

# Public Document Pack



County Hall  
Rhadyr  
Usk  
NP15 1GA

Wednesday, 6 September 2017

## Notice of meeting:

### Children and Young People Select Committee

Thursday, 14th September, 2017 at 10.00 am,  
Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA

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

## AGENDA

Item No	Item	Pages
1.	Apologies for Absence.	
2.	Declarations of Interest.	
3.	Public Open Forum.	
4.	To confirm the following minutes:	
4.1.	Children and Young People Select Committee minutes dated 11th July 2017.	1 - 8
4.2.	Joint Select Committee Minutes dated 24th July 2017.	9 - 16
5.1.	Revenue and Capital Monitoring 2017/18 Outturn Statement.	17 - 44
5.2.	Fair Funding Regulations (Scheme for Financing Schools).	45 - 104
6.	Presentation regarding Children's Services Improvement Programme.	
7.	Presentation regarding Key Stages 4 and 5 Outcomes.	
8.	21st Century Schools Programme - Strategic Outline Programme (SOP) Band B Update.	105 - 134
9.	Actions arising from the previous meeting.	135 - 136
10.	Children and Young People Select Committee Forward Work Programme.	137 - 138
11.	Council and Cabinet Business - Forward Plan.	139 - 154
12.	Next Meeting.	

Thursday 26<sup>th</sup> October 2017 at 10.00am.

**Paul Matthews**

**Chief Executive**

MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

M. Groucutt  
L. Jones  
L. Brown  
D. Jones  
M. Lane  
M. Powell  
T. Thomas  
J. Watkins  
S. Woodhouse

**Added Members**  
**Members voting on Education Issues**  
**Only**

Dr. A. Daly ( Church in Wales)  
M. Fowler (Parent Governor Representative)  
Vacancy (Parent Governor Representative)  
Vacancy (Catholic Church)

**Added Members**  
**Non Voting**

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

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### 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.

## Monmouthshire Scrutiny Committee Guide

### Role of the Pre-meeting

1. Why is the Committee scrutinising this? (background, key issues)
2. What is the Committee's role?
3. What outcome do Members want to achieve?
4. Is there sufficient information to achieve this? If not, who could provide this?
5. Discuss the committee's approach:
  - Agree the order of questioning and which Members will lead
  - Agree questions for officers and questions for the Cabinet Member

### Questions for the Meeting

#### Scrutinising Performance

1. How does performance compare with previous years? Is it better/worse? Why?
2. How does performance compare with other councils/other service providers? Is it better/worse? Why?
3. How does performance compare with set targets? Is it better/worse? Why?
4. How were performance targets set? Are they challenging enough/realistic?
5. How do service users/the public/partners view the performance of the service?
6. Have there been any recent audit and inspections? What were the findings?
7. How does the service contribute to the achievement of corporate objectives?
8. Is improvement/decline in performance linked to an increase/reduction in resource? What capacity is there to improve?

#### Scrutinising Policy

1. Who does the policy affect ~ directly and indirectly? Who will benefit most/least?
2. What is the view of service users/stakeholders? Do they believe it will achieve the desired outcome?
3. What is the view of the community as a whole - the 'taxpayer' perspective?
4. What methods were used to consult with stakeholders? Did the process enable all those with a stake to have their say?
5. What practice and options have been considered in developing/reviewing this policy? What evidence is there to inform what works?
6. Have all relevant sustainable development, equalities and safeguarding implications been taken into consideration? For example, what are the procedures that need to be in place to protect children?
7. How much will this cost to implement and what funding source has been identified?
8. How will performance of the policy be measured and the impact evaluated.

### Questions for the Committee to conclude...

Do we have the necessary information to form conclusions/make recommendations to the executive, council, other partners? If not, do we need to:

- (i) Investigate the issue in more detail?
- (ii) Obtain further information from other witnesses – Executive Member, independent expert, members of the local community, service users, regulatory bodies...

(iii) Agree further actions to be undertaken within a timescale/future monitoring report...

# 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.

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# Public Document Pack Agenda Item 4a

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Children and Young People Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 11th July, 2017 at 10.00 am

**PRESENT:** County Councillor M. Groucutt (Chairman)

County Councillors: L. Brown, M. Lane, M. Powell, J. Watkins and S. Woodhouse

County Councillors R. Harris and V. Smith observed the meeting.

**Added Members:**

**Members voting on educational issues only:**

M. Fowler (Parent Governor Representative)

### **OFFICERS IN ATTENDANCE:**

Will McLean	Chief Officer for Children and Young People
Matthew Gatehouse	Policy and Performance Manager
Jane Rodgers	Safeguarding Service Manager
Sian Schofield	Management Information Officer
Nikki Wellington	Finance Manager
Hazel Ilett	Scrutiny Manager
Richard Williams	Democratic Services Officer

### **APOLOGIES:**

County Councillors: D. Jones, L. Jones and T. Thomas

K. Plow (Association of School Governors)

#### **1. Declarations of Interest**

There were no declarations of interests made.

#### **2. Public Open Forum**

There were no members of the public present.

#### **3. Confirmation of Minutes**

The minutes of the Children and Young People Select Committee dated 22<sup>nd</sup> June 2017 were confirmed and signed by the Chair.

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### **4. Performance report 2016/17**

#### **Context:**

To scrutinise the 2016/17 performance information under the remit of the Children and Young People Select Committee, this includes:

- Reporting back on how well the Authority performed against the objectives which the previous Council set for 2016/17.
- Information on how the Authority performed against a range of nationally set measures for Children's Social Services used by all councils in Wales.

#### **Key Issues:**

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

Over the coming years the shape of public services in Wales is likely to change significantly influenced by two very significant pieces of Welsh legislation, The Well-being of Future Generations Act and The Social Services and Well-being Act, as well as financial pressures, demographic changes, changes in customer needs and expectations and regulatory and policy changes. Services need to continue to think more about the long-term, work better with people and communities, look to prevent problems before they arise and take a more joined-up approach.

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

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

Appendix 2 of the report sets out performance achieved in 2016/17 against the actions and performance measures approved by Council in May 2016 as part of its Improvement Plan. As well as being presented to select committees the objectives will be included alongside a further evaluation of performance in 2016/17 that will be

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reported to Council and published by October 2017. The Welsh Government has recently consulted on plans to repeal the Local Government (Wales) Measure 2009 which means this is likely to be the final plan and report in this format.

Appendix 3 of the report provides a report card on Children's Social Services performance in 2016/17. This presents data from the new measurement framework introduced in 2016/17 as part of the Social Services and Well-being Act and sets it within the context of the requirements of the act and contribution to the Council's objectives. The performance measures are a blend of quantitative data and qualitative data collected through questionnaires to children and parents about their experience of social services and whether this has contributed to improving their well-being. Targets for 2016/17 were set where feasible and targets for 2017/18 have been included where available and applicable, these will be better informed when comparable local authority data is available in autumn 2017.

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

#### **Member Scrutiny:**

- It was noted that some parents are electing to not take free school meals provision for their children but instead taking universal credit. Concern was expressed that this might affect the free school meals (FSM) figures regarding attainment. Select Committee Members were informed that the figures for attainment included those students who were eligible to receive free school meals and not just those students who were choosing to receive free school meals.
- There is a pattern emerging in that people are making choices regarding the benefits that they receive which can exclude them from receiving school meals depending on which path they take. This matter is being looked at collectively across the Gwent region to understand this issue better.
- The number of children eligible for free school meals does have an effect on the schools in terms of the pupil development grant. The lower the percentage of children in a school that is eligible for free school meals changes who the authority compares that particular school with.
- In response to a question raised regarding performance targets, it was noted that the Education Achievement Service (EAS) works closely with schools regarding target setting and it looks at attainment of the potential of individual pupils. Therefore, it is about setting targets that are realistic but also maximising the ability of those pupils.
- In response to a question raised regarding the decline in the Foundation Phase performance indicator, it was noted that there has been a slight fall back. However, the Committee was informed that the Authority is achieving at the highest level in Wales in terms of the Foundation Phase which equates to

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perhaps one or two children not achieving the expected level at the outcome 5. A single child in a class with special educational needs will have an impact on the performance indicator. Throughout the year officers have been talking to schools about the Foundation Phase regarding the level that is being achieved. The expected level +1 will indicate the improvements that schools are making at the Foundation Phase. This information will be identified in the Chief Officer's report which will be received by the Select Committee later in the year.

- In response to a question raised regarding the reduction in the numbers of teaching staff, it was noted that schools have been under financial pressure in recent years and schools have had to make some difficult decisions regarding their staffing structures. Where there are children being retained in County with additional learning needs then this will be recognised and funded accordingly. Support is not being cut back for those children that require it in main stream schools.
- It was noted that the number of Special Educational Needs (SEN) statements have declined in light of the operation of the School Action Plus Resource Assist (SAPRA). As the Additional Learning Needs (ALN) and Tribunal Bill progresses through the National Assembly, this will lead to an end to Statements and SAPRA and there will be Pupil Development Plans for all children with identified ALN. In terms of where the Authority is now, there is a significant increase in requests for statements and SAPRAs from schools in advance of the change in legislation.
- Future reports will provide actual figures alongside percentage values.
- Free School Meals outcomes are not where the Authority would expect them to be and schools are being challenged so that the Authority knows where the Free School Meals pupils are in their development and what they need in terms of greater support to reach the expected levels.
- In response to a question raised regarding the number of agency staff working in children's services, it was noted that it is the intention to have a permanent and stable workforce and to ensure that the right person is appointed. It was noted that a target of only having three agency staff working for the Authority was ambitious as there is a lot of competition to obtain social workers. However, progress has been made.
- In response to a question raised regarding child protection, it was noted that in comparison with other local authorities child protection figures are low within Monmouthshire and are within the Authority's target levels.

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### Committee's Conclusion

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

We resolved to receive the report and noted its content.

### 5. Schools Budget Forum

We resolved to appoint County Councillor M. Groucutt to represent the Children and Young People Select Committee on the Schools Budget Forum.

### 6. Work Programme Report

#### Context:

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

#### Key Issues:

Work programme discussion meetings have taken place between the Chair of the Select Committee and the relevant chief officers for education and social services and the following topics had been highlighted which might require scrutiny:

- Children's Services Improvement Programme ~ workforce strand, Young People's Accommodation, Needs of Looked After Care Children and Care Leavers, National Fostering Framework.
- Regional Integrated Autism Service.
- Corporate Parenting Strategy.
- Budget Pressures within services.
- Mental Health and Learning Disabilities.
- Delivery of the Social Services and Wellbeing Act 2014 requirements.
- Discussion with 'Engage 2 Change' Youth Forum on their priorities.
- Additional Learning Needs Reforms.
- School Attainment.

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### **Member Scrutiny:**

The following topics were identified by Select Committee Members for scrutiny:

- Update on the Successful Futures report.
- Update on schools' progress.
- Children's mental Health / counselling service, obesity in Children and anorexia – These are some of the topics that will be presented to the Select Committee via the Children's Wellbeing report.
- Young Carers and the Youth Council.
- Multi agency care and planning regarding the support provided to Syrian refugees, in particular the children that have moved into Monmouthshire. There is the potential to undertake some joint work with the Strong Communities Select Committee regarding this matter.

The following topics were identified by the Chief Officer for Children and Young People:

### **General Reporting:**

- Additional Learning Needs (ALN) – Review and provision / ALN Bill / Readiness and training.
- Schools – quality indicators from new inspection framework / EIB and Intervention Monitoring.
- Performance – outcomes at end of key stages / groups / attendance / exclusion.
- Pressures.
- Self Evaluation Reports (SER) updates at agreed points.
- Inclusion updates – wellbeing / attitudes to learning / pupil voice.
- Non-maintained / Early Years – provision / outcomes / childcare offer.
- National Categorisation / Estyn outcomes / Progress towards addressing recommendations.
- Post 16 education provision / Engagement and progression.

### **Annual update:**

- Welsh Education Achievement Plan (WESP).

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Childcare sufficiency Audit.

- Play Sufficiency Audit.

Member Seminar:

- New Estyn framework.

Additional:

- External Reference Group.

The following topics were identified by the Head of Children's Services:

- Update on the Improvement Plan for Children's Services.

### Committee's Conclusion

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

We resolved to adopt the process outlined in the report to develop the Select Committee work programme, taking into account:

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

### **7. Actions arising from the previous meeting**

We received and noted the list of actions that had been completed arising from the Children and Young People Select Committee meeting held on 22<sup>nd</sup> June 2017.

### **8. Children and Young People Select Committee Forward Work Programme**

We received and noted the Select Committee's forward work plan.

## **MONMOUTHSHIRE COUNTY COUNCIL**

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### **9. Council and Cabinet Business - Forward Plan**

We received the Council and Cabinet Business Forward Work Plan and noted its content.

### **10. Next Meeting**

The next meeting of the Children and Young People Select Committee will be held in the Council Chamber, County Hall, Usk, on Thursday 14<sup>th</sup> September 2017 at 10.00am.

**The meeting ended at 11.50 am.**



# Public Document Pack Agenda Item 4b

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Joint Select Committee held  
at County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 24th July, 2017 at 2.00 pm

**PRESENT:** County Councillors: D. Dovey, A. Easson, R. Edwards, S. Howarth, V. Smith, A. Webb, L. Brown, A. Davies, D. Blakebrough, D. Batrouni, M. Feakins, M. Lane, R. J. W. Greenland, P. Jordan, J. Pratt, P. Pavia, P. Murphy, J. Treharne and S. Woodhouse

### **ALSO IN ATTENDANCE:**

P. Short	UNISON
P. Strong	NUT
L. Gaskell	GMB

### **OFFICERS IN ATTENDANCE:**

Tracey Thomas	Youth & Community Manager, Youth Service
Ian Saunders	Head of Tourism, Leisure and Culture
Matthew Lewis (Countryside)	Countryside Manager
Kellie Beirne	Chief Officer, Enterprise
Sally Thomas	Interim HR Manager
Rachel Rogers	Curator
Hazel Ilett	Scrutiny Manager
Paula Harris	Democratic Services Officer
Marie Bartlett	Finance Manager
Richard Simpkins	Business Manager - Tourism Leisure and Culture

#### **1. Election of Chair**

County Councillor D. Batrouni was elected as Chair.

#### **2. Appointment of Vice-Chair**

County Councillor M. Feakins was appointed Vice-Chair.

#### **3. Apologies for Absence**

County Councillors D. Evans, B. Strong, L. Guppy, T. Thomas, J. Becker, K. Williams, J. Watkins, M. Groucutt, R. Roden, M. Powell, Mr Mike Fowler (Coop tee) and Andrew Haigh (NUT).

#### **4. Declarations of Interest**

County Councillor A. Easson declared a non-prejudicial interest in respect of the whole agenda as the Monmouthshire County Council Member representative on the Gwent Pensions Fund.

## MONMOUTHSHIRE COUNTY COUNCIL

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### **5. Union Consultation**

Prior to the commencement of the meeting P. Short from UNISON distributed the following statement;

Outsourcing from the Public Sector, of any sort, has always been resisted by the Trade Union Movement.

Concerns have centred around set up and transactional costs, subsequent reduction in jobs and services, general employment insecurity and deterioration in pay and terms. The establishment of such 'arm's length' arrangements often help facilitate the 'outsourcing' of the impacts of Austerity

However, if an Alternative Delivery Model (ADM) is to be established, the Council should promote stability and a smooth transition by ensuring that:

- The Annual Management Fee (5.5 pg. 67) is inflation proofed and assured for a significant period, without taper. Experience from elsewhere suggests that significant income generation can be difficult to achieve in a timely fashion, and of course impossible in 'non-commercial' areas such as Countryside and the Youth Service.
- The Asset base (4.5.2.pg 53) is retained, maintained and invested in.
- A 'Teckal' Company is established to avoid subsequent Competitive Tendering for services (4.3.2.5 pg. 48)
- A long term Support Services Agreement (4.5.2 pg. 52) is entered into to achieve stability for Council Central Services
- A Staffing Agreement is drawn up with the ADM to protect the interests of employees.

### **STAFFING MATTERS**

TUPE and the pension arrangements for transferring staff would have to apply (4.6 pgs. 55 -57)

In addition, the Trade Unions seek a Staffing Agreement, which would cover:

- Admission to the Local Government Pension Scheme to be on an open basis, allowing new employees to join. The Council should consider assisting the ADM by meeting 'historic' pension liabilities
- Trade Union Recognition for all staff with supporting procedural agreements
- Commitment to National and Local Agreements on an enduring, dynamic basis

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- Embedding of the Living Wage without supplement
- Application to be added to the Redundancy Modification Order
- A Disputes Resolution procedure
- All the above to apply to any sub contract or subsidiary
- The Code of Practice on Workforce Matters in Public Sector Service Contracts (the so called 2 Tier Code), would have to apply in any event.

UNISON/GMB

### **6. Future Monmouthshire: Proposed new delivery model for tourism, leisure, culture and youth services**

#### **Context:**

The Outline Business Case (OBC) has been developed to inform and enable a decision by Monmouthshire County Council (MCC), on the future delivery of Tourism, Leisure, Cultural and Youth Services (TLCY).

The main purpose of the OBC is to revisit the case for change and the preferred way forward identified in the Strategic Outline Case (SOC); establish the option which optimises the most appropriate fit for MCC and a model that demonstrates sustainable delivery of the broad range of services in scope, value for money and affordability.

The OBC explains the background to the proposal and sets out the Strategic, Financial, Economic, Commercial and Management case in support of the proposal. The proposed legal structure and financial case has also been subject to independent professional assurance.

#### **Key Issues:**

In 2014, Cabinet approved an initial investment of £30,000 to commission Amion Consulting to undertake a comprehensive review of the future options for our Cultural services. The purpose of the review was to identify future delivery options with an overall objective of improving, sustaining and developing local services to enable them to become more self-reliant and resilient. During the review it became apparent that cultural services overlapped many of the wider tourism, leisure and culture services so rather than view cultural services independently, it made sense to view the inter-dependencies at a service wide and local level. In addition, analysis of experiences of other local authorities with new operating models, has demonstrated that critical mass in achieving economies of scale, cross subsidisation and mutual support are critical success factors as well as an opportunity to rationalise service delivery.

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In October 2015 Cabinet approved the release of £60,000 from the Invest to Redesign fund to finance the supplementary work needed to mobilise TLCY services. In addition, in May 2016 Cabinet approved the 'Future Monmouthshire' a strategic programme of 'whole-authority' work 'to create the capacity and foresight to develop solutions to some of the county's biggest challenges, this proposal forms part of this strategic programme.

In October 2016 Cabinet approved the continuation of supplementary work from initial phase of a Strategic Outline Case to draft OBC for consideration early 2017.

At Full Council March 2017 upon being put to the vote Council resolved to agree the recommendations:

- That Council reset the recommendations as agreed in October 2016 to delay the full business case to enable consideration of an Outline Business Case in March 2017.
- That Council agree to progress options 2, transform in house and option 3, new delivery model for reasons identified in the Outline Business Case and not take forward option 1, stay the same and option 4, outsourcing.
- That Council agree OBC is advanced to produce the final Full Business Case for consideration as soon as politically possible.

#### **Member Scrutiny:**

A Member questioned if the Trade Union suggestions were deliverable and we were told that the current business case was based on the assumption that the existing terms and conditions will continue, with the pay award linked to the local authority for next five years built in. In terms of redundancy costs for the future, none have been factored in as the number baseline number staff is expected to grow. In terms of Union suggestions, we are already paying the living wage and this will continue into the ADM. In terms of national and local agreements, there has been no conscious decision to move away from a national agreement in terms of pay awards. We have spoken to Torfaen regarding the pension scheme and wish it to continue on an open basis allowing new employees to join. Trade Union recognition has already been built into the business case and is fully supported.

In response a Union representative welcomed the assurances and spoke of not seeing a reference to the code of practice. A question was asked regarding a slide showing a tapering management grant, so not just not accounting for inflation but seemingly a real terms reduction. There was also scepticism as to how quickly the company would grow commercially. In response to this the Finance Manager explained that the grant would be fixed for a five year period, what had not been demonstrated was the business plan for the ADM which contains a number of income generation ideas.

A Member commented on the need for change as we are unable to continue as we are at present.

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### **Minutes of the meeting of Joint Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 24th July, 2017 at 2.00 pm**

Concerns were raised that the list of consultees did not include schools. A number of our schools connected to leisure centres and the cross over with SLAs was vast, with grass cutting and car parking being examples. We were assured that consultation with schools will take place and officers have been looking at the grants that schools give to leisure services for the use of facilities.

A Member spoke of the desire of the ADM to be successful and the need for it to be managed correctly. A question regarding assets was raised and the maintenance backlog of 4.4 million pounds and also jointly have an operating deficit of 3.424 million pounds. There is a prediction that at the end of year five there will be a profit of 2 to 2.5 million pounds, but we have no details of what that is based on, marketing analysis, what competition exists, nor is there mention of what commercial funding will be available. The Member spoke of the need for the company to be in a position to borrow money and expressed apprehension regarding the staff's lack of commercial experience.

An Officer advised that the assets will remain in the ownership of Monmouthshire County Council. There is a sum of money that will be borrowed from Monmouthshire County Council, this investment will be paid back over a ten to fifteen year period, and this investment will be funded by additional income generation with some money be reinvested into services. In terms of commercial borrowing, as a charity we have no history so we would be viewed as a risk.

A Member asked that we look at the accountability structure and recommended that this is referred to the Audit Committee to look at the governance structure that will be available in relation to these particular arrangements.

Doubts were raised regarding the decision making process and the lack of day to day input from Councillors and asked if this would this reduce the scrutiny arrangements.

The relationship between the Council and The ADM was queried and it was asked how often the Council would be updated with the progress of the ADM. In answer we were told that it would visit various committees during the year including Scrutiny and Audit committees. It was asked that Members have input in the number of updates they receive, to be decided at a full Council meeting.

In regard to the ADM model chosen it was asked how this decision was made and we were told that research into a number of trusts has taken place with the most comparable in terms of services was Peterborough with 'Vivacity'. MCC officers visited Peterborough to discuss pitfalls and good practice. MCC's Head of Tourism, Leisure and Culture, Ian Saunders as Chair of Gwent Leisure meets regularly with local leisure trusts to discuss best practice and his colleagues have met with social care peers in Wigan. This has given officers an extensive knowledge of various models and an insight of various methods of service delivery.

It was asked if there would be a time when Council businesses would be in direct competition with local businesses and we were told that to keep services sustainable we would be competing.

## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the meeting of Joint Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 24th July, 2017 at 2.00 pm**

It was asked if we had a significant advantage over local business and we were told that any assets in the teckel company would have to pay business rates.

It was stressed that the Youth Service should not get lost in this model and Members spoke of it being a critical service which a lot of young people rely on. Officers assured Members that the passionate staff of the Youth Team would not allow this to happen with their three core areas; counselling, education and extra curriculum opportunities growing through schemes such as Positive Futures which target specific areas for maximum improvement. The Youth Service will predominately sit in the charity part of the model due to the grants it will attract.

A Member advised that they would be asking a question regarding the outdoor education centres via email to the Chief Officer for Enterprise.

In respect to pension liability it was asked if we are not loading up the companies ADM with liability issues. In response we were told that discussion were currently on going with the Head of Resources on this arrangement.

It was asked where the money in the 'Invest to Redesign' fund came from and we were told that it is a specific ring fenced service reserve that MCC have set up.

A Member asked how the Youth Service would benefit being included in this model and we were advised that the counselling and enterprise sections of the Youth Service will stay within the council. The section which is coming across is the section which has the potential to sit with leisure services.

A Member spoke of the need for democratic feedback to the Council, but stressed the importance of giving the people running this company the ability to make business decisions on a day to day basis.

Finally the Cabinet Member thanked Select Committee and Union Members for their questions and spoke of the need to look at further issues. The Cabinet Members identified that previously when cuts have been made they are often within this service with priority given to social services and education. A new model is needed and we have gathered evidence to provide us with scope to identify which model will be the best for us.

The issue of risk was discussed with the greatest risk being staying as we are and the fact that we will have to manage decline if we do nothing. The process from hereon will be that that final paper will go to Cabinet on 6th September 2017, then full Council on 21<sup>st</sup> September 2017. The Cabinet Member spoke of the high calibre of the staff selected to work on this model and praised them for their work.

The committee agreed the recommendation to scrutinise the ADM business case and noted the recommendation put forward by County Councillor Louise Brown that the Audit Committee review the governance structure.

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Joint Select Committee held  
at County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 24th July, 2017 at 2.00 pm**

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

- The concerns of the unions have been heard and the Joint Select Committee is satisfied from the responses given that they are being addressed.
- The Select Committee has ongoing concerns around the service level agreements with schools and the governance arrangements of a future Alternative Service Delivery Model, in particular, how to ensure democratic lines of accountability.
- The Select Committee is content to support the project entering the next phase and requests the Audit Committee to review the future governance structure to ensure arrangements are appropriate and fit for purpose and to provide this report and their view to a future meeting of the Joint Select Committee.
- The Select Committee requests officers to further negotiations with schools to ensure appropriate service level agreements and to report back on this to a future meeting.

**The meeting ended at 4.19 pm**

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## REPORT

<b>SUBJECT</b>	<b>REVENUE &amp; CAPITAL MONITORING 2017/18 OUTTURN STATEMENT</b>
<b>DIRECTORATE</b>	Resources
<b>MEETING</b>	Children & Young People Select Committee
<b>DATE</b>	14th September 2017
<b>DIVISIONS/ WARD AFFECTED</b>	All Authority

### 1. PURPOSE

- 1.1 The purpose of this report is to provide Members with information on the revenue and capital outturn positions based on activity data at month 2.
- 1.2 This report will also be considered by Select Committees as part of their responsibility to,
  - assess whether effective budget monitoring is taking place,
  - monitor the extent to which budgets are spent in accordance with agreed budget and policy framework,
  - challenge the reasonableness of projected over or underspends, and
  - monitor the achievement of predicted efficiency gains or progress in relation to savings proposals.

### 2. RECOMMENDATIONS PROPOSED TO CABINET

- 2.1 That Members consider a net revenue outturn overspend of £164,000.
- 2.2 Members consider a capital outturn spend, forecast by service managers to agree with budget.
- 2.3 Members note that the low level of earmarked reserves, which will severely reduce the flexibility the Council has in meeting the financial challenges of reducing settlements and consequent need to re-design services.
- 2.4 Members note the significant forecast reduction in the overall school balance at the end of 2017/18 and supports the continuing work with schools to ensure that the Council's Fairer Funding scheme requirements are met and that the overall schools balance reverts to positive position at the earliest opportunity. This will be explored in greater detail in a separate report of CYP Directorate.

### 3. MONITORING ANALYSIS

#### 3.1 Revenue Position

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

#### 3.1.2 **Responsible Financial Officer's Summary of Overall Position (month 2 based)**

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

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

Precepts and Levies	<b>17,075</b>	17,070	-5	16,484	16,488	4
Coroners	<b>100</b>	119	19	80	100	20
Gwent Joint Records	<b>182</b>	182	0	183	182	-1
Corporate Management (CM)	<b>181</b>	176	-5	186	553	367
Non Distributed Costs (NDC)	<b>733</b>	733	0	726	818	92
Strategic Initiatives	<b>654</b>	204	-450	488	0	-488
Insurance	<b>1,264</b>	1,230	-34	1,218	1,396	178
<b>Total Corporate Costs &amp; Levies</b>	<b>20,189</b>	<b>19,714</b>	<b>-475</b>	<b>19,365</b>	<b>19,537</b>	<b>172</b>
<b>Net Cost of Services</b>	<b>146,128</b>	<b>146,922</b>	<b>794</b>	<b>143,143</b>	<b>144,059</b>	<b>916</b>
Fixed Asset disposal costs	123	123	0	75	75	0
Interest and Investment Income	-138	-138	0	-55	-89	-34
Interest payable & Similar Charges	3,673	3,173	-500	3,498	2,923	-575
Charges required under regulation	3,815	4,065	250	3,489	3,373	-116
Contributions to Reserves	165	165	0	105	318	213
Contributions from Reserves	-1,653	-1,653	0	-1,665	-1,880	-215
Capital Expenditure funded by revenue contribution			0	109	109	0
<b>Appropriations</b>	<b>5,985</b>	<b>5,735</b>	<b>-250</b>	<b>5,556</b>	<b>4,829</b>	<b>-727</b>
General Government Grants	-61,380	-61,380	0	-63,567	-63,567	0
Non Domestic rates	-30,418	-30,418	0	-27,981	-27,981	0
Council Tax	-66,450	-66,700	-250	-63,411	-64,076	-665
Council Tax Benefits Support	6,135	6,005	-130	6,258	5,852	-406
<b>Financing</b>	<b>-152,113</b>	<b>-152,493</b>	<b>-380</b>	<b>-148,701</b>	<b>-149,772</b>	<b>-1,071</b>
Budgeted contribution from Council Fund		0		2	0	-2
<b>Net Council Fund (Surplus) / Deficit</b>	<b>0</b>	<b>164</b>	<b>164</b>	<b>0</b>	<b>-884</b>	<b>-884</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		839 deficit	1,066 deficit	116 deficit
Period 3		79 surplus	162 deficit	144 deficit
Outturn		884 surplus	579 surplus	327 surplus

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

3.1.4 Given the financial challenges that will continue to face the Authority for the foreseeable future, Chief Officers continue to be tasked with ensuring that services live within the budgets and savings targets set for the current financial year.

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

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

- Chief Executives Unit (£496k overspend)

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

- Resources Directorate (£19k overspend)

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

- Corporate (£475k underspend)

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

- Appropriations (£250k underspend)

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

- Financing (£380k underspend)

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

## RESOURCES DIRECTOR CONTEXT & COMMENTARY

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

## HEAD OF OPERATIONS CONTEXT & COMMENTARY

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

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

- Enterprise Directorate (£180k net overspend)

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

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

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

- Social Care & Health (£39k underspend)

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

## ENTERPRISE DIRECTOR'S CONTEXT & COMMENTARY

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

### **3.1.8 Adult Select Portfolio (net £172k underspend)**

- Social Care & Health (£172k underspend)

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

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

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

**Resources (£1k overspend)**

## SCH DIRECTOR'S CONTEXT & COMMENTARY

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

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

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

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

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

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

- Social Care & Health (£401k overspend)

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

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

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

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

### **SOCIAL CARE & HEALTH DIRECTOR'S CONTEXT & COMMENTARY**

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

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

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

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

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

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

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

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

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

### 3.2 2017/18 Budget Savings Progress

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

In summary they are as follows,

<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
REVENUE MONITORING 2017-18	£000	£000	£000	£000	£000	£000
<b>Children &amp; Young People</b>	(395)	(395)	0	0	0	0
<b>Social Care &amp; Health</b>	(627)	(627)	0	0	0	0
<b>Enterprise</b>	(84)	(84)	0	0	0	0
<b>Resources</b>	(266)	(257)	0	0	(9)	0
<b>Chief Executives Units</b>	(1,324)	(1,055)	0	0	(129)	(140)
<b>Corporate Costs &amp; Levies</b>	(118)	(118)	0	0	0	0
<b>Appropriations</b>	(1,608)	(1,608)	0	0	0	0
<b>Financing</b>	(885)	(885)	0	0	0	0
<b>DIRECTORATE Totals</b>	<b>(5.308)</b>	<b>(5.030)</b>	<b>0</b>	<b>0</b>	<b>(138)</b>	<b>(140)</b>

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

3.2.3 The emphasis of reporting savings has changed from previously where savings were reported when they were manifest, however the judgement is now whether saving is forecast to be achieved.



3.2.4 Consequently the savings appendix (appendix 1) also has a traffic light system to indicate whether savings are likely to be achieved or have justifiable reasons explaining delayed implementation. The following summary of savings mandates are highlighted as requiring further work to crystallise or exhibit an anticipated degree of volatility.

### 3.2.5 **Stronger Communities Select Portfolio**

Resources Directorate

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

Chief Executive's Office

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

### 3.2.6 **Economy & Development Select Portfolio**

Enterprise (ENT) Directorate

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

### 3.2.7 **Adult Select Portfolio**

Social Care & Health (SCH) Directorate

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

### 3.2.8 **Children and Young People Select Portfolio**

Children and Young People (CYP) Directorate

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

### 3.3. Capital Position

3.3.1 The summary Capital position at Month 2 is as follows

<b>MCC CAPITAL BUDGET MONITORING 2017-18 at Month 2 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>	43,600	15,302	43,600	0	43,600	0
<b>Adult</b>	0	0	0	0	0	0
<b>Economic &amp; Development</b>	966	966	966	0	966	0
<b>Strong Communities</b>	7,278	1,100	7,484	(206)	7,278	0
<b>Capital Schemes Total 2017-18</b>	<b>51,844</b>	<b>17,368</b>	<b>52,050</b>	<b>(206)</b>	<b>51,844</b>	<b>0</b>

#### **Slippage to 2018-19**

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

#### **Capital Outturn**

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

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

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

is currently being modelled in advance of decisions on specific projects and profiles in order for authorities to start reflecting the commitment in their MTFPs.

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

### Capital Financing and Receipts

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

<b>MCC CAPITAL FINANCING BUDGET MONITORING 2017-18 at Month 2 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	2,402	0	2,402	(0)	2,402	0
General Capital Grant	1,462	0	1,462	0	1,462	0
Grants and Contributions	15,185	5,629	15,185	(0)	15,185	0
S106 Contributions	316	522	522	(206)	316	(0)
Unsupported borrowing	9,524	5,662	9,524	(0)	9,524	(0)
Earmarked reserve & Revenue Funding	320	302	320	(0)	320	(0)
Capital Receipts	22,635	5,253	22,635	(0)	22,635	(0)
Low cost home ownership receipts	0	0	0	0	0	(0)
Unfinanced	0	0	0	0	0	0
<b>Capital Financing Total 2017-18</b>	<b>51,844</b>	<b>17,368</b>	<b>52,050</b>	<b>(206)</b>	<b>51,844</b>	<b>(0)</b>

## Useable Capital Receipts Available

3.3.6 In the table below, the effect of the changes to the forecast capital receipts on the useable capital receipts balances available to meet future capital commitments is shown. This is also compared to the balances forecast within the 2017/21 MTFP capital budget proposals.

Movement in Available Useable Capital Receipts Forecast

<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	19,043	(577)	(289)	509
<b>Add:</b>				
Receipts received in YTD	0			
Receipts forecast received	3,015	6,460	5,560	5,660
Deferred capital receipts	4	4	4	4
<b>Less:</b>				
Receipts to be applied	(22,635)	(6,172)	(509)	(509)
Set aside	0	0	(4,257)	(4,749)
<b>Predicted Year end receipts balance</b>	<b>(577)</b>	<b>(289)</b>	<b>509</b>	<b>915</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>(1,185)</b>	<b>(289)</b>	<b>(4,657)</b>	<b>(3,946)</b>

3.3.7 The balances forecast to be held at the 31<sup>st</sup> March each year are generally lower than forecast in the MTFP. 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.

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

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

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

### 3.4 Reserves

#### Reserve Usage

3.4.1 Revenue and Capital monitoring reflects an approved use of reserves. At month 2, service managers' presumptions are to fully utilise the reserve funding conveyed to them in 2017-18 budget. Additionally there is proportion of 2016-17 reserve funded expenditure that was approved by Members on 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.

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

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

## Schools Reserves

3.4.4 Each of the Authority's Schools is directly governed by a Board of Governors, which is responsible for managing the school's finances. However, the Authority also holds a key responsibility for monitoring the overall financial performance of schools. The net effect of an individual school's annual surplus or deficit is shown in a ring-fence reserve for the particular school. Details of the 2017-18 indicative outturn position based on their recent sc52 formal budget returns is shown in the table below.

### Outturn movement on reserves

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

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

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

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

<b>Financial Year-end</b>	<b>Net level of School Balances</b>
2011-12	(965)
2012-13	(1,240)
2013-14	(988)
2014-15	(1,140)
2015-16	(1,156)
2016-17	(269)
2017-18 forecast	428

3.4.7 Our Fairer Funding Regulations adopted by Council and Governing Bodies have traditionally precluded governing bodies from planning for a deficit position. This was changed last year to allow licensed deficits where a recovery plan is agreed and followed. However this flexibility only extended as far as there being a collective schools reserve surplus i.e.

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

3.4.8 In addition to the need to establish recovery plan for those schools in deficit, it remains unlikely that the collective level of reserves will sustain the traditional annual draw by schools on reserves in recent years, which will add additional focus to addressing the need to remain within budget going forward rather than passporting the consequences to their reserves, given that flexibility is now pretty much exhausted.

#### **4 REASONS**

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

#### **5 RESOURCE IMPLICATIONS**

5.1 As contained in the report.

#### **6 EQUALITY AND SUSTAINABLE DEVELOPMENT IMPLICATIONS**

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

#### **7 CONSULTEES**

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



**8 BACKGROUND PAPERS**

Outturn Monitoring Reports (Period 1), as per the hyperlink provided

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

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**Appendices (attached below)**

Appendix 1 Mandated Savings Progress Report

APPENDIX 1

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

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

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

Ref	Enterprise	2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
	<b>Development Plans</b> - Reduce 'Premises' budget line B050 by £1,527 to £0	(2)	(2)					Low
	<b>Development Plans</b> - End membership of Severn Estuary Partnership, reducing	(3)	(3)					Low
	<b>Development Plans</b> - Reduce 'Photocopying' budget line D061 by £2,000 to £3,000	(2)	(2)					Low
	<b>Development Plans</b> - Reduce 'Postage' budget line D161 by £1,000 to £1,290	(1)	(1)					Low
	<b>Development Plans</b> - Reduce 'Advertising' budget line by £1,000 to £2,008	(1)	(1)					Low
	<b>Development Plans</b> - Reduce 'Professional Fees' budget line D080 by £8,183 to	(8)	(8)					Low
	<b>Development Management</b> - Additional fee income from pre-application advice fee charges	(5)	(5)					Low
	<b>Development Management</b> - Move towards paperless planning files and consultations; reduction in copying and printing and postage	(5)	(5)					Low
Page 37	<b>Development Management</b> - Additional fee income from i) a new Fast Track pre-application advice service and ii) a new Fast Track applications service for householder developments and lawful development certificates (for a proposed use or development)	(2)	(2)					Low
	<b>Development Management</b> - Fee income from a new Completion certificates service for developers or solicitors/ householders buying and selling their home	(2)	(2)					Low
	<b>Development Management</b> - Reduce Professional & Specialist Fees budget (D080)	(9)	(9)					Low
	<b>Development Control</b> - Reduce supplies and services budget (£33k) by £2,638	(3)	(3)					Low
	<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)					Low
	<b>Housing</b> - Replace Flare grants software with Ferret software	(6)	(6)					Low
	<b>Housing</b> - Continue to tackle the use of B & B through increased prevention and private sector housing development	(8)	(8)					Low
	<b>Housing</b> - Re-structure of Housing Renewal team	(6)	(6)					Low
	<b>ENTERPRISE Budgeted Savings Total</b>	<b>(84)</b>	<b>(84)</b>	<b>0</b>	<b>0</b>			



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

Ref	Chief Executive's Unit	2017/18 Budgeted Savings £000	Value of Saving forecast at Month 2 £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
	<b>Waste</b> - Reduce grass cutting frequency to release core staff to focus on income generation and more external work	(100)	(100)				Not implemented - but saving achieved through other means, mainly through underspends in Pension Contribution	Low
	<b>Waste</b> - Charge schools for the full cost of their waste collections and disposal	(30)	0		(30)		All schools in the South of the County have found alternative contractors. The service has reported a £80k pressure with trade waste to which this contributes.	High
Page 39	<b>Waste</b> - Reduce scheduled cuts and maintenance of Monmouth sports grounds to level of original lease agreement	(15)	0	(15)			This has not yet happened as it has been difficult to engage with the sports associations. Service is attempting to manage the pressure in budget	Medium
	<b>Waste</b> - Project Gwyrdd annuity payment from WG for 17-18	(70)	(70)				Achieved	Low
	<b>Waste</b> - Increase bulky waste collection charges by 50% (£12 to £18) and reduce our contribution to Homemakers accordingly	(10)	(10)				Achieved through negotiation with Homemakers	Low
	<b>Waste</b> - Additional income from trade waste	(10)	0		(10)		Not achieved - see comment above	High
	<b>Waste</b> - Managing impact of reduced activity/ income on tree works	(24)	(24)				Vacancy not yet released from budget so carrying pressure but trying to manage within resources at this stage	Medium

Ref	Chief Executive's Unit	2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
	Highways - reduction in maintenance budget to reflect impact of investment in new (led) lanterns	(8)	(8)					Low
	Highways - reduce pumping station maintenance budget	(2)	(2)					Low
	Highways - rsl veb1000 recycling plant : in place and operational saving	(14)	(14)					Low
	Highways - welfare units : in place and operational saving	(10)	(10)					Low
	Highways - overtime back office : adjust start and finish times	(2)	(2)					Low
	Highways - sim cards : review and reduce where not required	(2)	(2)					Low
	Highways - review all wales tenders : subject to 2nd layer of reducing cost	(2)	(2)					Low
Page 40	Highways - reduction in salt budget to reflect reduced usage over recent years. stock levels remain constant (budget pays for what is used rather than what is stocked). actual usage in year may result in overspend depending upon weather conditions	(20)	(20)					Low
	Highways - bartering / hiring kit : partnerships with ncc / tcbc	(4)	(4)					Low
	Highways - reduction in response budget to reflect reduced winter maintenance (response to snowfall) in recent years. actual conditions during the winter will remain at current standards but a risk of resulting overspend exists	(10)	(10)					Low
	Highways - review all wales tenders : subject to 2nd layer of reducing cost	(2)	(2)					Low
	Highways - cross hire within ops : use in house kit before hire	(1)	(1)					Low
	Highways - external hire	(2)	(2)					Low
	Highways - fill structure : release additional hours being worked	(3)	(3)					Low
	Highways - reduce the amount of scrim investigations undertaken each year.	(3)	(3)					Low
	Highways - reduce the amount of revenue structures maintenance undertaken each year.	(41)	(41)					Low
	Highways - to increase road closure charges by 50% and recover costs against appropriate capital scheme	(20)	(20)					Low
	Highways - to increase skips, scaffolding licences and street name & numbering fee by 50% in 2016/ 2017	(10)	(10)					Low
	Highways - to extend charges to other services (to be identified by working group)	(7)	(7)					Low



Ref	Chief Executive's Unit	2017/18 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
	<b>Property Services</b> - Train existing staff to carry out risk assessments	(25)	(25)					Medium
	<b>Property Services</b> - To withdraw the 60% of the Corporate Procurement Training budget.	(6)	(6)					Low
	<b>Property Services</b> - Non replacement of Shared Facilities Manager, following resignation. (£11,500 saving)	(7)	(7)					Low
	<b>Property Services</b> - Mounton House Restructure	(19)	(19)					Medium
	<b>Property Services</b> - Increase School meal price from £2.00 to £2.10 (5p already in MTFP)	(21)	(21)					Low
	<b>Property Services</b> - flexible retirement, reduced 5 days to 3	(11)	(11)					Low
	<b>Property Services</b> - Vehicles – reduction in leasing costs for courier vehicles	(2)	(2)					Low
Page 41	<b>Property Services</b> - Press Notices – cease advertising Bank Holiday office closures in the Press	(3)	(3)				Still under review, savings have been delivered through a reduction in supplies and services expenditure.	Low
	<b>Property Services</b> - Refreshment provision – cease providing refreshment supplies	(1)	(1)					Low
	<b>Property Services</b> - Increase the time between risk assessments for Legionella, Asbestos, Fire & Glazing from the current 2/3 years to minimum of 5 years	(10)	(10)					Medium
	<b>Property Services</b> - 10% reduction in corporate building maintenance reactive budget	(54)	(54)					Low
	<b>Property Services</b> - Realignment of budget for previous efficiencies achieved	(15)	(15)					Low
	Recycling Plant	(70)	(70)					Low
	Whole Place	(100)	0	(100)			Service still under review.	High

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

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

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

## MONMOUTHSHIRE COUNTY COUNCIL REPORT

<b>SUBJECT:</b>	<b>Fair Funding Regulations (Scheme for Financing Schools)</b>
<b>MEETING:</b>	<b>CYP SELECT</b>
<b>DATE:</b>	<b>14<sup>TH</sup> September 2017</b>
<b>DIVISION / WARDS AFFECTED</b>	<b>All</b>

### 1. PURPOSE:

To provide members details of the current breach in the Fair Funding (Scheme for Financing Schools) Regulations and actions to address this and to seek exception for the financial year 2017-18.

### 2. RECOMMENDATIONS:

That Members note:

- 2.1 Members allow an exception to the breach of the Fair Funding (Scheme for Financing Schools) Regulations for the financial year 2017-18.
- 2.2 The details outlined in this report are noted and Cabinet agree to monitor the actions proposed to address the issue as set out in paragraph 3.8.

### 3. KEY ISSUES

- 3.1 The Fair Funding (Scheme for Financing Schools) is the funding framework in which schools and the Local Authority operate, and is based on the legislative provisions in Section 45-53 of the School Standards and Framework Act 1998.
- 3.2 The regulations provide very detailed information around finance, procurement and audit for schools and outlines responsibilities for both our schools and the Local Authority. A copy of these are contained in Appendix 1 – Appendix 5.
- 3.3 Section 4 details obligations for school budgets and the treatment of schools planning for a deficit and paragraph 4.7 details the treatment of licensed deficit, below is the extract from the document:
  - 4.7 *Licensed Deficits*
    - 4.7.1 *The authority will only support licensed deficits where a recovery plan is in place, as detailed in paragraph 4.3.1. The governing body must request a licenced deficit from the Chief Officer for Children and Young People.*
    - 4.7.2 *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 In line with the timescales outlined in the Fair Funding Regulations, the Local Authority received all school budgets approved by the governing body by 31<sup>st</sup> May 2017. On receipt of these, the Section 151 Officer was informed that collectively, schools were reporting a deficit of £608,000.

Primary schools reported a surplus of £74,000, whilst secondary schools reported a deficit of £667,000 and the special school and pupil referral unit a deficit of £15,000. With regards to the deficit in secondary schools there have been particular circumstances which have contributed to this issue including the late notification of post 16 funding reductions from Welsh Government.

3.5 School balances on the 1<sup>st</sup> April 2017 stood at a surplus of £269,000 and the collective reserve use during the year is anticipated to be £877,000. Schools have been made aware of the cumulative deficit position and are working together to both minimise the anticipated spend in year but also to try and maintain surplus budgets where they exist.

3.6 Given the collective deficit this is a breach of *paragraph 4.7.2* as detailed above.

3.7 It is not the intent of the Local Authority to change the Fair Funding Regulations but to minimise the impact of this deficit on the collective reserves of the Local Authority.

3.8 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.

3.9 In addition to the actions above, the Local Authority is continuing to explore and accelerate cluster working and has been successful in obtaining grant funding from Welsh Government for cluster business managers. The grant funding is for £65,000 which will be match funded and will cover two academic years. This will allow clusters to explore efficiencies and savings.

3.10 As a part of the regional working undertaken through the local consortia finance officers have engaged in the benchmarking of unit costs in schools. This work suggests that there are more efficient schools in Wales that we could look at and learn from.

- 3.11 A working group of school based staff including Head Teachers, Governors and Business Managers alongside Local Authority staff has been formed, to consider how costs can be reduced and additional income can be generated. Notwithstanding the current deficit situation, the financial climate is such that schools will need to continue to contribute a broader understanding of how the future of teaching and learning can be delivered within a reducing resource base for the Authority as a whole.

#### **4. REASONS**

- 4.1 Clearly any breach in the regulations is a concern and action needs to be taken to minimise the risk to the Local Authority. The actions outlined above will ensure that the deficit is kept to a minimum and schools are clear about the agreed actions they need to take to return to a surplus budget.

#### **5. RESOURCES**

- 5.1 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.

- 5.2 While there are no direct cash implications, this will reduce the overall level of reserves held by the Local Authority. If this were to extend into the medium term there would be a risk that reserves would fall below an acceptable level for the Authority and would require a budget to enable replenishment, adding further pressures to the Authority's overall financial position.

#### **6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

The future generation's process has been completed and can be found in appendix 6.

#### **7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

There are no safeguarding issues or corporate parenting implications associated with this report.

#### **8. CONSULTEES:**

DMT  
Cabinet Members CYP and Finance  
Section 151 Officer  
Assistant Section 151 Officer

All consultee responses have been included in this report.

#### **9. BACKGROUND PAPERS:**

Fair Funding (Scheme for Financing Schools) October 2016.

**10. AUTHOR:**

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**MONMOUTHSHIRE  
COUNTY COUNCIL**

**FAIR FUNDING  
SCHEME FOR FINANCING SCHOOLS**

**Updated**

**October 2016**



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## 1 INTRODUCTION

### 1.1 The Funding Framework: Main Features

- 1.1.1 The funding framework which replaced Local Management of Schools is based on the legislative provisions in Section 45-53 of the School Standards and Framework Act 1998 and as further detailed in the Schools Funding (Wales) Regulations 2010.
- 1.1.2 Under this legislation, local education authorities determine for themselves the size of their Local School budget (LSB). The categories of expenditure that fall within the Local Schools Budget are prescribed under regulations made by the Welsh Government, but included within the LSB is all expenditure, direct and indirect, on an authority's maintained schools. Local authorities may retain funding for purposes defined in regulations made by the Welsh Government under the Schools Funding (Wales) Regulations 2010. The amounts to be retained centrally are decided by the authority concerned, subject to any limits or conditions prescribed by the Welsh Government. The balance of the LSB left after deduction of centrally retained funds is termed the Individual Schools Budget (ISB).
- 1.1.3 Any proposed changes to the Fair Funding formula will be consulted upon and agreed by the Cabinet of the Council before the end of December prior to the commencement of the financial year.
- 1.1.4 Details of the proposed centrally retained funds will be subject to consultation each year and published with other budget information from the Council.
- 1.1.5 Local education authorities *may retain an unallocated reserve within the ISB but* must distribute amounts from their ISB amongst their maintained schools according to a formula which accords with regulations made by the Welsh Government, and enables the calculation of a budget share for each maintained school. This budget share is then delegated to the governing body of the school concerned, unless the school is a new school, which has not yet received a delegated budget, or the right to a delegated budget has been suspended in accordance with Section 51 of the SSAF Act. The financial controls within which delegation works are set out in a scheme made by the Authority in accordance with Section 48 of the Act and are subject to approval by the Authority's Schools Forum or Welsh Government, which will have power to modify schemes or impose one.
- 1.1.6 Subject to the provisions of the scheme, governing bodies of schools may spend budget shares for the purpose of their school. They may also spend budget shares on any additional purposes prescribed by the Welsh Government in regulations made under Section 50 of the SSAF Act.



- 1.1.7 An Authority may suspend a school's right to a delegated budget by giving the governing body notice, in writing, if the provisions of the school financing scheme (or rules applied by the scheme) have been substantially or persistently breached, or if the budget share has not been managed satisfactorily (see Sections 2.14 – 2.16). There is a right of appeal to the Welsh Government. A school's right to a delegated budget share may also be suspended for other reasons (Section 17 of the SSAF Act 1998) *but in that case there is no right of appeal.*
- 1.1.8 Each authority is obliged to publish each year a statement setting out details of the planned Local Schools Budget, showing the amounts to be centrally retained, the budget share for each school, the formula used to calculate those budget shares, and the detailed allocation for each school. After each financial year, the authority must publish a statement showing out-turn expenditure at both central level and for each school, and the balances held in respect of each school. *Out-turn statements* are subject to audit certification by the Wales Audit Office and information *in either type* may be collated and published by the Welsh Government.
- 1.1.9 The detailed publication requirements for financial statements and for schemes are set out in regulations, but each school must receive a copy of the scheme and any amendment, and each year's budget and out-turn statements so far as they relate to that school or central expenditure.
- 1.1.10 The scheme should be read in conjunction with the Schools Financial Instructions and the Authority's Financial Regulations and Standing Orders.

## **1.2 The Role of the Scheme**

- 1.2.1 This scheme sets out the financial relationship between Monmouthshire's Education Authority and the maintained schools which the Authority funds. The requirements contained in the scheme relate to the financial management and associated issues are binding on both the Local Education Authority and on the schools covered by the scheme.

## **1.3 Application of the Scheme to Maintained Schools**

- 1.3.1 The scheme applies to all community, special, voluntary controlled and aided, foundation and foundation special schools in the area of the Authority. When schools alter their status in the new framework this will not affect coverage since the schools will merely be categorised differently and the school's governing bodies will remain the same corporate bodies.



- 1.3.2 Because pupil referral units and nursery schools are not maintained schools within the meaning of s.20(7) of the Act, the scheme's coverage excludes them. However, the Authority may consider the scope for funding and managing nursery schools using the same principles as used for primary schools under Fair Funding, in so far as the absence of a governing body with statutory powers allows this.
- 1.3.3 Appendix 1 lists the schools presently covered by the scheme.

#### **1.4 Publication of the Scheme**

- 1.4.1 The scheme will be supplied to the headteacher and governing body of each school covered by the scheme, and any approved revisions will be notified to each school in due course.

The actual publication requirements contained in regulations (currently Regulation 27 of the Schools Funding (Wales) Regulations 2010) are as follows:

- (a) furnish a copy to the governing body and a copy to the headteacher of each school maintained by the authority; and
- (b) making a copy available for reference at all reasonable times and without charge—
- (i) at the principal education office of the authority; and
- (ii) at each school maintained by the authority or on a website which is maintained by the authority and accessible to the public.

#### **1.5 Revision of the Scheme**

- 1.5.1 Any proposed revisions to the scheme will be subject to consultation with Headteachers, governing bodies and other interested parties and will require approval from the Schools Forum or the Welsh Government if the Schools Forum and Authority cannot agree on the terms of any proposed revisions. The Welsh Minister for Education and Skills may approve any such proposals or approve subject to modification, or refuse to approve any such proposal.

#### **1.6 1.6 Delegation of Powers to Headteachers**

- 1.6.1 The governing body must consider the extent to which it wishes to delegate its financial powers to the headteacher and record its decision (and any revisions) in the minutes of the governing body. The authority may be requested to provide advice in respect of a desirable level of delegation to headteachers.
- 1.6.1 The school is obliged to produce a budget plan for each financial year, the responsibility for the production of the budget plan should be determined by the governing body which must approve the first formal budget plan of each financial year and record its decisions accordingly.



1.6.2 The headteacher may be requested to provide advice and reports to the governing body on any matters relating to school expenditure.

## **1.7 The Role of the Authority**

1.7.1 The Financial Standing Orders and Financial /regulations appertaining to Monmouthshire County Council will normally govern all actions of the authority in its application of the scheme.

1.7.2 The Cabinet is responsible for carrying out the statutory duties of the Authority including the operating of the Scheme for Financing Schools in accordance with the SSAF Act 1998.

1.7.3 Prior to the commencement of each financial year, the cabinet, in accordance with the approved scheme, will establish the resources available for all schools for the following year. The governing body will be notified by the Chief Officer for Children and Young People of the resources available for their school, as determined through application of the Scheme.

1.7.4 The Authority will publish requisite budgetary and out-turn information in respect of all schools in accordance with Section 52 of the Act.

1.7.5 The authority may suspend financial delegation in accordance with the provisions of Schedule 15 to the Act, where the governing body:

- (i) has been guilty of a substantial or persistent failure to comply with any requirement applicable under the scheme; or
- (ii) is not managing its delegated budget in a reasonable and satisfactory manner.
- (iii) Where School Financial Instructions are consistently breached.

1.7.6 The authority will retain centrally some elements of funding for allocation to schools on the identification of specific needs.

## **1.8 The Role of the Governing Body**

1.8.1 The governing body is responsible for monitoring the implementation of its own policies as well as those of the authority and the government. Governors become the agent of responsibility.

1.8.2 The main responsibilities of governing bodies are:

- (i) to decide how the school's delegated budget should be spent, in accordance with their school development plan and the statutory curriculum requirements laid upon them;
- (ii) to comply with the provisions written into this scheme in respect of financial regulations;
- (iii) to maintain accurate accounts/records and to provide regular reports/returns of income and expenditure as and when requested;





- (iv) not to plan to overspend;
- (v) to include in their annual report to parents of the school:
  - (a) a financial statement outlining how the school's budget share has been used; and
  - (b) an account of the way in which they have allocated resources to pupils with special educational needs.

1.8.3 In general the governing body is obliged to ensure that it has spent sensibly, having regard to value for money in terms of the educational standards it has achieved and the quality of education it has provided in relation to its context and income. Governing bodies should ensure that they have conducted their financial transactions with due regard to legality and probity.

## **1.9 Maintenance of Schools**

The authority is responsible for maintaining the schools covered by the scheme, and this includes the duty for defraying all the expenses for maintaining them (except in the cases of a voluntary aided school where some of the expenses, are, by statute, payable by the governing body and in the case of grant-maintained schools where there is a power but not a duty to meet capital expenditure). Part of the way an authority maintains schools is through the funding system put in place under Sections 45 – 53 of the SSAF Act 1998 and any revisions made under the Education Act 2002.

## **2.0 FINANCIAL REQUIREMENTS**

### **2.1 Financial Control**

#### **2.1.1 Application of Controls to Schools**

Governing bodies in their management of delegated budgets must abide by the authority's requirements on financial control and monitoring; both those in this Scheme and those requirements in more detailed publications referred to in this Scheme, namely and School's Financial Instructions and the Scheme for the Operation of Local Bank Accounts.

Both governors and staff have a duty to expose mismanagement and fraud. The Section 151 Officer should be immediately notified where there are grounds to suggest any irregularities affecting cash, stocks or other assets. Normally such notification will be by the headteacher. However, it may be that there are circumstances make it inappropriate for the person alleging irregularity to raise the matter with the headteacher and governors and therefore concerns can be raised with the internal audit department in the authority.



### **2.1.2 Provision of Financial Information and Reports**

Schools are required to provide the authority with details of anticipated and actual expenditure and income, in a format as specified in Schools' Financial Instructions. The timing of this information will be in line with the reporting timetable for the authority. This formal requirement may be waived when the school maintains such information as part of the authority's online financial accounting system provided that the authority has access to such information.

However, in some circumstances the school may be required to provide information more frequently to assist the authority with the management and/or maintenance of tax or banking arrangements and/or where the authority has notified the school in writing that in its view the school's financial position requires more frequent monitoring i.e. where the school is in a deficit / excessive surplus position and is required to report against a recovery / investment plan, or when the school is in its first year of operation.

### **2.1.3 Payment of Salaries: Payment of Bills**

Governing bodies must follow the detailed procedures as given in Schools' Financial instructions for services carried out by the authority.

For those services not carried out by the authority, such procedures undertaken must be approved by the authority.

### **2.1.4 Control of Assets**

Each school must maintain an inventory of its moveable non-capital assets, including leased assets, and follow the basic authorisation procedures for the acquisition and disposal of such assets as set out in the Schools' Financial Instructions.

The form of the register of assets for items valued at £100 and above must be in accordance with that determined by the Authority, however schools are free to determine their own arrangements for keeping the register of assets worth less than £100 but in such circumstances the governing body must ensure that any such arrangements are acceptable to the school's insurers.

### **2.1.5 Accounting Policies (including year-end procedures)**

Schools must abide by procedures and accounting policies as detailed in Schools' Financial Instructions and any additional instructions sent to schools which have been approved by the Authority on an ad\_hoc basis, for example instructions for year-end processes.

### **2.1.6 Writing Off of Debts**



Governing bodies are not authorised to write off any debts. All requests to write off any debts must be agreed with the authority. Debt recovery procedures as detailed in the financial instructions must be adhered to before a write-off can be actioned. If a write off is agreed, the debt will be written off against the school budget.

## **2.2 Basis of Accounting**

2.2.1 All accounts furnished to the authority must be on an accruals basis (to bring into account all outstanding expenditure and income within the financial year). However, this does not preclude schools adopting alternative internal accounting systems if they so wish.

## **2.3 Submission of Budget Plans**

2.3.1 Each school must submit a provisional budget plan to the authority by 1<sup>st</sup> May each year showing its intentions for expenditure in the current financial year and the assumptions underpinning the budget plan. This should be followed by a formal budget plan which must be provided to the authority by 31<sup>st</sup> May each year. The format of the budget plan will be provided by the authority during February each year. The authority will supply schools with all income and expenditure data which it holds centrally to allow efficient planning by schools. However schools are responsible for checking this information against the records they hold.

While the above dates are the final dates to submit budgets, the Local Authority works closely with schools to ensure that a budget is approved by the Governing Body and submitted as close to the beginning of the financial year as possible to ensure that spending plans are agreed and spend is as effective as possible. The ideal is before the 1<sup>st</sup> April each year.

2.3.2 Where plans are subsequently reviewed in-year any revisions should be submitted to the governing body for approval. The details of any such amendments and revised financial plans should be submitted to the authority in line with the monitoring reporting timetable.

## **2.4 Virement**

2.4.1 There are no restrictions on the ability of schools to vire funds between budget heads within the limits of the total funds available from respective school budget shares.

## **2.5 Audit: General**

2.5.2 Schools are subject to and are required to co-operate with the Authority's Internal Audit and the External Auditors as determined by the Wales Audit Office. Where a school enters into external arrangements for the provision of financial services, then separate audit arrangements may apply.



2.5.3 Schools are required to provide access to their records for both internal and external auditors.

## 2.6 Separate External Audit

2.7.1 The governing body is allowed to spend funds from its budget share to obtain external audit certification of its accounts, separate from and in addition to any authority internal or external audit process. Any such audit must have regard to the status of the school and its responsibilities to the authority.

## 2.7 Audit of voluntary and private funds

2.7.2 All voluntary and private funds must operate in accordance with the regulations laid down by the authority and any charity commission requirements. An audit certificate must be provided by the school at the end of the accounting period as stipulated in the private fund guidance. This certificate is to be submitted to CYP finance by the 31<sup>st</sup> October each year, in respect of the accounts for the previous academic year.

## 2.8 Register of Business Interests

2.8.2 The governing body of each school is required to maintain a register of business interests which details the respective business interests of each member of the governing body and the headteacher.

2.8.3 The register must be made available for inspection by governors, staff, parents and officers of the authority.

## 2.9 Purchasing, tendering and contracting requirements

2.9.2 Governing bodies are required to abide by the authority's Financial Instructions for Schools and Contract Procedure Rules in purchasing, tendering and contracting matters. In particular, the following requirements must be adhered to:

- (a) To comply with all provisions of the Scheme, statutory provision, or Public Contract Regulations 2015.
- (b) **Contracts with value of less than £1,000** - Demonstrate that good value has been achieved
- (c) **Contracts with value £1,000 - £5,000** - One written quotations should be received



- (d) **Contracts with value £5,000 - £25,000** - Three written quotations and advertised through the relevant trade journal/portal and/or Sell2Wales.
- (e) **Contracts £25,001 – EU Threshold** (Supplies & services contracts threshold currently £164,176; Works contracts threshold currently £4,104,394. These thresholds were last updated in January 2016 and are fixed for a 2 year period) Invitation to tender by advertisement through relevant trade journal/portal and/or Sell2Wales
- (f) The strategic procurement unit should be made aware of all contracts over £25,000.
- (g) The tender process must follow the guidance set out in the Financial Instructions for Schools.

2.9.3 Where relevant, governing bodies must assess in advance the health and safety competence of the contractors taking into account the authority's policy and procedure.

## **2.11 Application of contracts to schools**

2.11.1 As a general principle, schools may opt out of authority-arranged contracts/service level agreements but will be bound by extant agreements.

2.11.2 Governing bodies are empowered under paragraph 3 of Schedule 10 to the Act to enter into contracts, although in most cases the governing body does so on behalf of the authority as maintainer of the school and the owner of the funds in the budget share. However where the governing body has a clear statutory obligation (e.g. contracts made by aided or voluntary foundation schools for the employment of staff) contracts may be made solely on behalf of the governing body.

## **2.12 Central funds and earmarking**

2.12.1 The authority is authorised to make additional funds available to the school from central funds; these funds shall be additional to and separate from the schools' budget share e.g. Grants provided by third parties. These allocations are subject to any conditions setting out the purpose or purposes for which the fund may be used. These funds



must not be assimilated into the school's budget share and should appear separately in accounts to demonstrate their use for the purpose for which funds were allocated.

2.12.2 Any earmarked funds which are not spent by 31<sup>st</sup> March in any financial year must be returned to the authority if not spent in year or within a period over which schools are allowed to use the funding if different.

### **2.13 Spending for the purposes of the school**

2.13.1 Although Section 50 (3) of the SSAF Act 1998 allows governing bodies to spend their budget share for the purposes of the school, this is subject to any provisions of this scheme.

2.13.2 In general the governing body is obliged to ensure that it has spent sensibly, having regard to value for money in terms of the educational standards it has achieved and the quality of education it has provided in relation to its context and income. Governing bodies should ensure that they have conducted their financial transactions with due regard to legality and probity.

### **2.14 Capital spending from budget shares**

2.14.1 Governing bodies are allowed to use their budget shares to meet the cost of capital expenditure on school premises, subject, where the premises are owned by the authority to their approval but such consent can only be withheld on health and safety grounds. Consent is sort via the use of the 'Landlord Consent Form' this is attached in appendix 4. Where the authority does not own the premises, then the school should notify the authority of their intentions. This includes expenditure by the governing body of an aided school on work which is their responsibility under Paragraph 3 of Schedule 3 of the Act.

2.14.2 Where such proposed capital expenditure exceeds £15,000 the Chief Officer for Children and Young People must be notified and the governing body must take into account any advice as to the merits of the proposed expenditure.



## **BANKING ARRANGEMENTS: INSTALMENTS OF BUDGET SHARES**

### **3.0 External Bank Accounts: Notice Period**

- 3.0.1 The Authority has adopted the CIPFA Code of Practice for Treasury Management in Local Authorities.
- 3.0.2 Schools may choose to use the Authority arrangements for banking or alternatively schools may opt to operate their own independent banking arrangements.
- 3.0.3 Schools wishing to operate external bank accounts may only do so from the beginning of any financial year provided that a period of two terms notice is given to the authority. Such schools must have cleared any outstanding budget deficits prior to operating external bank accounts.

### **3.1 Frequency of Instalments**

- 3.1.1 For schools operating within the authority's banking arrangements, school budget shares will be notionally credited to the school's account on the first day of the financial year.
- 3.1.2 For schools operating external bank accounts, school budget shares will be made available to governing bodies on a monthly basis payable on the 20<sup>th</sup> day of each calendar month or the closest working day thereto.

### **3.2 Proportion of Budget Shares Payable at each Instalment to External Bank Accounts**

- 3.2.1 For schools operating external bank accounts, the budget share instalments will be made in equal twelfths of the annual delegated sum.
- 3.2.2 However, where schools can demonstrate through a budget plan that there will be significant fluctuations in monthly expenditure, consideration will be given to payment of the respective school budget shares in accordance with an agreed payment profile.

### **3.3 Interest**

#### **3.3.1 Interest Claw back**

- 3.3.1.1 Where it can be determined that the authority has suffered a loss of interest in respect of delegated funds paid in advance, the authority reserves the right to recover lost interest. This will be based on an interest calculation applied to the difference between the average school balance for the financial year and the closing school balance at the end of the financial year. This will only be applied to positive balances.



3.3.1.2 The interest claw back will be calculated on the basis of the marginal lost investment income arising from the difference between bank base rate, payable to all schools without external bank accounts and the authority's average seven day rate.

### 3.3.2 Interest on Late Payment of Budget Shares to External Bank Accounts

3.3.2.1 For schools operating external bank accounts interest will be payable by the authority in respect of the late payment of a school budget share instalment where such late payment is the result of authority error. The interest payable will be calculated on the basis of the instalment amount, the number of days the payment is delayed and the bank base rate.

### 3.3.3 Interest Payable on Balances

3.3.3.1 For schools operating within the authority banking arrangements interest will be payable based on the prevailing bank rate as at the last working day of the financial year on all surplus balances at that date. The authority reserves the right to charge interest on deficit balances. In the event that the authority opts to charge interest on deficit balances the school will be notified in writing. Interest will be calculated using the prevailing bank base rate as at the last working day of the financial year on the deficit balance at that date.

3.3.3.2 Schools with external bank accounts will not receive such interest but will be able retain any interest earned as a result of operating its external bank account.

## 3.4 Budget shares for closing schools

3.4.1 Budget shares for closing schools will be made in equal monthly instalments up to the end of the month in which the closure takes place.

3.4.2 Where schools are scheduled for closure they will only be funded up to the date where there are no recorded pupils on roll. The funding will be based on equal instalments of the school budget share. After this date the school will only be funded for the ongoing maintenance costs.

## 3.5 Bank and Building Society accounts

### 3.5.1 External Accounts

3.5.1.1 Schools may, subject to the conditions set out in this scheme, opt to open and maintain external bank accounts into which their budget share instalments are paid.

3.5.1.2 When a school elects to operate an external bank account the authority will, at the request of the school, transfer an amount agreed





by both the school and the authority as the estimated surplus balance held by the authority in respect of the schools budget share, on the basis that there is then a subsequent correction when the accounts for the relevant year are closed.

### **3.5.2 Restriction on Bank Accounts**

3.5.2.1 Schools may hold accounts at any of the approved banks or building societies specified by the Authority, at the time of writing these are set out in appendix 2, however as these change frequently schools should contact the authority for an up to date list prior to tendering for any services.

3.5.2.2 Consideration will be given to requests for accounts to be held at other institutions.

3.5.2.3 Schools may stipulate that the name of any external account is in the name of the school rather than the authority.

3.5.2.4 However, the operation of the account must be in accordance with the authority's Scheme of Administration for School-Held Bank Accounts which outlines the specific rights of access and administrative procedures. In particular the account mandate must provide that the authority is the owner of the funds account; that it is entitled to receive statements; and that it can take control of the account if the schools right's to a delegated budget is suspended by the authority.

3.5.2.5 Signatories to such bank accounts shall only be drawn from authority and school employees and as such bars school governors who are not employees from being signatories to the schools account.

### **3.6 Borrowing by schools**

3.6.1 Governing bodies may borrow money from a bank or building society only with the written permission of the Welsh Government. Any requests for such consent and outcome should be notified to the Section 151 officer.

3.6.2 Any finance or operating leases arrangements shall only be undertaken with the express written permission of the Section 151 officer.



## **4 TREATMENT OF SURPLUSES AND BALANCES**

### **4.1 Carry Forward of Balances**

- 4.1.1 Schools will be able to carry forward from one financial year to the next any shortfall in expenditure relative to the school's budget share for the year, plus or minus any balance brought forward from the previous year.
- 4.1.2 A school's balance at the end of the financial year will be that determined from the annual accounts.

### **4.2 Reporting on the Intended Use of Surplus Balances**

- 4.2.1 Governing bodies are required to report to the authority on the intended use of surplus balances in those cases where the total balance exceeds, for secondary schools, £100,000 of allocated resources, and for primary schools £50,000. This report must be submitted within 3 months of initially reporting this level of surplus to the authority. The report must detail spend to bring the balances below these levels and must be agreed with the authority. This will be monitored on a termly basis.
- 4.2.2 Under the School Funding (Wales) Regulations (2010), where surplus budgets held by schools exceed £50,000 for primary schools or £100,000 for secondary schools and special schools, the Authority has the power to direct a school how to spend the balance or to claw back the balance held in excess of these limits.

### **Planning for Deficit Balances**

- 4.3.1 This scheme precludes governing bodies from planning for a budget deficit.

### **4.4 Obligation to carry forward Deficit Balances**

- 4.4.1 Where a school has a deficit balance at the end of the year, such deficit will be carried forward into the next financial year. Governing bodies will be required to report to the authority on the measures that the school intends to take in order to eradicate the deficit, over a maximum of 3 years. The Authority may agree to increase the time period to allow a school to recover, however this will need to be agreed with the Chief Officer for Children and Young People. These plans must be submitted within 3 months on initially reporting a deficit to the authority. This plan will be monitored on a termly basis at minimum, but in material cases this will be monitored monthly. The authority has the right to withdraw the delegated budget and powers of the governing body should the plan not be followed.



#### **4.5 Writing off Deficits**

4.5.1 The authority will not write off a deficit balance at any school.

#### **4.6 Balances of Closing and Replacement Schools**

4.6.1 When a school closes, any balance (whether surplus or deficit) will revert to the authority. Such balance cannot be transferred to any other school, even if that school is a successor to a closing school.

#### **4.7 Licensed Deficits**

4.7.1 The authority will only support licensed deficits where a recovery plan is in place, as detailed in paragraph 4.3.1. The governing body must request a licensed deficit from the Chief Officer for Children and Young People.

4.7.2 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.

#### **4.8 Credit Union Approach**

4.9.1 The authority does not support Credit Union Approach for financial support. An arrangement whereby schools group together to utilise externally held balances for a collective approach to loans.



## **5 INCOME**

### **5.1 Income from Lettings**

5.1.1 Schools are allowed to retain all income from lettings of school premises, subject to arrangements arising from joint uses or Private Finance Initiative agreements.

5.1.2 Income from lettings of school premises should not normally be payable into voluntary or private funds held by the school.

5.1.3 Schools may cross-subsidise lettings for community and voluntary use with income from other lettings, providing there is no net cost to the budget share. However schools must have regard to directions issued by the authority as to the use of the schools premises as permitted under the School Standards and Framework Act 1998 for various categories of school.

5.1.4 On school sites where caretakers bungalows are funded by the authority all income resulting from their occupancy will accrue to the authority.

### **5.2 Income from Fees and Charges**

5.2.1 Schools may retain income from fees and charges, except, where the service is provided by the authority from centrally-retained funds.

5.2.2 Schools must have regard to any policy statements on charging produced by the authority.

### **5.3 Income from Fundraising Activities**

5.3.1 Schools may retain income from any fundraising activities.

### **5.4 Income from Sale of Assets**

5.4.1 Schools may retain the proceeds of sale of assets except in cases where the asset was purchased with non-delegated funds, save when the authority decides otherwise.

5.4.2 Schools may not retain the proceeds from the sale of land or buildings forming part of the school premises owned by the authority.

### **5.5 Administrative Procedures for the Collection of Income**

5.5.1 Income collection should be administered in accordance with School Financial Instructions.

### **5.6 Purposes for which income may be used**



5.6.1 Income received from the sale of assets purchased with delegated funds may only be spent for the purposes of the school.



## **6 THE CHARGING OF SCHOOL BUDGET SHARES**

### **6.1 General Provision**

- 6.1.1 The budget share of a school may be charged by the authority without the consent of the governing body only in circumstances expressly permitted by this Scheme. The authority will consult with schools as to its intention to so charge and will notify schools when it has been done.
- 6.1.2 Where schools are charged by the authority under these provisions and are in dispute with those charges, any resolved matters will be referred to the Chief Officer for Children and Young People for final determination.
- 6.1.3 The authority is required to charge salaries of schools based staff to school budget shares at actual cost.

### **6.2 Circumstances in which charges may be made**

- 6.2.1 Where premature retirement costs have been incurred without the prior written agreement of the authority to bear such costs (the amount chargeable being only the excess over any amount agreed by the authority).
- 6.2.2 Other expenditure incurred to secure resignations where the school had not followed authority advice.
- 6.2.3 Awards by the courts and employment tribunals against the authority or out of court settlements arising from action or inaction by the governing body contrary to the authority's advice.

Awards may sometimes be against the governing body directly and would fall to be met from the budget share. Where the authority is joined with the governing body in the action and has expenditure as a result of the governing body not taking authority advice, the charging of the budget share with the authority's expenditure protects the authority's position.

- 6.2.4 Expenditure by the authority in carrying out health and safety work for which the authority is liable where funds have been delegated to the governing body for such work, but the governing body has failed to carry out the required work.
- 6.2.5 Expenditure by the authority in making good defects in building work funded by capital spending from budget shares, where premises are owned by the authority or the school has voluntary status.
- 6.2.6 Expenditure incurred by the authority in insuring its own interests in a school where funding has been delegated but the school has failed to demonstrate that it has arranged cover at least as good as that which would be arranged by the authority.



- 6.2.7 Recovery of monies due from a school for services provided to the school, where a dispute over monies due has been referred to a disputes procedure set out in a service level agreement, which concluded that such monies are owed by the school to the authority.
- 6.2.8 Recovery of penalties imposed on the authority by the Board of the Inland Revenue, the Contributions Agency or HM Revenues & Customs, Teachers Pensions as a result of school negligence.
- 6.2.9 Correction of authority errors in calculating charges to a budget share (e.g. pension deductions).
- 6.2.10 Additional transport costs incurred by the authority arising from decisions by the governing body on the length of the school day, and failure to notify the authority of non-pupil days resulting in unnecessary transport costs.
- 6.2.11 Legal costs which are incurred by the authority because the governing body did not accept the advice of the authority (see also Section 11).
- 6.2.12 Costs of necessary health and safety training for staff employed by the authority, where funding for training had been delegated but the necessary training had not been carried out.
- 6.2.13 Compensation paid to a lender where a school enters into a contract for borrowing beyond its legal powers, and the contract is of no effect.
- 6.2.14 Cost of work done in respect of teacher pension remittance and records for schools using non-authority payroll contractors, the charge to be the minimum needed to meet the cost of the authority's compliance with its statutory obligations
- 6.2.15 Costs incurred by the authority in securing provision specified in a statement of ALN where the governing body of a school fails to secure such provision despite the delegation of funds in respect of that statement.
- 6.2.16 Costs incurred by the authority due to submission by the school of incorrect data.
- 6.2.17 Recovery of amounts spent from specific grants on ineligible purposes.
- 6.2.18 Cost incurred by the authority as a result of the governing body being in breach of the terms of a contract.



## **7 TAXATION**

### **7.1 Value Added Tax**

7.1.1 For recovery of the VAT, HM Revenues & Customs have agreed that VAT incurred by schools when spending any funding made available by the authority is treated as being incurred by the authority and qualifies for reclaim by the authority. Such sums reclaimed will be passed on to schools.

7.1.2 In general VAT will be recoverable on expenditure incurred by schools on business activities from any funding made available by the authority in accordance with the regulations of HM Revenues & Customs. In consequence expenditure charged to school budget shares will be net of VAT with the VAT reclaim managed centrally by the authority.

7.1.3 Schools will also need to consider their VAT position in respect of any income they generate. Detailed guidance is available within Financial Instructions and further advice can be obtained from the Section 151 Officer.

### **7.2 Construction Industry Taxation Scheme (CITS)**

7.2.1 Schools must abide by the Authority's procedures in respect of CITS. Advice on this matter is available from the Section 151 Officer.





## **8 THE PROVISION OF SERVICES AND FACILITIES BY THE AUTHORITY**

### **8.1 Provision of Services from Centrally Retained Budgets**

8.1.1 The authority will determine the provision of services from centrally-retained funds to schools including, if appropriate, premature retirement and redundancy costs. In so doing, the authority will not discriminate between different categories of schools except where (a) funding has been delegated to some schools only or (b) such discrimination is justified by statutory duties.

### **8.2 Provision of Services Purchased from the Authority using Delegated Budgets**

8.2.1 Governing bodies are free to negotiate agreements for purchasing of services from the authority as they determine. There is no minimum term for such agreements albeit that arrangements lasting less than two years may be uneconomic. In general the period of such agreements will not exceed five years but agreements may include provision for an extension to seven years for contracts for supply of catering services.

8.2.2 Where a service is provided for expenditure which is not retained centrally by the authority under the Regulations made under Section 46 of the Act, such service can only be provided at prices which generate income which is no less than the cost of providing the service. The total cost of the service must be met by the total income, even if schools are charged differentially.

8.2.3 Where the authority provides, any service for which funding has been delegated to schools, these services may be offered to schools as packages of services.

8.2.4 However, any service which an authority is providing will also be available to be purchased as a single service.

8.2.5 Where a governing body decides not to buy back services for which the authority retains statutory responsibilities, then costs of meeting these responsibilities will be chargeable against respective school's budget share.

### **8.3 Service Level Agreements**

8.3.1 Where services or facilities are provided under a service level agreement, such agreements will normally take effect at the start of a financial year. Written agreements will be drawn up in consultation with the school in advance of the start of the agreement.



8.3.2 Where services or facilities are provided under a service level agreement, the terms of such an agreement will be reviewed at least every three years.

8.3.3 Services offered on the basis of a service level agreement will also be available on an ad hoc basis although a different rate of charging may apply.

## **9 PFI/PPP**

9.1 Governing bodies must consider the implications of any PFI/PPP project contemplated. The authority must be informed of any such proposal and the governing body should take account of any advice provided by the authority in connection with such proposal.

9.2 In particular, the authority would wish to reserve the right to charge the school budget share with any costs incurred by the authority associated with any such arrangement, and to determine the treatment of monies withheld from contractors due to poor performance.

## **10 INSURANCE**

10.1 Where funds for insurance are delegated to any school, the school must demonstrate that under a policy arranged by the governing body, cover relevant to any authority's insurable interests is at least as good as the relevant cover arranged by the authority where the authority makes such arrangements, paid for from central funds or from contributions from schools' delegated budgets.

## **11 MISCELLANEOUS**

### **11.1 Right of Access to Information**

11.1.1 Governing Bodies will be required to supply all financial and other information which might reasonably be requested to enable the Authority to satisfy itself as to the School's management of its delegated budget share, or the use made of any central expenditure by the Authority (e.g. earmarked funds) on the school. Such additional financial information does not extend to copies of internal reports to the governing body on financial matters.

### **11.2 Liability of Governors**

11.2.1 Each governing body is a corporate body and consequently, under the terms of Section 50(7) of the Act, governors of maintained schools do not incur personal liability in the exercise of their power to spend the delegated budget share provided they act in good faith.



### **11.3 Governors' Expenses**

11.3.1 The Authority is allowed to delegate to the governing body of a school yet to receive a delegated budget, funds to meet governors' expenses.

11.3.2 Under schedule 11 of the SSAF act 1998, only allowances in respect of purposes specified in regulations may be paid to governors from a schools' delegated budget share; schools are forbidden to pay any other allowances. Schools are also barred from payment of expenses duplicating those paid by Welsh Government to additional governors appointed by him to schools under special measures. The amounts of any such allowances will be set by the Authority.

### **11.4 Responsibility for Legal Costs**

11.4.1 The cost of legal action incurred by the governing body, including any costs awarded against the authority may be charged to the school's budget share unless the governing body acts in accordance with the advice of the authority (unless they relate to the statutory responsibility of voluntary aided school governors for building).

11.4.2 Where there is conflict of interest between the governing body and the authority, the governing body should consider the need for independent legal advice, the costs of which will have to be met from the school budget share.

### **11.5 Health And Safety**

11.5.1 In expending the schools budget share governing bodies must have due regard to the duties and responsibilities placed upon them, and on the Authority, in relation to health and safety.

11.5.2 The authority may issue directions to a governing body and headteacher on health and safety matters; these directions are enforceable, so far as governing bodies are concerned, via Section 497 of the Education Act 1996 if not complied with.

### **11.6 Right of Attendance for the Chief Officer for Children and Young People**

11.6.1 Governing bodies should permit the Chief Officer for Children and Young People, or their nominated representative, to attend meetings of the governing body at which any agenda items are relevant to the exercise of his/her responsibilities. Such attendance will normally be preceded by adequate notice.

### **11.7 Delegation to New Schools**

11.7.1 The authority may delegate funding selectively to the governing bodies of schools which have yet to receive delegated budgets



## **11.8 Optional Delegated Funding**

11.8.1 Where a school exercises an option to receive delegated funding for an item, that option may only be exercised once a year by notification in writing to the Chief Officer for Children and Young People by the 31<sup>st</sup> December, prior to the commencement of any financial year.

## **11.9 Additional Learning Needs**

11.9.1 Governing bodies must use their best endeavours in expending their budget share to secure appropriate provisions for pupils with Additional Learning Needs.

## **11.10 Whistle blowing**

11.10.1 The Authority will issue to the governing body the procedure to be followed by persons working at a school or school governors who wish to complain about financial management or financial propriety at a school, and how such complaints will be dealt with.

## **11.11 Child Protection**

11.11.1 Governing bodies will be required to cooperate with any matters associated with child protection and must release staff to attend child protection case conferences and other related events.

## **11.12 School Meals**

11.12.1 The Authority may provide a school meals policy of which governing bodies should have regard in the discharge of their duties in relation to school meals where funding has been delegated.

## **12 RESPONSIBILITY FOR REPAIRS AND MAINTENANCE**

### **12.1 Categories of Work**

12.1.1 The categories of work for which a governing bodies will receive delegated funding in order to meet their responsibilities are detailed in Appendix 3.

### **12.2 Date of Delegation**

12.2.1 The operational date of such delegated funding was the 1<sup>st</sup> April 2000.

**SCHOOLS COVERED BY THE SCHEME**

**SECONDARY**

Caldicot School  
Chepstow School  
King Henry VIII Comprehensive  
Monmouth Comprehensive

**PRIMARY**

Archbishop Rowan Williams Church in Wales V.A. Primary  
Cantref Primary  
Castle Park Primary  
Cross Ash Primary  
Deri View Primary  
Dewstow Primary  
Durand Primary  
Gilwern Primary  
Goytre Fawr Primary  
Kymin View Primary  
Llandogo Primary  
Llanfoist Fawr Primary  
Llantilio Pertholey Church in Wales Primary  
Llanvihangel Crucorney Primary  
Magor Church in Wales Primary  
Osbaston Church in Wales Primary  
Our Lady and St. Michaels Catholic Primary  
Overmonnow Primary  
Pembroke Primary  
Raglan V.C.Primary  
Rogiet Primary  
Shirenewton Primary  
St. Mary's R.C. Primary  
The Dell Primary  
Thornwell Primary  
Trellech Primary  
Undy Primary  
Usk Primary  
Ysgol Gymraeg Y Fenni  
Ysgol Y Ffin

**SPECIAL**

Mounton House

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**Banks:**

Bank of Scotland PLC  
Barclays Bank PLC  
Close Brothers Ltd  
Goldman Sachs International Bank  
HSBC PLC  
Lloyds Bank PLC  
Santander UK PLC  
Standard Chartered Bank.

**Building Societies:**

Leeds Building Society  
Nationwide Building Society.

**These are correct as at June 2016, school should request an up to date list from the Authority prior to moving banking services.**

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## RESPONSIBILITY FOR REPAIRS AND MAINTENANCE

ITEM	LEA RESPONSIBILITY	SCHOOL RESPONSIBILITY	AIDED SCHOOL RESPONSIBILITY
------	-----------------------	--------------------------	--------------------------------

**1 SCHOOL BUILDINGS****1.1 Foundations**

Ducts and duct covers		*	*
Foundations to external walls, dpc's	*		*
Foundations to internal walls, dpc's	*		
Ground floors, floor slabs, hardcore filling	*		
Retaining walls and dpc's (supporting the buildings)	*		*
Waterproof membranes to floor slabs	*		

**1.2 External Walls**

Access ramps and steps to external doorways		*	*
Bin screens (other than to kitchens)		*	*
Chimney stacks (above roof level), flashings	*		*
Copings		*	*
Damp proof rendering applied externally	*		*
External walls, dpc's, cavity trays, cavity ties	*		*
Graffiti/moss removal		*	*
Insulation (cavity)		*	*
LPG and oil tank enclosures		*	*
Pointing	*		*
Rainwater pipes and soil stacks (external)	*		*
Rainwater pipes and soil stacks (internal)	*	*	

**1.3 External Windows and Doors**

Bolts, door closures, panic bolts - internal		*	*
Double glazing		*	*
Draught proofing to windows and doors		*	*
Emergency exit and fire escape doors	*		*
Glass upgrading and safety film		*	*
Linings, beads and casement stays - internal		*	
Locks, bolts, floor springs, etc.		*	*
Roller shutters to windows, external doors		*	*
Secondary glazing		*	*
Cills and Lintels	*		*
Window guards, steel sheet coverings to doors		*	*
Windows and doors (external)	*		*
Window winding gear - internal		*	*

#### **1.4 Internal Walls, Partitions and Doors**

Brick, block, studded, chimney breasts and flues	*		*
Damp proof rendering applied internally		*	*
Fire screens, glazed partitions, internal windows		*	*
Glass upgrading and safety film		*	*
Internal doors, floor springs, door closures, locks, bolts etc.		*	*
Sliding/folding screens		*	*
Steel sheet coverings to doors (secure stores)		*	*
WC Lavatory, toilets, partitions/cubicles		*	*

#### **1.5 Roofs**

Covered links, verandas, porches, etc.	*		*
Covered play areas (part of school building)	*		*
Deck and beams, rafters, trussed rafters, purlins	*		*
Eaves, fascias, soffit boarding, gutters	*		*
Insulation (at roof level)		*	*
Lightning conductors	*		*
Rainwater pipes - fixed internally		*	*
Rainwater pipes, outlets set in flat roofs	*		*
Reflective paint, white stone chippings (i.e. on roofs)		*	*
Roof edge protection and anti-scaling devices		*	*
Rooflights, tank housings	*		*
Roofs - (coverings, bargeboards, flashings)	*		*
snow and gutter boards	*		*
Trusses (not trussed rafters)		*	*
Ventilation equipment (above roof level)		*	*

#### **1.6 Floors and Staircases - & see Foundations (1.1)**

Fire escapes - external - not enclosed		*	*
Staircases, handrails and balustrades		*	*
Suspended floors and sleeper walls	*		

#### **1.7 Suspended Ceilings**

Fire stops		*	*
Insulation		*	*
Structure		*	*

#### **1.8 Internal Finishes - Floors**

Carpets stuck down on sub-floors		*	*
Door mats, loose and fitted carpets		*	*
Matwells, nosings		*	*
Wood strip, wood block, vinyl, linoleum, tiled		*	*

#### **1.9 Internal Finishes - Walls**

Boarded		*	*
Brick Pointing		*	*
Plastered, dry lined		*	*
Skirtings, chair and dado rails		*	*
Tiled, including splashbacks to sinks		*	*

### 1.10 Internal Finishes - Ceilings

Hardwood or softwood boarded		*	*
Plaster		*	*
Suspended (grid system)		*	*
Upgrading for fire rating		*	*

### 1.11 Electrical Installations

see note

Cabling for computer networking		*	*
Class change systems		*	*
Display lighting, shades etc.		*	*
Drama and stage lighting (for school purposes only)		*	*
Electric current protection, RCD units		*	*
Emergency lighting		*	*
External lighting fixed to external walls		*	*
Extractor fans, in external wall, in, or on roof		*	*
Extractor fans - internal		*	*
Fire alarms - smoke detectors		*	*
Hand dryers, hygiene equipment		*	*
Internal lighting, light fittings (not shades)		*	*
Mains distribution form meter		*	*
Portable fans		*	*
Power points and sockets including low voltage		*	*
Power sockets on wall benches and computer		*	*
Public address and sound amplification systems		*	*
Radio/TV aerials, cabling and sockets		*	*
Telephone extensions and equipment		*	*
Telephone installation and first socket		*	*
Trunking for telephones, computer networks, etc.		*	*
Ventilation ducting for dust and fume extraction		*	*
Water heaters (non-teaching purposes)		*	*
Water heaters (teaching purposes)		*	*
Wiring connections to teaching equipment		*	*
Periodic inspection and testing		*	*

### 1.12 Heating Systems

Boiler plant, wiring, controls		*	*
Chimney stacks and flues - external	*		*
Chimney stacks and flues - internal		*	*
Fixed electric or gas heaters		*	*
LP gas and oil tanks		*	*
Pipework distribution, valves		*	*
Radiators, convectors		*	*
Thermostatic valves		*	*

Note: Electrical installations and heating systems would be replaced at the end of their useful life when they would be the responsibility of the Local Education Authority

### 1.13 Furniture and Fittings

Blackboards (roller type) and retractable projection		*	*
Blackboards, whiteboards and projection screens-wall mounted		*	*
Changing room benches, kit lockers, coat hooks		*	*
Cloakroom fittings i.e. lockers, coat hooks etc		*	*
Cloakroom security gates		*	*
Curtain rails and curtains		*	*
Display boards and display shelving		*	*
Fire extinguishers, blankets etc		*	*
Fixed fume cupboards and extract flue		*	*
Fixed library shelving		*	*
Fixed seating to reception areas, common rooms		*	*
Fixed stages		*	*
Fixed storage cupboards and general shelving		*	*
Fixed wall benches, including services therein in laboratories, craft rooms, etc. (gas, electricity, water)		*	*
Free standing library shelving		*	*
Hand dryers, wall mirrors		*	*
Hose reels		*	*
Kilns		*	*
Lockers for pupils belongings		*	*
Name boards and signs ( free-standing - external)		*	*
Notice boards, name boards and signs (exterior attached to external walls)		*	*
Notice boards, name boards and signs (internal)		*	*
PE (Gym equipment)		*	*
Pelmets		*	*
Portable Fume cupboards		*	*
Portable stages, platforms		*	*
Reception hatch/counter		*	*
Retractable seating to lecture rooms, sports halls		*	*
Shower curtains		*	*
Solar film and sun blinds		*	*
Stage curtains and drapes		*	*
Statues, memorials, commemorative plaques		*	*
Toilet roll holders, hygiene equipment		*	*
Wall safes		*	*
Periodic inspection and testing of fume cupboards		*	*

### 1.14 Sanitary Ware & Sinks (including connections to services, waste pipes to main soil stacks)

Cleaning/caretakers sinks		*	*
Drinking fountains (external) fixed to school Buildings		*	*
Incinerators		*	*
Laboratory and classroom sinks (teaching)		*	*
Sink in room used for medical inspections		*	*
Staffroom sink units (tea/coffee making)		*	*
Toilets, urinals, basins, showers, drinking fountains		*	*

**1.15 Plumbing and Gas Services - & see section 1.14**

Gas connections to teaching equipment		*	*
Hot and cold water and gas services to convenient points for connections to sanitary ware and equipment		*	*
Mixer valves (cloakroom/showers only)		*	
Rainwater outlets in flat roofs	*		*
Soil stacks and rainwater pipes - external	*		*
Soil stacks and rainwater pipes - internal		*	*
Water and gas connections, and waste pipes to main soil stack, for sinks and wall benches		*	*
Water sprinkler system (i.e. fire)		*	*
Water storage tanks and calorifiers		*	*
Periodic inspection and testing		*	*

**1.16 Decorations**

External painting		*	
Internal painting, sprayed finishes to toilets etc.		*	*
Murals, painted insignia, and other art work		*	*
Wallpapering or other applied finishes		*	*

**1.17 Drainage (from school buildings - see 4.4)**

Manholes and inspection covers - external		*	
Manholes and inspection covers - internal		*	*
Underground pipes - external	*		*
Underground pipes - internal		*	*

**1.18 Incoming services to point of entry into school buildings**

Electric	*		*
Gas	*		*
Water	*		*

**1.19 Mobile Classrooms**

as main buildings

as main buildings

as main/other buildings

## 2 SCHOOL BUILDINGS NON-STATUTORY

### 2.1 Swimming Pool

Governors provided		*	*
LEA provided	n/a	n/a	n/a

### 2.2 Youth Club

Governors provided		*	*
LEA provided	n/a	n/a	n/a

### 2.3 Chapel, Parish Kitchen, Stores etc.

Governors provided		*	*
LEA provided	n/a	n/a	n/a

### 2.4 Parents Room

Governors provided		*	*
LEA provided	n/a	n/a	n/a

### 2.5 Garage

For School mini bus		*	*
For teaching purposes	<b>as main buildings</b>	<b>as main buildings</b>	<b>as main buildings</b>

## 3 OTHER BUILDINGS

### 3.1 School Meals Kitchen

School meals kitchen, including drains therefrom to junction with other drains, kitchen yard and bin screens, servery and storage for dining furniture	*		
--	---	--	--

### 3.2 Dining Hall

Dining Hall (not also used for teaching)	*		
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### 3.3 Medical Inspection Room

Medical Inspection room/facilities		*	*
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### 3.4 Caretaker's House

Caretaker's house or flat including drains therefrom to junction with other drains		*	*
--	--	---	---

### 3.5 Outside Games and Groundsman's Stores

Outside games and groundsman's stores		*	*
---------------------------------------	--	---	---

## **4 SCHOOL SITES**

### **4.1 Land Purchase**

n/a

n/a

n/a

### **4.2 Site Preparation**

Culverts, field drains, silt chambers, etc. to take ground or surface water		*	*
Demolition and site clearance (non-school buildings e.g. air raid shelter)		n/a	n/a
Demolition and site clearance (Part of school buildings)	n/a	n/a	n/a
Draining and filling ditches, ponds, etc.	n/a	n/a	n/a
Ducting etc. for extraction of underground deposits of radon/methane gas etc.	*		*
Reinstatement of site after demolition	n/a	n/a	n/a
Removal of contaminated fill (building area)	n/a	n/a	n/a
Removal of contaminated fill (site works)	n/a	n/a	n/a
Removal of non-contaminated fill, peat (building area)	n/a	n/a	n/a
Removal of non-contaminated fill, peat (site works)	n/a	n/a	n/a
Tree felling, pruning and surgery		*	*

### **4.3 Site Development**

Access roads, paths and paved areas, retaining wall thereto		*	*
Boundary walls, perimeter fencing and gates and retaining walls thereto		*	*
Bus parking and turning areas, fencing and gates		*	*
Car parking, retaining walls thereto		*	*
Covered play areas (not part of school building)		*	*
Electric main cable, meter to inside of school buildings		*	*
Fire Hydrants		*	*
Free-standing/fixed safety rails		*	*
Gas main and meter to inside of school buildings		*	*
Kitchen access roads	*		
Kitchen yards, bin areas, screen walls	*		
Nursery play area, fencing and gates		*	*
Painting of fencing, gates, railings, etc.		*	*
Playground and play court fencing (school site only)		*	*
Playground and play courts, markings for games		*	*
Playgrounds, play courts, retaining walls thereto		*	*
Pointing to boundary walls, retaining walls etc.		*	*
Steps and ramps within site		*	*
Trees, shrubs and plants		*	*
Turfing and grass seeding		*	*
Underground ducts and duct covers - for services between school buildings		*	*
Underground ducts - services within ducts between school buildings		*	*
Water main to inside of school building		*	*

#### **4.4 Site Fitments**

Cycle shed, racks and blocks		*	*
Free-standing drinking fountains		*	*
Free-standing flag poles		*	*
Free-standing lightning standards		*	*
Free-standing school name board and directional signing		*	*
Greenhouses for teaching purposes		*	*
Rubbish bins		*	*
Sculptures, fountains and other site "features"		*	*

#### **4.5 Drains**

Drains from "Other Buildings" (e.g. school kitchen) to point of connection with other drains	*		
Drains from school buildings (including manholes and intercepting chambers)		*	*
Ground and surface water pumps and chambers		*	*
Land drainage and culverts		*	*
Sewage pumps and pump chambers		*	*
Sewage treatment plant		*	*
Storm water drains from roads, paths, playgrounds to point of connection with other		*	*

#### **4.6 Outside of School Sites**

Access road		*	*
Bus lay-by and turning areas		*	*
Electrical sub stations		*	*
Gas and electricity connection charges		*	*
Pavement crossings		*	*
Sewage connections		*	*
Street works		*	*

#### **5. SECURITY MEASURES**

Security gates and grills to entrance exits - attached to school buildings		*	*
Security locks (external windows and doors)		*	*
Security locks (internal windows and doors)		*	*
Burglar alarms and panic buttons		*	*
Entry phones		*	*
Security lighting fixed to external walls		*	*
Video surveillance system		*	*
Security fencing (around school buildings not site)		*	*
Security lighting - free standing		*	*



## 6. HABITAT AREAS

Drainage		*	*
Fencing		*	*
Land purchase	n/a	n/a	n/a
Paths and paved areas		*	*
Planting		*	*
Preparation	n/a	n/a	n/a
Water supply		*	*

## 7. PLAYING FIELDS

Court fencing, netting etc.		*	*
Electric lighting standards		*	*
Games equipment and groundsmen's store		*	*
Hard porous pitches, tennis courts		*	*
Land purchases		n/a	n/a
Pavilion, changing rooms and toilets	<b>as main building</b>	<b>as main building</b>	<b>as main building</b>
Perimeter fencing and gates		*	*
Preparation	n/a	n/a	n/a

## 8. SUNDRIES

Air conditioning		*	*
Anti-vandal paint to exterior of school buildings		*	*
Archaeological "digs"	n/a	n/a	n/a
Asbestos removal	*		
Barrier free access ramps, lifts etc - internal		*	*
Barrier free access ramps within school site		*	*
Barrier free toilet		*	*
Bell/clock towers-part of the original school building		*	*
Bell/clock towers-not part of the original school building		*	*
Clearing graffiti and moss from the school buildings		*	*
Conversion of "Other buildings" (e.g. kitchen) to teaching accommodation		*	*
Disabled access ramps, lifts etc. internal		*	*
Disabled access ramps within school sites		*	*
Disabled toilet		*	*
Door safety device		*	*
Dry rot irrigation treatment to external walls	n/a	n/a	n/a
Dry rot irrigation treatment to internal walls	n/a	n/a	n/a
Fireplaces, stoves		*	*
Flagpoles attached to the buildings-part of the original school building		*	*
Flagpoles attached to the buildings-not part of the original school building		*	*
Induction loop (i.e. for hearing impaired persons)		*	*
Lifts, stair lifts and hoists		*	*
Painted white lines for the partially sighted		*	*
Rodding drains		*	*
Rodent and insect infestation measures		*	*
Roof playground - finish and fencing		*	*
Sound proofing		*	*
Spraying for beetle, woodworm infestation		*	*
Staff smoking areas		*	*
Stained glass windows - part of original school building		*	*
Stained glass windows - not part of original school building		*	*
Teachers' houses - part of the original school building		<b>as main building</b>	*
Teachers' houses - not part of the original school building		*	*
Weather vane - part of the original school building		*	*
Weather vane - not part of the original school building		*	*

**Procedure for Landlords Consent  
to carry out Work to Premises**



**1. Aim of Procedure**

To outline the process required for all premises Managers, Headteachers or Tenants when any work (as defined below) is required to the premises.

**2. Introduction**

Monmouthshire County Council is the landlord for all buildings within the council's portfolio. As the landlord there are certain responsibilities in law for which they are accountable.

Any works undertaken on council buildings may introduce risks either to those carrying out the work or to the future safety of the building to its occupants. Examples may be the disturbance of asbestos, undermining fire mitigation arrangements or even coming into contact with electricity.

There are certain statutory requirements which must be met when undertaking certain works. Non-compliance with these statutory requirements can make the council and/or individuals liable with enforcing bodies.

Additionally works undertaken may have an impact on service provision or forward planning.

The landlord's consent process will require all stakeholders to assess the works proposed and add comments in respect of the parameters within which the work should be carried out.

In order to ensure all the above are taken into consideration when works are planned, the following procedure must be followed.

**3. Definition of "Work" as defined in this procedure**

- Refurbishment
- Decorating
- ICT infrastructure/cabling
- Alarm infrastructure/cabling
- Construction or demolition of any wall or structure within the building
- Replacement of floor coverings
- Ground works/Fencing
- New extensions

Even if no 'work' is being carried out if there is a proposed change of use or sub-let then this procedure must be invoked.

**4. Procedure**

- 4.1** All premises must apply for landlord's consent by completing 'Landlord' consent to Carry Out Works' form for all works listed as the definition above;
- 4.2** All applications must be made at the initial concept stage of the project. This must be at least six weeks prior to the intention of the commencement of the project. Failure to adhere to this timescale will mean that the project will not commence.
- 4.3** Please note reasonable time must be allowed to complete any actions that may come from the consultation **PRIOR** to commencing work. This should be factored into your planning of the works and therefore it would not be reasonable to submit the landlords consent form and intend to commence work before or directly after the time scale stated in 4.2 above.
- 4.4** The form below must be completed in full and forwarded to the Facilities Manager [philkenny@monmouthshire.gov.uk](mailto:philkenny@monmouthshire.gov.uk) You can also complete the form on-line at <http://ef1/officeforms/consent.ofml>

**Landlord's consent to carry out works**  
**Application Form**



The purpose of this form is to enable the occupier to seek authorisation from Property Services to carry out works, alterations, change of use or sublet in order that any associated risks will be managed. The Authorisation will include details of any actions the applicant needs to put in place prior to commencement of the works.

**PLEASE ENSURE SECTION 1 IS COMPLETED FULLY AND WHEREVER POSSIBLE START AND COMPLETION DATES ARE PROVIDED FOR THE PROPOSED WORK**

---

To: Facilities Manager - [philkenny@monmouthshire.gov.uk](mailto:philkenny@monmouthshire.gov.uk)

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**Section 1**

From: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Name: \_\_\_\_\_  
Tel Number: \_\_\_\_\_  
Date: \_\_\_\_\_  
Email: \_\_\_\_\_

**Section 2**

- Carry out work
- Carry out Alterations
- Change of Use
- Sublet

**Section 3**

Description and location of request (to be completed by applicant):

Date you intend to commence work

Proposed budget for the work (amount and source)

Do you have a project manager and contractor identified to carry out the work, please detail?

Please tick to confirm that the following has been carried out before submitting your request.

- Have the correct asbestos checks and surveys been carried out.
- Is planning permission required?
- Is building control permission required?
- Has the tendering procedure adhered to Monmouthshire County Council standing orders?
- Have competency checks been completed to all tenderers?
- Have the relevant checks been carried out to ascertain the level of insurances carried by the contractor?
- Have the contractors staff been security checked or disclosure and barring procedure been carried out.
- Has the required risk assessment been carried out for the project?
- Has the contractor's contract method statement been checked?

<p>Signed :.....( applicant) Date .....</p> <p>Position:.....</p>
---

FOR INTERNAL USE ONLY

Property Service Maintenance Manager

Name of Responsible Officer ..... Date .....

Scheme Approved Yes / No

Comments:

.....

.....

.....

21<sup>st</sup> Century Schools Team

Name of Responsible Officer ..... Date .....

Comments:

.....

Landscape Unit (if applicable)

Name of Responsible Officer ..... Date .....

Comments:

.....

Others as required

Name of Responsible Officer ..... Date .....

Comments:

.....

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monmouthshire  
sir fynwy

## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> Nikki Wellington</p> <p><b>Phone no:</b> 01633 644549 <b>E-mail:</b> nicolawellington@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>Breach of Fair Funding (Scheme for Financing Schools) Regulations</p>
<p><b>Name of Service</b> CYP Finance</p>	<p><b>Date Future Generations Evaluation</b> 2<sup>nd</sup> August 2017</p>

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


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

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The proposal will ensure that the financial resources of the school are challenged to bring school balances into a surplus to minimise the risk on the reserves of the authority.</p>	<p>Recovery plans will be agreed with schools to allow a reduction in deficit balances while not impacting on the standards of the school.</p>

<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	No impact	No impact
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	No impact	No impact
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	No impact	No impact
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	No impact	No impact
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	No impact	No impact
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	No impact	No impact

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>Allowing schools a period of time to recover from a deficit will allow the financial improvement to not impact on the standards delivered by the school.</p>	
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>		
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>		
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Early implementation will stop the deficit impacting on the delivery of education and the reserves of the Local Authority.</p>	

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

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	<i>No impact</i>	<i>No impact</i>	<i>No impact</i>
Disability	<i>No impact</i>	<i>No impact</i>	<i>No impact</i>
Gender reassignment	<i>No impact</i>	<i>No impact</i>	<i>No impact</i>
Marriage or civil partnership	<i>No impact</i>	<i>No impact</i>	<i>No impact</i>

<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Pregnancy or maternity	<i>No impact</i>	<i>No impact</i>	<i>No impact</i>
Race	<i>No impact</i>	<i>No impact</i>	<i>No impact</i>
Religion or Belief	<i>No impact</i>	<i>No impact</i>	<i>No impact</i>
Sex	<i>No impact</i>	<i>No impact</i>	<i>No impact</i>
Sexual Orientation	<i>No impact</i>	<i>No impact</i>	<i>No impact</i>
Welsh Language	<i>No impact</i>	<i>No impact</i>	<i>No impact</i>

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

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	<i>No impact</i>	<i>No impact</i>	<i>No impact</i>
Corporate Parenting	<i>No impact</i>	<i>No impact</i>	<i>No impact</i>

**5. What evidence and data has informed the development of your proposal?**

Review of Fair Funding (Scheme for Financing Schools) Regulations, updated October 2016.

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

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This will have a positive impact on the directorate, ensuring employees have the appropriate resources.

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

What are you going to do	When are you going to do it?	Who is responsible	Progress
Cabinet decision	6 <sup>th</sup> September 2017	Nikki Wellington	
Review of school budgets	Monthly	CYP Finance	

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

**The impacts of this proposal will be evaluated on:**

May 2018 following provisional budgets for 2018-19 and year end position for schools.

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

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
1.0	Cabinet.	6 <sup>th</sup> September 2017	

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## MONMOUTHSHIRE COUNTY COUNCIL REPORT

<b>SUBJECT:</b>	<b>21<sup>st</sup> Century Schools Programme – Strategic Outline Programme (SOP) Band B Update.</b>
<b>MEETING: Committee</b>	<b>Children and Young People Select</b>
<b>DATE:</b>	<b>14<sup>th</sup> September 2017</b>

### 1. PURPOSE:

To provide members details of the Strategic Outline Programme for Band B 21<sup>st</sup> Century Schools Programme.

### 2. RECOMMENDATIONS:

That Members scrutinise:

- 2.1 The details outlined in this report.
- 2.2 Members approve the timeline set out on page 21 to progress the Band B work programme.

### 3. KEY ISSUES

- 3.1 Members will be aware that Band A of our 21<sup>st</sup> Century Programme is well underway. Caldicot Schools opens later this month and Monmouth Comprehensive School is on schedule to open September 2018.
- 3.2 Working with Welsh Government the Local Authority is looking to develop Band B of the programme which will involve the building of a new Comprehensive School in Abergavenny.
- 3.3 Working within Welsh Government timescales, the draft Strategic Outline Programme has been submitted, and members are being asked to scrutinise the proposals that are set out in appendix 1.
- 3.4 The key areas to be considered are that the proposal seeks to address the condition of our school buildings and sufficiency, ensuring that the schools are of an appropriate size and design to meet the needs of 21<sup>st</sup> Century learning.
- 3.5 The proposal will also incorporate a larger Welsh Medium Primary school, recognising the increase in numbers of pupils choosing Welsh Medium Education, and a new facility, on a dual site to provide Welsh Medium secondary Education within Monmouthshire.
- 3.6 Currently there are two primary schools within the county, educating through the medium of Welsh, but once pupils reach secondary there is no provision

within Monmouthshire and as a result pupils need to attend schools within other authorities.

- 3.7 The original Strategic Outline Programme (2010) held a much wider remit. This included the development of the whole education estate, however as a result of cost pressures identified during Band A, a greater focus has been applied to the revised Strategic Outline Programme for Band B.
- 3.8 The two remaining secondary schools both require developing, however the needs of King Henry VIII are greater due to the condition of the building and the site offers greater potential to develop our policy aims.
- 3.9 King Henry VIII school is situated in a deprived area of Abergavenny and the school holds the highest level of free school meal entitlement within our secondary schools.
- 3.10 The north of the county has traditionally been a focal point of Welsh Language, with Abergavenny hosting the Welsh National Eisteddfod. The Band B programme will allow Monmouthshire to build on this and to meet the priorities of the new administration.
- 3.11 With the emergence of the City Deal and the proposal to abolish the tolls on the two Severn Crossings, it is anticipated that there will be an increase in residents with in the Chepstow area, at this stage the changes are unquantified and difficult to predict. The proposal is therefore to consider the development of Chepstow School under band C, when the impact of these will be better known.

#### **4. REASONS**

- 4.1 The Strategic Outline Programme has been developed to ensure that any funding available for Band B is used to best support education in Monmouthshire and to develop a school estate that is fit for 21<sup>st</sup> century learning allowing our pupils the best resources available.

#### **5. RESOURCES**

The total cost of the programme is £45.4m with £22.7m being funded from Welsh Government and £22.7m from the Local Authority. The source of this funding has yet to be identified and will be a key focus of the next steps of project development.

#### **6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

#### **7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

There are no safeguarding issues or corporate parenting implications associated with this report.

#### **8. CONSULTEES:**

DMT  
Cabinet Members

**9. BACKGROUND PAPERS:**

Strategic Outline Programme Band B guidance from Welsh Government  
Band A Strategic Outline Programme.

**10. AUTHOR:**

Will McLean – Chief Officer for Children and Young People Directorate.

**11. CONTACT DETAILS:**

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# **Monmouthshire County Council**

## **21<sup>st</sup> Century Schools Programme.**

### **Strategic Outline Programme (SOP) - Band B Update**

## **Guidance**

This form aims to capture the proposed changes to your Band B Programme since the most recent version of your Strategic Outline Programme/ Estate Strategy was agreed.

Please complete all relevant sections of this form including the statement of approval of this information in **Section 12**.

Please note that the budget for Band B of the Programme is fixed and prioritisation of projects will take place should applications for funding exceed the resources available. In the first instance projects will be prioritised based on building condition and sufficiency, but the exercise may take into account other factors such as flexibility of assets, efficiency of the education estate and deprivation.

**Please return a signed, electronic copy of the form, to Jo Larnar, Programme Director of 21st Century Schools and Education Programme by Monday 31 July via:**

**[21stcenturyschools@wales.gsi.gov.uk](mailto:21stcenturyschools@wales.gsi.gov.uk)**

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## 1. Requested Band B Programme Envelope

<b>Requested total of Band B envelope</b> <i>e.g. £15,000,000</i>	<b>£45.4m</b>
<b>Requested Welsh Government contribution</b> <i>e.g. £7,500,000</i>	<b>£22.7m</b>
<b>LA/ FEI contribution</b> <i>e.g. £7,500,000</i>	<b>£22.7m</b>

## 2. Summary of changes

<p><b>What has changed since the latest version of your SOP/ Estates Strategy?</b> <i>1000 words maximum</i></p> <p>At its heart Monmouthshire's strategic outline programme retains the clear ambition to rebuild the four secondary schools across the County. These key community facilities in our four main towns represent our most significant civic presence and are key to the delivery of our ambition for our children and young people. Band B offers Monmouthshire the opportunity to maximise our shared investment to maximise its public value and lead a new period of place shaping.</p> <p>The four key areas of focus within the 2010 SOP remain highly relevant:</p> <ol style="list-style-type: none"> <li>i. The development of enriched pedagogy within technology rich environments</li> <li>ii. Contribution to the agreed strategic purpose of creating 'sustainable and resilient communities'</li> <li>iii. Creating technology based schools which can leverage the high levels of tech entrepreneurs in Monmouthshire</li> <li>iv. Minimise our environmental footprint by building BREEAM Excellent Schools which are environmentally sound.</li> </ol> <p>There have been substantial changes in education in Monmouthshire and significant changes within the County and our geographic region. These have led to a re-appraisal of the options for re-developing our school estate across the County particularly concerning the sequencing of the redevelopment.</p> <p><b>The key areas that our programme seeks to address are the condition of our school buildings in particular the secondary school in Abergavenny, King Henry VIII. Address issues of sufficiency in ensuring that the schools are of an appropriate size and design to facilitate 21st Century Learning and to promote and enable greater learning within the County through the medium of Welsh.</b></p>
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Educational outcomes in Monmouthshire have improved significantly since 2010. The Estyn inspection of 2012, which resulted in the authority being placed in special measures, acted as a point of clarification and catalysation. The period since 2012 has seen Monmouthshire improve its performance across all stages of education; consolidating its outcomes at the primary phase and developing higher outcomes in Key Stage 3 & 4.

Foundation Phase: Ranked first in Wales for all years since 2012 except for 2014/15. Performance has risen from 86.8% to 91.7%

Foundation Phase Welsh (LLCW) 86% in 2012/13 to 93.8% in 2015/16

Key Stage 2: Ranked first in Wales for three of the last five years. Performance has risen to 94.1% in 2015/16 from 86.3% in 2011/12.

Key Stage 2 Welsh medium Welsh first language has risen from 82.6% in 2012/13 to 95.1% in 2015/16.

Key Stage 3: Ranked third in Wales in 2015/16, the authority's highest ranking and performance in the CSI has risen to 91.9% from 77.7% in 2011/12.

Key Stage 4: Ranked first in Wales for two of the last three years. Performance has risen from 56.3% to 67% in 2015/16.

Despite this progress, there remains a significant challenge to ensure that all of our secondary children are achieving all that they should. We recognise that whilst individual schools have progressed there is still a pattern of variability and this requires minimisation. The two new Band A schools (Caldicot Comprehensive School and Monmouth Comprehensive) will be delivered in September 2017 and September 2018. The planning for pedagogical changes through new spaces and technology is well advanced and we expect to see further progress in these two schools.

Monmouthshire is strategically located between Cardiff in the West and Bristol in the East and whilst there has been strong continuity in the strategic purpose of the organisation, recent significant changes to the region have affected our thinking and planning. Since 2010, the Cardiff City Region and the City Deal have emerged and more recently, the decision of the Westminster Government to end the tolls on the two Severn crossings will fundamentally change the nature of the county.

Increased relocation from Bristol and rising house prices in the south of the county are immediate pressures. These changes and to some extent the unquantifiable nature of their impact in the medium term has had a material impact on the the sequencing of developments.

We have experienced significant cost pressures and inflation during Band A. The figures identified in 2010's original SOP indicate £85m for Band A which should have included c. £11m for leisure services and £40m for the redevelopment of cluster primary schools to allow for pedagogical alignment to the redeveloped secondary schools. However, the actual delivery, agreed through our 21<sup>st</sup> Century Schools Programme Board and the Welsh Government has seen a £90m development focused entirely on the delivery of the two secondary schools. This has put pressure



on the authority's capital programme and has led to a review of the options available to us in Band B.

The original SOP had a broader remit focused on redevelopment of the whole educational estate. Given the financial constraints set out above we have re-focused our plans on the two remaining secondary schools; King Henry VIII in Abergavenny and Chepstow Comprehensive School. Whilst the needs of both schools are significant, the case for King Henry VIII is more pressing given its building condition and offers greater potential to address other emerging policy aims. Situated in the most deprived area of Monmouthshire, King Henry VIII school has the highest level of free school meal entitlement of our four secondary schools. This programme of investment would allow the Council to begin a fundamental programme of place shaping around the King Henry VIII site and neighbouring public services. For the first time the ability to realign our wellbeing offer in the area along with other wellbeing initiatives such as the re-provision of allotments would allow the Authority to work closely with partners to deliver an enhanced 'wellbeing campus' in one of our most vulnerable communities. This would also align with Monmouthshire's participation in the European Union Agri-Urban programme.

The north of the county has traditionally been a focal point of Welsh language development. In 2016, Monmouthshire hosted the Welsh National Eisteddfod for the first time in 100 years. This successful event created the desire to create a longer and more permanent legacy for the Welsh language in north Monmouthshire. The proposal developed in the revised Band B programme offers the potential to expand our Welsh medium primary education and potentially for the first time offer a Welsh medium secondary setting. This is a significant development since the 2010 SOP and aligns with the priorities of our new administration.

### 3. Strategic Case

#### **How does your Programme link to local and national strategies e.g. the Wellbeing of Future Generations (Wales) Act 2015, Welsh medium and childcare strategies?**

*1000 words maximum*

The 21<sup>st</sup> Century Schools Programme aligns well to both local and national policy aims and objectives.

Monmouthshire's strategic purpose is to create 'sustainable and resilient communities' this has a strong alignment to the Well Being of Future Generations Act. In particular there are strong links to:

A prosperous Wales: through creating a skilled and well educated population

A resilient Wales: Through the integration of renewable technologies and sustainable buildings we will minimise our impact on the environment

A healthier Wales: Enhanced leisure facilities in the new school will engage all parts of the local community and provide opportunities for sport and wellbeing

A more equal Wales: Critically being placed in the most deprived area of Monmouthshire and formally a Communities First area the school will allow a consolidation of interventions to tackle the socio-economic challenges in that area.

A Wales of cohesive communities: through better integration of communities in the town and promoting a safe place for all

A Wales of vibrant culture and thriving Welsh language: a key part of our proposals will be the creation of a 3-19 bi-lingual school.

A globally responsible Wales: In providing excellent education in a sustainable and cohesive setting, the school will prepare students to recognise their full part in the world.

Proposals that are now in development will support and contribute to the Welsh Government's stated target of a million Welsh Speakers by 2050. The development of a bi-lingual Welsh 3-19 school would enable Monmouthshire to grow its Welsh speaking population within its own borders. This benefit would extend beyond the Welsh medium cohort. Improving standards and a renewed estate in Abergavenny and Chepstow would allow the authority to retain more of its children. The loss of pupils from the Abergavenny cluster of primary schools has been, on average, 34% over the last seven years.

Our WESP has clearly informed the development of the Band B proposals. The recognition that if Wales is to meet the bold ambition of a million Welsh speakers by 2050 there must be a substantial change in the way in which we educate a greater proportion of our young people. Whilst there is not the need for a Welsh medium secondary school in the north of the county, the option to develop a bi-lingual setting would allow Welsh medium education to have a post 16 presence in Monmouthshire and keep our Welsh learners in the County thereby building the base of Welsh speakers we have.

There are very clear links to the Welsh Government's programme: Taking Wales Forward. The developments planned in Band B will allow the Flying Start initiative to

trace its success from pre-school, through to the end of Key Stage 4, in one of most deprived areas. This means that effective interventions can be targeted and delivered across all phases to ensure the gap between those eligible for free school meals and those who are not eligible can be identified and closed at the earliest opportunity and in doing so, support a key aspect of the Pupil Development Grant.

The alignment to Qualified for Life is clear – for all Monmouthshire Schools, the child is the centre of everything and the principal focus is ensuring that all children experience excellent teaching and learning. Our proposal will ensure the continued development of the Foundation Phase, which will align seamlessly with the roll out of the new Successful Futures curriculum. Fundamentally, the new school and associated facilities will create a technologically rich, fit for purpose environment in which students are able to fulfil their potential. When Welsh Government publish Qualified for Life II the alignment of our programme to the new strategy will be tested; this is anticipated to be in September 2017.

The development of Band B also has high levels of alignment with our own local priorities. Critically it would allow for a period of re-invigorated place shaping in Abergavenny. Allowing an exercise in master planning to take place where we look beyond the simple parameters of education or education plus leisure to consider what the broader needs are for the communities in Abergavenny. Along with all public bodies, the wellbeing agenda is paramount for the new administration and the opportunity to work with partners across the estate is a generational opportunity.

Monmouthshire's Local Development Plan is already experiencing pressure in ensuring that we have a sufficiency of land supply for housing development. In the autumn of 2017, the process for reviewing the existing LDP will commence with a view to the development of a new plan. Notwithstanding this review, there is the potential in Abergavenny to review the provision and reduce the number of surplus places at both primary and secondary within the area. Abergavenny schools have the highest level of surplus places in Monmouthshire of 16.4% compared to the County average of 12.8%. We expect significant local developments to come on line in the next period and will ensure that the schools are appropriately sized, whilst retaining their efficiency.

The Council's Wellbeing Objectives were agreed at the last meeting of the previous administration. These proposals align well to these key local strategic objectives:

- i. Provide children and young people with the best start in life and help them achieve better outcomes
- ii. Maximise the potential in our communities to improve wellbeing for people throughout their life course
- iii. Maximise the benefits of the natural and built environment for the wellbeing of current and future generations
- iv. Develop opportunities for communities and business to ensure a well-connected and thriving County.

The proposal to redevelop the Abergavenny site addresses all of these objectives both directly and indirectly. As we build towards the agreement of the wellbeing objectives of the Public Service Board (PSB) we can be confident that this

investment would meet objectives beyond a 'simple' educational focus. This holistic redevelopment opportunity could provide additional recreational and sporting facilities, to be provided such as a 3g pitch and in partnership with Welsh cycling we are investigating the potential to include a cycle track.

**Highlight any differences to your strategic case since the latest version of your SOP/ Estates strategy was produced.**

**Please provide details of benefits and risks of your Programme.**

*1000 words maximum*

At one level the changes to our 2010 SOP are limited given that the original document concluded that its strategic aims were:

- i. To redevelop our four secondary schools
- ii. Investing in technological solutions for our schools allowing a technology rich environment suitable for a 21<sup>st</sup> century pedagogy
- iii. Develop the outstanding redevelopment of a small number of primary schools.

Substantively points, i and ii remain entirely consistent and valid. With the development of Caldicot and Monmouth Comprehensive schools ongoing the Council retains a strong commitment, based on the factors of equality across the County, to redevelop the remaining secondary schools.

As outlined above, two factors preclude both schools considered for Band B.

1. The first is that the expected significant changes in the south of the county, driven by removal of the bridge tolls and greater housing development are likely to take a between 3-5 years to crystallise. This delay into Band C will allow us to make a more informed decision about the future of secondary and post 16 provision in the south of the County.
2. The second relates to cost. The original Band A allocation was for £85m for secondary and primary school development alongside a set of other investments. Eventually cost pressures within the programme led the delivery of the two schools being circa. £90m, placed real pressure on the authority's capital programme. We need to ensure that this does not happen again.

The investment required to bring the two remaining schools up to an appropriate standard for 21<sup>st</sup> Century learning means that we have reduced our envisaged investment in the primary estate. We made significant investments in this part of the estate in the last strategic education review and we believe now that our primaries are in a suitably located and are broadly of a consistent standard. However, some localised pressure on school places needs to be reviewed to realise the best way to accommodate and meet the local need. It isn't envisaged to be a large programme of works but some small alterations / extensions or adaptations to existing school environments.

Potential significant future housing developments in the south of the county would require the use of Section 106 funding to increase the size of the primary estate. We are confident that our approach to 21<sup>st</sup> Century design and build will allow us the flexibility within our existing secondary pattern.

The benefits associated with our proposals within Band B are:

- The opportunity to affect major change in an area of relatively high socio-economic deprivation

- Provide a fit for purpose secondary school capable of delivering the new curriculum in an effective way – it would be more closely aligned to the type of learning environments that exist in our primary schools
- The remodelling of a 3-19 school in Abergavenny would change the dynamics of primary education in the town and address a number of long standing challenges
- Allow for a significant increase in the number of primary pupils educated through the medium of Welsh with the county
- Provide new facilities for secondary pupils to be educated through the medium of Welsh within the county for the first time.
- Allow greater public service integration in the north of the county
- Allow greater financial resilience within the school through greater capacity for income generation
- Allow a reduction in the running costs of the school through
  - i) reduced energy costs and;
  - ii) changes in pedagogy would support a different teaching model with the potential to improve wellbeing and outcomes for learners
- Allow the authority to potentially pilot a new design and construction methodology which could have the potential for scalable benefits across Wales
- Provide a school that is environmentally sound
- The renewal of a school which is substantially in Category C
- The reduction in backlog maintenance of c. £ 3.0m
- Rationalisation of surplus places in the Abergavenny area
- Greater retention of English and Welsh medium Monmouthshire pupils within the county

There are a number of risks associated with Programme that we are committed to working to mitigate:

- The failure to redevelop the site in Abergavenny would disadvantage children in our most vulnerable community
- We would fail to maximise the opportunity that redeveloping the site in Abergavenny offers for broader public service benefits
- We would not make the progress in creating a million Welsh speakers by 2050
- We would continue to have high surplus places in the Abergavenny area
- There are financial risks associated with the programme:
  - i. Can the authority afford the associated capital costs with the development without significant capital receipt
  - ii. Will the programme have too significant an impact on the rest of the authority's capital programme

## 4. Economic Case

**Highlight any differences to the Economic Case since the latest version of your SOP/ Estates strategy was produced.**

*1000 words maximum*

The original vision and measures of success within the last version of the SOP around bringing our whole school estate (36 schools) to the same high standard of condition, suitability and ability to deliver a 21<sup>st</sup> C Schools teaching and learning environments remains the same. With most of the work carried out in our primary stock already (apart from some moderate works) the main priority still remains the same: i.e. developing our secondary education offer to meet the needs of 21<sup>st</sup> Century learners as well as reducing surplus places and resolving a growing condition / suitability issue.

Chepstow Comprehensive was placed in our Band B programme and King Henry Comprehensive, Abergavenny in our Band C however due to the deterioration of the building fabric, service infrastructure and main concrete frame at King Henry Comprehensive (as identified in a recent conditions survey and maintenance programme) the priority / order of investment has changed.

A further consideration that has influenced the programme is the increased uptake of Welsh Medium in the primary sector in the Abergavenny area. In the options studies undertaken in the original SOP the provision of a 3-19 school on our secondary school sites was considered as a viable option in some cases.

It is proposed in Band B to provide on the King Henry Comprehensive site a 3-19 school which could either be a full English medium offer, freeing up Deri View Primary school for the use of as a Welsh Medium Primary provision (as Ysgol Gymraeg Y Fenni primary school, Abergavenny cannot expand any further) or a 3-19 school which provides education in both mediums. Further work on these two options including extensive consultation is required before the final decision is made, however the relocation of the Welsh Medium Primary provision is a high priority to meet increasing demand. The sale of the existing site will provide a capital receipt to fund the Band B programme.

To do nothing at King Henry Comprehensive and not deal with the growing Welsh Medium needs in the area will result in the following;

- An ever growing backlog maintenance list as the building continues to deteriorate at an accelerated rate.
- Poor teaching and learning environments within the school will remain and will be to the detriment of what is required to deliver a 21<sup>st</sup> Century educational offer.
- A two tiered secondary educational offer within the county where the new secondary schools in Band A will be far superior in their ability to deliver differing educational settings.
- An inability to meet the growing demand for Welsh Medium education in the north of the County (WESP).

The outcome of the Authorities five case business model developed for the first SOP still remains relevant, that of a four town for secondary school estate with Chepstow Comprehensive forming the final part of this programme in Band C. By placing Chepstow into Band C it will allow the Authority to assess the real educational need in this area once the full effect of the scrapping of tolls on the two bridges, the development of the Cardiff City Deal and the development of the M4 corridor will have on predicted population and development growth in this area of the county.

In Band A we delivered an ALN provision into both our new secondary schools, Monmouth Comprehensive in the north and Caldicot School in the South ahead of programmed timelines in the original SOP. The requirement to re-locate or down size our existing SEBD School is still a consideration especially in the light of these two new facilities in the north and south of the county being provided within mainstream school. A decision is likely to be made prior to the commencement of Band B and if required it will be added to our programme.

With regards to our primary school stock, most of the major changes required were carried out prior to the start of the 21<sup>st</sup> C Schools Programme however an increase in housing development in the north of the county has put pressure on places at a number of local primary schools. This localised pressure on school places needs to be reviewed to realise the best way to accommodate and meet the local need. It is not envisaged to be a large programme of works but some small alterations / extensions or adaptations to existing school environments. A programme of small works will be developed to meet this alongside a programme of backlog maintenance works required to bring all our stock up to the same easily maintainable standard. This is to be realised through a series of learning walks at each school (including Voluntary Aided schools) and priority list drawn up. Some high priority works will be undertaken through Band B and the remaining in Band C.

The options appraisal within the original SOP requires some additional work to re-align backlog maintenance figures to take into consideration works completed under the Band A programme and re-align the whole Authorities programme cost to be in line with recent costing, funding and size data provided by WG (2017).

Our aim in the original SOP was to deliver exemplar school projects which were both innovative in their design but also the ability to deliver real change management has been achieved through the a new primary school for Raglan and the secondary school for Caldicot with Monmouth Comprehensive due to be delivered in 2018. The secondary school model we have developed in collaboration with all the key stakeholders provides an educational offer that provides a number of inspirational, agile, digitally enriched and collaborative educational settings that meets the needs of all learners within a cost effective, energy conscious, easily maintained, future proofed and robust environment.

Key milestones listed in the SOP remain relevant to our programme and these are starting to be realised through the delivery of Band A. There are lessons to be learnt going into Band B which will be fundamental in ensuring risks, costs and programme constraints are fully realised and managed appropriately prior to any engagement of a partnering contractor.



Ongoing consultation with all stakeholders including schools, the Diocese, wider community stakeholders and especially children and young people, who are the key driver in the development of our Band B, C and potentially D programmes. The approach to transforming education for all learners within the County remains a key priority of the Authority and its vision is clear in the executive summary in the SOP. Though this updated SOP has not yet gone through the political approval process (planned for September 2017) its vision has been discussed extensively with elected members and officers who have supported this transformation agenda through both Cabinet and Council decisions.

## 5. Commercial Case

**Highlight any differences to the Commercial Case since the latest version of your SOP/ Estates strategy was produced.**

**Please include details of what delivery models you are considering e.g. batching or single delivery.**

*1000 words maximum*

Our projects in Band A were procured and delivered through the SEWSCAP framework using NEC3 two stage form of contract with early engagement of the partnering contractor. We are keen to embrace joint procurement with other Authorities and the potential that “batching” projects might offer. The value of this approach will depend on aligning our programme / milestones with other authorities as well as fully understanding the scope of their programme and funding profile.

We intend to use the SEWSCAP framework again, gaining from the shared lessons learnt from the Band A programme. We would look to engage a partnering contractor a little later in the design development process to ensure the tight management and mitigation of project risks and costs as well as maintain the commercial competitiveness from the market. We would use a mixture of in-house resources as well as the appropriate professional support where required.

As part of Band B we will explore other models of delivery that could save cost and time, such as off-site construction, modularisation and standardisation of key building components. Currently our Band A School designs are being reviewed to see how much of these buildings can be manufactured off-site or modularised. The outcome of this review may open other avenues around the procurement of our Band B programme. We will share the outcomes from this exercise with WG in the coming months.

## 6. Financial case

**Highlight any differences to the Financial Case since the latest version of your SOP/ Estates strategy was produced.**

**Please give details of the match funding arrangements for your Programme and confirm whether or not it is affordable.**

*1000 words maximum*

The scope and financial cost of the Authorities 21<sup>st</sup> Century Schools Programme has changed since the approval of the original SOP of 2011 due to increasing financial constraints and the development of alternative ways of delivering community services and facilities.

The financial element of our 21<sup>st</sup> Century programme currently looks like this;

Band A = £92.4m – Delivering.

Band B = £45.4m – Proposed with 2fe - Welsh Medium stream secondary stream.

Band C = £50.0m – Estimated.

Band D = £tba.

Band B costs are in line with Welsh Government sizing and costings advice for schools in Band B (3<sup>rd</sup> May 2017)

- 3-19 year all through school with 2fe Welsh Medium Secondary stream - relocation of Welsh Medium Primary into Deri View Primary. £45.4m (price based 2019 figures build mid-point 2021 inflation not included)

Financing of the Band B programme will be challenging for the Authority especially in the current climate and as a result of funding Band A schools. However, the Authority remains fully committed to identifying the financing necessary to allow the programme to be prudent, affordable and sustainable from a funding perspective by exploring innovative ways of generating additional capital receipts, savings on backlog maintenance, exploring different procurement models for delivery and building methodologies. It is expected that provision of Band B will require a significant element of prudential borrowing, given the limited availability of further capital receipts. The affordability of the impact of this on the revenue budget will need to be considered in the Medium Term Financial Plan for revenue spend.

## 7. Management Case

**Highlight any differences to the Management Case since the latest version of your SOP/ Estates strategy was produced.**

*1000 words maximum*

Management of the overall programme for the delivery of Band B projects will be through our existing 21<sup>st</sup> Century Schools Programme board. This board comprises of four cabinet members (cross party), together with key council officers with a wide range of skills and responsibilities, including education, property, finance, estates, community and innovation. The Chairman is the Authorities cabinet member for Children and Young People.

The programme will be managed by the 21<sup>st</sup> Century Schools Officers on behalf of the Programme Board. The team will manage all the project(s) key stakeholders and other disciplines through a well structure communications and engagement programme, reporting back to the Programme Board as necessary. Programme Board, on the advice of the 21<sup>st</sup> Century Schools Programme Lead, will make all the key decisions around the outcome of the programme. Close liaison with the Audit section of the Authority will ensure the appropriate contractual and financial probity is followed.

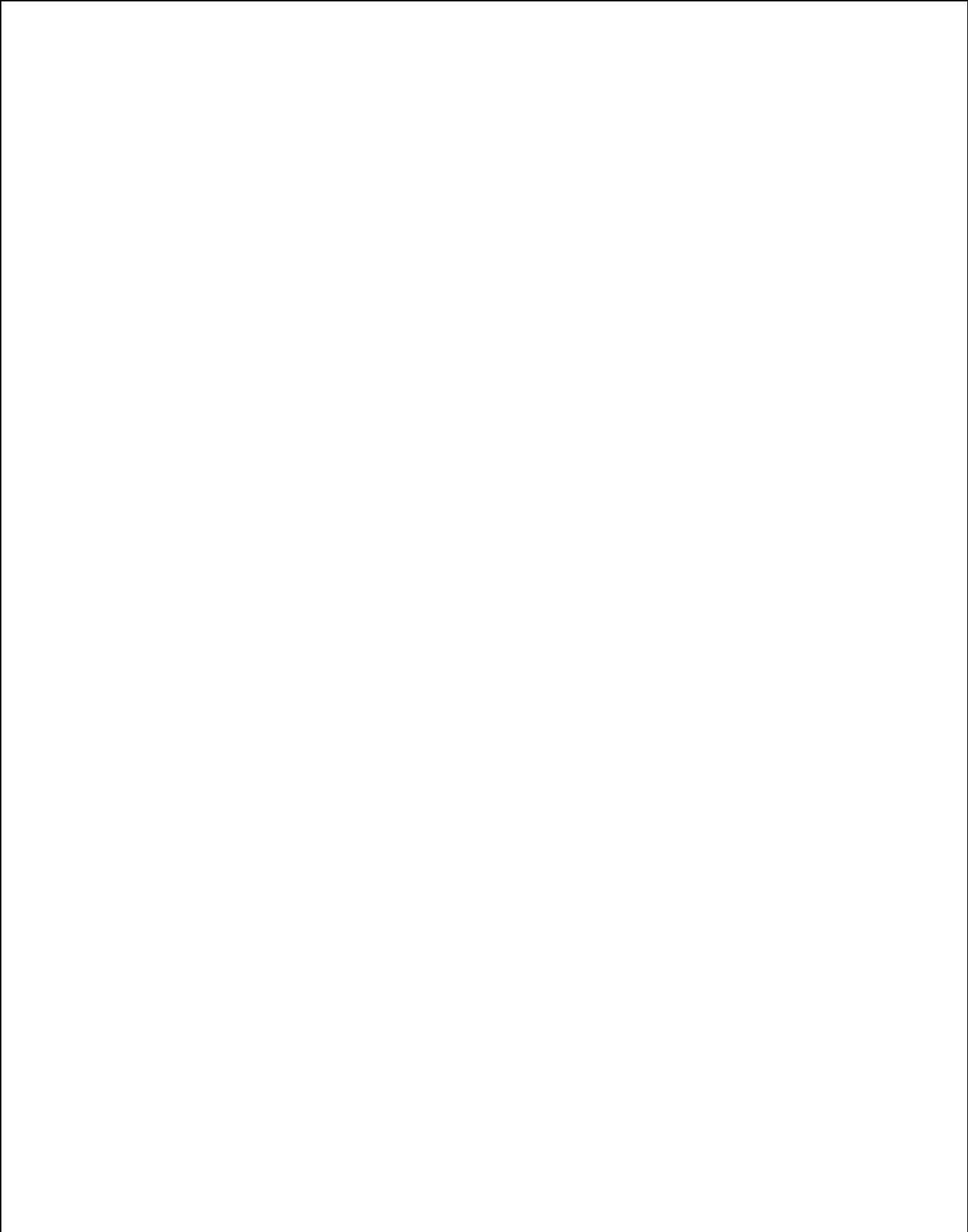
Design and construction work will be carried out by a partnering contractor appointed through the SEWSCAP Framework as our Band A programme was. The Band B programme for the Authority consists of one new build and a number of smaller scale projects, if possible the concept of batching projects with other authorities will be explored if VFM benefit can be derived doing so. This will be explored with our SEWC partners through our joint 21<sup>st</sup> C Schools Officers board.

The procurement, design development and contract administration will be executed by the 21<sup>st</sup> C Schools Team in collaboration with Property Services and our chosen framework contracting partner all in compliance with the chosen form of contract.

The in-house Project Management team (PMT) will develop the initial designs and feasibility options, including the development of a risk register, programme, desktop studies, client brief and outline cost plan prior to the appointment of our framework contracting partner. Lessons learnt from the delivery of Band A will form part of the overall briefing / tender pack approved by council before the procurement and appointment of the Contracting Partner. The appropriate stage in the process of engaging a Contracting Partner is still to be agreed and will depend on project risk, programme as well as ensuring VFM from the construction market at the time. The Project Management Team, led by the 21<sup>st</sup> C Schools Programme Manager will ensure that the appropriate resources, skills and expertise are planned and provided where necessary to support the needs of the project. These maybe provided in house or through a 3<sup>rd</sup> party provider or our partnering Contractor as necessary.

The PMT will lead all consultations with key stakeholders and end users, pre-contract cost / risk management will be essential in ensuring the management of the design process / delivery, stakeholder expectations and budget are aligned. The PMT will be required to report to Programme Board through the 21<sup>st</sup> C Schools Programme Manager on a monthly basis, reflecting the current position of the programme in relation to cost, quality and programme. Any issue that requires Programme Board direction or approval will be raised and agreed then. All Programme Board meetings will be minuted and circulated to all key stakeholders.

The 21<sup>st</sup> C Schools Project Management team is adequately resourced to manage the Band B programme. The team are the same team that are successfully delivering our Band A programme so this knowledge and expertise will be invaluable for this next phase of school development and capital investment.

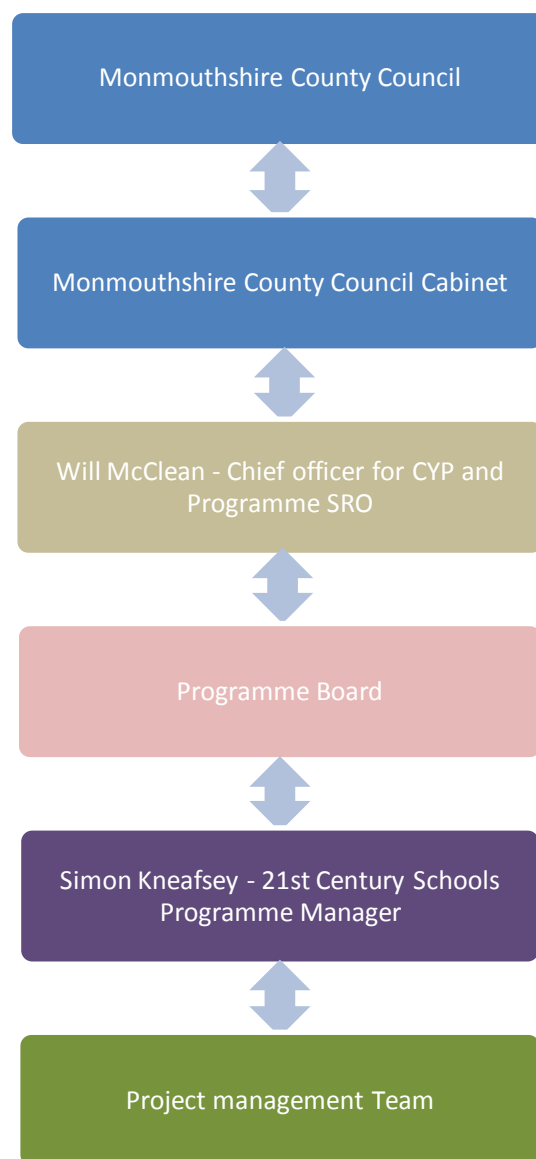


**Please provide details of the structures in place to deliver the projects within your Programme and contact details of the core team.**

*500 words maximum / organogram*

As presented in the management case question above we will maintain the Programme Board as the main vehicle for the management, decision making and a Project Management Team lead by the 21<sup>st</sup> C Programme Manager to deliver the specific projects.

**Reporting Structure within Monmouthshire County Council.**



### Make up of Programme Board.

Name	Position
Councillor Peter Fox	Council Leader.
Councillor Richard John	Cabinet Member for CYP.
Councillor Bob Greenland	Cabinet Member for Innovation and Enterprise.
Councillor Phil Murphy	Cabinet Member for Resources.
Will Mclean	SRO – Chief Officer for CYP.
Paul Matthews	CEO
Joy Robson	Chief Finance Officer.
Simon Kneafsey	21 <sup>st</sup> C Schools Programme Manager.
Rob O'Dwyer	Head of Property Services.

### Project Management Arrangements

The project will be managed by the dedicated 21<sup>st</sup> Century Schools Team, which is overseen and supported by The Programme Board.

The Programme Board will independently assess the programme and confirm that the project is on track, applying relevant procedures, and that the project activities and business rationale remain aligned to the programme objectives.

A Programme Implementation Group will focus on the building construction elements of the project and also work with the schools as Client Liaison Officers. It will also manage the work strands to ensure that the project goal is achieved and report to the Programme Board on progress made in delivering the project.

### Make up of the Project Management Team.

Name	Work Strand	Position	Employer	Telephone Number
Simon Kneafsey	Programme Manager	21 <sup>st</sup> Century School Programme Manager	Monmouthshire County Council	07891 318912
Poppy Harris Richard Morgan	Client Liason (s) CYP	Client Liaison Officer – 21 <sup>st</sup> Century School Team	Monmouthshire County Council	07595 647637

Mark Howcroft	Finance	Finance Officer	Monmouthshire County Council	01633 644740
Rob O'Dwyer	Technical Manager	Property Service Business Manager	Monmouthshire County Council	07786 114512
Mark Davies	Project Manager - Buildings	Property Services technical team leader	Monmouthshire County Council	
Mike Long	Design Adviser	Design Manager	Monmouthshire County Council	07880 783911
Sean Hobbs	Quantity Surveyor	Quantity Surveyor	Monmouthshire County Council	07775 827140
Paul Millar	IT Advisor	ICT Infrastructure -	Monmouthshire County Council	07818 091 668
David Friend	Education Adviser	Educationalist		07818 091 668
Ben Winstanley	Estates Advisor	Estates	Monmouthshire County Council	01600 775177

### **Project Roles and Responsibilities for the Project Management Team**

Detailed project group roles and responsibilities are as follows:

- Develop the project brief, including objectives and deliverables, for approval to the Programme board.
- Ensure the Design Team develops an approved design that complies fully with the project brief.
- Develop and implement a Change Management Strategy for approval by the Programme Board.
- Develop contractual documentation that enables the required transfer of risk without unduly restricting Monmouthshire County Council's ability to influence the project.
- Oversee the implementation of the construction project
- Manage the development of RIBA Stage D plus designs and develop the phase contracts in accordance with the Commercial Case.

### **21<sup>st</sup> Century Schools Team**

To assume the role of Client for the project and provide direction on the educational aspects of the programme to achieve the desired outcome. The team will also develop and oversee the Change Management Strategy.



**Property Services**

To advise and manage method of procurement. To monitor the design and delivery of the new building in accordance with the brief.

**Project Manager**

Project manage the delivery of the Project, including cost management.

**Finance Officer**

To provide financial advice and support throughout the project to ensure appropriate financial governance for this major investment.

**Key Milestones for Band B Programme**

Key milestone dates are dependant of the finalisation of the funding programme from Monmouthshire County Council.

Milestone activity	Month
Submission of the revised SOP (preliminary)	July 2017
Further development of the SOP	August 2017
Obtain Political Approval for revised SOP	October 2017
Feasibility work / options studies and financial planning	May 2018
Submission of Outline Business Case	December 2018 (provisional)
Submission of Full Business Case	Winter 2019 (provisional)
Commencement of Construction Works (3-19yr provision) Works to Primary Schools	Spring 2020 (provisional)
New 3- 19 year School Opens	Autumn 2021 (provisional)

## 8. Application for Mutual Investment Model (MIM) funding

<p><b>Do you intend to deliver any of your Band B projects using the Mutual Investment Model?</b> <i>Delete as appropriate</i></p>	<p><i>It is currently the intention of the Authority not to use the MIM Investment model however depending on other financial pressures we may revisit its viability.</i></p>
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If:

- **No** - please move to the next **Section 10**
- **Yes** - please complete the relevant section for local authorities or further education institutions below.

### (a) Local Authorities

Schools		Number	Size	Cost – based on WG guidance
Please indicate how many school buildings you would use this funding for:	Primary			
	Secondary			
	Total			

**Please provide brief details including title and estimated capital cost of the project/s.**

*1000 words maximum*

**Example:**

**Westleaf High School**

**Estimated Capital Cost - £20,000,000**

This is a 1000 FTE place, new build secondary school in x town which will replace the 2 existing secondary schools which are in condition category C and D.

## 9. Band B Projects

<p><b>How many projects do you intend to deliver in Band B?</b></p>	<p><i>1 x new all through school (3-19yr) With a potential of a 2fe Welsh Medium Secondary Stream.</i></p>
<p><b>What are they? (Please note that details of the projects should also be included in the attached table). The projects should be ranked in both documents in order of priority.</b></p>	
<p><b>The programme costs are based on the most recent information provided to authorities and we have calculated the figures on the following way:</b></p> <p><b>Abergavenny:</b></p> <ul style="list-style-type: none"> <li>• A 900 pupil secondary school plus a 200 sixth form (based on WG figures) will be £28.5m in 2019. The Primary element would consist of a 420 school with Nursery £7.4m in 2019 = <b>£35.9m.</b></li> </ul> <p>Or a..</p> <ul style="list-style-type: none"> <li>• A 1200 pupil secondary school plus a 200 sixth form (based on WG figures) will be £38.0m in 2019 – this option will be considered, it includes the development of a Welsh stream) . The Primary element would consist of a 420 school with Nursery £7.4m in 2019 = <b>£45.4m – This is our preferred option.</b></li> </ul> <p><b>Priority 1</b> - Replacement of the existing 1200 pupil secondary school King Henry in Abergavenny which is condition C with a new build 3 -19 year through school for 420 primary pupils and 1100 (900 +200) secondary pupils (reducing surplus places in King Henry VIII by 10%).</p> <p>The primary element of this proposal will be derived from the relocation of the 2FE with nursery English primary provision in Deri View Primary School Abergavenny. The Deri View Primary School then to be prepared to rehouse the relocated local Welsh Medium primary school, Ysgol Gymraeg Y Fenni, the site of the Welsh Medium School will be decommissioned and sold to provide a capital receipt for the 21<sup>st</sup> C Schools Programme.</p> <p><b>Priority 2</b> – As in option 1 but with the development of Welsh Medium secondary provision (dual stream 2fe) on the King Henry VIII site, <b>this is our preferred option.</b></p>	

## Bands C and D

**Please provide an update for Bands C and D of your Programme.**  
**[Band C will run from April 2024- March 2029; Band D will run between April 2029 and March 2034].**

### **Band C**

*500 words maximum*

The south of the county is set to see a lot of exciting changes over the next 5 / 10 years which will influence the educational provision in this area of the county. With the tolls on the two bridges being reduced or even phased out, the further development of the M4 corridor, the progress of the “City Deal” for Cardiff and the large investment programme for South Wales will see large changes in population and the development of new settlements within the areas between Chepstow and Caldicot. The effect of this development will have a fundamental effect on the educational provision in the south. This will be reviewed through our Strategic Educational Review process however it is likely to look as follows;

**Priority 1** – The development of a new community campus for Chepstow Secondary School.

**Priority 2** – The development of the primary school provision (both English and Welsh mediums).

**Priority 3** – Development of Welsh Medium secondary provision in the north of the county In collaboration with our SEWC partners.

### **Band D**

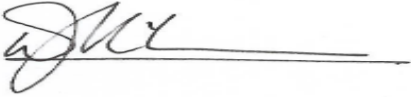
*500 words maximum*

Currently there are no plans to develop a Band D programme however this will be re-assessed during the Band C programme through our Strategic Educational Review process.

## 10. Statement of Approval for Strategic Outline Programme (SOP) - Band B Update – July 2017

Please complete as appropriate:

This submission has not yet been signed off by the Cabinet of Monmouthshire County Council. See box below for details of this process:

<b>Local Authority / College</b>	Monmouthshire County Council
<b>Name <i>Printed</i></b>	Will McLean
<b>Name <i>Signed</i></b>	
<b>Position in the organisation</b>	Chief Officer, Children and Young People
<b>Date DD/MM/YYYY</b>	31/07/2017

If there has not yet been sign off at Cabinet or Board level, please confirm when this is anticipated. Please also confirm at what level the document has currently been signed off.

This submission has not been signed off at Cabinet. This will take place in September. The exact date is yet to be confirmed.

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## Children and Young People Select Committee

### Action List

11<sup>th</sup> July 2017

<b>Minute Item:</b>	<b>Subject</b>	<b>Officer / Member</b>	<b>Outcome</b>
5.	Schools Budget Forum	Hazel Ilett / Nikki Wellington	County Councillor M. Groucutt to represent the Children and Young People Select Committee on the Schools Budget Forum.

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

<b>Children and Young People's Select Committee</b>				
<b>Meeting Date</b>	<b>Subject</b>	<b>Purpose of Scrutiny</b>	<b>Responsibility</b>	<b>Type of Scrutiny</b>
<b>14<sup>th</sup> September 2017</b>	<b>Children's Services Improvement Programme</b>	To be updated on the progress for improving Children's Services	Jane Rodgers	Performance Monitoring
	<b>Key Stage 4 and 5 Outcomes</b>	Briefing / overview of pupil attainment.	Will Mclean	Performance Monitoring
	<b>Monmouthshire Inclusion Review *TBC*</b>	Outcomes of a review of inclusion within schools and support for additional learning needs.	Will Mclean	Performance Monitoring
	<b>21<sup>st</sup> Century Schools Band B Report</b>	Scrutiny of the submission to Welsh Government for 21 <sup>st</sup> century schools (band B).	Will Mclean	Pre-decision Scrutiny
<b>26<sup>th</sup> October 2017</b>	<b>Chief Officer's Self-evaluation Report</b>	Annual report of the Chief Officer on progress of the service and future strategic direction.	Will Mclean	Performance Monitoring
	<b>Performance Outcomes for Looked After Children</b>	Scrutiny of the attainment reports for Looked After Children for 2015-16 and 2016-17 (2 reports).	Richard Austin	Performance Monitoring
<b>*Possible meeting with Engage to Change (Monmouthshire's Youth Council) ~ date and timings to be agreed*</b>				
<b>7<sup>th</sup> December 2017</b>	<b>Budget Scrutiny for Children's Services</b>	Scrutiny of the Budget proposals relating to the committee's remit for 2018-2019	Mark Howcroft	Budget Scrutiny
<b>1<sup>st</sup> February 2018</b>	<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>22<sup>nd</sup> March 2018</b>	<b>TBC</b>			
<b>May/June 2018</b>	<b>Budget Monitoring - Period 12</b>	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Mark Howcroft	Budget Monitoring

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

### Future Agreed Work Programme Items: Dates to be determined

- **Additional Learning Needs** - Review and provision/ALN Bill/Readiness and training
- **Schools** - quality indicators from new inspection framework/how categorisation works and actions taken to support improvement/EIB and Intervention Monitoring/ Donaldson Report on Successful Futures (Member suggestion to investigate how successfully pioneering schools are measuring their performance in line with curriculum).
- Service Pressures for the council and schools.
- **Inclusion updates** - wellbeing/attitudes to learning/supporting the pupil voice
- **Non-maintained/Early Years** - provision/outcomes/childcare offer
- **National Categorisation/Estyn outcomes** -Progress towards addressing recommendations
- **Post 16 education provision/Apprenticeships/Engagement and progression**
- **Welsh Education Strategic Plan** - annual update
- **Childcare sufficiency** - annual update
- **Play Sufficiency** - annual update
- **New Estyn framework** - suggested 'All Member Seminar'
- **External reference Group** - additional meeting
- **Children's Mental Health and Counselling Services**
- **Well-being reporting (obesity, eating disorders etc)**
- **Gwent Ethnicity Network Grant and support for refugees and asylum seekers**
- **Young Carers Strategy** ~ Implementation of the first year

### Joint Scrutiny with Children and Young People's Select Committee:

- ✓ **"Information, Advice and Assistance Service** ~ responsibility of the Social Services and Well-being Act 2014 ~ (January/February 2018)
- ✓ **The implementation of the Social Services and Well-being Act 2014** ~ (October 2017)
- ✓ **Mental Health and Learning Disabilities** ~ linked to implications of the DOLS (Deprivation Liberty Safeguards) Grant
- ✓ **Well-being** ~ responsibilities of the Social Services and Well-being Act 2014 around connected communities and meeting needs

## 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>1<sup>ST</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			Ben Winstanley

Subject	Purpose	Consultees	Author
Housing			
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
Road 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
Caldicot Town Team Funding - Enhancement of Pedestrian Area, Newport Road, Caldicot.	ITEM DEFERRED TO 9 <sup>TH</sup> AUGUST		Judith Langdon
<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>			

Subject	Purpose	Consultees	Author
S106 funding: Pen y Fal bridge repairs	To draw down appropriate S106 funding to fund the repairs to the footbridge at the Pen y Fal development in Abergavenny. <b>(MOVED TO 14<sup>TH</sup> FEB 2018)</b>		Rachel Jowitt/Roger Hoggins
RDP funded Temporary Part time Coach Tourism Visitor Information Officer Post			Nicola Edwards
Staffing Restructure: Development Management Team			Mark Hand
Senior Social Worker Post in the Adult Disability Service, focussing on Continuing Health Care (CHC) Issues			Mike Logan
<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

Subject	Purpose	Consultees	Author
Budget Monitoring report – period 2	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2016/17 financial year.		Joy Robson/Mark Howcroft
Section 106 Gilwern School			Richard Morgan
<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>			
Revised Information Strategy following Audit Committee on 19 <sup>th</sup> Sept			Sian Hayward
Transition of existing DPPOs into PSPOs			Andrew Mason (29/8/17)

Subject	Purpose	Consultees	Author
Adoption of Highway Management Plan including appointment of Highway Asset Inspector and changes to Asset Planning Officer posts			Paul Keeble
MONMOUTHSHIRE FAIRTRADE COUNTY RENEWAL			Hazel Clatworthy (04/9/17)
<b>4<sup>TH</sup> OCTOBER 2017 – CABINET</b>			
MTFP and Budget Proposals for 2018/19	To provide Cabinet with Revenue Budget proposals for 2018/19 for consultation purposes		Joy Robson
Cash Receipting System Tender	To seek approval and funding for Authority's replacement cash receipting system		Ruth Donovan
Funding for Caldicot Town Team Action Plan 2017/18		Sara Jones	Judith Langdon
Proposed sale of land at Gick Road to Melin Homes			Deb Hill Howells
Office accommodation and the refurbishment of E & J blocks and Pen y Pound Community Learning Centre			Deb Hill Howells
Volunteering Policy			Owen Wilce
People Strategy			Paul Matthews
iCounty strategy 2	Update to the iCounty strategy to incorporate digital maturity and culture		Sian Hayward
<b>11<sup>TH</sup> OCTOBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>25<sup>TH</sup> OCTOBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>1<sup>ST</sup> NOVEMBER 2017 – CABINET</b>			
Capital Budget Proposals	To outline the proposed capital budget for 2018/19 and indicative capital budgets for the 3		Joy Robson

Subject	Purpose	Consultees	Author
	years 2019/20 to 2021/22		
Review of Fees and Charges	To review all fees and charges made for services across the Council and identify proposals for increasing them in 2018/19		Joy Robson
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 3 held on the 21 <sup>st</sup> September 2017.		Dave Jarrett
Alternative Delivery Model			Tracey Thomas
<b>8<sup>TH</sup> NOVEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>9<sup>TH</sup> NOVEMBER 2017 – COUNCIL</b>			
Appointment of the Preferred Bidder for the Heads of the Valleys Food Waste Treatment Procurement			Rachel Jowitt
Office accommodation and the refurbishment of E & J blocks and Pen y Pound Community Learning Centre			Deb Hill Howells
Alternative Delivery Model			Tracey Thomas
<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
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

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
<b>14<sup>TH</sup> DECEMBER 2017 - COUNCIL</b>			
<b>3<sup>RD</sup> JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<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
Final Draft Budget Proposals or recommendation to Council			Joy Robson
Budget Monitoring Report – Period 7	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2016/17 financial year.		Joy Robson/Mark Howcroft
<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
<b>18<sup>TH</sup> JANUARY 2018 - COUNCIL</b>			
Council Tax Reduction Scheme 2018/19			Ruth Donovan



Subject	Purpose	Consultees	Author
<b>31<sup>ST</sup> JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>7<sup>TH</sup> FEBRUARY 2018 – CABINET</b>			
<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.		Rachel Jowitt
<b>22<sup>ND</sup> FEBRUARY 2018 – COUNCIL</b>			
<b>28<sup>TH</sup> FEBRUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>1<sup>ST</sup> MARCH 2018 - COUNCIL</b>			
Council Tax Resolution 2018/19			Ruth Donovan
<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
<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	The purpose of this report is to make		Dave Jarrett

Subject	Purpose	Consultees	Author
Working Group	recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 6 held on the 22 <sup>nd</sup> February 2018		
<b>18<sup>TH</sup> APRIL 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>19<sup>TH</sup> APRIL 2018 - COUNCIL</b>			
Public Service Board: Well-being Plan for Monmouthshire			Matt Gatehouse (added 29/8/17)
<b>9<sup>TH</sup> MAY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
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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).