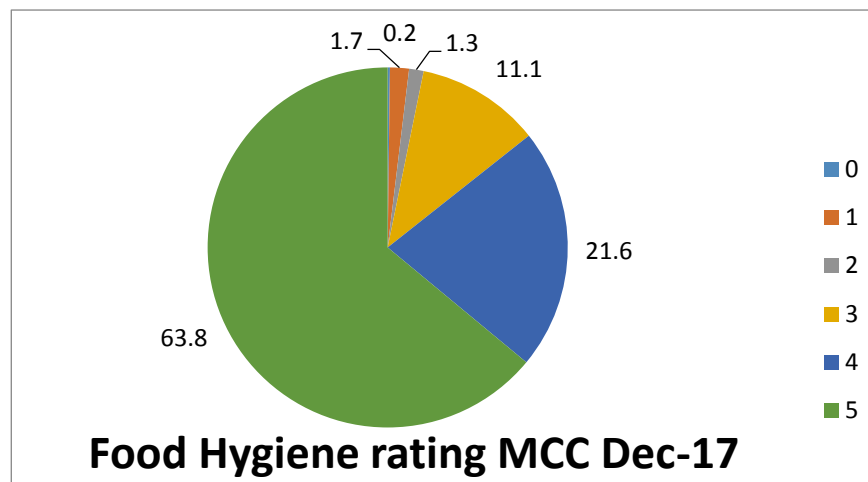
<b>Other</b>					
<b>Freedom of Information Requests (PP Total)</b>	77	85	61	38 FOI's requested from Licensing/TS/AH	51
<b>Events requiring advice via Safety Advisory Group</b>	110	94	102	137	Big increase on previous year

## **5. ANALYSIS AND NOTABLE ACTIVITY IN 2017/18**

### **5.1 Environmental Health – Commercial**

#### **5.1.1 Food safety (food hygiene and food standards)**

The Commercial team has a strong commitment to balancing our statutory work with our innovative income generating work. We are maintaining our record of inspections within target times with minor fluctuations depending on pull on the team's resources. As a result of our interventions, there has been a year on year increase in the number of high scoring premises under the Food Hygiene Rating scheme. We also promote top scoring food businesses on social media. Anecdotal evidence shows a top food hygiene score can increase a small food business income by up to £300 a week.



We have had prosecutions in Food and Health and safety this year. Prosecution is a 'last resort' but sends out a useful signal to all other businesses that action will be taken when advice is not heeded.

Access - this innovative scheme is now in its 5<sup>th</sup> year, whereby a charge is made for supplementary advisory visits. Feedback from business shows that the service is very effective in increasing confidence and having a beneficial effect on the food hygiene rating. The service is particularly effective for new businesses whose owners may not have encountered enforcement officers before. It establishes a better relationship and, through better compliance, the county gets safer food businesses.

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

Primary Authority- the demands on Officers carrying out work as contacts for primary authority companies. The legal requirements relating to allergen declarations etc continues to result in more contact with the Officers, including the investigation of reported incidents. The PA with Carillion is now unknown.

Food sampling- the food team carries out regular sampling surveys of food made and sold in Monmouthshire due to the loss of the sampling officer the team has tried to compensate by sharing the load and courier to labs with adjoining LA's but it has resulted in reduced usage of the lab allocation.

### 5.1.2 Communicable disease control

The majority of cases for investigation are Campylobacter and Salmonella and are individual, sporadic cases. Cases of Cryptosporidium and E. Coli have also been notified. The team has investigated a number of viral outbreaks in schools, care homes and a hospital, thus protecting the most vulnerable groups in Monmouthshire. It is necessary to investigate the cause, spread and duration of viral illnesses in order to eliminate other sources of illness such as foodborne illness.

### 5.1.3 Health and Safety at Work

Beverage Gas Safety was a national priority for intervention in 17/18 (HSE). A pilot study conducted by Monmouthshire EH of pub cellars indicated significant risks associated with gas safety management in confined spaces. This pilot study has now informed an All Wales project led by Monmouthshire EH.

The Duty to Manage Asbestos is another national priority for intervention in 17/18. LAs across Wales have been conducting inspections in a range of premises to protect workers, customers and users of commercial premises.

Residential care homes (5 LA enforced) – all premises inspected last year are being revisited to assess progress.

Fisheries (7) - following last year's fatality in Monmouthshire, all fisheries are being visited. Protection of children and vulnerable persons key issues.

### 5.1.4 Income generation

Although a regulatory function, the EH Commercial team are leading the field in Wales for innovative income generation. Further ideas are being developed and implemented, for example our MAPP (Monmouthshire Alternative to Prosecution Policy).

## 5.2 Environmental Health – Public Health

### 5.2.1 Housing

Complaints and requests for advice in the private rented sector are anticipated to continue at a similar rate as in recent years with 140 – 150 requests expected. Officer response times are being maintained with the 30 inspections undertaken up to Q3. This number is expected to rise to 50 – 60 by the year end with the typical flow of complaints associated with seasonal cold / damp conditions. The section is also undertaking a number of proactive inspections on request of Melin Homes of their privately leased properties.

In the 30 inspections to date, 58 adults and 17 children were exposed to significant hazards, with 18 of those adults and 5 children protected by landlords undertaking remedial works identified.

The team is being active in fulfilling the Council's responsibilities in promoting and supporting Rent Smart Wales (RSW) with regard to the registration and licensing of landlords, which has been a requirement in Wales since 23<sup>rd</sup> November 2016. At the end of 2017 there were 4221 registered rental properties in the County, (social landlords not included).

#### 5.2.2 Noise

The complaint level is lower than the peak level seen in 16/17 but otherwise similar in number and complaint type to previous years. Dog barking and loud music continue to be the greatest source of annoyance to our residents.

Our initial response times remain high at 87% within 3 working days and the case closure rates within 3 months remains at around 50%.

#### 5.2.3 Environmental Protection

Again a reduction anticipated in complaint level from the 16/17 peak level but complaint levels will probably be significantly higher than the preceding 2 years. Abandoned vehicle complaints remain high with 174 complaints to date reflecting the low value of scrap metal.

Initial response times are very high at 90.9% and case closure rates remain at between 60 – 70%.

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

13/14 – 169 complaints

14/15 – 147 complaints

15/16 – 92 complaints

16/17 – 121 complaints

17/18 – 72 complaints (end Q3) = 96 predicted

Three fixed penalty notices have been served to date, with payment received, for fouling offences.

Two successful fly tipping prosecutions to date resulting in a total of £400 in fines and £2830 costs awarded. This takes the total to 8 prosecutions since the start of 2014 with total fines of £3900, nearly £9000 in costs awarded and 250 hours community service.

#### 5.2.4 Private Water Supplies

The team has the responsibility for fulfilling the Council's duty of risk assessing all 'large' and 'small' private water supplies (PWS), where water is intended for human consumption. Improvements are undertaken where necessary to ensure a wholesome and sufficient water supply is provided. We currently have 113 'small' and 52 'large' supplies, the vast majority of which have received an initial risk assessment. However follow up action is required on over 90 of these to ensure works required are undertaken. In addition each supply must be risk assessed every 5 years. Progress in dealing with these is very slow with 8 supplies having been actioned up to Q3. Progress is likely to continue to remain very slow at current resource levels.

In addition, The Private Water Supplies (Wales) Regulations 2017 which came into force in November 2017, has increased the burden by requiring single supplies which serve a rented dwelling to be risk assessed every 5 years, and requiring improvements where necessary. This equates to approximately 30 more supplies. The team is not currently fulfilling this duty, so will need to prioritise in 2018/19.

#### 5.2.5 Pest Control

Complaint levels remain very similar to 16/17 with 63 to date received compared with 74 in 16/17.

#### 5.2.6 Construction

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

#### 5.2.7 Air Quality

The team is on target to complete the 35 visits planned for 17/18 of the industrial permitted sites and petroleum certified sites which we have responsibility for from a pollution legislation perspective.

We continue to monitor traffic related pollution (nitrogen dioxide) in our 4 major towns and provide advice in regular meetings of the steering groups in the Chepstow and Usk Air Quality Management areas.

In addition we have agreed with colleagues in Education to install real time air quality monitors in the Caldicot and Monmouth 21<sup>st</sup> Century schools, on their completion this year, as well as installing a further 2 monitors at our Chepstow and Usk schools. As well as providing valuable data, it is hoped these will provide an excellent educational tool for our young people on air quality issues.

#### 5.2.8 Total Enquiries

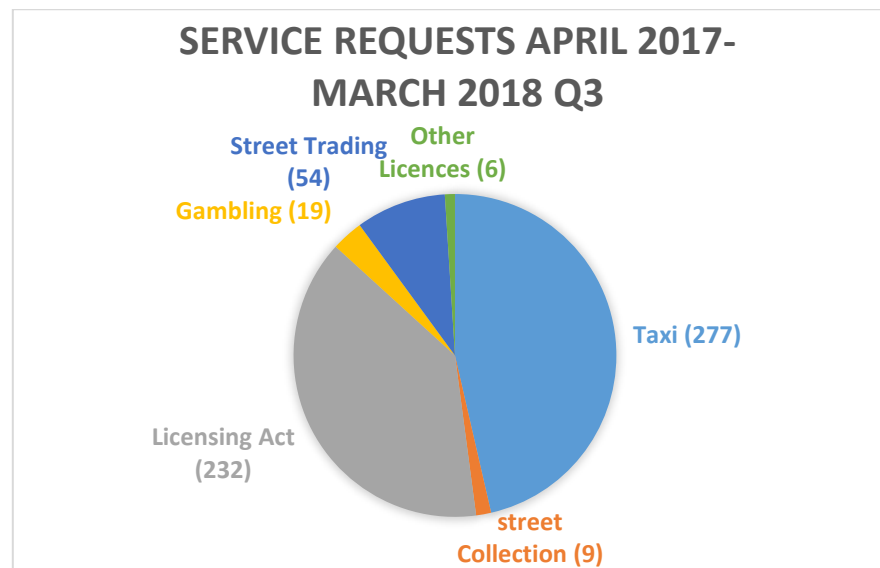
The total number of service requests remains on trend with 1600 to 1700 anticipated for the 17/18 period.

### 5.3 Licensing

#### 5.3.1 General

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

879 requests for service were processed by the Licensing team last year in 2016/17. In the first 3 quarters of 2017/18 the Licensing team processed 597 service requests, a decrease of 112 requests for the same period last year. A breakdown of the 597 requests are shown below:-



1267 applications had been processed to the end of Quarter 3. Some of the work carried out by Licensing since April 2017 includes:-

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

##### Night Time Economy and Joint Enforcement

Some of the statutory enforcement officers under the Licensing Act 2003 meet monthly, namely Licensing, Police, Environmental Health, Trading Standards, Social Services and Public Health. These meetings raise issues regarding premises that are causing problems and all receive follow up visits by Licensing. During these three quarters, Licensing had to deal with reported incidents of noise issues, violence, anti-social behaviour, drug usage and reports of underage drinking. 140 premises received an inspection during this period. A venue in Monmouth received a joint visit by Licensing and the Police, following complaints that late night revellers leaving the venue taking glasses outside, smashing them in the vicinity, vomiting and causing damage to nearby properties. As a result of our visit all the door-staff were changed as it was felt they did not manage drunk persons both entering and leaving the premises. Further joint visits by Licensing and the Police were conducted in the Abergavenny area. One licensee assaulted a member of staff, and another licensee aggressively assaulted a customer - both have been issued warnings and monitoring is still in place. A club has also been given a final warning for permitting non-members into the premises, which did not comply with legislation and the conditions of their licence. Further incidents will result in a possible review of the licence. An ongoing investigation is underway between Licensing and the Police in the Caldicot area where a complaint has been received about drinking after hours, drug usage on the venue and sexual activity. In December, late night operations took place at

Abergavenny, Monmouth, Caldicot and Chepstow by the Police and Licensing at busy venues in the area leading up to the Christmas period.

### Immigration

Licensing informed Immigration of their concerns in an off-licence/shop in Abergavenny where it was suspected that employed persons were illegal immigrants. A joint operation took place with Licensing and Immigration in November 2017 and it was confirmed that persons were there illegally. A notice was served by Immigration and the person was found guilty and fined £15,000. Legislation recently changed in April 2017 where Immigration are now a consultee when dealing with applications under the Licensing Act. The legislation was changed to prevent those being exploited who have no right to work, who are very often paid low wages and can be linked to modern day slavery. Licensing welcome this change and now work closely with Immigration.

### Safeguarding

Licensing worked closely with the Newport and Monmouthshire's Multi Agency Sexual Exploitation (MASE) group - which includes the Police, Social Services and other counselling agencies - last July. Information was received from Social Services that a takeaway venue in Chepstow was possibly grooming teenage girls, with the premises offering them free food. Licensing visited the venue, gathering information of all those that work there, which was later shared with Immigration. Concerns were raised with the owner of the possible safeguarding issues taking place, which were denied. This venue, and a further venue in Caldicot owned by the same person, will continue to be monitored by Licensing working in partnership with MASE and Immigration.

Licensing, working in partnership with Gwent Police launched 'Operation Makesafe', which commenced 13<sup>th</sup> November. This involved visiting takeaways, pubs and clubs, providing posters and beer mats to highlight awareness of safeguarding issues and also providing contact details if anyone has safeguarding concerns.

#### 5.3.3 Taxis

During this period, 12 drivers had spot checks, with 1 being issued penalty points for not wearing a badge. 15 vehicles checked with 1 having no spare tyre, 3 with defective lights and 1 with no safety net. All received a warning.

### Joint Operations

Joint operations took place between Licensing and Police in August in Abergavenny, checking for possible unlicensed vehicles in the area. In December leading up to the Christmas period the Police and Licensing carried out late night operations, spot checking taxis in Abergavenny, Monmouth, Chepstow and Caldicot. A test purchase exercise took place in Abergavenny and Monmouth.



Out of the 4 tested, 1 in Abergavenny overcharged and 2 further taxis in Monmouth failed to use the taximeter. Possible further action and prosecutions to be considered.

### Disability

Licensing took a report to Licensing and Regulatory Committee on 26<sup>th</sup> September 2017 for the Authority to adopt a list of wheelchair accessible vehicles that will be displayed on the Councils internet. By adopting the list it gives Licensing Officers further powers to take action against drivers and owners of vehicles if they fail to carry a passenger while in their wheelchair, or if they make additional charges for wheelchair users using their vehicles.

Information leaflets and guidance was provided to the taxi trade in December, reminding them of their duties and best practice when dealing with passengers travelling with assistance dogs. This followed as a result of a presentation by the Guide Dogs Cymru at the Welsh Institute of Licensing meeting in September where they raised concerns that persons throughout Wales were not being picked up by taxis if they had assistance dogs. Guide Dogs Cymru requested that the top tips leaflet be issued to the taxi trade when assisting blind and partially sighted passengers. This has been duly carried out by Monmouthshire Licensing.

### Safeguarding

In April, 11 taxi drivers had their Hackney Carriage/Private Hire Driver Licence suspended until they carry out the Safeguarding training, as required in the conditions of their licence. 283 drivers have now completed the safeguarding training. This training provides guidance and reporting mechanisms if they feel there are any safeguarding issues when carrying passengers. It also provides further guidance and assistance on how they themselves should conduct themselves towards passengers.

## **5.4 Trading Standards & Animal Health**

### **5.4.1 Feed**

Following the successful first two years of the regional approach to Feed Law enforcement, the third year continues to emphasise the key role that Monmouthshire plays in the regional delivery. The temporary additional Officer with vital knowledge and skills (not just in feed), without any cost to the Authority, has proved key in ensuring our share of inspections are achieved. However maternity leave has shown how easily an outside influence significantly impacts on our ability to deliver and would have directly affected the additional funding had other officers not been able to be allocated. The upskilling of other Officers was crucial to this in order to support unforeseeable circumstances but this has had a direct effect on the wider trading standards remit.

#### 5.4.2 Animal Health

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

#### 5.4.3 Fair Trading

Following the successful conviction that was secured against Farhank Ameen, the owner of the European Mini Market, Welsh Street, Chepstow in November 2016, the premises has continued to be problematic. This is despite a number of warrants and the Authority's first deployment of a CHIS (Covert Human Intelligence Source). The tactic being used involves an alleged change in ownership each occasion offences are identified.

There has recently been another rogue trading incident where an elderly resident has been charged a considerable amount for some tarmacking work and investigations are ongoing into the company and individuals involved.

#### 5.4.4 Consumer Protection

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

#### 5.4.5 Weights & Measures

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

#### 5.4.6 Air Quality – Lorry Watch

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

#### 5.4.7 Income Generation

Feed funding continues to enable additional capacity. Animal Health PDP regional co-ordination and additional project work has generated £8,000 and Primary Authority has brought in £1,860.

#### 5.5 Event Safety Advisory Group

A number of Public Protection staff are involved in Monmouthshire's Event Safety Advisory Group, (ESAG). This is a partnership designed to help organisers run safe and successful events. It is recognised a proactive advisory stance is preferable to reacting to problems after events have occurred. A number of large events were held last year including food festivals, music concerts, (eg. Little Mix in Caldicot last July), agricultural shows, cycling events etc. and safety/noise/licensing/other advice was provided. As per Figure One, 137 events received advice from the group in the first 9 months of 17/18, which is a significant increase from the previous year.

### 6 PERFORMANCE SUMMARY 2017/18, (first 9 months)

- 6.1 Public Protection teams, with only a small number of exceptions, continue to meet the Authority's legal obligations. However, Officers are typically operating at maximum level and are put under increased pressure when colleagues have any long term absence. Managers will continue to monitor performance, review workloads, etc. to protect Officer well-being as far as possible.
- 6.2 To summarise the performance data in Figure One, the Commercial team and Licensing are maintaining proactive and reactive services well. As outlined in the analyses in Section 5, the Public Health and Trading Standards/Animal Health teams have some pressures, due to work volumes and limited Officer capacity. Joint working such as event support has increased, eg. through providing expert advice on MCC's own organised events. Services have participated in successful initiatives throughout 2017.
- 6.3 Members can gain some assurance that performance is in line with other Authorities via regular monitoring by the external governing bodies referred to in section 4.2, for example, the Food Standards Agency.

### 7 2018/19 AND BEYOND

- 7.1 Future Monmouthshire principles – the section seeks to progress from predominantly dealing with the 'here and now' needs of residents, visitors and businesses, (though clearly crucial), to activity with greater public health gain, ie. a focus on 'growing' our services. Examples would include more air quality activity, private housing interventions and consumer protection. Our 2108/19

Service Improvement Plans are seeking to better reflect our longer term vision and future planning. This tallies with the Well Being of Future Generations expectations, with Public Protection services contributing directly to a more prosperous, resilient, healthier and more equal county.

- 7.2 Public Protection services will continue to explore further income generation opportunities, building on the good work within the Commercial team.
- 7.3 When new legislative requirements are introduced, via Welsh Government or Westminster, our professional bodies will seek proper funding to implement. Provisions of the Public Health (Wales) Act 2017 are now being implemented, to include licensing of intimate piercing and new age restrictions. The Chief Medical Officer's Annual Report for 16/17 was released in February 2018, with a big focus on 'gambling and health'. Public Protection services will link with other partners, eg. Gambling Commission, to seek to protect 'problem gamblers' noting the public health impacts on individuals, families and communities.
- 7.4 Public Protection services are specifically referred to in the Welsh Government White Paper, 'Reforming Local Government: Resilient and Renewed'. Collaborative opportunities are being considered at regional and national level, and this Authority will play a part in developing future service models.
- 7.5 Noting the role of these services - protecting vulnerable people, reducing anti-social behaviour, improving our environment, ensuring safe food from farm to fork, etc. – the service would welcome actively engaging with Members. The service, together with delivering statutory responsibilities, acts on local intelligence and welcomes input from local Councillors, other stakeholders, etc. to improve outcomes for our citizens. The services enjoy an excellent reputation, due to the commitment of the Officers, and will continue to contribute to the wider agendas and our core purposes, as provided in 2.1.

# Agenda Item 6

## REPORT

<b>SUBJECT</b>	<b>REVENUE &amp; CAPITAL MONITORING 2017/18 OUTTURN STATEMENT – PERIOD 2</b>
<b>DIRECTORATE</b>	<b>Resources</b>
<b>MEETING</b>	<b>Strong Communities Select Committee</b>
<b>DATE</b>	<b>15<sup>th</sup> February 2018</b>
<b>DIVISIONS/ WARD AFFECTED</b>	<b>All Authority</b>

### 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 7.
- 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 Members consider the forecast net revenue outturn overspend of £62,000.
- 2.2 That Cabinet requires Chief Officers to continue to work to reduce the £1.333m over spend on services, using measures such as a moratorium on non-essential spend and the freezing of vacant posts other than where recruitment is considered essential.
- 2.3 Members consider the forecast capital outturn spend, the levels of capital slippage proposed and the levels of capital receipts to assist with capital programme funding, primarily the Future Schools Tranche A considerations.
- 2.4 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.
- 2.5 Members note the significant and continued 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 a positive position at the earliest opportunity.
- 2.6 Members note the significant over spend on services and consider recurrent and new pressures that need to feature in the draft revenue budget proposals currently out on consultation.

### 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 7 based)

Table 1: Council Fund 2017/18 Outturn Forecast Summary Statement at Period 2

Service Area	Initial 2017-18 Annual Budget	Virements to budget	Period 2 Annual Budget	Revised Forecast Outturn	Forecast Over/ (Under) @ Outturn	2017/18 Period 1 Variance
	£'000			£'000	£'000	£'000
Adult Services	6,972	6	6,978	7,014	36	-100
Children Services	10,018	120	10,138	11,190	1,052	401
Community Care	22,162	-23	22,139	21,768	-371	-34
Commissioning	1,600		1,600	1,507	-93	-39
Partnerships	350	5	355	355	0	0
Public Protection	1,455	1	1,456	1,449	-7	-39
Resources & Performance	864	-151	713	701	-12	1
<b>Total Social Care &amp; Health</b>	<b>43,421</b>	<b>-42</b>	<b>43,379</b>	<b>43,984</b>	<b>605</b>	<b>190</b>
Individual School Budget	43,166	104	43,270	43,398	128	0
Resources	1,425		1,425	1,362	-63	6
Standards	4,983		4,983	5,382	399	379
<b>Total Children &amp; Young People</b>	<b>49,574</b>	<b>104</b>	<b>49,678</b>	<b>50,142</b>	<b>464</b>	<b>385</b>
Business Growth & Enterprise	824	644	1,468	1,779	230	23
Governance, Democracy and Support		4,061	4,061	4,122	61	
Planning & Housing	1,852	-374	1,478	1,533	55	56
Tourism Life & Culture	3,140	-282	2,858	2,965	188	101
<b>Total Enterprise</b>	<b>5,816</b>	<b>4,049</b>	<b>9,865</b>	<b>10,399</b>	<b>534</b>	<b>180</b>
Governance, Engagement & Improvement	4,333	-4,333	0	0	0	104
Legal & Land Charges	446		446	453	7	10
Operations	16,562	-2,045	14,517	14,988	471	381
<b>Total Chief Executives Unit</b>	<b>21,341</b>	<b>-6,378</b>	<b>14,963</b>	<b>15,441</b>	<b>478</b>	<b>495</b>
Finance	2,287	147	2,434	2,272	-162	-81
Information Communication Technology	2,421	118	2,539	2,409	-130	0
People	1,583			1,573	-10	30

Commercial and Corporate Landlord Services	-504	1,639	1,135	1,145	10	70
<b>Total Resources</b>	<b>5,787</b>	<b>1,904</b>	<b>7,691</b>	<b>7,399</b>	<b>-292</b>	<b>19</b>
Precepts and Levies	17,075	330	17,405	17,401	-4	-5
Coroners	100		100	119	19	19
Gwent Joint Records	182		182	182	0	0
Corporate Management (CM)	181	-13	168	130	-38	-5
Non Distributed Costs (NDC)	733		733	733	0	0
Strategic Initiatives	654	-204	450	0	-450	-450
Insurance	1,264	-30	1,234	1,251	17	-34
<b>Total Corporate Costs &amp; Levies</b>	<b>20,189</b>	<b>83</b>	<b>20,272</b>	<b>19,816</b>	<b>-456</b>	<b>-475</b>
<b>Net Cost of Services</b>	<b>146,128</b>	<b>-280</b>	<b>145,848</b>	<b>147,181</b>	<b>1,333</b>	<b>794</b>
Fixed Asset disposal costs	123	19	142	142	0	0
Interest and Investment Income	-138	127	-11	-23	-12	0
Interest payable & Similar Charges	3,673	2	3,675	2,942	-733	-500
Charges required under regulation	3,815	261	4,076	3,978	-98	250
Contributions to Reserves	165	2	167	208	41	0
Contributions from Reserves	-1,653	198	-1,455	-1,455	0	0
Capital Expenditure funded by revenue contribution			0	0	0	0
<b>Appropriations</b>	<b>5,985</b>	<b>609</b>	<b>6,594</b>	<b>5,792</b>	<b>-802</b>	<b>-250</b>
General Government Grants	-61,380		-61,380	-61,380	0	0
Non Domestic rates	-30,418		-30,418	-30,418	0	0
Council Tax	-66,450	-330	-66,780	-67,080	-300	-250
Council Tax Benefits Support	6,135		6,135	5,966	-169	-130
<b>Financing</b>	<b>-152,113</b>	<b>-330</b>	<b>-152,443</b>	<b>-152,912</b>	<b>-469</b>	<b>-380</b>
Budgeted contribution from Council Fund				0		
<b>Net Council Fund (Surplus) / Deficit</b>	<b>0</b>	<b>-1</b>	<b>-1</b>	<b>61</b>	<b>62</b>	<b>164</b>

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	62 deficit	839 deficit	1,066 deficit	116 deficit
Period 3		79 surplus	162 deficit	144 deficit
Outturn		884 Surplus	579 surplus	327 surplus

3.1.4 There have been quite a lot of budget movements since month 2 to reflect changes to Chief Officer portfolios, such that:

#### **Chief Executives Unit**

- Property Services moved to Corporate Landlord in RESOURCES Directorate.
- Building Cleaning and Catering have stayed in OPERATIONS Division for now.
- The Governance, Engagement and Improvement Division has been deleted and replaced with Governance, Democracy and Support within ENTERPRISE Directorate.

#### **Enterprise Directorate**

- Governance, Democracy and Support created to include Community Hubs, Contact Centre and Community Education.
- Creation of new division called Business Growth and Enterprise – includes most of Economic Development with the addition of Events, Museums and Youth Enterprise from Tourism, Leisure and Culture Division.
- Creation of new division called Community Partnerships and Development which is effectively a merger of Whole Place and Partnerships.

#### **Resources Directorate**

- New Corporate Landlord Division created from the merger of Asset Management/Place Division and Property Division transferred across from Operations.

Given these movements, month 2 and month 7 variances are not directly comparable, as “new” service managers have inherited previous underspends or overspends.

However the overall position is still directly comparable, such that net cost of services outturn forecast has increased by £539k to £1.333 million, compensated in part as is traditional by savings in Treasury and Financing, to derive a net deficit of £62k.

As part of the month 7 monitoring exercise, it has become evident that an anticipated use of reserves has been presumed but not yet communicated and requested from Cabinet.

- Priority investment reserve – for continuation of current levels of leased property management (£120k), paragraph 3.1.7
- IT Reserve – Finance Document Management software replacement (£20k), paragraph 3.1.6

Should Cabinet subsequently receive reports from colleagues and accept such use, the revised bottom line would be £78k surplus.

3.1.5 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, using measures such as a moratorium on non-essential spend and the freezing of vacant posts other than where recruitment is considered essential.



3.1.6 In arriving at the month 7 forecast position Chief Officers have had to identify further savings plans to arrest the over spend on services. However, it should be noted that such savings plans are principally one-off in nature and therefore significant pressures remain in transport, ALN and Children's Services and that will need to be assessed as part of the draft budget proposals that are currently out on consultation.

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

**Stronger Communities Select Portfolio (£1,541k net underspend)**

- Chief Executives Unit (£478k overspend)

Legal division exhibited a £7k deficit, due to reduced land charge income activity. Operations exhibited a collective £381k deficit. The position for each of main Operations areas is as follows, highways £39k surplus, passenger transport £322k deficit (market intervention, increased ALN costs and a loss on private hire activities), waste £159k (predominantly trade waste and downturn in grounds maintenance turnover), schools catering £29k (downturn in meals perceived to relate to introduction of parent pay).

- Resources Directorate (£292k underspend)

An underspend in Finance Division costs of £162k, predominantly due to net HB grant inflow, an increased recharge to schools for Finance system support and staff vacancies. An underspend in IT Division (£130k) caused by underspends in equipment costs £70k and SRS £55k underspend. People services anticipate a small £5k surplus. Corporate landlord services division predict £15k deficit, caused by shortfall in solar farm income, a reduction in cemetery income, and the net effect of procurement savings not being owned across the Council, compensated in part by savings in central accommodation costs. There is also a target of £20k efficiency saving and general reduced spend to be achieved across the Directorate before year end. There is an additional presumption in the monitoring spreadsheet to request £20k use of IT reserve to afford Finance's document management system replacement. That decision has not been presumed in this report such that the bottom line has not been adjusted nor reserve levels adjusted in advance of colleagues explaining the need to Cabinet.

- Corporate (£456k underspend)

Mainly this is the effect of the annual redundancy provision (£450k) within Corporate budget, to be used following member consideration and approval. 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 £6k across this Directorate.

- Appropriations (£802k underspend)

Monitoring report of £843k underspend has been adjusted for anticipated deficit transfer to Outdoor Education trading reserve of £41k. Much of the saving is introduced by active Treasury management to legitimately defer minimum revenue provision payment for solar farm, delaying borrowing decision until absolutely necessary, recognising forecast capital slippage and utilising preferential short term borrowing rates and constantly refreshing as an alternative to more expensive longer term rates.

- Financing (£469k 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 an under spend of £292k at the end of month 7. Under spends driven by additional grant income on benefits, ICT underspends on equipment and with the SRS and central accommodation costs are mitigating pressures resulting from a shortfall in income against budget from the solar farm, a reduction in cemetery income and authority wide procurement savings not being captured. Beyond the procurement savings, 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, in order to assist in reducing the Authority's overall over spend.

## **HEAD OF OPERATIONS CONTEXT & COMMENTARY**

Month 7 shows a deterioration from month 2 in the projected out turn for 17/18 for the Operations Department.

The forecast now suggests an over spend across all sections of £471,000 compared to a projection at month 2 of £281,000.

The significant variations from budget are discussed below:

Primary schools catering is forecasting an over spend of £28,000. This budget covers free school meal costs so the increase in numbers of meals served (not necessarily the number of pupils entitled) obviously contributes to the over spend. The downturn in paid meals is also of concern but there is anecdotal evidence that this is partly due to the introduction of the parent pay web based system which removes the opportunity for parents to pay with cash or cheque and consequently unable to take advantage of paying for school meals on an ad hoc basis (often fluctuating with home prepared meals on a daily basis), That being said in December there is some indication that numbers are starting to recover. Although the parent pay scheme offers the opportunity to view menus and to pay over the web it is possible that parents are not yet familiar with the system so an advertising campaign to promote the benefits of the scheme will be developed to seek to restore custom levels. The inclusion of waste disposal charges was inevitable as clarification was provided by WG that schools are liable for collection and disposal charges. The winter months do often see an increase in custom levels so this plus advertising should assist recovery.

The Street lighting energy budget suffers from the budget model which allows no inflation on contracted services whereas actual energy costs to Welsh local authorities increased by 15% in this year (the consequence of a new round of tendering). The introduction of more LED lamps reduces energy consumption and on a budget stripped of inflationary factors would notionally provide a saving. However the saving is used to finance the borrowing to purchase the lights so is removed from the energy budget. A further benefit from investment in new lighting is that officers feel it is feasible to reduce the maintenance budget so the projected overspend has dropped since month 2.

Highways Operations including SWTRA are forecasting a break even budget but it must be stressed that this is forecast upon a stable budget projection through the winter period, based upon recent years expenditure. In this year the highways budget for winter maintenance and snow clearing was reduced so there is a significant risk that poor weather will place pressure upon this budget unless we adopt a reduced level of response. At this stage costs are not yet available to reflect the effect of the recent bad weather.

The PTU budget overall is forecast to overspend by £322,000 compared to a month 2 forecast of break even. There is an underspend in passenger transport arising from arrangements for administration income and staff collaboration but this positive position is dwarfed by the volatility currently being experienced amongst private operators and extra SEN transport costs recently

incurred. Earlier this year a major private transport provider ceased trading over a weekend. There were 29 contracts (H2S and SEN) provided by this operator and all services were re-established very quickly through direct provision and other operators but the financial impact has been an significant (estimated as an extra £1250 per day over and above previous costs. The other significant increase has been in SEN transport costs with extra services being arranged for students in recent months.

The Waste budget indicates a breakeven out turn but the grounds service within Waste and Street Scene is projecting a loss of £82,000. This area has typically shown significant variations in year but has always returned a surplus or been on budget at year end. However when the budget was set for the current year it assumed an increase in income of £100,000. The wider plan was to cut back on grounds maintenance and this income was to offset the need for any redundancies but whilst officers have sought options to reduce maintenance with the minimal of service impact in reality the service cuts and extra trade have not been achieved sufficiently to offset the budget assumption. It is possible that extra works will be acquired and carried out during the remainder of the year to cover this loss but at present that level of works is not on the order book.

Overall the financial situation is of major concern. A report will be prepared to move one off costs for redundancies to corporate funding (approx. £77,000) as Operations revenue budgets are unable to carry these costs in this year. Otherwise officers will be instructed to only commit to essential spend through the remaining months, and all income opportunities will be sought across all Operations service areas. Recruitment is frozen to all posts other than essential front line operatives and all service heads are investigating where spend may be curtailed and income optimised through to year end.

### **3.1.8 Economy & development Select Portfolio (£527k net overspend)**

- Enterprise Directorate (£534k net overspend)

**Business growth and enterprise anticipate a £230k overspend**, a movement of £198k adverse since month 2. This is caused predominantly by a perceived net shortfall in whole place saving of £35k and adverse Events activities totalling £172k incurred since month 2 forecast. This Events budget was previously overseen by Tourism, Leisure and Culture subdivision and has only recently been inherited by Business growth and enterprise subdivision.

**Planning & Housing (£55k overspend)** – Development control exhibits an increased deficit of £106k through reduced development and income activity, conversely development policy exhibits £172k surplus, through a temporary salary vacancy and delays in anticipated LDP work. The Housing Lodgings scheme continues to be unsustainable (£120k adverse), as Welsh Government support no longer makes an allowance for sufficient management costs in administering the scheme. The potential for this was highlighted in the 2017-18 budget setting report, but not requested, so this report unusually requests a £120k use of priority investment reserve.

**Tourism, leisure & culture (£189k overspend)** – predominantly the effect of Caldicot castle and Old Station being traditionally above budgeted levels (£162k adverse), and a net £39k reduction in Leisure centre income caused by Monmouth site redevelopment. Outdoor education also incurs a £41k loss, reported as being due from Torfaen CBC and Blaenau Gwent withdrawing from the partnership. This has been known for 2 years and advice has been to address rather than convert into extra income of an unsubstantiated nature. As a partnership, the bottom line trading activity is transferred to an earmarked reserve rather than affecting MCC bottom line.

**Governance, democracy and support (£61k overspend)**- predominantly £95k redundancy costs compensated in part by net savings in subscriptions and electoral registration.

- Social Care & Health (£7k underspend)

**Public Protection (£7k underspend)** – predominantly a net underspend in Registrars caused by increased income and reduced superannuation costs.

## **ENTERPRISE DIRECTOR'S CONTEXT & COMMENTARY**

The DCEO Month 7 position reports a £534,000 overspend which, when adjusted for reserve movements, comes down to £279,000.

The main pressures remain in the Tourism, Leisure, Culture and Youth Services - underlining the continued issues with viability of services in their current form. This underlines again, the importance of considering alternative delivery models, in order to ensure sustainable futures for these important community and frontline services.

In response to this, the DCEO unit has developed a comprehensive recovery plan to help mitigate pressures, examine all spend items at a detailed level, freeze vacancies and redouble income generation efforts.

### **3.1.9 Adult Select Portfolio (net £440k underspend)**

- Social Care & Health (£440k underspend)

**Adult Services (£36k overspent)** – a continued net overspend in Direct Care and Mardy Park costs is compensated in part by savings in My Day My life initiative, secondment income, disability services and management costs..

**Community Care (£371k underspend)** – underspends in disability aids and net savings on intermediate care budget with costs afforded by adhoc grant, together with a prediction of 3 significant cases being funded through third party totalling £240k.

**Commissioning (£93k underspend)** – predominantly a net saving in commissioning strategy costs and a senior vacancy.

**Resources (£12k underspend)** – net saving apparent in transport management

### **3.1.10 Children & Young People Select Portfolio (net £1,516k overspend)**

- Social Care & Health (£1,052k overspend)

**Children's Services (net £1,052k overspend)** – placement and care costs are forecast as being £483k, which is £353k more than volunteered in the month 2 prediction, and this is despite £140k presumption in relation to 5 cases coming from external sources. Children's services team costs exhibit a forecast overspend of £569k, over and above establishment budgets, and an increase of £298k on month 2 forecast..

**Youth offending team partnership (breakeven)** – this service is a partnership administered by the Council on behalf of itself and others and any balance (£42k deficit) 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 £464k overspend)

**School Budget Funding, since month 2 the budget passported to schools incurs a forecast £128k deficit.** There is an **underspend of £38k** within the **Resources subdivision** due to vacancy savings and premature retirement costs being less than budget. However the main cost pressure

manifests itself in **Standards subdivision** (£373k) 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**

Overall the position as at month 7 is an overspend of £605,000. This position reflects a number of robust recovery actions to contain the overspend as far as possible moving into year end, in a volatile and high cost budget area. In common with Authorities across Wales, Children's Social Service budgets are under extreme pressures, with ours exhibiting a £1.052M overspend. This is a worsening position for Children's Services from the reported month 2 overspend projection of £401,000 (£651,000 at month 5), and the 2016/17 outturn being £534,000 overspent. Much of the 2016/17 overspend comprised recurrent commitments which carried through into this financial year. The reason for the higher overspend are increased costs relating to complex placements for 4 children, additional workforce pressures (£94,000) to safely meet the added workload from the number of children on the Child Protection Register (Cabinet approval of establishment changes in December 2017 will allow a move away from agency to meet capacity requirements) and corporate safeguarding posts that are reserve funded, but shown as an overspend against the Children's Services budget. The overall directorate position is being reduced by underspends in Adult Services of £440,000 and £7,000 in Public Protection.

## **CHILDREN & YOUNG PEOPLE DIRECTOR'S CONTEXT & COMMENTARY**

The Directorate's Month 7 position is a forecasted overspend of £464,000. Efficiencies have been delivered across many parts of the directorate, however, these have been offset by additional expenditure in other areas caused by increased pressures on the service provision. All parts of the directorate are continuing to work to reduce those areas of pressure and bring the budget closer to a balanced position.

The current overspend includes the cost of redundancies from our support services restructure. The necessary approval has been granted to meet these costs from reserves if we are unable to meet them from within the directorate's budget. In addition, an exceptional item of expenditure within the ISB has increased the overspend position that was reported at Month 2. These combined one-off items amount to £131,000 and once these have been accounted for the underlying position remains static from month 2.

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. The two main elements of this budget have moved in different directions. The Out of County budget has improved its position and is now forecasted to be £29,000 overspent. The in-County budget which provides additional support to children in the classroom is experiencing significant pressure and the forecast overspend has increased by a further £100,000 to £300,000.

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 declined since Month 2 and is more in line with the budgets that have been set, but we will 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.

3.2.1 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,

<b>Disinvestment by Directorate 2017-</b>	<b>2017/18 Budgeted Savings</b>	<b>Value of Saving forecast at Month 2</b>	<b>Value of Saving forecast at Month 7</b>	<b>Value of Saving achieved at Outturn</b>	<b>Delayed Savings</b>	<b>Savings deemed Unachievable YTD</b>
<b>REVENUE MONITORING 2017-18</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Children &amp; Young People</b>	(395)	(395)	(395)	0	0	0
<b>Social Care &amp; Health</b>	(627)	(627)	(628)	0	0	0
<b>Enterprise</b>	(84)	(84)	(83)	0	0	0
<b>Resources</b>	(266)	(257)	(236)	0	(30)	0
<b>Chief Executives Units</b>	(1,224)	(955)	(992)	0	(29)	(205)
<b>Corporate Costs &amp; Levies</b>	(118)	(118)	(98)	0	(20)	0
<b>Appropriations</b>	(1,708)	(1,708)	(1,648)	0	0	(60)
<b>Financing</b>	(885)	(885)	(885)	0	0	0
<b>DIRECTORATE Totals</b>	<b>(5,308)</b>	<b>(5,029)</b>	<b>(4,965)</b>	<b>0</b>	<b>(79)</b>	<b>(265)</b>

3.2.2 Forecasted mandated savings are currently running at 94% (a slight reduction on levels reported in month 2), with currently £265,000 being deemed potentially unachievable, and a further £79,000 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 (£30k) affecting markets and community development officer are yet to be enacted.

Chief Executive's Office

- Contact Centre (£14k) reorganisation has been delayed and whole place saving of £100k exhibits a shortfall of £65k.
- 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 £399k adverse situation.

### 3.3. Capital Position

<b>MCC CAPITAL BUDGET MONITORING 2017-18 at Month 7 by SELECT COMMITTEE</b>						
<b>SELECT PORTFOLIO</b>	<b>Forecast Spend at Outturn</b>	<b>Slippage Brought Forward</b>	<b>Total Approved Budget 2017/18</b>	<b>Forecast Capital Slippage to 2018/19</b>	<b>Revised Capital Budget 2017/18</b>	<b>Capital Expenditure Variance</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Children &amp; Young People</b>	39,236	15,302	44,581	(5,345)	39,236	0
<b>Adult</b>	2	0	2	0	2	0
<b>Economic &amp; Development</b>	458	966	966	(458)	509	(51)
<b>Strong Communities</b>	8,049	1,100	9,096	(1,027)	8,069	(20)
<b>Capital Schemes Total 2017-18</b>	<b>47,745</b>	<b>17,368</b>	<b>54,645</b>	<b>(6,829)</b>	<b>47,816</b>	<b>(71)</b>

#### Capital Outturn

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

So capital expenditure at month 7 is predominantly being forecast to budget once slippage is accounted for. There is £51k construction saving on the Solar Farm scheme and £25k within County Farm Maintenance due to the postponement of a roof refurbishment.

3.3.2 There were further priorities acknowledged by Members during the capital budget consultation, where there is a commitment to invest but they weren't in a position to get member approval on as part of 2017-18 budget setting and required separate approval.

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 (DFGs) – the demand for grants is currently outstripping the budget
- 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 2018 and so would impact on the capital MTFP from 2018-19.
- 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.

Subsequently Members have added £300k to DFGs, absorbed E block work through property maintenance budget and received and approved a report into the reprovion of Monmouth pool. Consequently J block work, Abergavenny Hub and City deal contribution consideration sit outside 2017-18 capital programme.



### 3.4 Slippage to 2018-19

3.4.1 Total Provisional Slippage at Month 7 is £6,829k, of which £5,345k within CYP relates to Monmouth Comprehensive 21<sup>st</sup> Century Schools rebuild. Future Retention payments for the new Solar Farm account for the slippage in E&D of £458k. Car Park refurbishment for Granville Street of £251k (possible contaminated land) and £100k for new ticketing machines have been delayed. £115k is being slipped as a result of ongoing ecological surveys for a bridge reconstruction on the A465 at Livox. A major S106 scheme (£355k) that is projected to be slipped is for the Lion Street Highways Works.

### 3.5 Capital Financing and Receipts

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

<b>MCC CAPITAL FINANCING BUDGET MONITORING 2017-18 at Month 7 by FINANCING CATEGORY</b>						
<b>CAPITAL FINANCING SCHEME</b>	<b>Annual Financing</b>	<b>Slippage Brought Forward</b>	<b>Total Approved Financing Budget 2017/18</b>	<b>Provisional Budget Slippage to 2018/19</b>	<b>Revised Financing Budget 2017/18</b>	<b>Forecast Capital Financing Variance 2017/18</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Supported Borrowing	2,241	0	2,402	(161)	2,241	0
General Capital Grant	1,462	0	1,462	0	1,462	0
Grants and Contributions	16,132	5,629	16,149	(17)	16,132	0
S106 Contributions	873	522	1,300	(427)	873	(0)
Unsupported borrowing	9,620	5,662	10,338	(667)	9,671	(51)
Earmarked reserve & Revenue Funding	197	302	359	(162)	197	(0)
Capital Receipts	17,220	5,253	22,635	(5,395)	17,240	(20)
<b>Capital Financing Total 2017-18</b>	<b>47,745</b>	<b>17,368</b>	<b>54,645</b>	<b>(6,829)</b>	<b>47,816</b>	<b>(71)</b>

### 3.6 Useable Capital Receipts Available

3.6.1 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

<b>TOTAL RECEIPTS</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Balance b/f 1 <sup>st</sup> April	18,935	3,549	204	1,048
<b>Add:</b>				
Receipts received in YTD	922			
Receipts forecast received	932	8,222	5,610	3,084
Deferred capital receipts	164	164	164	164
<b>Less:</b>				
Receipts to be applied	(17,240)	(11,567)	(509)	(509)
Set aside	0	0	(4,257)	(3,623)
<b>Predicted Year end receipts balance</b>	<b>3,549</b>	<b>204</b>	<b>1,048</b>	<b>0</b>
<b>Financial Planning Assumption 2017/21 MTFP Capital Budget</b>	<b>608</b>	<b>0</b>	<b>5,156</b>	<b>4,861</b>
<b>Increase / (Decrease) compared to MTFP Capital Receipts Forecast</b>	<b>4,157</b>	<b>204</b>	<b>(4,108)</b>	<b>(4,861)</b>

3.6.2 The balances forecast to be held at the 31<sup>st</sup> March each year are generally lower than forecast in the MTFP. The expected slippage of LDP receipts has been offset by a delay in the set aside of capital receipts in the earlier years. The decrease of £4.0m remaining at 31<sup>st</sup> 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.

3.6.3 The month 7 receipts activity for current year reflects a reduction of net £1million since month 2 report relating to likely deferment of Croesyceiliog County Hall receipt unlikely to be achieved before 2018-19, compensated in part by Govilon receipt being brought forward from 2018-19.

3.6.4 At Month 7, £5,395k of budgeted capital receipts are forecasted to slip therefore allowing the capital receipts already generated to finance the capital receipt budgeted expenditure on 21<sup>st</sup> Century Schools within the 2017-18 financial year.

3.6.5 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.

### 3.7 Reserves

#### Reserve Usage

3.7.1 Revenue and Capital monitoring reflects an approved use of reserves. At month 7, 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 6<sup>th</sup> 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.

<b>Summary Earmarked Reserves Month 7 2017-18</b>					
<b>Earmarked Reserves</b>	<b>Apr-17</b>	<b>Revenue Approved Usage</b>		<b>Capital Usage</b>	<b>Mar-18</b>
<b>Name of Reserve</b>		<b>Replenishm't of Reserves</b>	<b>Draw on Reserves</b>		
Invest to Redesign	-960,943	-136,569	204,163	0	-893,349
IT Transformation	-727,784		153,500	11,823	-562,461
Insurance & Risk Management	-1,083,295				-
Capital Receipt Generation	-347,511		142,444		1,083,295
Treasury Equalisation	-990,024				-205,067
Redundancy & Pensions	-795,297		298,484		-990,024
Capital Investments	-775,522			145,185	-496,813
Priority Investments	-1,000,171		556,420		-630,337
Museum Acquisitions	-56,760				-443,751
Elections	-133,183	-25,000	100,000		-56,760
Grass Routes Buses	-184,391	-5,000		38,307	-58,183
<b>Sub Total</b>	<b>-7,054,881</b>	<b>-166,569</b>	<b>1,455,011</b>	<b>195,315</b>	<b>5,571,124</b>
<b>Restricted Use Reserves</b>					
Youth Offending Team	-273,567				-273,567
Building Control Trading	-25,987				-25,987
Outdoor Education Centres	-190,280		41,000		-149,280
Plant & Equipment (Highways)	-75,000				-75,000
Homeless Prevention Fund	-4,619				-4,619
Rural Development Plan	-86,471				-86,471
CYP Maternity	-93,590				-93,590
<b>Total Earmarked Reserves</b>	<b>-7,804,395</b>	<b>-166,569</b>	<b>1,496,011</b>	<b>195,315</b>	<b>6,279,638</b>

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. 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.

3.4.5 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.”*

3.4.6 As a consequence of month 2 monitoring report, CYP colleagues prepared a Cabinet report requesting that this consideration be temporarily withdrawn i.e.

- *Members allow an exception to the breach of the Fair Funding (Scheme for Financing Schools) Regulations for the financial year 2017-18.*

On the basis that

- *The deficit projected at the beginning of the year was £608,000, at the end of month 2 this had reduced to £428,000. The collective deficit will not exceed the budget position of £608,000.*

That report went on to reassure Cabinet that,

The actions that the Local Authority have put in place are detailed below:

- *Immediate work with all schools has ensured that the month 2 report details an improvement in the school balances of £180,000.*
- *All schools with a significant deficit have met with the Chief Officer for Children and Young People and relevant Finance officers. At these meetings the schools have outlined how they are intent to recover from the deficit with timescales.*
- *All recovery plans will be monitored on a monthly basis and Headteachers and Governing Bodies are held to account to ensure all the savings will be made.*
- *Where applicable the Cabinet Members for Finance and CYP will meet with schools in the autumn term to gain reassurance and an understanding of each recovery plan.*

3.4.5 The summary indicative outturn position based on month 7 activity is,

Opening reserves 2017-18 (Surplus)/Deficit	In Year position at Month 7 (Surplus)/Deficit	Projected carry forward at year end 2017-18 (Surplus)/Deficit	Change in reported Outturn position since month 2 (Surplus)/Deficit
<b>(268,786)</b>	<b>823,090</b>	<b>554,304</b>	<b>126,321</b>

3.4.5 Whilst the month 7 forecast indicates a worsening situation than that reported at month 2, it is still below the worse case deficit parameter of £608,000 reported to Cabinet by £54,000.

Appendix 2 indicates the forecast position for each school, together with an indication of the recovery plan targets agreed between Governing bodies and local education authority colleagues, as per a request of CYP Select.

As a result of which:

- It is evident that 3 schools that started the year in significant deficit still do not have agreed recovery plans, which remains a significant concern given the reassurance provided to Cabinet;
- Similarly 4 schools indicate an adverse situation worse than the recovery plan target for current year;
- Conversely 2 show an improved position over and above the recovery plan agreed; and
- Pleasingly 3 schools exhibit a forecast movement back into a surplus position before the end of the financial year. Should that be the case, potential credit is due to Chepstow Comprehensive, St Mary's and Thornwell Primary schools.

3.4.8 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 by schools to address the need to remain within budget going forward rather than passporting the consequences to their reserves, given that collective flexibility is now pretty much exhausted.

#### **4 OPTIONS APPRAISAL**

4.1 Not applicable.

#### **5 EVALUATION CRITERIA**

5.1 Not applicable. Budget monitoring and forecasting information is provided periodically throughout the financial year, culminating in an outturn position following year-end. Evaluation is therefore continuing and ongoing and is consequently reflecting in future budget setting considerations.

#### **6 REASONS**

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

#### **7 RESOURCE IMPLICATIONS**

7.1 As contained in the report.

#### **8 EQUALITY AND SUSTAINABLE DEVELOPMENT IMPLICATIONS**

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

#### **9 CONSULTEES**

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

## **10 BACKGROUND PAPERS**

Outturn Monitoring Reports (Period 2), as per the hyperlink provided

<http://corphub/initiatives/Budgetmon/20172018/Forms/Q2.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](mailto:markhowcroft@monmouthshire.gov.uk)

### **Appendices (attached below)**

Appendix 1 Mandated Savings Progress Report

Appendix 2 School Reserves

APPENDIX 1

<b>Disinvestment by Directorate 2017-18</b>	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	Traffic Light based Risk Assessment	ASSESSMENT of Progress
REVENUE MONITORING 2017-18	£000	£000	£000	£000	£000	£000	£000	
<b>Children &amp; Young People</b>	(395)	(395)	(395)	0	0	0		
<b>Social Care &amp; Health</b>	(627)	(627)	(628)	0	0	0		
<b>Enterprise</b>	(84)	(84)	(83)	0	0	0		
<b>Resources</b>	(266)	(257)	(236)	0	(30)	0		
<b>Chief Executives Units</b>	(1,224)	(955)	(992)	0	(29)	(205)		
<b>Corporate Costs &amp; Levies</b>	(118)	(118)	(98)	0	(20)	0		
<b>Appropriations</b>	(1,708)	(1,708)	(1,648)	0	0	(60)		
<b>Financing</b>	(885)	(885)	(885)	0	0	0		
<b>DIRECTORATE Totals</b>	<b>(5.308)</b>	<b>(5.029)</b>	<b>(4.965)</b>	<b>0</b>	<b>(79)</b>	<b>(265)</b>		






<b>Children &amp; Young People</b>	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	Traffic Light based Risk Assessment	ASSESSMENT of Progress
	£000	£000	£000	£000	£000	£000	£000	
<b>Resources</b>	(150)	(150)	(150)					
<b>Resources</b> - Removal of training budget	(8)	(8)	(8)					
<b>Resources</b> - Loss of 3 posts within support services	(70)	(70)	(70)					
<b>Resources</b> - Removal of professional fees for the directorate	(8)	(8)	(8)					
<b>Early Years</b> - To remove the funding provided to childcare voluntary organisations - Wales PPA, Mudiad Meithrin & Clybiau Plant Cymru Kids' Club.	(15)	(15)	(15)					
<b>ALN</b> - Reduce the Independent Special School Budget	(50)	(50)	(50)					on target, but a fairly volatile service
<b>Other</b> - Reduction in pupil numbers	(81)	(81)	(81)					
<b>Other</b> - Reduction in contribution required by EAS	(14)	(14)	(14)					
<b>CHILDREN &amp; YOUNG PEOPLE Budgeted Savings Total</b>	<b>(395)</b>	<b>(395)</b>	<b>(395)</b>	<b>0</b>	<b>0</b>	<b>0</b>		

Social Care & Health	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	Traffic Light based Risk Assessment	ASSESSMENT of Progress
	£000	£000	£000	£000	£000	£000	£000	
Adult Social Care Service Transformation	(200)	(200)	(200)					
Adults - Parity on pricing structure between day service and community meals	(25)	(25)	(25)					
Adults - Development of café at Mardy park and establish private and business partnerships to develop catering services	(2)	(2)	(2)					
Adults - Hire of Mardy Park outside or core hours	(1)	(1)	(1)					
Adults - Restructure finance and benefits advice team to replace 2 posts on lower grades	(16)	(16)	(16)					
Adults - Reduce IT Development budget	(10)	(10)	(10)					
Adults - alignment of welfare benefits information, advice and assistance services	(13)	(13)	(13)					
Adults - Detailed Contract Review	(56)	(56)	(56)					
Adults - Terminate room rental in Abergavenny	(4)	(4)	(4)					
Adults - Changing transport practice. two types of transport savings:- mileage incurred by staff to transport service users, and cost of providing transport	(27)	(27)	(27)					
Adults - Review of transport policy to support people who can transport themselves	(32)	(32)	(32)					
Adults - explore live in carer rather than hourly cost via care agency	(47)	(47)	(47)					
Adults - income generation from MDMY	(3)	(3)	(3)					
Public Protection - training provided during core time rather than over time	(7)	(7)	(7)					
Public Protection - FSA Grant for food safety management work	(7)	(7)	(7)					
Public Protection - Start charging for health export certificates	(3)	(3)	(3)					
Public Protection - food standards sampling grant	(1)	(1)	(1)					



Social Care & Health	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	Traffic Light based Risk Assessment	ASSESSMENT of Progress
	£000	£000	£000	£000	£000	£000	£000	
Public Protection - Implement "buy with confidence" trader approval scheme	(3)	(3)	(3)					
Public Protection - Regional Animal Health Coordination	(3)	(3)	(3)					
Public Protection - WHoTS Coordination - recharge	(3)	(3)	(3)					
Public Protection - Set up Primary Authority Partnership scheme for TS proactive work	(2)	(2)	(2)					
Public Protection - Restructure of licensing team	(6)	(6)	(6)					
Public Protection - Increase charge for marriages at Old Parlour Usk	(1)	(1)	(1)					
Public Protection - Increase cost of certificates of "priority certificates"	(6)	(6)	(6)					
Social Services income charge rise	(150)	(150)	(150)					
<b>SOCIAL CARE &amp; HEALTH Budgeted Savings Total</b>	<b>(627)</b>	<b>(627)</b>	<b>(628)</b>	<b>0</b>	<b>0</b>	<b>0</b>		

Enterprise	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	Traffic Light based Risk Assessment	ASSESSMENT of Progress
	£000	£000	£000	£000	£000	£000	£000	
Development Plans - Reduce 'Premises' budget line	(2)	(2)	(2)					
Development Plans - End membership of Severn	(3)	(3)	(3)					
Development Plans - Reduce 'Photocopying' budget	(2)	(2)	(2)					
Development Plans - Reduce 'Postage' budget line	(1)	(1)	(1)					
Development Plans - Reduce 'Advertising' budget	(1)	(1)	(1)					
Development Plans - Reduce 'Professional Fees' budget	(8)	(8)	(8)					
Development Management - Additional fee income from pre-application advice fee charges	(5)	(5)	(5)					Although Devel Mngt are overspending as a whole this saving will be achieved. The over spend is due to a decline in general planning app income.
Development Management - Move towards paperless planning files and consultations; reduction in copying and printing and postage	(5)	(5)	(5)					Although Devel Mngt are overspending as a whole this saving will be achieved. The over spend is due to a decline in general planning app income.
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	(2)	(2)	(2)					Although Devel Mngt are overspending as a whole this saving will be achieved. The over spend is due to a decline in general planning app income.
Development Management - Fee income from a new Completion certificates service for developers or solicitors/ householders buying and selling their home	(2)	(2)	(2)					Although Devel Mngt are overspending as a whole this saving will be achieved. The over spend is due to a decline in general planning app income.
Development Management - Reduce Professional & Specialist Fees budget (D080)	(9)	(9)	(9)					Although Devel Mngt are overspending as a whole this saving will be achieved. The over spend is due to a decline in general planning app income.

Enterprise	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	Traffic Light based Risk Assessment	ASSESSMENT of Progress
	£000	£000	£000	£000	£000	£000	£000	
<b>Building Control</b> - Reduce supplies and services budget (£33k) by £2,638	(3)	(3)	(3)					
<b>Housing</b> - 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)	(20)					Although Housing are overspending as a whole this saving will be achieved
<b>Housing</b> - Replace Flare grants software with Ferret software	(6)	(6)	(6)					Although Housing are overspending as a whole this saving will be achieved
<b>Housing</b> - Continue to tackle the use of B & B through increased prevention and private sector housing development	(8)	(8)	(8)					Although Housing are overspending as a whole this saving will be achieved
<b>Housing</b> - Re-structure of Housing Renewal team	(6)	(6)	(6)					Although Housing are overspending as a whole this saving will be achieved
<b>ENTERPRISE Budgeted Savings Total</b>	<b>(84)</b>	<b>(84)</b>	<b>(83)</b>	<b>0</b>	<b>0</b>	<b>0</b>		

Chief Executive's Unit	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	Traffic Light based Risk Assessment	ASSESSMENT of Progress
	£000	£000	£000	£000	£000	£000	£000	
<b>Garden waste income</b>	(50)	(50)	(50)					Been achieved
<b>Communities, Hubs, Libraries</b> - Re-structure of management level of Community hubs and SLS	(52)	(52)	(52)					
<b>Communities, Hubs, Libraries</b> - Cease the purchase and rental of DVD's	(4)	(4)	(4)					
<b>Communities, Hubs, Libraries</b> - Amalgamation of SLS supporting posts from 2 into 1	(34)	(34)	(34)					
<b>Contact Centres</b> - Reduction of staff (Information Officer) by half a post	(14)	0	0		(14)			Delayed restructure - still under review
<b>Legal</b> - Colleague reducing days	(31)	(31)	(31)					
<b>Policy</b> - Reduce capacity of team by deleting some posts and replacing them with posts with reduced responsibilities and working hours	(13)	(13)	(13)					
<b>Community Safety</b> - Reduce the purchase and maintenance capability for CCTV equipment and repairs to existing system.	(2)	(2)	(2)					
<b>Partnerships</b> - £5,900 non staff costs can be made through removal of professional fees and licenses	(6)	(6)	(6)					
<b>Communications</b> - 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)	(18)					
<b>PTU</b> - Collaboration of passenger transport units with Newport CC( saving taken in 15/16 for management support this is in addition through restructuring )	(15)	(15)	(15)					Although PTU is overspending as a whole this saving will be achieved

Chief Executive's Unit	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	Traffic Light based Risk Assessment	ASSESSMENT of Progress
	£000	£000	£000	£000	£000	£000	£000	
<b>Fleet</b> - To withdraw from renting Severn Bridge Social Club car park, Bulwark.	(9)	(9)	(9)					
<b>Fleet</b> - To decrease general contracts maintenance budget	(5)	(5)	(5)					
<b>Fleet</b> - Proactively market the scheme with a view to increase numbers.	(7)	(7)	(7)					
<b>Fleet</b> - Restructure/redesign within the Transport Section (posts)	(9)	(9)	(9)					
<b>Fleet</b> - Savings on spare parts	(12)	(12)	(12)					
<b>Fleet</b> - Savings on consumables & outside contract work	(21)	(21)	(21)					
<b>Waste</b> - Charge schools for the full cost of their waste collections and disposal	(30)	0	0			(30)		All schools in the South of the County have found alternative contractors. The service has reported a £115k pressure with trade waste to which this contributes.
<b>Waste</b> - Reduce scheduled cuts and maintenance of Monmouth sports grounds to level of original lease agreement	(15)	0	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
<b>Waste</b> - Project Gwyrdd annuity payment from WG for 17-18	(70)	(70)	(70)					Achieved
<b>Waste</b> - Increase bulky waste collection charges by 50% (£12 to £18) and reduce our contribution to Homemakers accordingly	(10)	(10)	(10)					Achieved through negotiation with Homemakers
<b>Waste</b> - Additional income from trade waste	(10)	0	0			(10)		Not achieved - see comment above
<b>Waste</b> - Managing impact of reduced activity/income on tree works	(24)	(24)	(24)					Vacancy not yet released from budget so carrying pressure but trying to manage within resources at this stage





Chief Executive's Unit	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	Traffic Light based Risk Assessment	ASSESSMENT of Progress
	£000	£000	£000	£000	£000	£000	£000	
Highways - reduction in maintenance budget to reflect impact of investment in new (led) lanterns	(8)	(8)	(8)					
Highways - reduce pumping station maintenance budget	(2)	(2)	(2)					
Highways - rsl veb1000 recycling plant : in place and operational saving	(14)	(14)	(14)					
Highways - welfare units : in place and operational saving	(10)	(10)	(10)					
Highways - overtime back office : adjust start and finish times	(2)	(2)	(2)					
Highways - sim cards : review and reduce where not required	(2)	(2)	(2)					
Highways - review all wales tenders : subject to 3rd layer of reducing cost	(2)	(2)	(2)					
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)	(20)					
Highways - bartering / hiring kit : partnerships with ncc / tcbc	(4)	(4)	(4)					
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)	(10)					

Chief Executive's Unit	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	Traffic Light based Risk Assessment	ASSESSMENT of Progress
	£000	£000	£000	£000	£000	£000	£000	
Highways - review all wales tenders : subject to 2nd layer of reducing cost	(2)	(2)	(2)					
Highways - cross hire within ops : use in house kit before hire	(1)	(1)	(1)					
Highways - external hire	(2)	(2)	(2)					
Highways - fill structure : release additional hours being worked	(3)	(3)	(3)					
Highways - reduce the amount of scrim investigations undertaken each year.	(3)	(3)	(3)					
Highways - reduce the amount of revenue structures maintenance undertaken each year.	(41)	(41)	(41)					
Highways - to increase road closure charges by 50% and recover costs against appropriate capital scheme	(20)	(20)	(20)					
Highways - to increase skips, scaffolding licences and street name & numbering fee by 50% in 2016/ 2017	(10)	(10)	(10)					
Highways - to extend charges to other services (to be identified by working group)	(7)	(7)	(7)					
Property Services - Train existing staff to carry out risk assessments	(25)	(25)	(25)					
Property Services - To withdraw the 60% of the Corporate Procurement Training budget.	(6)	(6)	(6)					
Property Services - Non replacement of Shared Facilities Manager, following resignation. (£11,500 saving)	(7)	(7)	(7)					

Chief Executive's Unit	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	Traffic Light based Risk Assessment	ASSESSMENT of Progress
	£000	£000	£000	£000	£000	£000	£000	
Property Services - Mouton House Restructure	(19)	(19)	(19)					
Property Services - Increase School meal price from £2.00 to £2.10 (5p already in MTFP)	(21)	(21)	(21)					
Property Services - flexible retirement, reduced 5 days to 3	(11)	(11)	(11)					
Property Services - Vehicles – reduction in leasing costs for courier vehicles	(2)	(2)	(2)					
Property Services - Press Notices – cease advertising Bank Holiday office closures in the Press	(3)	(3)	(3)					Found through alternative method, delayed until April 2018
Property Services - Refreshment provision – cease providing refreshment supplies	(1)	(1)	(1)					Found through alternative method, delayed until April 2018
Property Services - Increase the time between risk assessments for Legionella, Asbestos, Fire & Gas from the current 2/3 years to minimum of 5 years	(10)	(10)	(10)					
Property Services - 10% reduction in corporate building maintenance reactive budget	(54)	(54)	(54)					
Property Services - Realignment of budget for previous efficiencies achieved	(15)	(15)	(15)					
Recycling Plant	(70)	(70)	(70)					
Whole Place	(100)	0	(35)		0	(65)		Restructure has only found part of the savings required.
Pension Contribution Savings	(160)	(160)	(160)					
Procurement Savings	(100)	0	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.
<b>CHIEF EXECUTIVES' UNIT Budgeted Savings Total</b>	<b>(1,224)</b>	<b>(955)</b>	<b>(992)</b>	<b>0</b>	<b>(29)</b>	<b>(205)</b>		



Resources	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	Traffic Light based Risk Assessment	ASSESSMENT of Progress
	£000	£000	£000	£000	£000	£000	£000	
<b>Finance</b> - Delete two part time vacant posts from structure (Cashiers & Systems)	(31)	(31)	(31)					
<b>Finance</b> - Revise and reduce the structure of the Benefits Shared service thereby reducing MCC's annual contribution	(20)	(20)	(20)					
<b>Finance</b> - Reduce the Sections budget for postage costs to reflect the planned shift to automation, email and self service through the web	(6)	(6)	(6)					Savings achieved through other means
<b>Finance</b> - Release savings from Security Carrier tender evaluation	(10)	(10)	(10)					
<b>Finance</b> - Cancel contract for folding machine maintenance to reflect reduced mail in 5.3 and planned moved to outsourcing of mail to Canon	(4)	(4)	(4)					Savings achieved through other means
<b>Finance</b> - Savings in insurance fees and studies	(30)	(30)	(30)					
<b>Finance</b> - Cut the budget for consultancy across the Division	(22)	(22)	(22)					
<b>Finance</b> - Reduce the number of cases referred to external Enforcement Agents	(5)	(5)	(5)					
<b>Finance</b> - Training budget internal audit	(7)	(7)	(7)					
<b>Digital</b> - Reduction in Enterprise Agreement	(13)	(13)	(13)					
<b>Digital</b> - General reduction in laptop replacement budget	(30)	(30)	(30)					
<b>Digital</b> - Specific Server virtual management software no longer required, using existing software to remove cost	(23)	(23)	(23)					
<b>Estates</b> - Removal of Assistant Markets Officer Post	(23)	(18)			(23)			Delayed restructure
<b>Estates</b> - Community Development Officer - 3 to 2 days	(7)	(3.5)			(7.0)			Delayed restructure

Resources	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	Traffic Light based Risk Assessment	ASSESSMENT of Progress
	£000	£000	£000	£000	£000	£000	£000	
Estates - Facilities Officer reduced hours	(16)	(16)	(16)					
Estates - Savings from Solar Farm	(9)	(9)	(9)					
People, HR - Generate income from selling training	(5)	(5)	(5)					
People, HR - Stop producing paper payslips for schools and move to electronic payslips	(5)	(5)	(5)					
<b>RESOURCES Budgeted Savings Total</b>	<b>(266)</b>	<b>(257)</b>	<b>(236)</b>	<b>0</b>	<b>(30)</b>	<b>0</b>		

Corporate Costs & Levies	2017/18 Budgeted Savings £000	Value of Saving forecast at Month 2 £000	Value of Saving forecast at Month 7 £000	Value of Saving achieved at Outturn £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000	ASSESSMENT of Progress
Crematoria Income	(98)	(98)	(98)					on target
Grant Audit Fees	(20)	(20)	0		(20)			Kerbcraft audit work cancels effect of saving
<b>CORPORATE COSTS Budgeted Savings Total</b>	<b>(118)</b>	<b>(118)</b>	<b>(98)</b>	<b>0</b>	<b>(20)</b>	<b>0</b>		

Appropriations	2017/18 Budgeted Savings £000	Value of Saving forecast at Month 2 £000	Value of Saving forecast at Month 7 £000	Value of Saving achieved at Outturn £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000	ASSESSMENT of Progress
MRP Supported borrowing	(1,536)	(1,536)	(1,536)					on target
Headroom in appropriations	(12)	(12)	(12)					on target
Solar Farm income	(160)	(160)	(100)			(60)		Tariffs for energy produced less than business case
<b>APPROPRIATIONS Budgeted Savings Total</b>	<b>(1,708)</b>	<b>(1,708)</b>	<b>(1,648)</b>	<b>0</b>	<b>0</b>	<b>(60)</b>		

Financing	2017/18 Budgeted Savings £000	Value of Saving forecast at Month 2 £000	Value of Saving forecast at Month 7 £000	Value of Saving achieved at Outturn £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000	ASSESSMENT of Progress
Reduced demand for CTRS payments	(370)	(370)	(370)					on target
CT Base, rate & number of properties	(515)	(515)	(515)					on target
<b>FINANCING Budgeted Savings Total</b>	<b>(885)</b>	<b>(885)</b>	<b>(885)</b>	<b>0</b>	<b>0</b>	<b>0</b>		

SCHOOL RESERVES POSITION

APPENDIX 2

	Opening reserves 2017-18 (Surplus)/Deficit	In Year position at Month 7 (Surplus)/Deficit	Projected carry forward at year end 2017-18 (Surplus)/Deficit	Change in reported Outturn position since month 2 (Surplus)/Deficit			Recovery Plan Y/E target balance 2017-18	Recovery Plan Y/E target balance 2018-19	Recovery Plan Y/E target balance 2019-20	Recovery Plan Y/E target balance 2020-21	Recovery Plan Y/E target balance 2021-22
<b>Abergavenny cluster</b>											
E003 King Henry VIII Comprehensive	139,355	107,272	246,627	(55,073)							
E073 Cantref Primary School	(52,766)	12,043	(40,723)	(12,615)							
E072 Deri View Primary School	(27,297)	25,586	(1,711)	56,457							
E035 Gilwern Primary School	(39,636)	5,729	(33,907)	(16,474)							
E057 Goytre Fawr Primary School	(25,371)	25,370	(1)	(7,740)							
E063 Llanfoist Fawr Primary School	(68,056)	42,110	(25,946)	8,708							
E044 Llantillio Pertholey CiW Primary School (VC)	(20,967)	20,765	(202)	0							
E075 Llanvihangel Crucorney Primary School	3,117	13,370	16,487	(8,999)		6,350	(4,857)				
E090 Our Lady and St Michael's RC Primary School (VA)	(45,505)	45,417	(88)	6,555							
E067 Ysgol Gymraeg Y Fenni	(48,966)	19,883	(29,083)	3,585							
<b>Caldicot cluster</b>											
E001 Caldicot School	(33,736)	169,544	135,808	138,119							
E068 Archbishop Rowan Williams CiW Primary School (VA)	(49,657)	20,226	(29,431)	(2,997)							
E094 Castle Park Primary School	46,115	10,093	56,208	16,843		36,188	18,544	11,002	5,435	(568)	
E075 Dewstow Primary School	(90,125)	(3,019)	(93,144)	(54,321)							
E034 Durand Primary School	(53,931)	8,962	(44,969)	(7,567)							
E048 Magor CiW Primary School (VA)	(35,179)	44,475	9,296	33,136							
E056 Rogiet Primary School	(34,184)	12,365	(21,819)	(12,050)							
E063 Undy Primary School	50,037	(19,041)	30,996	7,302		39,871	8,023	(4,367)			
E069 Ysgol Gymraeg Y Ffin	67,410	27,835	95,245	12,354		87,891	75,056	74,344			

Service colleagues met with the school, governors and Cabinet members earlier this month. It was agreed that additional work was required by the school which will be presented to us in Jan.

This is the first time a deficit has been forecasted. Therefore a recovery plan will now be immediately requested.

This is the first time a deficit has been forecasted. Therefore a recovery plan will now be immediately requested.

<b>Chepstow cluster</b>										
E002 Chepstow School	81,068	(97,588)	(16,520)	(14,128)	(2,392)					
E091 Pembroke Primary School	(8,826)	1,063	(7,763)	(3,515)						
E057 Shirenewton Primary School	(87,369)	(21,568)	(108,937)	(35,118)						
E058 St Mary's Chepstow RC Primary School (VA)	13,192	(16,225)	(3,033)	(11,189)	(525)					
E060 The Dell Primary School	(46,094)	21,637	(24,457)	0						
E061 Thornwell Primary School	20,534	(27,341)	(6,807)	5,171	(11,978)					
<b>Monmouth cluster</b>										
E004 Monmouth Comprehensive	100,573	265,000	365,573	50,055		Service colleagues met with the school, governors and Cabinet members earlier this month. It was agreed that additional work was required by the school which will be presented to us in Jan.				
E032 Cross Ash Primary School	(45,620)	9,096	(36,524)	(10)						
E092 Kymin View Primary School	(10,294)	(5,580)	(15,874)	(10,529)						
E030 Llandogo Primary School	9,736	7,161	16,897	5,407	13,176	(1,141)	(12,393)			
E024 Osbaston CiW Primary School (VC)	(18,570)	18,079	(491)	15,506						
E051 Overmonnow Primary School	(3,959)	16,849	12,890	13,450		This is the first time a deficit has been forecasted. Therefore a recovery plan will now be immediately requested.				
E055 Raglan CiW Primary School (VC)	111,977	54,207	166,184	13,867		Plan is currently being reviewed with the newly appointed Head Teacher. A formal recovery plan is to be presented by the school before end of this term.				
E062 Trellech Primary School	(85,762)	10,271	(75,491)	(6,732)						
E064 Usk CiW Primary School (VC)	(56,108)	41,235	(14,873)	(8,993)						
	(344,862)	865,281	520,419	118,465						
<b>Special Schools</b>										
E020 Mounton House Special School	142,417	(75,670)	66,747	(14,504)	87,835	28,968	(19,747)			
E095 PRU	(66,340)	33,479	(32,861)	22,360						
	76,077	(42,191)	33,886	7,856						
	(268,786)	823,090	554,304	126,321						

This page is intentionally left blank

*Monmouthshire's Scrutiny Forward Work Programme 2017-18*

<b>Strong Communities Select Committee</b>				
<b>Meeting Date</b>	<b>Subject</b>	<b>Purpose of Scrutiny</b>	<b>Responsibility</b>	<b>Type of Scrutiny</b>
<b>11<sup>th</sup> January 2018</b>	<b>Budget Scrutiny</b>	Scrutiny of the Budget proposals relating to the committee's remit for 2018-2019	Mark Howcroft	Budget Scrutiny
	<b>Performance Report: (quarter 2)</b>	Report on the performance of service areas within the committee's remit for the previous 6 months. (Invite Roger Hoggins and Cabinet Members Bryan Jones).	Richard Jones	Performance Monitoring
<b>15<sup>th</sup> February 2018</b>	<b>Public Protection Performance</b>	TBC	David Jones	Performance Monitoring
	<b>Social Justice Policy</b>	Scrutiny of the new policy to deliver the portfolio ahead of Council adoption.	Cath Fallon Sara Jones	Pre-decision Scrutiny
	<b>Budget Monitoring - period 7</b>	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Mark Howcroft	Budget Monitoring
<b>Special Meeting Monday 26<sup>th</sup> February 2018 (10am)</b>  <b>Invite all Members</b>	<b>Civil Parking enforcement</b>	At the end of December 2018, Gwent Police will withdraw from street parking enforcement. Consulting the select committee on the management of future civil parking enforcement.	Paul Keeble	Consultation
	<b>Mitchel Troy Toilets</b>	Consideration of Welsh Government and SWTRA proposal to close the toilet facilities at the A40 Mitchel Troy rest area.	Roger Hoggins	Consultation
<b>29<sup>th</sup> March 2018</b>	<b>Revised Waste Policies and new Recycling Collection Model</b>	Scrutiny of the introduction of a new recycling service, to be supported by a suite of policies to ensure clarity on the procedures for certain activities e.g. assisted collections, missed collections etc.	Carl Touhig / Roger Hoggins	Policy Development/Pre-decision scrutiny

## *Monmouthshire's Scrutiny Forward Work Programme 2017-18*

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
	Heavy Goods Vehicles on country lanes	To consider the implications of restricting HGV's with a view to developing a future policy.	Paul Keeble/Roger Hoggins	Policy Development
	Air Quality management & role of Environmental Health'	TBC	David Jones How Owen	Policy Development
	Strategic Equality Plan	To monitor the progress on the annual monitoring report (2016-2017).	Alan Burkitt	Policy Development

### 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. ~ Joint scrutiny with CYP Select
- × **Modern Day Slavery and Human Trafficking** ~ topic raised by the chair for in-depth scrutiny.
- × **Air Pollution** ~ working groups to report to Select Committee.
- × **People Services** ~ further sickness data requested.
- × **Cremations and Burials**

**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
<b>15<sup>th</sup> MARCH 2017 - CABINET</b>			
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 <sup>th</sup> 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
<b>8th MARCH 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
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 Housing			Ben Winstanley

Subject	Purpose	Consultees	Author
Cae Maldon Bus Routes			Christian Schmidt
Monmouthshire Museums Centralisation of Staffing Structure			Cath Fallon
<b>9<sup>TH</sup> MARCH 2017 - COUNCIL</b>			
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
<b>20<sup>TH</sup> MARCH 2017 - COUNCIL</b>			
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
<b>29<sup>th</sup> MARCH 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
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
<b>5<sup>th</sup> APRIL 2017 - CABINET</b>			

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
<b>12<sup>th</sup> APRIL 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
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
<b>26<sup>th</sup> APRIL 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
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
<b>16<sup>TH</sup> MAY 2016 – ANNUAL MEETING</b>			
<b>18<sup>TH</sup> MAY 2017 – DEFERRED BUSINESS COUNCIL</b>			
<b>24<sup>TH</sup> MAY 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
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
<b>7<sup>TH</sup> JUNE 2017 – CABINET</b>			

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 <sup>th</sup> 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
<b>14<sup>TH</sup> JUNE 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
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
<b>28<sup>th</sup> JUNE 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
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
<b>29<sup>TH</sup> JUNE 2017 - COUNCIL</b>			
CCTAudit Committee Zero Hour Contracts Report			Philip White
Audit Committee Annual Report			Philip White
<b>5<sup>TH</sup> JULY 2017 – CABINET</b>			
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
<b>12<sup>TH</sup> JULY 2017- INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>14<sup>th</sup> JULY 2017 - SPECIAL CABINET</b>			
CSC (Compound Semi-Conductor) Project			Peter Davies
<b>26<sup>TH</sup> JULY 2017 – INDIVIUDAL CABINET MEMBER DECISION</b>			
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
<b>27<sup>TH</sup> JULY 2017 - COUNCIL</b>			
Annual Report of the Director of Social Services			Claire Marchant
Safeguarding Policy			Cath Sheen
Monmouth Pool			Ian Saunders
<b>9<sup>TH</sup> AUGUST 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Caldicot Town Team Funding - Enhancement of Pedestrian Area, Newport Road, Caldicot.			Judith Langdon
<b>9<sup>TH</sup> AUGUST 2017 – SPECIAL CABINET</b>			
Senior Leadership Realignment			Kellie Beirne
<b>23<sup>RD</sup> AUGUST 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
RDP funded Temporary Part time Coach Tourism Visitor Information Officer Post			Nicola Edwards

Subject	Purpose	Consultees	Author
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
<b>6<sup>TH</sup> SEPTEMBER 2017 – CABINET</b>			
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 <sup>th</sup> June and meeting 2 held on 27 <sup>th</sup> 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
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

Subject	Purpose	Consultees	Author
<b>13<sup>TH</sup> SEPTEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
DELIVERING SAVINGS – POLICY AND PERFORMANCE			Matt Gatehouse
<b>21<sup>ST</sup> SEPTEMBER 2017 – COUNCIL</b>			
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
<b>27<sup>TH</sup> SEPTEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Transition of existing DPPOs into PSPOs			Andrew Mason (29/8/17)
MONMOUTHSHIRE FAIRTRADE COUNTY RENEWAL			Hazel Clatworthy (04/9/17)
<b>4<sup>TH</sup> OCTOBER 2017 – CABINET</b>			
Cash Receipting System Tender	To seek approval and funding for Authority's replacement cash receipting system		Ruth Donovan
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of		Dave Jarrett

Subject	Purpose	Consultees	Author
	Applications 2017/18, meeting 3 held on the 21 <sup>st</sup> September 2017.		
Volunteering Policy			Owen Wilce
Framework for a Corporate Plan and Enabling Strategies		P. Jordan	Kellie Beirne
21st Century Schools Programme – Strategic Outline Programme (SOP) Band B Update			Will McLean
<b>11<sup>TH</sup> OCTOBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Revised Information Strategy following Audit Committee on 19 <sup>th</sup> Sept			Sian Hayward
Services fit for the future – Quality and governance in health and care in Wales			Claire Marchant
Severn View Contracted Bank			Sian Gardner
Gwent (Lrf) Local Resilience Forum : Coordinator Officer Post		P Murphy	Ian Hardman
Monmouthshire Local Development Plan Annual Monitoring Report			Mark Hand Rachel Lewis (25/09/17)
<b>Fairness at Work (Grievance) Policy</b>		P Murphy	Sally Thomas (26/09/17)

Page 78

Subject	Purpose	Consultees	Author
<b>25<sup>TH</sup> OCTOBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Re-evaluation of Youth Service			Josh Klein
Reorganisation of Direct Payments Team in Social Services			Mike Logan
<b>1<sup>ST</sup> NOVEMBER 2017 – CABINET - CANCELLED</b>			
Review of Obstructions in the Public Highway policy			Roger Hoggins
Disposal of Former County Hall site. Croesyceiliog'			Roger Hoggins
<del>U</del> <del>U</del> Volunteering Policy	Moved to Cabinet 6 <sup>th</sup> December		Sally Thomas
<del>U</del> <del>U</del> Wick Road Disposal	Deferred		Deb Hill Howells
<b>8<sup>TH</sup> NOVEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Rural Conversions to a Residential or Tourism Use SPG.			Rachel Lewis
Foul Drainage Easement across Racecourse Farm, Llanfoist	For Phil Murphy		Ben Winstanley
Sustainable Tourism Accommodation SPG			Rachel Lewis
<b>9<sup>TH</sup> NOVEMBER 2017 – COUNCIL</b>			
Remote attendance at Council Meetings			Rob Tranter
Recycling Review – Final Business Case and Approval for Capital Expenditure	For Council to receive the FBC for the Recycling Review and to approve the expenditure required for successful implementation.		Rachel Jowitt

Subject	Purpose	Consultees	Author
<b>22<sup>ND</sup> NOVEMBER 2017– SPECIAL CABINET</b>			
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 Charges	To review all fees and charges made for services across the Council and identify proposals for increasing them in 2018/19		Joy Robson
Outline of Budget Process 2018/19			Joy Robson
Volunteering Policy			Owen Wilce
<b>22<sup>ND</sup> NOVEMBER 2017– INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>6<sup>TH</sup> DECEMBER 2017 – CABINET</b>			
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
Alternative Delivery Model			Tracey Thomas
Crick Road Disposal			Deb Hill Howells
Safeguarding Evaluation and Progress Report			Diane Corrister
LDP Draft Review Report			Mark Hand
Re-provision of Severn View			Colin Ritchings
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 <sup>th</sup> November 2017		Dave Jarrett
Delivering Excellence in Children's Services'	<ul style="list-style-type: none"> <li>- Our fostering service.</li> <li>- Delivery models for family support.</li> <li>- Meeting increasing service demands</li> </ul>		Claire Robins

Subject	Purpose	Consultees	Author
<b>13<sup>TH</sup> DECEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
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
Youth Offending Service – Proposed implementation of revised contractual arrangements.			Jacalyn Richards
Freehold Disposal of Land at Coed Uchel, Gilwern. – Sale of Freehold Interest to United Welsh held on 125 yr lease.	(moved from 22 <sup>nd</sup> Nov)		Nicola Howells
HR Policies			Sally Thomas
Severe Weather Emergency Protocol (SWEP)			Steve Griffiths (06/11/2017)
<b>14<sup>TH</sup> DECEMBER 2017 - COUNCIL</b>			
Update to Constitution			Rob Tranter
Appointment of the Preferred Bidder for the Heads of the Valleys Food Waste Treatment Procurement			Rachel Jowitt
Volunteering Policy			Owen Wilce
Bryn Y Cwm Area Committee – terms of pilot scheme			Matt Gatehouse
Safeguarding Evaluative Report			Diane Corrister

Subject	Purpose	Consultees	Author
Area Committee Voting Rights			Matt Gatehouse
Partnerships in Waste: Anaerobic Digestion – Tender award	<b>EXEMPT PAPER</b>		Roger Hoggins
<b>3<sup>RD</sup> JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Fixed Penalty Notice charges for fly tipping offences		Deferred to 8 <sup>th</sup> Feb 2018	Huw Owen
Supporting People Programme Grant Spendplan 2018-19		Deferred to 17 <sup>th</sup> Jan	Chris Robinson (15/11/17)
<b>10<sup>TH</sup> JANUARY 2018 – CABINET</b>			
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 <sup>th</sup> December 2017		Dave Jarrett
Re-Use Shop at Llanfoist Household Waste Recycling Centre.			Roger Hoggins
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
Kerbcraft – Scrutiny of Action Plan Delivery and Ongoing performance measures			Roger Hoggins
Chepstow Cluster – proposed distribution of Section 106 monies	To agree the distribution of section 106 to the cluster		Nikki Wellington
Management of			Roger Hoggins



Subject	Purpose	Consultees	Author
Obstructions in the Public Highway			
<b>17<sup>TH</sup> JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
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
Trainee Accountant Regrade			Tyrone Stokes
Staffing changes in Policy and Governance	ITEM DEFERRED	Cllr Jordan	Matt Gatehouse (27/11/17)
Supporting People Programme Grant Spendplan 2018-19	ITEM DEFERRED		Chris Robinson (15/11/17)
<b>18<sup>TH</sup> JANUARY 2018 - COUNCIL</b>			
Council Tax Reduction Scheme 2018/19			Ruth Donovan
Social Justice Policy	deferred		Cath Fallon
Response to Older Adults Mental Health Consultation			Claire Marchant
<b>29<sup>th</sup> JANUARY 2018 – SPECIAL CABINET</b>			
ADM			
Corporate Plan			
<b>31<sup>st</sup> JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Staffing changes in Policy and Governance	(moved from 17 <sup>th</sup> Jan)	Cllr Jordan	Matt Gatehouse (27/11/17)
Seasonal Garden Waste Collections			Carl Touhig
<b>7<sup>TH</sup> FEBRUARY 2018 – CABINET</b>			
Chippenham Play Area, Monmouth			Mike Moran

Subject	Purpose	Consultees	Author
Kerbcraft Update	Exempt Item - deferred		Claire Marchant
Personal Transport Budgets			Kellie Beirne
Kerbcraft – Scrutiny of Action Plan Delivery and Ongoing performance measures	deferred		Roger Hoggins
<b>14<sup>TH</sup> FEBRUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
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.	<b>DEFERRED</b>	Carl Touhig/Nigel Leaworthy
Development Management Enhanced Services Proposals			Phil Thomas (15/01/18)
Re-designation of Shared Housing		Moved to 28 <sup>th</sup> Feb	Ian Bakewell (28/11/17)
Residents Only Parking Permit Scheme Usk View Merthyr Road Abergavenny			Paul Keeble (10/1/18)
Usk in Bloom			Cath Fallon (15/01/18)
Loan to Foster Carers	EXEMPT CERTIFICATE REQUIRED		Jane Rodgers (22/1/18)
Public Health Wales Act - intimate piercing			David Jones
All Wales Play opportunities grant	CLLR GREENLAND		Matthew Lewis
<b>15<sup>th</sup> FEBRUARY 2018 – SPECIAL COUNCIL</b>			
Pay Policy			Sally Thomas
ADM			
Corporate Plan			
Active Travel Plan and Civil Parking Enforcement			Roger Hoggins
<b>28<sup>TH</sup> FEBRUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Charges in relation to the			Huw Owen

Subject	Purpose	Consultees	Author
delivery of the Authority's private water supply responsibilities			
Gypsy & Traveller Pitch Allocation Policy Report			Steve Griffiths
Adoption of Highway Management Plan including appointment of Highway Asset Inspector and changes to Asset Planning Officer posts			Paul Keeble
Fixed Penalty Notice charges for fly tipping offences			Huw Owen (05/12/17)
Re-designation of Shared Housing			Ian Bakewell (28/11/17)
<b>6<sup>th</sup> MARCH 2018 - COUNCIL</b>			
Council Tax Resolution 2018/19			Ruth Donovan
Approval of Public Service Board Well-being Plan			Matt Gatehouse
Area Plan – Population Needs Assessment			Claire Marchant
Pooled Fund for Care Homes			Clare Marchant
Social Justice Policy			Cath Fallon
<b>7<sup>th</sup> MARCH 2018 - CABINET</b>			
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
Disability Transformation Work			Claire Marchant

Subject	Purpose	Consultees	Author
Civil Parking Enforcement			Paul Keeble
The review of Additional Learning Needs and Inclusion Services	To seek Cabinet approval to commence the statutory consultation process associated with proposed changes to ALN and Inclusion Services		Matthew Jones
The Knoll Section 106 Funding, Abergavenny			Mike Moran
Accommodation Review			Deb Hill Howells
Turning the World Upside Down			Claire Marchant
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
Whole Authority Risk Assessment'			Richard Jones
Corporate Parenting Strategy			Claire Marchant
2 <sup>nd</sup> Phase Families Support Review			Claire Marchant
<b>14<sup>TH</sup> MARCH 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>28<sup>TH</sup> MARCH 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>11<sup>TH</sup> APRIL 2018 - CABINET</b>			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 6 held on the 22 <sup>nd</sup> February 2018		Dave Jarrett
Crick Road Business Case			Claire Marchant
Disposal of County Hall			Roger Hoggins
<b>18<sup>TH</sup> APRIL 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			

Subject	Purpose	Consultees	Author
<b>19<sup>TH</sup> APRIL 2018 - COUNCIL</b>			
Public Service Board: Well-being Plan for Monmouthshire			Matt Gatehouse (added 29/8/17)
Chief Officer Report CYP			Will McLean (added 25/1)
<b>9<sup>TH</sup> MAY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			

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).

This page is intentionally left blank