

Public Document Pack



County Hall
Rhadyr
Usk
NP15 1GA

Wednesday, 5 September 2018

Notice of meeting

Strong Communities Select Committee

Thursday, 13th September, 2018 at 10.00 am,
Council Chamber, County Hall, Usk. NP15 1GA

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

AGENDA

Item No	Item	Pages
PART A – SCRUTINY AND CRIME DISORDER MATTERS		
No matters to discuss		
PART B – STRONG COMMUNITIES SELECT COMMITTEE		
1.	Apologies for absence	
2.	Declarations of Interest	
3.	Public Open Forum	
4.	To confirm the minutes of the meeting held on 12th July 2018	1 - 6
5.	To confirm the minutes of the special meeting held on 30th July 2018	7 - 14
6.	Discussion item to consider the implications of restricting HGVs with a view to developing a future policy	Verbal
7.	People Services Information Update	15 - 28
8.	Budget Monitoring Outturn Report for the Regeneration and Corporate Directorates	29 - 64
9.	Strong Communities forward work programme	65 - 66
10.	Cabinet & Council forward work programme	67 - 70

11.	To note the date and time of next meeting as 15th November 2018 at 10am	
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Paul Matthews

Chief Executive / Prif Weithredwr

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

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

Public Information

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Welsh Language

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Aims and Values of Monmouthshire County Council

Our purpose

Building Sustainable and Resilient Communities

Objectives we are working towards

- Giving people the best possible start in life
- A thriving and connected county
- Maximise the Potential of the natural and built environment
- Lifelong well-being
- A future focused council

Our Values

Openness. We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

Fairness. We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

Flexibility. We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Teamwork. We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.

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 and what outcome do Members want to achieve?
 3. Is there sufficient information to achieve this? If not, who could provide this?
- 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. Does this policy align to our corporate objectives, as defined in our corporate plan?
7. 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*?
8. How much will this cost to implement and what funding source has been identified?
9. 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...

General Questions....

Empowering Communities

- How are we involving local communities and empowering them to design and deliver services to suit local need?
- Do we have regular discussions with communities about service priorities and what level of service the council can afford to provide in the future?

Service Demands

- How will policy and legislative change affect how the council operates?
- Have we considered the demographics of our council and how this will impact on service delivery and funding in the future?

Financial Planning

- Do we have robust medium and long-term financial plans in place?
- Are we linking budgets to plans and outcomes and reporting effectively on these?

Making savings and generating income

- Do we have the right structures in place to ensure that our efficiency, improvement and transformational approaches are working together to maximise savings?
- How are we maximising income? Have we compared other council's policies to maximise income and fully considered the implications on service users?
- Do we have a workforce plan that takes into account capacity, costs, and skills of the actual versus desired workforce?

Public Document Pack Agenda Item 4

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held
at on Thursday, 12th July, 2018 at 10.00 am

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

County Councillors: R.Roden, L. Guppy, V. Smith, A. Easson and
R. Harris

Also in attendance County Councillor(s): S. Woodhouse

OFFICERS IN ATTENDANCE:

Hazel Ilett	Scrutiny Manager
Paula Harris	Democratic Services Officer
Roger Hoggins	Head of Operations
Mark Howcroft	Assistant Head of Finance
Richard Jones	Performance Manager
Dave Loder	Finance Manager

1. Apologies for absence

County Councillor L. Dymock.

2. Declarations of Interest

None.

3. To confirm minutes of the previous meeting

Confirmed and signed by the Chair.

4. Public Open Forum

5.

Phillip Boyer - Save our Seats Campaign Abergavenny

Mr Boyer addressed the committee regarding the issue of MCC's street furniture policy.

He advised that the local business community look are willing to speak to MCC officers to reach an agreeable outcome for all.

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Mr Rogers – Alltybela Road, Local residents concerns relating to hedgerows, verges, pollutants, highways management and the Section 6 Duty

Mr Rodgers wished to speak to the committee in regard to a case study regarding transport movements through a narrow lane in central Monmouthshire.

Mr Rogers is looking to work with MCC to achieve a solution.

Due to the limited time available the Chair advised Mr Rogers that the issue of HGVs is an agenda item for the September meeting and invited Mr Rogers to return and address the committee on this date.

Mr Rogers asked that we note that his concerns were regarding the implementation of legislation, not simply criticism of large lorries and vehicles.

Mr Peter Sutherland – Llanbadoc Community Council

Usk Island car park – there are 5 litter bins currently sited at Usk Island, there is a wish for more bins and subsequently increased collections.

Also at Usk Island, the increase of anti-social behaviour has resulted in acts of vandalism. Police response has been poor and residents are worried to report incidents due to fears of retribution.

Burger Van - the owner of the business wishes place CCTV cameras at the site and asked if MCC could assist with costs. There are also issues with visitors parking on yellow lines at peak times.

Llanbadoc Island – there is a possibility of the community council obtaining grant funding for resurfacing work and asked that MCC support this.

Mr Andrew Powell – Business Club of Abergavenny

Mr Powell presented the committee with a petition regarding MCC's street furniture policy.

5. Annual Performance Reports 2017/18

Context:

To present the 2017/18 performance information under the remit of Strong Communities Select Committee, this includes:

Reporting back on how well we did against the well-being objectives which the previous Council set for 2017/18.

2017/18 performance information on how we performed against a range of nationally set measures used by all councils in Wales.

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Key Issues:

The council currently has an established performance framework, this is the way in which we translate our vision - *building sustainable and resilient communities* - into action and ensure that everyone is pulling in the same direction to deliver real and tangible outcomes.

The information contained within the report, in many cases will cover the performance of service areas already scrutinised as part of the Select Committee's work programme. The purpose of bringing the information together is to allow Select Committee to understand performance in the context of the strategic plan or performance framework within which it is set. Committee members are encouraged to utilise their time appropriately in consideration of the scrutiny the committee has already undertaken in service areas and has planned on the committee's work programme. The report may identify further areas of scrutiny that committee may want to consider for inclusion on the forward work programme. Activity that contributes to the delivery of some objectives cross cuts select committee remits. Therefore it is suggested members particularly focus their scrutiny on the activity relevant to the committee with consideration of its contribution to the objective as a whole.

In March 2017 full Council set Monmouthshire County Council's well-being objectives for 2017/18. These objectives were set just prior to local government elections in May 2017, in order to meet the legislative requirement of approving and publishing Wellbeing Objectives by 31st March 2017. Given the timing of the publication the latest available evidence from the Monmouthshire well-being assessment, as well as policy and legislation was used to set the Objectives.

The approval of the Corporate Plan 'A Monmouthshire that works for everyone' which sets five priority goals the Council will be working towards by 2022 supersedes the Council's well-being objectives set in March 2017. Despite these objectives being superseded by the Corporate Plan it is important, and we have a duty, to report back on the progress we made in 2017/18 against the well-being objective set in March 2017. The report in appendix 2 provides the progress with the objective that is under the remit of the select committee. This includes progress against areas of work related to the objective, an understanding of key performance information and future activity the Council has agreed as part of the Corporate Plan. As well as being presented to select committees the objectives will be included alongside a fuller evaluation of the Council's performance in 2017/18 that will be reported to Council in September 2018 and published by October 2018.

Performance data and information is essential to our performance framework to track and evaluate the progress being made. One important nationally set framework used to measure local authority performance is 'Public Accountability Measures' set by Data Cymru. Appendix 3 shows the performance in 2017/18 for the performance indicators that are part of this framework and are under the committee's remit. Benchmarking data compared to other Councils in Wales will be published in August 2018 and will be made available to members.

Future performance reporting will be based around monitoring and evaluating progress against the actions set in the Corporate Plan. It is important to consider the information in this report supported by a range of performance information that is part of our performance framework and performance reports that select committees receive and can request as part of their work programme.

Member Scrutiny:

A Member applauded the report and thanked the officer for giving Elected Members the tools in place to evaluate outcomes and provide scrutiny.

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A Member questioned the compliance of food establishments and asked for clarity on the criteria used.

The number of working days lost due to sickness was highlighted and members asked for a breakdown of long term/short term.

The decreased amount of waste going to landfill was applauded, however the increase of fly tipping incidents raised concerns among Members.

Committee's Conclusion:

Members scrutinised how well the authority performed against the objectives it set for the previous financial year and scrutinised performance measured using a range of nationally set indicators that fall within the remit of the committee.

The Committee welcomed the Head of Operations offer to distribute an information paper on the waste collected in Monmouthshire

6. Budget Monitoring Outturn Report

Context:

The purpose of this report is to provide Members with information on the revenue and capital outturn position of the Authority at the end of reporting period 3 which represents the financial outturn position for the 2017/18 financial year.

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.

Recommendations proposed to Cabinet

That Members consider a net revenue outturn unspend of £653,000, an improvement of £694,000 on period 2 (month 7) outturn predictions.

Members consider a capital outturn spend of £46.8 million against a revised budget of £47.2 million, after proposed slippage of £11.8 million, resulting in a net underspend of £395k.

Considers the use of reserves proposed in para 3.7.1,

Supports the apportionment of general underspend in supplementing reserve levels as described below, i.e.:

Priority Investment Fund

£155k

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Capital Receipts Generation Reserve	£50k
Balance Invest to Redesign Reserve	£448k
Total	£653k

Members notes the extent of movements in individual school balances placing emphasis on schools to review the extent that recovery plans can be delivered over shortened timescales, and appreciates a net use of balances of only £94k instead of the original budgeted intention of schools to draw on balances by £877k.

Member Scrutiny:

A Member raised the issue of trade waste and asked what MCC can do to combat external competition.

In relation to non-domestic rates it was asked if there had been a drop in the collection rates in Monmouthshire.

Committee's Conclusion:

The Chair thanked officers for the report and Members noted that the low level of earmarked reserves will notably reduce the flexibility the Council has in meeting the challenges of scarce resources going forward.

7. Strong Communities forward work programme

Street Furniture Policy Review - Special meeting 30th July at 10am, public open forum will be added and increased to 30 minutes.

The Chair asked that modern slavery and trafficking is added to the work programme.

8. Cabinet & Council forward work programme

Noted.

9. Date and time of next meeting

30th July 10am 2018 – Special Meeting

13th September 2018 10am

The meeting ended at 11.35 am

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Public Document Pack Agenda Item 5

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held
at Council Chamber - Council Chamber on Monday, 30th July, 2018 at 10.00 am

PRESENT: County Councillor J.Pratt (Chairman)

County Councillors: L.Jones, R.Roden, V. Smith, A. Easson,
R. Harris.

Also in attendance County Councillor(s): D. Dovey, D. Evans, B.
Jones, T. Thomas, M. Groucutt, M. Powell and S. Woodhouse

OFFICERS IN ATTENDANCE:

Hazel Ilett	Scrutiny Manager
Roger Hoggins	Head of Operations
Paula Harris	Democratic Services Officer
Steve Lane	County Highways Operations Manager

1. Apologies for absence

County Councillors P. Pavia, M. Feakins and A. Webb.

2. Declarations of Interest

None.

3. Open Public Forum (30 minutes)

The Committee were joined by members of the public wishing to speak on the Street Furniture Policy.

Mr Philip Boyer – Representing Save our Seats & Management of Kings Arms, Abergavenny

Mr Boyer welcomed charge removal, but raised concerns on the document;

St John's Square is sizeable. Tables and chairs on the Square make it a very busy social scene and felt this should continue. There haven't been complaints to date and there is ample room for access for disabled, no traffic incidents.

It is a shared space, but other there are other means to address traffic concerns. It is not broken, so don't try to mend it. Only issue is the legal situation, who would be responsible for accidents should they occur. But given there isn't a problem we don't want to lose any of the space. It's arbitrary and you would have to apply for more.

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People to keep the space they have and not have to apply for more unless they want more. Let people keep what they have.

David Farnsworth

Cannot understand the rationale to penalise traders. We need to become a creator of places and have vision. Second lesson is communication – MCC needs to rethink its relationship with community participation. Please stop producing hundreds of pages of policy documents that people don't understand.

How do we even find about what the Council is discussing, the MCC website is hard to navigate and it is virtually impossible to find the information you require.

Anthea Dewhurst

After research this issue dates back to 1419, historical law, problems are identical and unresolved. Each town is different and could make its own solutions.

Currently there is room if people comply with the rules for disability scooters, but accidents do happen in Monmouth with particularly sighted people with random A-boards, but the people who comply are not causing the problem.

It is felt we can improve rather than become rigid in the place of challenge. When the measurements are agreed, it was asked if this could be self-managing so that MCC has a reduced burden ~ a team of volunteers, perhaps with a visually impaired representative and a town council representative from Monmouth. Church Street could be full of character with hanging signs, other ideas on this.

Lucy Howell, Y-Fenni Business Community

This affects a considerable number of businesses in Abergavenny who are facing a battle and the introduction of the policy is another knock.

The festivals allow independents to trade without adhering to policy. We understand the legal obligation for MCC and we accept some form of licence but there's no reason the Council cannot work with the community. We feel that we managed before the introduction of the policy. We believe people should have to apply for a licence and conform to points A-G on the policy regarding health and safety, but we do not agree with the charge. We believe businesses should need to apply for 18 square metres or above and to be subject to a risk assessment.

Andrew Powell

Mobility club in Abergavenny was asked regarding any issues and they only highlighted one issue.

The Chair thanked the members of the public for attending the meeting and their comments.

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The Chair acknowledged receipt of a petition titled Save Church Street from County Councillor Mat Feakins.

4. Street Furniture Policy

Context

After extensive consultation with members, local councils, chambers of commerce and community groups such as CAIR and visually impaired, in January 2018 the Cabinet approved a new policy to manage obstructions in the highway. As a result of the consultation exercise and scrutiny by this select committee Cabinet approved the withdrawal of any charge for the display of A boards and reduced the charge to businesses for the use of tables, chairs and displays in the public highway.

The policy is being implemented throughout the county but opposition from the business community to some aspects of the policy has been encountered. This includes:

- From businesses seeking to occupy an area of the public highway greater than the maximum 18 sq metres allowed in the existing policy.
- From businesses complaining that the charge for displays is unreasonable particularly for small businesses and at a time when the retail industry is under increasing financial pressure.
- That the policy of permitting individual businesses to display A boards, displays, tables and chairs etc. should be withdrawn completely and a 'common sense' approach be adopted.

This report summarises the background to the opposition and asks members to consider what amendments to the existing policy they would wish to recommend to Cabinet.

Key Issues

In September 2017 the Strong Communities Select Committee received a report proposing that the policy for obstructions in the highway be amended and in particular that the charges be reviewed to reflect the Council's acknowledgement of increased financial burden upon businesses arising from the increase in business rates.

The recommendations from the Select Committee subsequently went to the Cabinet meeting in January 2018 at which it was approved that charges for A boards be withdrawn and proposed charges for displays, tables, chairs be halved with a further review of the policy in twelve months' time.

Below is a link to the January 2018 Cabinet meeting with agenda, reports and

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The policy has initially been introduced in the South of the county with some adverse comments but with permits being agreed with various businesses.

However when the scheme was introduced in Abergavenny representation was made by members and directly by businesses.

In the first instance representation was to relax the policy to allow businesses to occupy an area greater than 18 sq metres. This was particularly in relation to St John's Square, Abergavenny.

The square is a relatively large public open space where members of the public have enjoyed food and drink for many years. Currently at least one business has placed tables and chairs on an area larger than 18 square metres so strict adherence to the new policy would require that some of the tables and chairs be removed.

Representation suggests that removing the chairs and tables would be to the detriment of the general ambience prevalent in the square so officers have examined how the policy might be amended to accommodate businesses occupying an area greater than 18 square metres.

The recommendations below are a simple extension of the existing policy working in multiples of 6 square metres should charges remain over and above the areas and charges reflected in the current policy or an agreement of a specific area (not necessarily in multiples of 6 sq m) should charges be withdrawn.

It should be noted that whilst this proposal to relax the maximum area is as a result of representation from a business in St Johns Square, Abergavenny any such amendment to the policy would apply county wide so applications may be forthcoming from businesses elsewhere in Abergavenny or the county more generally. As a result the policy becomes 'open ended' within the context of how much of the public highway and business may occupy. It is considered onerous for the highway inspector to negotiate in isolation such an agreement for areas above 18 sq metres so it is proposed that the County Highway Manager or Head of Service, in consultation with the Cabinet member and local member, agree the permit.

Since then at a wider level representation have been received from various groups within the towns complaining that the charges associated with the issuing of permits for displays, tables, chairs, etc. places an unreasonable financial burden upon businesses, in particular smaller independent businesses, that are finding trade difficult in the current financial climate.

The representation was initially organised through social media and in particular by traders in Church Street Monmouth. However the campaign has become wider and representation has also been made on behalf of businesses in other towns within the county.

The policy requires officers to work with individual businesses so the administrative burden is greater than the previous 'blanket policy' scheme. The charge was included within the current policy to offer a contribution towards the additional demand upon staff

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resources. It is estimated it will generate approximately £2,600 per annum so should the charge be withdrawn it is not a major impact upon the highways budget overall and the loss would be absorbed in the wider highways budget.

Finally there were suggestions that the scheme should be withdrawn completely and a common sense approach adopted. Although the concept was not expanded upon it would seem reasonable to interpret this as no permit scheme and officers simply responding to complaints. In terms of staff resource this has much to commend it but it does mean that what is common sense or reasonable does rely upon the opinion of individual officers, members and businesses with no structure to any scheme.

With no individual permit system in place businesses will not be authorised by the highway authority (MCC) to place an item in the highway. The concept behind the permit is to obviate the Council and business of the need to maintain the highway clear of any obstructions (Highways Act 1980) which, in the absence of a policy, would take precedence so without such a policy both the business and council could be construed as acting ultra vires. Although accidents (and potential claims) are few and far between the lack of any policy to rely upon may make insurance null and void (enquiries to date have not offered a clear opinion on this).

Member Scrutiny

An Elected Member asked that the previous recommendation from this committee not to introduce charges prior to the Cabinet decision being made was noted and spoke of the disappointment felt by the select committee that charges were agreed by Cabinet.

The Chair reiterated comments made at the previous Select Committee meeting when the Street Furniture Policy was on the agenda for scrutiny and the committee's recommendation that charges were not introduced.

A Member spoke of the fantastic café culture in Monmouthshire and the need to encourage it, this has to be balanced with the need to ensure that members if the public can access these areas safely. The need for businesses to have all relevant insurances is essential.

There needs to be limitations and a policy in place so that no one business monopolises the outdoor space. The member spoke of having members of the select committee work alongside the business community to discuss what would be feasible on a town by town basis.

A Member agreed that insurance is essential and this needs to be the responsibility of the businesses, MCC need to regulate the activity with permits, however the Member felt that MCC deciding not to charge for the permits was the correct decision. The member spoke of the need to support local businesses in their offer to tourists.

The Cabinet Member B. Jones explained to the committee why it was initially felt that charges were introduced.

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A Member of the Committee thanked members of the public for attending the meeting and so eloquently expressing their concerns. The Member felt that engaging with the retailers would provide solutions to the current issues.

A local member for Caldicot spoke of the unique nature of each town and the need for local members to engage with their business communities to ensure that specific concerns were addressed.

A Member spoke of their support for the energy and drive that businesses place into promoting their businesses, however felt that the permit scheme administration costs should be covered by the people using the permits.

A local Member for Abergavenny suggested businesses sharing advertising boards.

A Member of their frustration of the perception of Monmouthshire being a rural county and highlighted the importance of towns and hoped that the revised policy would encourage businesses.

An Elected Member spoke of their shock when Cabinet ignored the Select committee's recommendation not to apply charges for permits. The member supported MCC having a policy to regulate street furniture.

It was asked that allowances were made for furniture which has been in situ for a number of years.

Members looked for confirmation from Officers that businesses who have already paid the fees are reimbursed immediately.

Committee's Conclusion:

Members of Committee voted and agreed on the following recommendations;

1. That this committee recommends to Cabinet that charges for permits for displays, tables, chairs be withdrawn but that charges arising from non – compliance with the permit scheme (as detailed within the existing policy) remain.

Votes

For - 5

Against - 1

2. That this committee recommends to Cabinet that additional criteria be added to the existing policy to allow businesses to occupy an area greater than 18 sq metres where this can be achieved without compromising safety or causing an unacceptable obstruction in the highway.

Votes

For – Unanimous

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That any request from a business to occupy an area greater than 18 sq metres be approved by the County Highways Manager or Head of Service in consultation with the local member and Cabinet Member for Operations.

Votes

For – Unanimous

That this committee recommends to Cabinet that the permit scheme for individual premises as described within the existing policy remain in place.(the withdrawal of the scheme leaving businesses with no authority to place any item in the public highway and leaving the authority with no agreement upon which to monitor compliance).

Votes

For – Unanimous

The Chair spoke of wanting vibrant, healthy high streets and communities in Monmouthshire and her wish to encourage businesses to contact her with any concerns they may have.

5. Date and time of next meeting - Thursday 13th September 2018 at 10.00am.

The meeting ended at 12.04 pm

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Subject: People Services Information Update

Meeting: Strong Communities Select

Date: 13th September 2018

Purpose

To provide the committee with the requested HR data and information.

Recommendations

That Members note the information provided.

That Members receive an annual attendance report to include information on sickness/turnover and occupational health matters.

Key Issues

Members at the Strong Communities select committee of 14th June 2018, where they considered the latest iteration of the People Strategy, sought reassurance and comfort regarding a number of People Services issues including:

- The availability of HR data
- Our approach to colleague engagement
- The availability of HR advice and guidance on the hub
- The cost of sickness absence to the authority
- Numbers of referrals to Occupational Health
- The need for an employee handbook
- An update on the CICO recording system
- The potential requirement for training in implementing collaborative and other service models
- The requirement to include an executive summary in the new “People to Purpose Strategy”

The following addresses each of these issues in turn

HR Data including dash board demonstration

We have a data dashboard available to managers which provides a wealth of HR data and information for managers to use to enable them to:

- Manage sickness (data includes long and short term sickness reasons for sickness) Please see appendix 1 attached for detailed analysis of 2017/18 sickness data
- Workforce plan (data includes age/gender profile/turnover/reasons for leaving/grading structure)

HR officers, via their business partnership meetings with managers, are able to discuss the data and particularly any specific areas for concern on a regular basis. However discussions are not limited to scheduled meetings, advice and guidance are provided as and when managers require it.

Colleague Engagement

We look to engage with colleagues across the organisation using a range of methods including:

- The bi-annual staff survey – returns have increased since colleagues were engaged in designing the questions included although returns are not at the level we would hope for. We are reviewing our approach to the staff survey to determine in what format we will survey our colleagues which is due next year.
- Mon Minds where colleagues are able to come together to discuss specific issues or any matter they want to raise
- Mon Minds Operations specific to operational colleagues working in Waste/ highways and street scene
- Question and answer sessions
- We trialled Teamphoria a digital platform for colleague engagement which operates in a similar way to Facebook – colleagues fed back they didn't like the platform as it was yet another thing to do when they are already extremely busy
- The "Go to Group" which provides an opportunity for colleagues to have a confidential conversation with nominated officer across the authority outside of their normal working area.
- Direct engagement through thematic sessions run across the county eg well-being sessions where we provide colleagues with information on issues that support well – being whilst also holding question and answer sessions that allow anonymity if colleagues do not feel comfortable speaking in a group.

We continue to look for and trial new ways to engage our workforce and this week we are going to trial the use of an approach where we ask a specific question involving a yes/no response using voting buttons to assess the well-being and engagement of our colleagues.

Availability of HR advice and Guidance on the Hub

Members were concerned that the hub was blank. Unfortunately members do not have access to the People services section of the hub hence inability to find anything. The HR team is a small team of 6 officers covering corporate services and 2 officers supporting schools. The provision of advice and guidance on the hub allows colleagues to get answers to questions quickly and easily without having to speak to an HR professional. Some examples of the information available to colleagues include-

- FAQ's on specific topics
- Workflows on how to manage attendance
- Videos to help managers conduct return to work interviews

- Information on how to work force plan
- Information on new or revised policies

We continue to add to the information to enable colleagues to easily access simple advice and information to support them in their roles.

Cost of Sickness

The nominal cost of sickness for 2017/18 is £2,622,738, this is a basic calculation of FTE days lost multiplied by hourly rate. This estimate does not reflect replacement costs where individuals absent from the work place have to be replaced or where an individual has reduced pay or no pay after a 6 and 12 months period of sickness absence respectively.

Number of Referrals to Occupational Health and Counselling Service

In 2017/18 we made 116 referrals to occupational health and 479 counselling sessions were provided. The attendance management guidance outlines when a colleague should be referred to occupational health. We have recently outsourced our occupational health service in order to speed up referrals and to access better information management and support for managers in managing sickness. We also offer colleagues the opportunity for one to one coaching to support them to deal with specific problems or concerns.

Counselling is offered in a range of circumstances including when a colleague is either attending the workplace or absent from the workplace for an extended period for a range of reasons, for example sickness, suspension. Counselling is identified as an independent support mechanism. We offer six sessions if required.

Employee Handbook

Colleagues have told us that they would like an employee handbook and it is the intention to produce a number of hard and digital copies, which include the information our colleagues have told them is important to them, for circulation in November this year.

CICO Recording

The new system for recording CICO's, individual appraisals, is now available via MyView to enable managers to hold all information on individual colleagues in one place. We will shortly be asking colleagues if they have had an appraisal this year via the new voting button, identified earlier, so that we can ascertain the numbers completed and then send a reminder to all managers about the importance of the appraisal process.

Training

We have a range of mandatory training that all colleagues must attend including:

- Corporate Induction
- GDPR/Information Security
- IT induction
- Well-being of future generations

- Equalities
- Safeguarding
- VAWDASV (violence against women, domestic abuse)

In addition we have array of mandatory Managers training including:

- Managers induction
- Managers functions as a leader
- Managing attendance and well-being
- Managing finance
- Political decision making
- Performance appraisal (CICO)
- Well-being of future generations
- Health and safety
- Safe recruitment

Learning and development activity has been identified and prioritised to meet the current and future needs of colleagues within Monmouthshire. We canvass all colleagues about their training needs and we then either design the training or commission the training to meet the needs identified. Our EVOLVE leadership programme is designed to support the organisation to respond to significant organisational problems and provide training to enable colleagues to deliver organisational change including how to collaborate effectively, capitalise on digitisation etc.

Our coded pathways provide organised, fully comprehensive training pathways to support individual learning and development for all colleagues. We also access a range of ILM external course to support individual learning and development.

Executive Summary “People to Purpose”

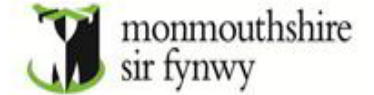
An executive summary has been included in the strategy which has since received Cabinet approval and forms part of the suite of the council’s enabling strategies.

Report Author: Tracey Harry

Head of People Services and Information Governance.

APPENDIX

People Services



Report: Attendance Management

Analysis of 01/04/17 to 31/03/18

Table 1: Overall summary position for the Council 01/04/2017 – 01/03/2018

1 April 2017 to 31 March 2018 <i>(2016/2017 in italics taken from final data sheet for Q1/Q2/Q3/Q4)</i>							
Area	Av emp no*	FTE*	Q1	Q2	Q3	Q4	Cumulative <small>Note 1</small>
Enterprise	610.00	250.35	<i>(1.99)</i> 1.64	<i>(1.93)</i> 1.22	<i>(2.24)</i> 1.99	<i>(1.27)</i> 1.89	<i>(7.42)</i> 6.53
SCH	754	484.71	<i>(3.76)</i> 3.26	<i>(2.82)</i> 3.10	<i>(3.50)</i> 3.58	<i>(4.50)</i> 4.72	<i>(14.60)</i> 14.46
Schools	1700	1088.35	<i>(2.01)</i> 2.05	<i>(1.71)</i> 1.23	<i>(3.06)</i> 2.45	<i>(2.74)</i> 2.91	<i>(9.51)</i> 8.83
CYP	86	64.10	<i>(NA)</i> 2.59	<i>(NA)</i> 2.91	<i>(NA)</i> 1.67	<i>(NA)</i> 1.52	<i>(NA)</i> 8.69
SLU	16	13.30	<i>(NA)</i> 0.23	<i>(NA)</i> 0.00	<i>(NA)</i> 1.42	<i>(NA)</i> 4.59	<i>(NA)</i> 6.24
Operations	566.00	421.33	<i>(3.07)</i> 3.48	<i>(4.51)</i> 3.96	<i>(3.91)</i> 4.59	<i>(3.97)</i> 3.80	<i>(15.44)</i> 15.48
Resources	51	44.48	<i>(1.18)</i> 1.70	<i>(1.29)</i> 1.80	<i>(2.05)</i> 1.96	<i>(1.74)</i> 2.16	<i>(6.27)</i> 8.12
Whole Authority	3978.00	2484.28	<i>(2.54)</i> 2.46	<i>(2.45)</i> 2.12	<i>(3.11)</i> 2.94	<i>(3.08)</i> 3.29	<i>(11.19)</i> 10.81

*From Q1 dashboard. Note 1. 2017/2018 outturns from dashboard. Some variation in cumulative total from spreadsheet due to in year team changes.

Table 1 provides the end of year out turns for days lost due to sickness per full time equivalent (FTE) for 2017/2018 for the whole authority and for Enterprise, SCH, CYP, Schools, SLU, Operation and Resources. For comparison the out turns for 2016/2017 are provided in red italics. The overall out turn for 2016/2017 was 11.19 days therefore there has been a marginal improvement overall. However, the adjusted NAWpi for 2016/2017 was 11.5 days lost per FTE and the adjusted NAWpi for 2017/2018 is 10.9. Therefore in terms of the published figures there has been an improvement of just over ½ day per FTE.

The Council's target was to achieve 10.5 working days (or fewer) lost through sickness absence per FTE for 2017/2018. Whilst there are improvements in absence levels, notably made in some schools, the effect of continuing high levels or absence in some areas has contributed to this target being missed.

The latest report from the office for National Statistics in March 2017 (2018 report not yet released) providing labour market sickness absence information stated that 4.3 working days were lost to sickness absence per FTE in 2016 which was the lowest figure recorded since 1993. The report also stated that public sector workers have higher levels of sickness absence than private sector workers; women have higher levels than men and older workers and workers in caring, leisure and those in elementary occupations ¹ have higher levels of sickness absence. Clearly, the above covers many areas of the Council's workforce where a higher level of absence would be expected but also indicates that achievement of 10.5 days per FTE or less for sickness absence is a realistic expectation overall.

Note 1 *Examples: cleaners, food preparation assistants, refuse workers*

The out turns for Schools, Enterprise and Resources were below 10.5 days with 8.83, 6.53 and 8.12 days lost per FTE respectively. Schools showed an improvement of 0.7 days per FTE and Enterprise 0.9 days per FTE. Schools and Enterprise represent 54 % of the Council's total workforce therefore the decrease in days lost through sickness absence made a substantial contribution to the improvement in the Council's overall figure for the half year out turn. Although it should be noted that in Leisure where there is a significant proportion of casual workers their sickness absence is not included.

SCH and Operations out turns are 14.46 and 15.48 days lost per FTE respectively. Both representing level outturns with last year.

SCH achieved similar levels to last year, which is positive, as the 2015/2016 out turn was 19.48 days lost per FTE. Therefore, the improvement made last year was at least sustained overall. When the split between Children's Service and Adult Services is looked at; Children's Services had similar out turn to Council's average at 10.85 days lost per FTE. However, Adult services out turn is 17.66 days per FTE and has shown no significant improvement across 3 years: 15/16 19.21 days per FTE and 16/17 17.69 days per FTE.

For Operations, whilst there is an expectation that the sickness absence levels will be higher due to the pre-dominance of elementary jobs, there is scope to return to at least to the 2015/2016 levels of 11.98 days per FTE. The Q4 out turn showed significant improvement over Q3 where there would be an expectation of higher levels of absence.

The combined FTE for SCH and Operations represents 36.5% of the Council's workforce and therefore, it is important that there continues to be an attendance and well-being focus in these areas to understand 1) the factors that may be contributing to the higher levels of absence and 2) the relevant interventions that can be implemented.

It should also be noted that from June 2017, the MCC Occupational Health Adviser left to take up a post in Cardiff City Council. Whilst interim provisions were put in place and recently a new provider was procured for a comprehensive Occupational Health service, the flexibility and responsiveness afforded by the previous arrangements were compromised. Anecdotally there is evidence that this may have impacted on the support for managers and employees in the management of their attendance. However, initial monitoring of the new Occupational Health arrangements are positive.

Some highlights:

- Year on year there has been an overall decrease in the days lost per FTE although only a modest improvement but almost achieving the 10.5 days lost per FTE target.
- Enterprise, schools, CYP, SLU and Resources all below the Council's average days lost per FTE.
- Enterprise showed a year on year improvement
- Schools showed a year on year improvement.
- SCH and Operations both representing large proportions of the workforce have out turns higher than the Council's average days lost per FTE but both areas more or less level with 2016/2017.
- For SCH, achieving a similar level with last year is positive as the 2015/2016 out turn was 19.48 days lost per FTE. This year Children's Services had similar out turn to Council's average at 10.85 days lost per FTE. However, Adult services were 17.66 days per FTE and have shown no significant improvement across 3 years: 15/16 19.21 days per FTE and 16/17 17.69 days per FTE. As previously referred to an area to focus on (refer to SCH sickness analysis reports).
- For Operations, again achieving level with last year can partly be seen in a positive light given that Q4 usually higher than Q3. There was an improvement in Q4 which may point to an improving situation.

Table 2: Top three reasons for absence by percentage of working days lost

Top three categories for reasons for sickness absence and percentages half year out turn 2017/2018			
Enterprise	23% Anxiety/Stress/Depression/other	16% Infection	12% Hospitalisation 12% Back, neck and shoulder pain
SCH	27 % Anxiety/Stress/Depression/other	18% Infection	9 % Back, neck and shoulder pain 7%% Hospitalisation 7%Muscular Skeletal
Schools	23 % Infection	21% Anxiety/Stress/Depression/other	11 % Hospitalisation 11% Serious illness 9% Pre-existing condition 9% Gastro Intestinal
CYP	41 % Anxiety/Stress/Depression/other	16% Pre-existing condition	11% Serious illness
SLU ³	57% Hospitalisation	NA	NA
Operations	26 % Anxiety/Stress/Depression/other	15% Infection	12 % Back, neck and shoulder pain
Resources	31 % Anxiety/Stress/Depression/other	19 % Pre-existing condition	13% Serious illness
Whole Authority	25% Anxiety/Stress/Depression/other	19% Infection	9% Hospitalisation 8% Pre-existing condition 8% Back, neck and shoulder pain

Note 3. FTE and level of absence too small for percentage to be meaningful

Table 2 shows the top three reasons by directorate and for the whole authority in terms of the percentage of working days lost. The 12 sickness absence categories used in MCC are as follows:

Back, neck and shoulder pain	Breaks/Fractures	Cardiovascular
Gastro Intestinal	Hospitalisation	Infection
Migraine/Headaches	Muscular Skeletal	Pre-existing condition
Respiratory	Serious illness	Anxiety/Stress/Depression/(other ⁵)

Anxiety/stress/depression/other: The percentage of all absence associated with anxiety/stress/depression/other has increased but the number of working days lost to this condition has fallen marginally but remains high in comparison with 2014/2015 levels. It is recognised that employees may be experiencing more mental ill health and/or that they are more inclined to report their mental health problems rather than providing an alternative reason for absence. There is variation across the directorates/areas ranging from 17% to 41% and before any Council wide conclusion is reached, it is important to note that further detailed analysis does take place for each directorate/area. For schools it is not the top category in terms of the percentage of working days lost. Whilst it is important to acknowledge at an organisation level that there is a significant number of working days lost per FTE due to mental health issues, there needs to be an awareness that the factors relating to this type of absence need to be subject to more detailed analysis to inform the relevant interventions that might be applicable to a service/area/school. These may be at the level of the team, where it may be work related or at an individual colleague level where it may be work related but there may be also be personal circumstances that require organisational supportive measures.

2014/2015	2015/2016	2016/2017	2017/2018
5133 days 20%	6004 days 21%	7038 25%	6813 (31%)

A recent government paper, Thriving at Work (October 2017), seeks to encourage employers to develop mental health awareness among employees; provide employees with good working conditions; promote effective people management; routinely monitor employee mental health and wellbeing; encourage open conversations about mental health and the support available when employees are struggling.

MCC recognises the importance of this work and promoting good mental health and one of our priorities, this year, has focused on supporting mental health wellbeing within the workplace. Table 4 sets out information in relation to the on-going support, activity, awareness raising and training that is available.

Infection: This reason accounts for 11 % of the total number of days lost to sickness absence and in schools, it the category with the highest number of working days lost and generally the reason entered for colds and flu. It is unclear why in terms of working days we are seeing an increase in this area. An improvement in the episodes and frequency of infection related sickness absence would be beneficial because within the areas of schools, Operations, Leisure and SCH Direct Care there are also replacement staff/colleague costs as well as the cost of sickness absence itself.

2014/2015	2015/2016	2016/2017	2017/2018 (half year)
3746 days 14%	3741 days 13%	4954 18%	5037 (19%)

Hospitalisation, Serious illness and Pre-existing condition: When hospitalisation, serious illness and pre-existing condition are considered together, they account for 24% of the total number of days lost per FTE. It may be a feature of an ageing work force in areas of the Council. However, it is important that colleagues with pre-existing conditions and/or those experiencing serious illness/hospitalisation are supported to remain in the workplace and are supported to be able to sustain their return to work through effective management intervention and adjustment.


Back, neck and shoulder: This is category that features particularly in SCH and Operations. For the whole Authority when combined with Muscular Skeletal they accounted for 3909 working days lost. 1350 days and 1186 working days from Operations and SCH respectively. As these categories of absence are pre dominantly occurring in an Adult Services and Operations these are areas we may need to look further at for their manual handling/back care arrangements and the associated support that is provided to colleagues.

Table 3: Long and short term percentages

Long Term/Short Term percentages of absence half year out turn 2017/2018		
Area	Long Term %	Short Term %
Enterprise	54	46
SCH	59	41
Schools	56	44
CYP	46	54
SLU	57	43
Operations	71	29
Resources	72	28
Whole Authority	61	39

Table 3 shows the percentages of long-term and short-term absence. Clearly, long-term absence outweighs short-term with some variation across areas. It is difficult to reach any Council-wide conclusion and it is important to note that further detailed analysis does take place for each directorate/area. Small teams can be greatly affected by one long term sickness situation and each case needs to be treated on its merits.

Table 4: Priority Areas & Interventions

Priority Area	Reasons	Key Actions	By When
Reduce the levels of sickness absence in Adult Services and Operations	It is acknowledged that these are areas where you would expect higher than average days lost per FTE but If you exclude these FTE and working days lost in these areas, the Councils days lost per FTE would be 8.43 days lost per FTE	<p>Further exploration in terms of application of the policy and support for managers in these areas (in addition to the other interventions below).</p> <p>As a planning and information tool ask managers in these areas to self-rate themselves and explore how they can be further supported</p>  <p>AMWB RAG.pdf</p>	End of Q2
Reducing absence associated with mental ill –health	<p>High levels of absence due to this reason.</p> <p>To ensure measures in place to support well-being and good mental health</p>	<p>Attendance Management & Wellbeing information standing item of each team’s agenda</p> <p>Via HR Business Partner meetings with managers and head-teachers further promote: 1) Attendance Management policy guidance for weaving stress risk assessments into 121s, 2) CICOs 3) team meetings.</p> <p>Create learning networks (to enable peer-to-peer support) via introduction of 1) regular SKYPE meetings for managers and HR Business Partners, 2) HR BLOG to discuss, share & promote best practice.</p> <p>Series of Wellbeing events (‘You Matter’) – mental health awareness raising</p> <p>Introduction of a ‘Go To’ group. A group of people to whom individuals can seek support.</p> <p>Staff survey</p>	<p>On going</p> <p>On going</p> <p>On going</p> <p>On going</p> <p>On going</p> <p>Completed</p>

		<p>Talent LAB - mindfulness, and positive psychology and 'Let's Talk about Stress' and various associated training sessions – plus personal 121 coaching and support (both individual and team basis)</p> <p>Attendance Management policy training sessions</p> <p>Mental Health best practice – guidance document to support managers</p> <p>Explore further intervention(s) for Adult Services and Operations for Anxiety/stress/depression/other as appropriate based on detailed analysis on factors that are specifically impacting in these areas</p>	<p>On going</p> <p>On going</p> <p>Completed</p> <p>Available</p>
Reducing absence associated with Infection	High levels of short term absence	<p>What actions are managers taking to help support colleagues who report absence for this reason? What proactive actions can be taken or explored to prevent this type of absence? Are managers reviewing & monitoring trends and ensuring attendance review meetings are carried out in line with policy?</p>	<p>Scheduled HR Business Partner meetings with managers & head-teachers</p>
Reducing Muscular-skeletal disorders	High levels of long term and short term absence	<p>Look at Manual Handling Protocols and training. Do they need a review?</p> <p>What actions are managers taking to help support colleagues who report absence for this reason? What proactive actions can be taken or explored to prevent this type of absence? Are managers reviewing & monitoring trends and ensuring attendance review meetings are carried out in line with policy?</p> <p>Consider fast track referral to physiotherapy service</p>	<p>Discuss at DMT</p> <p>Scheduled HR Business Partner meetings with managers</p> <p>Consider pilot in an area</p>

Reducing long term absence associated with Hospitalisation Serious Illness Pre-existing conditions	High levels of long term absence	Explore strategy to support an older workforce	To explore in longer term.
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REPORT

SUBJECT	REVENUE & CAPITAL MONITORING 2018/19 OUTTURN STATEMENT
DIRECTORATE	Resources
MEETING	Strong Communities Select Committee
DATE	13th September 2018
DIVISIONS/ WARD AFFECTED	All Authority

1. PURPOSE

- 1.1 The purpose of this report is to provide Members with information on the revenue and capital outturn position of the Authority at the end of reporting period 1 which represents the financial outturn position for the 2018/19 financial year based on May inclusive activities.
- 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 forecast of £471,000 overspend.
- 2.2 Members consider a capital outturn spend of £35.7m, which accords with budget provision for the year, after proposed slippage of £75,000. This describes a breakeven position not uncommon for this early in the year, although there is a potential for additional 21c schools costs in respect of additional asbestos removal and treatment costs not anticipated, which colleagues indicate could be the order of £350,000.
- 2.3 Considers the use of reserves proposed in para 3.8.1,
- 2.4 Members note that the low level of earmarked reserves will notably reduce the flexibility the Council has in meeting the challenges of scarce resources going forward.
- 2.5 Members note the extent of movements in individual budgeted draws on school balances, and acknowledge a reported net forecast deficit of £622k resulting, and support the amendments to MCC's Fairer Funding Regulations as described in para 3.8.13 for onward engagement with schools forum and governing bodies

3. MONITORING ANALYSIS

3.1 Revenue Position

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

3.1.2 Responsible Financial Officer's Summary of Overall Position Period 1

Table 1: Council Fund 2018/19 Outturn Forecast Summary Statement at Outturn

Service Area	Initial 2018-19 Annual Budget	Virements to budget	Period 2 Annual Budget	Revised Forecast Outturn	Forecast Over/ (Under) @ Month 2	Forecast Over/ (Under) @ Outturn
	£'000			£'000	£'000	£'000
Adult Services	7,501	0	7,501	7,573	72	242
Children Services	11,373	0	11,373	11,655	282	1,578
Community Care	22,704	0	22,704	22,572	-132	-1,020
Commissioning	1,631	0	1,631	1,583	-48	-156
Partnerships	366	0	366	366	0	25
Public Protection	1,417	0	1,417	1,435	18	-58
Resources & Performance	676	0	676	660	-16	-25
Total Social Care & Health	45,668	0	45,668	45,844	176	586
Individual School Budget	43,620	0	43,620	43,620	0	169
Resources	1,440	0	1,440	1,440	0	-85
Standards	5,113	0	5,113	5,495	382	93
Total Children & Young People	50,173	0	50,173	50,555	382	177
Business Growth & Enterprise	1,456	0	1,456	1,464	8	7
Governance, Democracy and Support	3,893	0	3,893	3,882	-11	-75
Planning & Housing	1,815	0	1,815	1,815	0	54
Tourism Life & Culture	3,445	0	3,445	3,503	58	289
Total Enterprise	10,609	0	10,609	10,664	55	275
Legal & Land Charges	458		458	455	-3	-23
Operations	15,394	47	15,441	15,652	221	615
Total Chief Executives Unit	15,852	47	15,899	16,117	218	592
Finance	2,486	0	2,486	2,439	-47	-231
Information Communication Technology	2,679	0	2,679	2,733	54	4
People	1,680	-47	1,633	1,667	34	-9

Commercial and Corporate Landlord Services	844	0	844	1,002	158	-79
Total Resources	7,689	-47	7,642	7,841	199	-315
Precepts and Levies	18,467	0	18,467	18,467	0	-4
Corporate Management (CM)	120	0	120	61	-59	-135
Non Distributed Costs (NDC)	669	0	669	669	0	-21
Strategic Initiatives	493	0	493	43	-450	-318
Insurance	1,333	0	1,333	1,333	0	-173
Total Corporate Costs & Levies	21,082	0	21,082	20,573	-509	-632
Net Cost of Services	151,073	0	151,073	151,594	521	683
Fixed Asset disposal costs	153	0	153	153	0	0
Interest and Investment Income	-56	0	-56	-61	-5	-136
Interest payable & Similar Charges	3,326	0	3,326	3,331	5	-729
Charges required under regulation	4,500	0	4,500	4,500	0	-117
Contributions to Reserves	224	0	224	224	0	-221
Contributions from Reserves	-1,408	0	-1,408	-1,408	0	349
Capital Expenditure funded by revenue contribution			0	0	0	0
Appropriations	6,739	0	6,739	6,739	0	-854
General Government Grants	-63,091		-63,091	-63,091	0	0
Non Domestic rates	-30,177		-30,177	-30,177	0	0
Council Tax	-70,838	0	-70,838	-70,838	0	-270
Council Tax Benefits Support	6,294		6,294	6,244	-50	-211
Financing	-157,812	0	-157,812	-157,862	-50	-481
Net Council Fund (Surplus) / Deficit	0	0	0	471	471	-652

3.1.3 The outturn variances reported by way of last year's surplus and this year's forecast deficit may seem a significant amount, but putting such variances in context, they both equate to less than 0.5% variation against the net cost budget before financing. This is an incredibly close correlation given the volume of budget holders involved in the process, the volatility in pressures and savings proposals experienced during the year and the need to secure compensatory savings to mitigate adverse positions highlighted earlier in the year. Clearly a surplus is more attractive to the Council than an equivalent deficit, so the use of periodic monitoring as a tool for change during the year should not be underestimated.

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

Net Council Fund Surplus	2018-19	2017-18	2016-17	2015-16	2014-15
	£'000	£'000	£'000	£'000	£'000
Period 1	471 deficit	164 deficit	1,511 deficit	867 deficit	219 deficit
Period 2		62 deficit	839 deficit	1,066 deficit	116 deficit
Period 3			79 surplus	162 deficit	144 deficit
Outturn		652 surplus	884 Surplus	579 surplus	327 surplus

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

3.2.1 Stronger Communities Select Portfolio (£142k net underspend)

- Chief Executives Unit (£218k overspend)

Legal division exhibited a small **£3k surplus**, due to staff and service savings exceeding loss in reported income. **Operations anticipates a collective £221k deficit**. The position for each of main Operations areas is as follows, Highways £39k surplus, catering £42k deficit, cleaning and transport administration breakeven, Passenger Transport £100k deficit, Waste and Streetscene £118k deficit.

- Resources Directorate (£199k overspend)

Finance Division predict an underspend of £47k, predominantly predicted savings in Revenues and Exchequer sub division and saving in management cost. **IT predicts an £54k overspend**, due to overestimation of SRS reserve returned to MCC at year end, and a degree of salary savings not yet delivered within SRS. **People services predicts £34k deficit**, mainly the result of sickness and maternity cover within the division. **Landlord division anticipates a £158k deficit**, predominantly the effect of procurement gateway review savings not yet delivered.

- Corporate (£509k underspend)

The net effect of the unutilised redundancy budget (£450k), together with rate refund receipts (£59k) in respect of Council's buildings.

- Appropriations (breakeven)

Net use of reserves is currently predicted as budgeted. The usual annual beneficial treasury position has been forecast as being on budget, as an explicit saving was agreed as part of 2018-19 budget process. The actual outturn will be influenced by progress with the capital programme spends, any need for temporary borrowing in advance of capital receipts funding being available, and the interest rates experienced. Treasury consultants predict an increase in such rates starting in autumn 2018.

- Financing (£50k underspend)

The net effect from anticipated Council tax benefit payments, however this will need to be closely monitored throughout the year **Page 32** significant changes being implemented

around universal credit introducing a potential volatility in demand for other support mechanisms.

RESOURCES DIRECTOR CONTEXT & COMMENTARY

The overspend reported at this early stage of the year signals some early pressures within services and equal risks of certain savings proposals having the potential to not fully deliver. However, a targeted focus on procurement savings together with continued efforts to curtail non essential spend aims to look to improve the forecast position for the directorate as the financial year progresses.

HEAD OF OPERATIONS CONTEXT & COMMENTARY

Obviously month 2 is early in the financial year and the accuracy of forecasts reflect this. There is a relatively small overspend already being forecast for catering due to increased refuse collection costs and inability to achieve the staff saving inherent in all budget preparation/modelling. The Waste and Street Scene budget incorporated £100k income from BGCBC to offset civic amenity/recycling centre costs in Llanfoist attributable to BGCBC residents using the site. However BGCBC eventually declined to make this contribution to costs, hence an overspend forecast, ideally to be recovered elsewhere within the waste budget during the year although this service will encounter massive change at the end of the year as the new system is rolled out county wide. Such a major investment and change has potential to impact upon the budget. Finally the PTU budget in 18/19 included several income and budget savings assumptions including personal transport budgets, increased 'in house' SEN transport provision, reduced contract costs etc. totalling around £370k in year. A great deal of work has been undertaken to deliver these budget assumptions but the major benefit assumed by tendering will not be known until late July. There is also some volatility as some aspects out perform e.g. personal transport budgets whereas others are not gaining the financial benefit assumed. The situation will be much clearer at month 7 but at this time a forecast that indicates £100k overspend for PTU would seem appropriate until modelling improves during the year."

Monitoring Division element of Deputy Chief Executive's Combined Directorate

The position for DCEO brief at Month 2 is slighter better than in the comparable period in previous years, on account of income targets being met, staffing changes and adjustments bedding in and a small element of 'growth' in the budget to address continual and historic pressures associated with frontline functions.

The impact of changes and improvements will be a continuing theme in year, with advances in customer care, automation and digitisation. I believe the section is off to a strong start and will continue the important work to drive efficiency and effectiveness both within the service and in supporting activity across the wider Council.

3.2.2 Economy & development Select Portfolio (£73k net overspend)

- Enterprise Directorate (£55k net overspend)

Business growth and enterprise predict a net **£8k overspend**, being the windfall effect of community partnership grant (58k) funding compensating in part for another net annual deficit introduced by Events function (40k). A report is currently being prepared for

Cabinet to indicate the future of Events and how it could be made sustainable, recognising it was advocated to members as a way of sustaining the core activities of the council, rather than creating a further pressure.

Governance, democracy and support predict a net **£10k underspend**, caused by savings in policy and partnerships (£10k), and £53k savings in democratic services (mainly the effect of windfall funding from Cabinet office) compensating for £51k pressure from Contact Centre costs in the form of extra IT and switchboard costs disputed.

Planning & Housing (breakeven) – Development control has historically experienced a significant deficit in income against budget. The extent of some larger sites coming online during the year allows the service to predict higher than usual income levels. The pressure accommodated in respect of lodging scheme as part of 2018-19 budget process, allows the Housing service to predict a breakeven position.

Tourism, leisure & culture (£58k overspend) - £40k of overspend is artificial to the MCC bottom line as it relates to the Outdoor Education service which transfers any surpluses or deficit to its trading reserve.

The pressure within Outdoor Education relates to an eroding income base as historic partners look to withdraw their core support. This has been known for the last 3 years with little change being introduced by service, despite prompts.

The net pressure within Tourism, Leisure and Culture is only £18k, and relates to a staffing pressure of £8k within Tourism and Museums, together with £10k job evaluation regrading consequence in Youth. It wouldn't be intuitive that pressures in TLC division were only £18k, given the focus on Trust consideration, and the extra costs being identified to facilitate the resulting outsourcing. The pressure at outturn for this division was £289k, however pressures in the form of reduced income from Monmouth leisure centre (£49k), and £143k extra budget to facilitate Trust creation were accommodated in 2018-19 budget process. It still feels that there ought to be a net pressure within Tourism, Leisure and Culture, and that the service forecast is perhaps understated, so close monitoring of any costs prior to service transfer will be key, so as not to introduce further volatility in forecasting.

- Social Care & Health (£18k overspend)

Public Protection (£18k overspend) – predominantly the net effect of overtime anticipated in respect of Registrars services, at a level consistent with previous year.

ENTERPRISE element of Deputy Chief Executive's Combined Directorate

The position for DCEO brief at Month 2 is slighter better than in the comparable period in previous years, on account of income targets being met, staffing changes and adjustments bedding in and a small element of 'growth' in the budget to address continual and historic pressures associated with frontline functions.

The impact of changes and improvements will be a continuing theme in year, with advances in customer care, automation and digitisation. I believe the section is off to a strong start and will continue the important work to drive efficiency and effectiveness both within the service and in supporting activity across the wider Council.

3.2.3 Adult Select Portfolio (net £124k underspend)

- Social Care & Health

Adult Services (£72k overspend) – a drop off in community meals income of £14k is anticipated , together with staffing pressures (sickness cover and ERS pension saving not realised) within direct care establishments (Severn View and Mardy Park).

Community Care (£132k underspend) – net savings within Mental Health Care team budget compensate for the inherent pressure to external agreement costs as recharge agreements are historic in nature and haven't kept pace with periodic inflation. Standby service and GWICES budgets are subject to new arrangements, so cost burdens have been predicted based on 2017-18 levels whilst limited activity data is available for 2018-19.

Commissioning (£48k underspend) – predominantly a part year saving to commissioning staffing, and a continued savings within Drybridge Gardens service area.

Resources (£16k underspend) – disposal of vehicle in favour of more cost effective provision.

SCH DIRECTOR'S CONTEXT & COMMENTARY

Given the recent vacancy in Director position, no commentary is provided with the report, and members can instead expect a verbal update at meeting from a management representative.

3.2.4 Children & Young People Select Portfolio (net £664k overspend)

- Social Care & Health (£282k overspend)

Children's Services (net £282k overspend) – this can be a fairly volatile area to manage budget wise, with individual placements potentially having a significant effect. In comparison to 2017-18 activity which was £1.6m overspend, the 2018-19 forecast indicates a significantly improving position. The service did receive net £534k extra resourcing as part of 2018-19 budget process. The service's forecast assumptions also presume circa £390k funding from Health for 2 continuing care cases, reduced activity in external placements (a reduction of 7 whole time equivalents against 58 placements in 2017-18) and encouragingly by the end of June the service should have only 5 agency staff (with the last one expected to leave on 19th August) as numbers having been reducing in recent months due to a planned exit strategy. The M2 position includes a total agency forecast of £145k (part year only due to the expected elimination of agency staff by mid-August). This compares to a 2017/18 outturn on agency staff of over £600k which clearly represents more agency staff in post last year and agency costs having arisen throughout the whole of the year not just for part of it.

Youth offending team partnership (breakeven) – this partnership is managed in a similar fashion to Outdoor Education, in so far as surpluses or deficits do not affect MCC outturn position and are instead transferred to their trading account. The Board overseeing the management of the service has agreed to hold the combined surplus at £150k, which means that circa £99k beneficial effect will be redirected back through to partners at year end. It is not recommended to use this windfall in balancing 2018-19 position as it is also understood that should the partnership balance fall below £150k in future years as a result of overspends these will need to be borne by increased partner contributions. It is proposed to have any extraordinary credit off to an MCC specific reserve to mitigate any future volatility.

- Children and Young People (net £382k overspend)

Service colleagues report **School Budget Funding and Resources Divisions** are anticipated to incur a **breakeven position** at end of year. **Standards subdivision** exhibits a **£382k overspend** reported as largely the consequence of reduced residential place numbers at Mouton House as MCC considers the future use for the facility. Also several pupils currently utilising out of county educational placements are anticipated to take up post 16 educational study opportunities.

SCH DIRECTOR'S CONTEXT & COMMENTARY

Given the recent vacancy in Director position, no commentary is provided with the report, and members can instead expect a verbal update at meeting from a management representative.

CHILDREN & YOUNG PEOPLE DIRECTOR'S CONTEXT & COMMENTARY

The Directorate's Month 2 position is a forecasted overspend of £382,000. This represents a significant concern for the whole directorate. All parts of the directorate are working to reduce those areas of pressure and bring the budget back to a balanced position.

The most significant risk remains the Additional Learning Needs budget which is 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. We are continuing to develop a new ALN offer within the County and this will be taken through Cabinet in September 2018. The pressure is currently being experienced in the '*in-county*' element of the budget as we try to ensure that children and young people receive their education as close to home as possible but still receive the support they need.

Schools are facing a challenging financial settlement and have again budgeted to be in a collective deficit by the end of the year. This forecasted position has worsened since budgets were set, in the majority of cases this is due to increasing pupil numbers and the need to employ further staff, overtime the funding will be increased to reflect this. We will continue to work closely with our school colleagues to ensure their plans are as robust as possible to minimise any impact whilst continuing to improve standards for our young people.

3.2.5 Redundancy costs

Members are commonly keen to understand the extent of any redundancy payments made during the year, as staffing remains the most significant and controllable expense to most service areas. Traditionally the expectation is that services absorb the cost of any redundancies in the first instance, only making a call upon the corporate budget where necessary. To date this early in the financial year, there are no approvals or caveated use of redundancy budget agreed by Members, so the full extent of redundancy budget is shown as £450k underspend compensating in part for the net costs of services anticipated. However whilst this report is being written, it is understood that Cabinet are likely to receive a report at its 4th July meeting, to consider management structure changes to the Attractions function within Tourism Leisure and Culture facilitating the Council's Leisure Trust aspirations in providing a more responsive management structure. Costs are not currently indicated, and no prejudgement or allowance for this has been made to the month 2 outturn forecast.

3.3 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.

3.3.1 It isn't particularly usual for a Senior Finance Officer to proffer symptomatic considerations as part of the periodic monitoring report in addition to Directors comments, but it would be sensible to highlight,

- The financial environment facing Councils over the next 4 years will be very challenging. It will be increasingly difficult to find additional remedial savings through the year in addition to those required to allow a balanced budget to be established every February. This volatility risk is traditionally mitigated by a heightened accountability culture whereby service managers are reminded of the need to comply within the budget control totals established by members, and are more responsible for any variances to SLT and Cabinet and equally for Select Committees to exhibit a more focussed reflection upon the adequacy of budget monitoring being applied. Members may wish to re-enforce such accountabilities and review any remedial action proposed by service managers to resolve adverse situations.
- The budget process this year involved the late consideration and development of additional savings caused predominantly by national 2% pay award agreed during the budget process introducing an extra £1m volatility into the usual budget process. By necessity some of the late savings were less robust, and less certain than earlier ones, as evidenced in the savings matrix below. A prudent approach has been adopted in the savings progress reported, as some of the intentions, whilst laudable, will always have an inherent speculative aspect, so for instance in relation to social care activities there is a presumption of colleagues negotiating effectively with other public sector colleagues to passport costs or secure funding/contribution where the nature of service is more reflective of health rather than care. They have been quite successful in such deliberations previously, but probability suggests, they won't win every case.
- An increasing feature for all Councils is how to sustain core services rather than reduce them. This does lend itself to the consideration of activities not traditional to Councils, often described as innovative, commercial or private sector influenced. Experience of such activities within MCC suggest the implementation phase is key to the success or otherwise of such initiatives. Commercial skills aren't necessarily commonplace to a local authority, such that when faced with considering such, members should increasingly test out the practicalities involved and establish a tolerance to any business case received after which officers are required to re-report to members. This

is necessary as the Council has a different duty in the protection of public funds that wouldn't apply in private sector, and the private sector can more easily respond to a deficient project by dropping or amending the proposal. It isn't as easy to do that at pace in a public entity which is problematic as Councils have limited capacity to absorb the effect of deficient projects, so instead public sector will commonly look to reassess the success of the scheme against an alternate lens, most commonly the social benefit when instead the proposal was volunteered to members primarily as a financial benefit.

- Relatedly, there's an unusual degree of work being undertaken by a multi discipline team known as "hit squad" and targeted managers to consider the financial viability of commercial type services e.g. Borough Theatre, Events, PTU, procurement etc. These may have knock on consequences to reserve usage and costs to the Council not currently captured in annual budget agreed by members or evaluated in the current monitoring position.
- Similarly, Members have registered support for the provision of a Leisure Trust to become active during this financial year, acknowledging that there will be an additional cost to this facilitation approved by members to a ceiling of £155,000, to be afforded by one off reserve usage. Any additional costs volunteered during the process to best position the shadow organisation to succeed or reflect responsibilities captured in the future management agreement between new organisation and council e.g. the destabilising effect to Council's central support functions with budgets moving to the Trust, or the prioritising of capital expenditure towards Leisure establishments, aren't yet quantified or factored into current monitoring, but could be anticipated to add to the financial churn this year and the budget process for next.

3.4 2018/19 Budget Savings Progress

3.4.1 This section monitors the specific savings initiatives and the progress made in delivering them during 2018-19 as part of the MTFP budgeting process.

In summary they are as follows,

Disinvestment by Directorate 2018-19	2018/19 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
	£000	£000	£000	£000	£000	£000
REVENUE MONITORING 2018-19						
Children & Young People	(631)	(631)	0	0	0	0
Social Care & Health	(925)	(880)	0	0	(30)	(15)
Enterprise	(242)	(144)	0	0	(98)	0
Resources	(771)	(450)	0	0	(272)	(50)
Chief Executives Units	(1,296)	(1,035)	0	0	(91)	(170)
Corporate Costs & Levies	0	0	0	0	0	0
Appropriations	(396)	(396)	0	0	0	0
Financing	(800)	(800)	0	0	0	0
DIRECTORATE Totals	(5,061)	(4,336)	0	0	(490)	(235)

3.4.2 Mandated saving performance is running at 86% of budgeted levels, with currently £235,000 being deemed potentially unachievable, and a further £490,000 to be delayed to later years.

- 3.4.3 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.
- 3.4.4 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.

3.4.5 Stronger Communities Select Portfolio

Resources Directorate

- Delayed savings are anticipated in respect of the likely introduction of the Revenues sub division's new document image system (£10k), the Procurement gateway review £150k appears to exhibit little progress to date, savings from more zealous use of duplicate payment software (£25k), and the reviewing of technology and systems and introduction of chatbot functionality (£87k) all report delays in implementation and the timing when savings crystallise. An unachievable saving has been identified in the disparity between the assumption to reduce our SRS contribution by £50k in salary savings and the basis of SRS budget preparation.

Chief Executive's Office

- Approved car park price increases weren't introduced in April reducing the anticipated income levels (£20k).
- General postage costs reduction of £5k and external property service fee income £19k, presumed during budget process, aren't yet manifest.
- The savings agenda within PTU is significant and wide ranging and involves significant officer time outside of core PTU team. Latest anticipation from a current retendering exercise suggests a £29k shortfall on the £171k estimated. The £30k saving from reducing payments to contractors but providing a more timely cashflow has been reviewed, as it potentially discourages take up, and perpetuates a need for multiple approaches. The service is still trialling a payment on account process, with the intention of moving all contractors across to it from September, but has instead chosen to take an increased saving from the successful pilot of personal transport budgets. The extended provision of in-house ALN transport service designed to deliver £41k, is not as advanced as other PTU practice changes currently, and the saving of £49k from Raglan training is only anticipated to deliver £20k additional income this year.
- The proposal to effectively sell Recycling activity targets to a neighbouring authority to avoid their penalisation hasn't been progressed, as they've received a relaxation to potential sanctions.

3.4.6 Economy & Development Select Portfolio

Enterprise (ENT) Directorate

- A Council wide target, overseen by Future Monmouthshire colleagues, to reduce agency costs by £80k is reported unlikely to be delivered. Similarly the presumption to reduce Council travel costs by £72k this year is likely to fall short of aspiration by circa £18k.

3.4.7 Adult Select Portfolio

Social Care & Health (SCH) Directorate

- Adult social care proposals are anticipated to the full extent of proposed £638k efficiencies.
- The additional income predicted from Meals on wheels (£15k) and Registrars (£12k) isn't yet manifest, and the increasing cost of meals on wheels has had a perceived reduction in demand.

3.4.8 Children and Young People Select Portfolio

Social Care & Health (SCH) Directorate

- Whilst not a true net saving, a 4 year financial improvement target was established to compensate for £560k pressure volunteered by the service. As present predictions suggest an outturn of only £282k deficit, which would be an improvement above the level established for the year, however this remains one of the more volatile budgets within the Council, where individual decisions can result in significant consequences, so the position will need to be closely monitored through the year.

Children and Young People (CYP) Directorate

- Directorate colleagues report current year savings are anticipated to be delivered in full, although Members may wish to check the progress with breakfast club charging and Mouton House fee increases given their "yellow" Rag status.

3.5 Capital Position

3.5.1 The summary Capital position at Month 2 is as follows

MCC CAPITAL BUDGET MONITORING 2018-19 at Month 2 by SELECT COMMITTEE						
SELECT PORTFOLIO	Forecast Spend at Outturn	Slippage Brought Forward	Total Approved Budget 2018/19	Forecast Capital Slippage to 2019/20	Revised Capital Budget 2018/19	Capital Expenditure Variance
	£000	£000	£000	£000	£000	£000
Children & Young People	22,062	9,359	22,062	0	22,062	0
Adult	23	0	23	0	23	0
Economic & Development	1,185	98	1,185	0	1,185	0
Strong Communities	12,491	2,376	12,566	(75)	12,491	0
Capital Schemes Total 2018-19	35,761	11,833	38,836	(75)	35,761	0

3.5.2 Capital expenditure at month 2 is predominantly being forecast to budget. The main aspect of this year's capital programme remains the completion of Monmouth and Caldicot Comprehensive Future schools programme. The project lead has recently left the organisation, Property Services indicates the projects will be largely completed on budget. However, whilst not included in the analysis above, indications are a potential overspend of circa £350k presently to address the extent of asbestos clean-up required from old school building demolition and in the ground which couldn't be easily anticipated at contract letting stage.

3.5.3 Slippage to 2019-20

Total Provisional Slippage at Month 2 is (£75,441) due to delays in regard to the New Playing Field Pitches at Clydach Juniors S106 scheme (£53k) that cannot proceed due to delays on the Heads of Valley road dual-ing project, and security of tenure delays on the S106 Llanelly Hill Welfare Car Park scheme (£22k).

3.6 Capital Financing and Receipts

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

MCC CAPITAL FINANCING BUDGET MONITORING 2018-19 at Month 2 by FINANCING CATEGORY						
CAPITAL FINANCING SCHEME	Annual Financing	Slippage Brought Forward	Total Approved Financing Budget 2018/19	Provisional Budget Slippage to 2019/20	Revised Financing Budget 2018/19	Forecast Capital Financing Variance 2018/19
	£000	£000	£000	£000	£000	£000
Supported Borrowing	2,410	0	2,410	(0)	2,410	0
General Capital Grant	1,467	0	1,467	0	1,467	0
Grants and Contributions	8,881	4,725	8,881	(0)	8,881	0
S106 Contributions	740	650	815	(75)	740	(0)
Unsupported borrowing	10,859	1,231	10,859	(0)	10,859	(0)
Earmarked reserve & Revenue Funding	174	169	174	(0)	174	(0)
Capital Receipts	11,196	5,024	11,196	(0)	11,196	(0)
Low cost home ownership receipts	34	34	34	0	34	(0)
Unfinanced	0	0	0	0	0	0
Capital Financing Total 2018-19	35,761	11,833	35,836	(75)	35,761	(0)

3.7 Useable Capital Receipts Available

3.7.1 In the table below, the effect of the changes to the forecast capital receipts on the useable capital receipts balances available to meet future capital commitments is shown. This is also compared to the balances forecast within the 2018/22 MTFP capital budget proposals.

Movement in Available Useable Capital Receipts Forecast

TOTAL RECEIPTS	2018/19	2019/20	2020/21	2021/22
	£000	£000	£000	£000
Balance b/f 1 st April	3,411	4,104	6,824	12,570
Add:				
Receipts received in YTD	0			
Receipts forecast received	11,565	3,065	6,091	1,000
Deferred capital receipts	324	164	164	164
Less:				
Receipts to be applied	(11,196)	(509)	(509)	(509)
Set aside	0	0	0	0
Predicted Year end receipts balance	4,104	6,824	12,570	13,225
Financial Planning Assumption 2018/22 MTFP Capital Budget	856	6,122	8,861	10,599
Increase / (Decrease) compared to MTFP Capital Receipts Forecast	3,248	702	3,709	2,626

3.7.2 The balances forecast to be held at the 31st March each year are higher than forecast in the MTFP due to a re-profiling of the LDP receipts for land at Undy (Rockfield Farm).

3.7.3 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 impacts the extent of treasury savings traditionally secured to compensate for any deficit in net cost of services.

3.7.4 At Month 2, there are no forecasted capital receipt funded schemes to be slipped

3.8 Reserves

Reserve Usage

3.8.1 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 2018-19 budget.

	01/04/2018	Contribution to Reserves	Contribution from Reserves - revenue	Contribution from Reserves - capital	31/03/2019
Sub Total Council Fund	-7,286,303	0	0	0	-7,286,303
<i>Earmarked Reserves:</i>					
Sub-Total Invest to Redesign	-1,302,343	-170,681	401,714	0	-1,071,310
Sub-Total IT Transformation	-734,881	0	215,913	0	-518,969
Sub-Total Insurance and Risk Management	-1,046,416	0	0	0	-1,046,416
Sub-Total Capital Receipt Generation	-347,139	0	153,415	0	-193,724
Sub Total Treasury Equalisation	-990,024	0	0	0	-990,024
Sub-Total Redundancy and Pensions	-496,813	0	163,978	0	-332,835
Sub-Total Capital Investment	-648,336	0	0	17,999	-630,337
Sub-Total Priority Investment	-686,751	0	386,751	0	-300,000
<i>Other Earmarked Reserves:</i>					
Museums Acquisitions Reserve	-55,885	0	0	0	-55,885
Elections Reserve	-58,183	-25,000	0	0	-83,183
Grass Routes Buses Reserve	-146,084	-5,000	0	0	-151,084
Youth Offending Team	-248,989	0	98,989	0	-150,000
Building Control trading reserve	-22,254	0	0	0	-22,254
Outdoor Education Centres Trading Reserve	-129,500	0	40,000	0	-89,500
CYP maternity	-142	0	0	0	-142
Plant & Equipment reserve (Highways)	-150,000	0	0	0	-150,000
Homeless Prevention Reserve Fund	-9,536	0	0	0	-9,536
Solar Farm Maintenance & Community Fund	-23,000	-23,000	0	0	-46,000
Rural Development Plan Reserve	-277,665	0	86,471	0	-191,194
Total Earmarked Reserves	-7,373,942	-223,681	1,547,231	17,999	-6,032,393
Total useable revenue reserves	-14,660,245	-223,681	1,547,231	17,999	-13,318,696

3.8.2 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.

As a useful reminder, with regard to the allocation of bottom line surplus to replenish reserves, the Sc151 officer's considered advice at outturn was

Priority Investment Fund	£155k (to extinguish ADM deficit)
Capital Receipts Generation Reserve	£70k (Capital receipts generation reserve part funds Valuation team's cost, and a top up is necessary to accord with their indicative 2018-19 costs.)
Balance Invest to Redesign Reserve	£448k
Total	£653k

3.8.3 Despite those top ups, the current predicted use of the Priority investment reserve means that it will likely expire by the end of 2018-19 as a funding source, as the £300k year end balance is earmarked/allocated to local development plan purposes. 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 hence putting the balance for redistribution into "Invest to Re-design".

Schools Reserves

3.8.4 Each of the Authority's Schools is directly governed by a Board of Governors, which is responsible for managing their school's finances. However, the Authority also holds a key responsibility for monitoring the overall financial performance of schools.

3.8.5 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 which for each school are included in Appendix 2, together with an indication of any recovery plan targets agreed and how close the Governing Body is in satisfying that responsibility in current year.

3.8.6 In summary form the anticipated outturn school balances are predicted to be,

	Opening Reserves 2018-19 (surplus)/deficit	In year position at Month 2 (surplus)/deficit	Anticipated Outturn Position (surplus)/deficit
Combined balance	(£175,225)	£797,703	£622,478

3.8.7 Whilst any extraordinary funding from WG and beneficial revisions to budgeted draw on reserves will sustain the reserve situation for longer than is often predicted, it remains unlikely that the collective level of reserves will sustain the traditional annual draw by schools on reserves in recent years, which will add additional focus by schools to address the need to remain within budget going forward rather than passporting the consequences to their reserves, given that collective flexibility is now pretty much exhausted.

3.8.8 The following table exhibits the net trend in use, indicating collectively schools are using reserves at a considerably faster rate recently than they are replenishing.

Financial Year-end	Net level of School Balances
2011-12	(965)
2012-13	(1,240)
2013-14	(988)
2014-15	(1,140)
2015-16	(1,156)
2016-17	(269)
2017-18	(175)
2018-19 forecast	£622

3.8.9 There are however weaknesses in the forecasting approaches of individual schools, such that the budgeted outturn use of reserves seldom matches the reality.

As an example, during last year’s monitoring ,schools reported predicted use of reserves initially was £823k, and necessitated at month 2, the Director of CYP prepare a report outlining to Cabinet his strategy for address.

Subsequently whilst an extraordinary Welsh Government grant of £344k in the last quarter of 2017-18 would have had a beneficial effect on balance levels, collectively they only actually used £94k of their reserves for the year, a £900k variation in original forecasting. That sort of volatility potentially makes it very difficult for senior colleagues and Members to predict the necessary action from year to year.

3.8.10 But based on those school predictions, general trends can be extrapolated, so 12 schools started this year in deficit. There is an increasing trend of schools entering deficit, (net further 6 predicted at present by schools), and that position looks particularly acute in 3 out of the 4 secondary schools, and that 4th comprehensive school has had a very close monitoring regime applied to it during its recovery period, building upon the ownership and responsibility of the Governing body supported by headteacher, bursar and management team to end last year with £180k surplus. It is highly questionable whether that level of engagement and interaction would be possible/likely in respect of 18+ scenarios. CYP colleagues will be prioritising the most significant aspects, but it can be seen from the recovery plan indicators included alongside the reserve position in Appendix 2, that some of the schools starting the year in deficit still had no agreed recovery plan, whilst others showed a perverse agreement to an increasing deficit.

3.8.11 Our Fairer Funding Regulations adopted by Council and Governing Bodies have traditionally precluded governing bodies from planning for a deficit position. This was changed in 2016-17, (which coincides quite closely with declining net balance above) 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.

3.8.12 As a result of last year’s month 2 monitoring, Cabinet agreed to a request by Director of CYP to temporarily suspend that revised arrangement in favour of providing even greater flexibility to the effect that.

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

3.8.13 The approval was 1 year specific, so in agreeing the individual sc52 budgets for each school in 2018-19, schools and LEA colleagues are operating outside of Fairer Funding Regulations requirement again, but that shouldn't be unanticipated given the relatively small flexibility they have in collective surplus levels. But to avoid their need to constantly report a need for a variation annually, it is advocated that the following amendments to MCC's Fairer Funding Regulations be introduced.

Delete the following clause

"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."

and amend the following clauses (underlined to helpfully highlight the improvements to the control environment consistent with removing the above prescription),

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. Where the periodic monitoring exercise predicts this shortfall would move the school into a net deficit position, the Governing body is required to meet and provide a Recovery Plan consistent with "Planning for Deficit Balances" in para 4.3.1 below, within 6 weeks of the deficit anticipation becoming known."

Planning for Deficit Balances

"4.3.1 This scheme allows governing bodies to plan for a budget deficit, only where a recovery plan has been prepared and submitted alongside and at the same time as the deficit budget is presented. A Recovery Plan being defined as a Governing Body prepared multi year budget, to be considered and agreed with Cabinet Member Children and Young People, indicating the quantified financial improvement actions to remove the deficit within 3 years, or longer by specific agreement with Cabinet Member Resources."

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. The recovery plan will be monitored on a termly basis at minimum, but in material cases this will be monitored monthly. Governing body representatives may be required to report periodically to the Council on the progress of recovery actions. The

authority has the right to withdraw the delegated budget and powers of the governing body should the plan not be followed.

“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 Cabinet Member Children and Young People.

3.8.14 These changes are anticipated to have a twofold benefit in allowing the potential for deficits to be considered in a more timely fashion than at present, and better recognises the accountability for schools financial arrangements rests with Governing Bodies rather their headteachers, who have their financial responsibility delegated to them by Governing Body.

3.8.15 It also helpfully recognises that the problem is not so much with schools actual use of reserves but more to do with their forecast or budgeted draw. The bringing forward of Recovery Plan submissions, to be consistent with annual budget consideration, is designed to provide a better quality of data/information on which to consider the approval of any deficit budget, and would be reassuring to Members that any annual deficit volatility is accommodated within a multi year budget strategy.

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 Chairs
Head of Legal Services

8 BACKGROUND PAPERS

Outturn Monitoring Reports (Period 1)

<http://corphub/initiatives/Budgetmon/20182019/Forms/AllItems.aspx?InitialTabId=Ribbon%2ERead&VisibilityContext=WSSTabPersistence>

9 AUTHOR

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Appendices (attached below)






Appendix 1 Mandated Savings Progress Report






Appendix 2 School Reserves

Appendix 1 – Savings Matrix

Disinvestment by Directorate 2018-19	2018/19 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 2018-19	£000	£000	£000	£000	£000	£000
Children & Young People	(631)	(631)	0	0	0	0
Social Care & Health	(925)	(880)	0	0	(30)	(15)
Enterprise	(242)	(144)	0	0	(98)	0
Resources	(771)	(450)	0	0	(272)	(50)
Chief Executives Units	(1,296)	(1,035)	0	0	(91)	(170)
Corporate Costs & Levies	0	0	0	0	0	0
Appropriations	(396)	(396)	0	0	0	0
Financing	(800)	(800)	0	0	0	0
DIRECTORATE Totals	(5,061)	(4,336)	0	0	(490)	(235)

Children & Young People	2018/19 Budgeted Savings	Value of Saving forecast at Month 2	Value of Saving forecast at Month 7	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment
	£000	£000	£000	£000	£000	£000	£000
Federated school model	(32)	(32)					
General 5% reduction on supplies & services	(132)	(132)					
Reduce school premature retirement budget	(50)	(50)					
CYP - Increased fee & charges income - Breakfast clubs	(125)	(125)					
CYP Acceleration of ALN review	(107)	(107)					
CYP - Mouton House Increase Charges	(68)	(68)					
CYP - Reduction in ISB for new schools maintenance budget reduction	(117)	(117)					
CHILDREN & YOUNG PEOPLE Budgeted Savings Total	(631)	(631)	0	0	0	0	




Social Care & Health	2018/19 Budgeted Savings £000	Value of Saving forecast at Month 2 £000	Value of Saving forecast at Month 7 £000	Value of Saving achieved at Outturn £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000
Adult Disability Services	(638)	(638)					
Childrens Services (Saving £680k, pressure £561k, net saving in yr 4 £119k)	(113)	(113)					
SCH - Increased fee & charges income - Meals on wheels	(15)	0				(15)	
SCH - Increased fee & charges income - Registrars	(12)	0			(12)		
SCH Targetted reduction high cost placements posts	(147)	(129)			(18)		
SOCIAL CARE & HEALTH Budgeted Savings Total	(925)	(880)	0	0	(30)	(15)	

Enterprise	2018/19 Budgeted Savings £000	Value of Saving forecast at Month 2 £000	Value of Saving forecast at Month 7 £000	Value of Saving achieved at Outturn £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000
ENT (Fut Mon) Increased fee & charges income - Further 2.5% increase for	(32)	(32)					
ENT (Fut Mon) Targetted reduction in agency costs	(80)	0			(80)		
ENT (Fut Mon) Decrease travel costs (travel free weeks, digital use, car sharing, pool car use)	(72)	(54)			(18)		
ENT (Fut Mon) Targetted reduction in overtime	(28)	(28)					
ENT Community hubs- vacant post freeze and software savings	(30)	(30)					
ENTERPRISE Budgeted Savings Total	(242)	(144)	0	0	(98)	0	

Chief Executive's Unit	2018/19 Budgeted Savings	Value of Saving forecast at Month 2	Value of Saving forecast at Month 7	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment
	£000	£000	£000	£000	£000	£000	£000
Car Parks Net 7.5% increase in charges above 2.5% RPI (10% in total)	(100)	(83)			(17)		
Car Parks 10% increase in permits	(10)	(9)			(1)		
Car Parks Increase resident permits from £40-£60	(3)	(3)					
Car Parks Penalties increase to £70 discounted £35	(9)	(7)			(2)		
Grounds/waste - Reduced opening hours at all CA sites	(13)	0			(13)		
Grounds/waste - Stop Bailey park bowls maintenance	(10)	(10)					
Grounds/waste - Rationalise shrub bed maintenance	(12)	(12)					
Grounds/waste - 1 year freeze of Head of waste post	(40)	(40)					
Property - School meals Price Increase (net after 2.5% RPI)	(23)	(23)					
Property income - External Fees (net after 2.5% RPI)	(19)					(19)	
Property - Council wide Postage savings	(5)					(5)	
Highways - Road Traffic Incident recovery of costs	(15)	(15)	0				
Highways - Improved Plant utilisation/recovery	(40)	(40)					
Passenger Transport - Route 65 changes	(25)	(25)					
Passenger Transport - CPC Staff Training	(9)	(9)					
Passenger Transport - S106 Funding to support Sunday Routes 74, 69, 83, 60	(26)	(26)					

Chief Executive's Unit	2018/19 Budgeted Savings £000	Value of Saving forecast at Month 2 £000	Value of Saving forecast at Month 7 £000	Value of Saving achieved at Outturn £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000
CEO/OPS - PTU Improved payment terms at 2.5% reduction in costs	(30)	0					
CEO/OPS - PTU- DPS retendering and route optimisation	(171)	(142)			(29)		
CEO/OPS - TRANS - Independent fleet review	(20)	(20)					
CEO/OPS - PTU Introduction of personal transport budgets	(31)	(61)					
CEO/OPS - PTU extended provision of MCC inhouse ALN transport service	(41)	0				(41)	
Page 55 CEO/OPS Highways - Insuring Full overhead recovery on all works	(140)	(140)					
CEO/OPS Highways - displace core costs with grant	(200)	(200)					
CEO/OPS Raglan Training Centre income increase	(49)	(20)			(29)		
CEO/OPS - Catering Increased fee & charges income - School meals, extra 25p per meal in addition to 2.5% annual increase agreed for fees & charges	(100)	(100)					
CEO/OPS -PTU school transport concessionary fares increase from £390 to £440 pa.	(16)	(16)					
CEO/OPS Apportionment of Waste Recycling (BGCBC)	(100)	0				(100)	
CEO/OPS Seasonal Garden Waste	(40)	(35)			0	(5)	
CHIEF EXECUTIVES' UNIT Budgeted Savings Total	(1,296)	(1,035)	0	0	(91)	(170)	

Resources	2018/19 Budgeted Savings	Value of Saving forecast at Month 2	Value of Saving forecast at Month 7	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment
	£000	£000	£000	£000	£000	£000	£000
Schools based Revenues SLA (to reflect actual)	(39)	(39)					
Comino system change	(10)	0			(10)		
Housing Benefit team savings	(8)	(8)					
Insurance staff saving	(26)	(26)					
IT Equipment budget saving	(30)	(30)					
SAS saving	(50)					(50)	
Public Sector Broadband Agreement PSBA saving (£155k-£22k)	(133)	(133)					
RES (Corp Lan) Commercial Property investment income	(30)	(30)					
RES (Procurement - freeze, cease or consolidate non essential spend)	(155)	(155)					
RES (Procurement - third party supplier spend reduction)	(29)	(29)					

Resources	2018/19 Budgeted Savings £000	Value of Saving forecast at Month 2 £000	Value of Saving forecast at Month 7 £000	Value of Saving achieved at Outturn £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000
RES (Procurement - Gateway Review)	(150)	0			(150)	0	
RES (Procurement - supplementary duplicate payment review)	(25)				(25)		
RES (Reviewing Technology and Systems and Utilisation of Automation and AI)	(87)	0			(87)		
RESOURCES Budgeted Savings Total	(771)	(450)	0	0	(272)	(50)	

Appropriations	2018/19 Budgeted Savings	Value of Saving forecast at Month 2	Value of Saving forecast at Month 7	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment
	£000	£000	£000	£000	£000	£000	£000
Interest Payable	(533)	(533)					
Interest Receivable	136	136					
MRP	51	51					
APP - Utilise more short term variable borrowing	(50)	(50)					
APPROPRIATIONS Budgeted Savings Total	(396)	(396)	0	0	0	0	

Financing	2018/19 Budgeted Savings	Value of Saving forecast at Month 2	Value of Saving forecast at Month 7	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment
	£000	£000	£000	£000	£000	£000	£000
Council Tax Increase from Base changes (net of CTRS)	(435)	(435)					
FIN - Council tax gain upon completions	(220)	(220)					
CTRS	(95)	(95)					
FIN - Further Reduction in Council tax reduction scheme budget	(50)	(50)					
FINANCING Budgeted Savings Total	(800)	(800)	0	0	0	0	

Appendix 2 – Individual Schools Reserves

	Opening reserves 2018-19 (Surplus)/Deficit	In Year position at Month 2 (Surplus)/Deficit	Projected carry forward at year end 2018-19 (Surplus)/Deficit	Notes	Recovery Plan Y/E target balance 2018- 19	Recovery Plan Y/E target balance 2019- 20	Recovery Plan Y/E target balance 2020- 21	Recovery Plan Y/E target balance 2021- 22	Recovery Plan Comments
Abergavenny cluster									
E003 King Henry VIII Comprehensive	162,460	(36,687)	125,773	Recovery Plan Meetings held and recovery path agreed - awaiting signed copy of plan for years 4 and 5.	No recovery target identified for year despite starting year in deficit	105,232	125,533	137,424	5 year recovery plan required and confirmation of Education Achievement Service income awaited.
E073 Cantref Primary School	(65,965)	28,556	(37,409)						
E072 Deri View Primary School	(40,000)	41,836	1,836	Support Staff pay award between 9.191% and 3.734% between SCP 6 and SCP19		(30,402)	(7,690)		Senior Teacher Secondment and Support Staff reorganisation
E035 Gilwern Primary School	(52,253)	10,580	(41,673)	Increased Teaching Costs and additional Support Staff. Also Building Improvement Project (School Extension/Reception)					
E037 Goytre Fawr Primary School	(10,803)	28,317	17,514	Month 3 and Recovery Plan meeting scheduled for 10th of July 2018.					
E093 Llanfoist Fawr Primary School	(49,580)	29,823	(19,757)						
E044 Llantillio Pertholey CiW Primary School (VC)	(4,440)	16,094	11,655	Teachers salary protections are continuing.		(2,866)	(17,755)		Full year effect of 3 Teaching Assistant redundancies.
E045 Llanfychan Angel Crucorney Primary School	(511)	(14,358)	(14,869)	Additional Support Staff hours plus revision of contract cleaning price estimate	(4,857)				
E090 Our Lady and St Michael's RC Primary School (VA)	7,084	16,328	23,412		No recovery target identified for year despite starting year in deficit	10,182	(1)		Additional pupil numbers, Full Year Effect of Staff changes and revised contracts.
E067 Ysgol Gymraeg Y Fenni	(58,965)	27,418	(31,547)	Agency Support Staff costs for Additional Learning Needs pupil.					

	Opening reserves 2018-19 (Surplus)/Deficit	In Year position at Month 2 (Surplus)/Deficit	Projected carry forward at year end 2018-19 (Surplus)/Deficit	Notes	Recovery Plan Y/E target balance 2018- 19	Recovery Plan Y/E target balance 2019- 20	Recovery Plan Y/E target balance 2020- 21	Recovery Plan Y/E target balance 2021- 22	Recovery Plan Comments
Caldicot cluster									
E001 Caldicot School	100,637	(30,109)	70,528		No recovery target identified for year despite starting year in deficit	30,645			Meeting with the school at Month 3. It is anticipated that sufficient efficiencies will be identified to bring school back into surplus by end of 19-20.
E068 Archbishop Rowan Williams CiW Primary School	(79,455)	43,852	(35,603)						
E094 Castle Park Primary School	43,659	(9,000)	34,659		18,544	34,659	28,975	28,394	Recovery plan being updated as Head Teacher leaving at end of summer term. This will generate additional savings that should see school back in surplus.
E075 Dewstow Primary School	(105,626)	54,807	(50,819)						
E034 Durand Primary School	(71,665)	48,820	(22,845)						
E048 Magor CiW Primary School (VA)	19,227	55,731	74,958	Additional agency cover costs partially offset by maternity savings of a teaching post	No recovery target identified for year despite starting year in deficit				Recovery Plan meeting scheduled for 11th of July 2018.
E056 Rogiet Primary School	(26,145)	37,247	11,102						Meeting with the school at Month 3. It is anticipated that sufficient efficiencies will be identified to keep school in surplus in 18-19.
E063 Undy Primary School	28,221	31,650	59,871	Replacement teaching staff on Upper Pay Spine not Newly Qualified with an additional Foundation Phase Teaching required to be employed from 1/9/18. Also two Additional Learning Needs	8,023	10,342	(25,894)		Key Stage 1 top up and additional pupil numbers funding
E069 Ysgol Gymraeg Y Ffin	37,616	(35)	37,581	As per budget - on track for month 2	75,056				Admission numbers are significantly reduced so we are working with the school to further update the recovery plan in order to devise a way of helping the school return to a break even position.

	Opening reserves 2018-19 (Surplus)/Deficit	In Year position at Month 2 (Surplus)/Deficit	Projected carry forward at year end 2018-19 (Surplus)/Deficit	Notes	Recovery Plan Y/E target balance 2018- 19	Recovery Plan Y/E target balance 2019- 20	Recovery Plan Y/E target balance 2020- 21	Recovery Plan Y/E target balance 2021- 22	Recovery Plan Comments
Chepstow cluster									
E002 Chepstow School	(158,456)	(444)	(158,900)						
E091 Pembroke Primary School	(181)	16,214	16,033	Education Achievement Service income now anticipated and Information Technology Budget revised.		15,141	20,875		Six support staff leaving 31/8/18. Further recovery plan refinement required at Month 3.
E057 Shirenewton Primary School	(118,599)	62,810	(55,789)						
E058 St Mary's Chepstow RC Primary School (VA)	(6,055)	40,222	34,167	Head teacher absence and the employment of a replacement has added unforeseen pressure to the					
E060 The Dell Primary School	(22,165)	22,060	(105)						
E061 Thornwell Primary School	9,565	8,595	18,160	Welsh Government class size funding means capacity for the School to increase its pupil roll and trigger additional funding from 2019/2020.	No recovery target identified for year despite starting year in deficit	9,058	(10,981)		Additional Pupil Numbers anticipated to be on roll January 2019.

	Opening reserves 2018-19 (Surplus)/Deficit	In Year position at Month 2 (Surplus)/Deficit	Projected carry forward at year end 2018-19 (Surplus)/Deficit	Notes	Recovery Plan Y/E target balance 2018- 19	Recovery Plan Y/E target balance 2019- 20	Recovery Plan Y/E target balance 2020- 21	Recovery Plan Y/E target balance 2021- 22	Recovery Plan Comments
Monmouth cluster									
E004 Monmouth Comprehensive	423,951	51,343	475,294		No recovery target identified for year despite starting year in deficit	240,781	56,720	(67,015)	School presented recovery plan in June 2018 to Cabinet Member. Currently on target.
E032 Cross Ash Primary School	(59,356)	45,211	(14,145)						
E092 Kymin View Primary School	(34,657)	34,640	(17)	Staff changes required for the new academic year have resulted in a projected overspend. These changes include: part time deputy headteacher being replaced with a full time deputy; a class teacher on main pay scale leaving and being replaced by a teacher on					
E039 Llandogo Primary School	12,449	10,984	23,433		(1,141)	(1,141)			
E074 Osbaston CiW Primary School (VC)	(635)	597	(38)						
E051 Overmonnow Primary School	(28,389)	14,744	(13,645)						
E055 Raglan CiW Primary School (VC)	147,743	(32,079)	115,664	Agreed long term recovery plan in operation.	No recovery target identified for year despite starting year in deficit	62,644	35,366	17,177	Recovery plan projects surplus of £24,921 in 2022/23
E062 Trellech Primary School	(87,650)	53,782	(33,868)						
E064 Usk CiW Primary School (VC)	(62,920)	81,025	18,105	Additional Foundation Phase teacher to be employed from 1/9/18 which has resulted in a planned deficit. Additional Key Stage 1 top up funding will be triggered in 2019/20 and there will be an					Meeting with the school at Month 3. It is anticipated that sufficient efficiencies will be identified to keep school in surplus in 18-19.
	(151,857)	790,574	638,717						
Special Schools									
E020 Mounton House Special School	33,584	(41,284)	(7,700)	Some staff savings due to a member of staff finishing in August and not being replaced.	28,968	4,947	(39,683)		Month 2 indicates school will return to surplus this financial year.
E095 PRU	(56,951)	48,413	(8,538)						
	(23,367)	7,129	(16,238)						
	(175,225)	797,703	622,478						

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Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
13th September 2018	Heavy Goods Vehicles on country lanes	To consider the implications of restricting HGV's with a view to developing a future policy.	Paul Keeble/Roger Hoggins	Policy Development
	People Services	People Services to return with further performance information requested at the June meeting.	Peter Davies	Performance Monitoring
	Budget Monitoring	Scrutiny of the Budget Monitoring Outturn Report for the Regeneration and Corporate Directorates.	Mark Howcroft	Budget Monitoring
October/November 2018 TBC	Traffic & Road Safety	To present a strategy for dealing with traffic and road safety	Paul Keeble	Policy Development
		To present the Speeding Management Process being worked upon by the Strong Communities Task and Finish Group) ~ following a public workshop to be held in September.	Roger Hoggins	
15th November 2018	Public Protection Performance Report	Report of the performance of the service during the first six months 2018/19.	David Jones	Performance Monitoring
	Litter Strategy	Discussion on the proposed strategy and the outcomes of the pilot scheme.	Carl Touhig	Policy Development
	Usk in Bloom	Update the outcome of the competition subsequent to MCC's one-off £3K contribution	Cath Fallon	Performance Monitoring

Future Agreed Work Programme Items: Dates to be determined

- × **Highways Management Plan** ~ Paul Keeble

- × **Open Space Review** ~ review of open spaces and the prioritisation and management of highways ~ strategic review rather than operational.
- × **Gwent Refugees and Asylum Seekers** ~ progress report ~ Scrutinised by CYP Select on 18th October 2018. Committee to attend.
- × **Modern Day Slavery and Human Trafficking** ~ topic raised by the chair for in-depth scrutiny.
- × **Cremations and Burials**

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

Cabinet, Council and Individual Cabinet Member Decisions (ICMD) Forward Plan

Monmouthshire County Council is required to publish a forward plan of all key decisions to be taken. Council and Cabinet items will only be considered for decision if they have been included on the planner no later than the month preceding the meeting, unless the item is considered urgent.

Committee / Decision Maker	Meeting date / Decision due	Subject	Purpose	Author	Date item added to the planner	Date item originally scheduled for decision
Cabinet	06/06/2019	Budget Monitoring report - month 12 (period 3) - outturn	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 2018/19 financial year.	Joy Robson/Mark Howcroft	17/04/2018	
Cabinet	03/04/2019	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 9 held on the 7th March 2019.	Dave Jarrett	17/04/2018	
Cabinet	06/03/2019	2019/20 Education and Welsh Church Trust Funds Investment and Fund Strategies	The purpose of this report is to present to Cabinet for approval the 2019/20 Investment and Fund Strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2018/19 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.	Dave Jarrett	17/04/2018	
Cabinet	06/02/2019	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 8 held on the 17th January 2019.	Dave Jarrett	17/04/2018	
Cabinet	09/01/2019	Final Draft Budget Proposals or recommendation to Council.		Joy Robson	17/04/2018	
Cabinet	09/01/2019	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 7 held on the 13th December 2018.	Dave Jarrett	17/04/2018	
Cabinet	09/01/2019	Budget Monitoring report - month 7 (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 2018/19 financial year.	Joy Robson/Mark Howcroft	17/04/2018	
Council	13/12/2018	Final approval of MonLife and MonLife Plus		Tracey Thomas	09/08/2018	

Cabinet	05/12/2018	Reorganisation of ALN and Inclusion Services update	Cabinet consider objections received on the Reorganisa	Debbie Morgan	25/05/2018	
Cabinet	05/12/2018	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 6 held on the 25th October 2018.	Dave Jarrett	17/04/2018	
Cabinet	05/12/2018	Council Tax Base 2019/20 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 2019/20 and to make other necessary related statutory decisions	Sue Deacy/Ruth Donovan	17/04/2018	
Cabinet	05/12/2018	Reviews of Fees and Charges	To review all fees and charges made for services across the Council and identify proposals for increasing them in 2019/20	Mark Howcroft	17/04/2018	
Cabinet	07/11/2018	Project 5: Development of a Therapeutic Foster Care Service for Complex Young People		Jane Rodgers	30/08/2018	
Cabinet	07/11/2018	MTFP and Budget Proposals for 2019/20	To provide Cabinet with Revenue Budget proposals for 2019/20 for consultation purposes	Joy Robson	17/04/2018	
Cabinet	07/11/2018	Corporate Plan: Progress Report		Matthew Gatehouse	10/07/2018	
Cabinet	07/11/2018	Capital Budget Proposals	To outline the proposed capital budget for 2019/20 and indicative capital budgets for the 3 years 2020/21 to 2022/23	Joy Robson	17/04/2018	
Council	25/10/2018	Proposal to create a development company		Deb Hill-Howells		
ICMD	10/10/2018	Extension of Lease for Gilwern Library	To seek approval to extend the council's lease of space within Gilwern Community Centre for the continued provision of a library service beyond the end of the current agreement which expires in March 2019	Matthew Gatehouse	03/08/2018	

Cabinet	03/10/2018	Welsh Church Funding Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of applications 2018/19, Meeting 5 held on the 20th September 2018.	Dave Jarrett	17/04/2018	
ICMD	26/09/2018	Joint Heritage Services with Torfaen		Mark Hand	05/09/2018	
ICMD	26/09/2018	Amendments to cemeteries management practices to withdraw burial plot reservations.		Deb Hill-Howells	17/07/2018	12/09/2018
Council	20/09/2018	A40 Wyebridge Highway Improvement Scheme		Paul Keeble	12/07/2018	
Council	20/09/2018	Well-being Objectives and Statement Annual Report 2017/18	For Council to approve the Annual Report 2107/18 on MCCs wellbeing objectives and statement	Richard Jones	30/05/2018	
Council	20/09/2018	Fairtrade		Hazel Clatworthy	24/05/2018	
Council	20/09/2018	Abergavenny Hub	Final business case to proceed with the creation of a Hub at Abergavenny Town Hall	Deb Hill Howells	17/07/2018	
Council	20/09/2018	County Hall Accommodation	Seeking approval to undertake borrowing to fund the refurbishment works to County Hall	Deb Hill-Howells	17/07/2018	
Council	20/09/2018	J Block Proposals		Deb Hill-Howells		

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