

# Public Document Pack



County Hall  
Rhadyr  
Usk  
NP15 1GA

Monday, 12 March 2018

## Notice of meeting

### Joint Select Committee (Adults and Children and Young People Select Committees)

Tuesday, 20th March, 2018 at 10.00 am  
The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA

## AGENDA

**THERE WILL BE A PRE MEETING FOR MEMBERS OF THE JOINT SELECT COMMITTEE 30 MINUTES PRIOR TO THE START OF THE MEETING**

Item No	Item	Pages
1.	To note the appointment of County Councillor S. Howarth as Chair.	
2.	To note the appointment of County Councillor M. Groucutt as Vice-Chair.	
3.	Apologies for Absence.	
4.	Declarations of Interest.	
5.	Public Open Forum.	
6.	To confirm and sign the following minutes:	
6.1.	Adults Select Committee - 10th January 2018.	1 - 14
6.2.	Adults Select Committee - 23rd January 2018.	15 - 24
6.3.	Special Meeting - Adults Select Committee - 8th February 2018.	25 - 28
6.4.	Special Meeting - Children and Young People Select Committee - 24th January 2018.	29 - 36
6.5.	Children and Young People Select Committee - 1st February 2018.	37 - 46

<b>6.6.</b>	<b>Special Meeting - Children and Young People Select Committee - 13th February 2018.</b>	47 - 54
<b>7.</b>	<b>Homelessness and Prevention - Bed and Breakfast Use.</b>	55 - 80
<b>8.</b>	<b>Consultation on the draft Autism (Wales) Bill (to follow).</b>	
<b>9.</b>	<b>National Report on School Categorisation 2017- 18.</b>	81 - 88
<b>10.</b>	<b>Verbal update regarding School Placement / Capacity.</b>	
<b>11.</b>	<b>Verbal update regarding Free School Meals availability.</b>	
<b>12.</b>	<b>30 Hour Free Childcare Offer.</b>	89 - 194
<b>13.</b>	<b>Presentation by the Education Achievement Service (EAS) regarding the Donaldson Report.</b>	
<b>14.</b>	<b>Work Programmes:</b>	
<b>14.1.</b>	<b>Adults Select Committee.</b>	195 - 198
<b>14.2.</b>	<b>Children and Young People Select Committee.</b>	199 - 202
<b>14.3.</b>	<b>Council and Cabinet Business Forward Work Programme.</b>	203 - 206
<b>15.</b>	<b>Next meetings:</b>  Adults Select Committee – 22 <sup>nd</sup> May 2018 at 10.00am. Children and Young People Select Committee – 17 <sup>th</sup> May 2018 at 10.00am.	

**Paul Matthews**

**Chief Executive**

MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

**Adults Select Committee:**

County Councillors:                S. Howarth  
                                                 L. Brown  
                                                 L. Dymock  
                                                 M. Groucutt  
                                                 P. Pavia  
                                                 J. Pratt  
                                                 R. Harris  
                                                 R. Edwards  
                                                 S. Woodhouse

**Children and Young People Select Committee:**

County Councillors:

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

**Added Members**

**Members voting on Education Issues  
Only**

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

**Added Members**

**Non Voting**

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

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# 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.

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# Public Document Pack Agenda Item 6a

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Adults Select Committee held  
at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Wednesday, 10th  
January, 2018 at 10.00 am**

**PRESENT:** County Councillor S. Howarth (Chairman)  
County Councillor (Vice Chairman)

County Councillors: L.Brown, L.Dymock, M.Groucutt, P.Pavia and  
J.Pratt

Also in attendance County Councillor V. Smith:

### **OFFICERS IN ATTENDANCE:**

Julie Boothroyd	Head of Adult Services
Claire Marchant	Chief Officer Social Care, Health & Housing
Wendy Barnard	Democratic Services Officer
Hazel Ilett	Scrutiny Manager
Sian Schofield	Management Information Officer
Tyrone Stokes	Accountant

### **APOLOGIES:**

County Councillors R. Edwards and S. Woodhouse

#### **1. Declarations of interest**

County Councillor P. Pavia declared a personal, non-prejudicial interest as Research and Policy Lead, ADSS Cymru.

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

Mr. P. Farley, Chair of Chepstow Senior Citizens Welfare Trust was present in connection with agenda item 7 "Cabinet Member's Draft Response to Aneurin Bevan University Health Board Consultation on Older Adult Mental Health Services.

#### **3. To confirm the minutes of the previous meeting held on 30th October 2017**

The minutes of the meeting held on the 30<sup>th</sup> October 2017 were confirmed and signed as a true record.

#### **4. Medium Term Financial Plan 2018/19 to 2021/22 and Draft Budget Proposals 2018/19 for consultation**

##### **Context:**

- To highlight the context within which the Medium Term Financial Plan (MTFP) will be developed for 2018/19 to 2021/22.
- To agree the assumptions to be used to update the MTFP, and provide an early indication of the level of budget savings still to be found.
- To receive an update with the implications arising out of the provisional settlement announcement of Welsh Government.
- To consider the 2018/19 budget within the context of the four year Medium Term Financial Plan (MTFP) to be incorporated within the emergent Corporate Plan.

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- To receive detailed draft proposals on the budget savings required to meet the gap between available resources and need to spend in 2018/19.

#### **Key Issues:**

The Select Committee scrutinised the Social Care, Health and Safeguarding budget proposals, as outlined in the report, which related to the Social Care, Health and Safeguarding Directorate Budget.

#### **Member Scrutiny**

The report was introduced by the Finance Manager, noting that since the report was initially scheduled for consideration, final settlements have been announced. Members were informed that this and a Joint Select Committee, were opportunities to put forward ideas to alter the proposed budget. Questions were invited as follows:

A Member remarked on the increase to Council Tax of 4.95% and questioned if that proposal would remain as the final settlement was slightly better than expected. It was confirmed that this was the case to ensure the budget gap did not increase e.g. there was no addition to the settlement to cover the public sector pay increase.

The Chair asked if there was any possibility of exceeding 4.95% and it was responded that there were no proposals to do so. Elected Members were informed that English counties can set a higher precept as they have an adults' social care precept specifically for social care but that doesn't apply in Wales. It was explained that Council Tax is not the main source of income for the authority and that the bulk comes from the Welsh Government settlement. The impact of the Police precept was queried but it was confirmed that the authority just collects and pays the precept to the Police and town/community councils.

It was confirmed that work will now take place to see how the Council can bridge the funding gap; task groups will look at alternatives. The Chair asked when it will be known if and when the gap is fixed. It was confirmed that this information will be available in February. Members were reminded that 1% increase in Council Tax raises roughly £300,000.

A Member provided information that the final Welsh Government budget will not be finalised until next week so some changes may still occur. It was queried what impact the pay award would have locally in terms of the fragility of the local independent market. It was agreed that it is a burden but the increase to the Living Wage is welcomed in the care market as investment is needed to ensure an appropriate workforce. Discussions are in progress about the viability of using accommodation as an incentive to recruitment. It was also clarified that, in terms of the capital threshold issue, the authority has only 27% of the market as the rest are self-funding or funded through community health care. The strategy remains to encourage people to stay strong in the community.

A Member expressed concern about the authority's ability to deal with unforeseen events and requested more information on the approved reserve strategy. The Officer explained that our reserves are at the minimum Wales Audit Office recommended level and if they are spent, they have to be replenished. Therefore the money has to be well spent and recoverable for the future. It was added that there are always in-year demands referring to the forecast reports where overspends are predicted. These are balanced through underspends in other departments or via reserves.

A Member mentioned proposals to cut buses on a Sunday and expressed concern about the implications for public transport to hospitals and also to the development of the Crick Road



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facility. It was accepted that any variation will have an impact and it was agreed to pass the comment to the Head of Service.

It was commented that this was an opportunity to campaign against transport cuts due to reductions to Welsh Government grants citing the impact on wellbeing of future generations. It was confirmed that there were proposals for savings to the Adults Services budget for 2018/19 of £638,000 (budget reduction for social care next year within a strategy of practice change) and £536,000 thereafter to the end of the Medium Term Financial Plan. It was explained that there is no opportunity for income generation.

The Chair stressed the importance of quality impact assessment being added to reports.

The Chair asked if residents will retain quality of service through the changes. It was confirmed that this has been a transformation process supported by practice change based on a tiered system of the right support at the right time. This has proved successful due to the integrated platform and good training and staff; quality is not in question. It was added that the savings targets have been met and there are good quality staff. Assurances were given that due diligence is carried out before introducing new proposals.

#### **Committee Conclusions:**

On behalf of the Select Committee, the Chair thanked officers for presenting the report.

The Select Committee thoroughly scrutinised the budget proposals. Of concern was the proposal to make cuts to Sunday bus services and the Officer will provide this feedback to the Head of Service accordingly

The Select Committee expressed concern that the County always receives the least funding allocation and grants.

The Chair sought assurance and it was confirmed that quality of service is not currently an issue. All Officers were reminded of the importance of completing quality impact assessments to accompany reports.

#### **5. Draft Capital Budget Proposals 2018/19 to 2021/22**

##### **Context:**

To scrutinise the proposed capital budget for 2018/19 and the indicative capital budgets for the three years 2019/20 to 2021/22.

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

##### **Capital Medium Term Financial Plan (MTFP) issues:**

- The four year capital programme is reviewed annually and updated to take account of any new information that is relevant.
- The major component of the Capital MTFP for the next few years is completion of the Council's Tranche A Future schools programme. Colleagues are working through options in relation to a future Welsh Government Tranche B programme. No presumption has been made to add such costs into this next four year

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window as yet, as costs of proposals and their affordability are still to be established.

- As part of the 2017/18 budget setting process, Members identified five additional priorities that had not been costed at the time of budget setting, but for which they added an un-hypothecated borrowing assumption of £500,000 per annum to the 2017/18 budget.
- During this year, some of those scheme costs have crystallised and the following indicates the related presumption within the capital programme together with an indication of the revenue consequences. In all cases an asset life of 25 years has been presumed:
  - Monmouth Pool – commitment to re-provide the pool in Monmouth as a consequence of the Future Schools Programme, £7.3 million project afforded by £1.9 million Future Schools Programme, £985,000 Section 106 funding, core treasury funding in the region of £835,000, and £3.58 million prudential borrowing afforded by the Leisure Service through additional income predictions.
  - Abergavenny Hub – commitment to re-provide the library with the One Stop Shop in Abergavenny to conclude the creation of a Hub in each of the towns. £2.3 million.
  - Disabled Facilities Grants – the demand for grants is currently outstripping the budget, work is being undertaken to assess the level of investment required to maximize the impact and benefit for recipients. Members ultimately chose to put a one year commitment of £300,000 into the base capital programme in 2017/18.
  - City Deal - 10 Authorities in the Cardiff City region are looking at a potential £1.2 billion City Deal. Agreement to commit to this programme is being sought across the region in January 2018 and would impact on the capital MTFP. The potential impact on individual authority budgets is currently being modelled in advance of decisions on specific projects and profiles in order for authorities to start reflecting the commitment in their MTFPs. The potential is for the 10 authorities to provide collectively £120 million over time, with individual contributions being reflective of populations. Monmouthshire's indicative liability during the forthcoming capital MTFP is likely to be:

Contributions predicted during forthcoming MTFP window:

Year	Amount
2018-19	£83,000
2019-20	£482,000
2020-21	£472,000
2021-22	£729,000

Contributions predicted following the MTFP window:

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2022-23	£729,000
2023-24	£1,207,000
2024-25	£1,206,000
2025-26	£1,206,000
2026-27	£1,206,000
Total	£7,320,000

MRP is presumed to start in the year after the contribution is made.

- J and E Block – the office rationalization programme is being considered to see if there is a solution that would enable the Magor and Usk sites to be consolidated, releasing funding to pay for the necessary investment to bring the blocks into use. The current presumption included in Treasury figures is £1.4million expenditure with MRP starting in 2020/21. No revenue savings from central accommodation or the Magor building have been presumed in the capital modelling, as those savings are unlikely to be realized until that building is vacated.
- A strategy that enables the core programme, Future Schools and the above schemes to be accommodated is being developed. Notwithstanding this, there will still remain a considerable number of pressures that sit outside of any potential to fund them within the Capital MTFP and this has significant risk associated with it. Cabinet has previously accepted this risk.
- The current policy is that further new schemes can only be added to the programme if the business case demonstrates that they are self-financing or the scheme is deemed a higher priority than current schemes in the programme and therefore displaces it.

In summary the following other issues and pressures have been identified:

- Long list of back log pressures – infrastructure, property, DDA work and Public rights of way. None of these pressures are included in the current capital MTFP, but this carries with it a considerable risk.
- In addition to this, there are various schemes / proposals (e.g. Alternative Delivery Model for Leisure, Tourism and Culture Services, Tranche B Future Schools, any enhanced DFG spending, waste fleet vehicle replacement, community amenity site enhancement) that could also have a capital consequence, but in advance of quantifying those or having Member consideration of these items, they are also excluded from current capital MTFP.
- Capital investment required to deliver revenue savings – this is principally in the area of office accommodation, social care, property investment and possibly Additional Learning Needs. The level of investment is currently being assessed. However, in accordance with the principle already set, if the schemes are not going to displace anything already in the programme then the cost of any additional borrowing will need to be netted off the saving to be made.

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- The IT reserve is depleted so funding for any major new IT investment is limited. Any additional IT schemes will need to either be able to pay for themselves or displace other schemes in the programme.
- Base interest rates were increased by 0.25% to 0.5% on 2<sup>nd</sup> November 2017. That pressure is more likely to be felt in the Revenue MTFP as it will increase the cost of borrowing over time. However, it may also impact adversely upon the viability of capital business case developments and their ability to demonstrate self-affordability. Given this very recent change, it hasn't been possible to fully work through the consequences in the initial revenue and capital MTFP. That will instead manifest itself through the budget setting process.

#### Member Scrutiny

The Finance Manager introduced the report and drew Select Committee Members' attention that any new capital items would have to be self-financing or displacing an existing scheme. Questions were invited:

The Chair sought clarification about the use of the former caretaker's bungalow at King Henry VIII Comprehensive School and it was confirmed that the building has been taken over as a Contact Centre. This used mainly capital funding.

It was noted that there were no other projects for consideration.

#### Committee Conclusions:

The Chair, on behalf of the Select Committee thanked the Officer for presenting the report and responding to questions.

The Select Committee considered the capital budget assumptions and priorities affecting the Adults Select portfolio area and noted that there were no other capital projects under consideration.

#### **6. Cabinet Member's Draft Response to Aneurin Bevan University Health Board Consultation on Older Adult Mental Health Services**

##### Context

To present a draft Monmouthshire County Council response to the Aneurin Bevan University Health Board (ABUHB) consultation *Redesigning Mental Health Services for Older People* for scrutiny, requesting that Members provide comments to inform the final response to be presented to Council on the 18th January 2018.

##### Recommendations

That Select Committee scrutinise the attached draft consultation response (Appendix A) and makes recommendations as appropriate.

##### Key Issues

1. ABUHB approved recommendations at its Board meeting on 27th September 2017 to enter into formal public consultation a preferred option for the redesign of older adult mental health services.
2. The public consultation process was agreed between ABUHB and the Community Health Council to run between November 2017 and January 2018.
3. The ABUHB consultation document is included as Appendix B to this paper. The consultation sets out a vision for older adult mental health services and describes the challenges faced by

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the Health Board in recruiting a registered mental health nursing workforce to safely provide quality inpatient services. The consultation advises of urgent changes to services that were made in January 2016 to ensure that safe services could be provided. The consultation then sets out and appraises a number of options for future service provision. There is a preferred option described in the paper, to consolidate the number of older adult mental health wards, to 3 dementia wards and 1 functional mental health ward. This option would mean that dementia inpatient services would no longer be provided from St Pierre Services at Chepstow Community Hospital. This would mean that people from Monmouthshire requiring this service would access either St Woolos Hospital or Ysbyty Tri Chwm Hospital in Ebbw Vale.

4. Monmouthshire County Council Members have actively engaged in the ABUHB consultation process. In addition to an all Member seminar, there have been a number of public engagement meetings well attended by Councillors. At the all Member seminar, and in public meetings, a number of concerns have been raised regarding the consultation proposals, the lack of consideration in the options appraisal to Monmouthshire's demographics – current and projected- and prevalence of mental ill health. Concerns have also been consistently raised regarding transport and access issues, the impact on carers, lack of detail around investment in enhanced community services and the impact of service withdrawal on the viability of Chepstow Community Hospital. These concerns mean the consultation response is not supportive of the preferred option. It is proposed that Council expresses a view that a more robust option appraisal is undertaken considers fully all relevant information, and puts in place a plan for quality older adult mental health services – community and inpatient which meet the needs of current and future generations.

5. Notwithstanding the consultation response, it is important to emphasise the absolute commitment of Monmouthshire County Council to work in partnership to deliver integrated health and social care services. The commitment of the Health Board to a positive future for Chepstow Community Hospital, and the work being taken forward to plan for service provision in South Monmouthshire through the group co-chaired by the Chief Operating Officer, ABUHB and the Chief Officer, Social Care and Health, Monmouthshire County Council is welcome. To instil confidence, it needs to deliver detail of how primary and community health, social care and wellbeing services will be enhanced, making best use of the hospital and other physical assets.

#### **Member Scrutiny:**

The draft response was introduced by the Chief Officer, Social Care, Health and Safeguarding explaining that the draft consultation response reflected members' views expressed at a seminar. The Cabinet Member acknowledged that this was a significant recommendation, and the decision to present the draft response has not taken lightly. The response identifies the severity of feeling about the proposals and everybody's views and ideas are welcomed. Questions and comments were invited.

A Member thanked the officers Elected Members and the public, for their involvement and also commented that it was an excellent report that reflected what the public are saying. It was added that the future of Chepstow Hospital for the south of the county (and for Monnow Vale for the north in terms of travelling to services) is a significant issue. The County Council were urged to support the draft response.

A Member had personally sent a detailed response to the ABUHB and was pleased the Council was arguing against the preferred option and urged support of Option 1. This option avoids the issue of no provision in Monmouthshire where there is a higher than average percentage older population, would reduce the stress on patients, families and carers in terms of travelling, prevents under-utilisation of Chepstow Hospital and has the benefit of staff already being in place. The view was added that Option 3 is not practical in terms of limited public transport and car parking. If the ward was closed, concern was expressed that 7 dementia beds in the region

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would be lost overall, there will be insufficient inpatient care for dementia patients. Chepstow patients may have to travel to Ebbw Vale or Ystrad Mynach. The Health Board were urged to take account of the stress on carers adding that the resultant strain will absorb the projected savings.

The Chief Officer welcomed the view of Select Committee Members regarding positive identification of Option 1.

Mr. P. Farley valued the remarks made. He expressed his displeasure with the quality of Health Board engagement and provided examples of shortcomings. Accordingly, he asked that the following points were considered for the Council's response:

1. An offer to work together on future consultations, and at an earlier stage, adding that, at a recent event there had been no opportunity hear information e.g. the good work undertaken by Adults Services.
2. An offer to help with staff recruitment and retention by e.g. offering favourable access to leisure services or use of underused housing to meet staff accommodation requirements.
3. In terms of transport, it was questioned if the Council, as a transport provider, could influence services and support the amendment of routes, in collaboration with other councils, as necessary, to improve public transport to hospitals.
4. How the south of the county becomes engaged in such issues in future. There is no accessibility for particular age and other groups to consultation as there is no forum for older people in the south of the county (unlike Monmouth and Abergavenny). The support of Chepstow Senior Citizens Welfare Trust was offered in this respect.

A Member felt the report was good, noting the initial focus was clinical safety and challenges of future workforce planning but there is no focus on improving services. It was agreed that transport is a massive challenge and that workforce is a national issue. It was suggested that the Health Board has responsibility as a commissioner of educational posts and staff training. The Health Board, in preferring Option 3, refers to savings to reinvest in local services but it was the Member's view that whilst this would not necessarily disappear into the new SCCC, there was reticence to confirm that it would be allocated to the south of county. It may, therefore, be used to address pressures elsewhere in the region. The Member recommended that, as the Council wasn't involved in the initial option appraisal, it's not in a position to endorse any option. It was suggested that there should be a start from scratch on an integrated approach with involvement in the developmental process.

The Member suggested that Option 1 should be included in the response to work towards but that there should be better consultation on option appraisal. It was observed that there is a need to define the local offer before any service is added or removed.

A Member agreed that it is necessary to return to foundations with the Health Board and Council working in harmony from the start.

The Cabinet Member questioned why Chepstow has been chosen instead of other areas.

A Member commented that the Health Board had reported, at a ward residents' meeting, that the Council is formulating a plan for transporting patients. The Member supported Chepstow Hospital as a Centre of Excellence instead of St. Woolos Hospital. The Chief Officer responded that the Council is involved in forming transport plans and had hoped to attract integrated care funding with resource from the Health Board that would be added to the integrated transport structure. The Health Board accepts that, with all changes re SCCC, it needs to have a transport plan but it is not just for the Gwent region Councils to resolve in isolation.

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A Member raised the issue of loneliness and isolation, especially in rural areas and linked it to the stress encountered by carers who may not have the support of family or friends. The availability of local services and the ability to visit relatives locally can provide relief so it is important not to underestimate demand for local health services where there is need and advocated Option 1 adding that Option 3 has not been adequately considered.

A Member observed that the Health Board approach has been wrong from the start and did not support an unsustainable proposal that will negatively impact quality of life.

A Member questioned what happened between the Clinical Futures meeting on the 8<sup>th</sup> September 2017, the Lower Wye Area Committee Meeting on the 20<sup>th</sup> September 2017 and the proposals to make changes on the 27<sup>th</sup> September 2017. The Member supported Option 1 to retain the status quo temporarily to allow broader consideration of dementia care linked to the proposed Crick Road provision.

The Chair recalled that previous scrutiny called for a long-term, county wide strategy on dementia care and suggested this could be included in the draft response to Council.

#### **Committee Conclusion:**

Having carefully scrutinised the draft response to the Aneurin Bevan University Health Board (ABUHB) consultation Redesigning Mental Health Services for Older People, we firmly support Option 1 as our preferred option due to the reasons outlined below:

1. Challenging transport issues in the County's rural areas will present significant problems and detriment to older people.
2. The process undertaken to reach the decision on options did not sufficiently involve the County Council.
3. Previous scrutiny of older person's care needs resulted in the following recommendation for a longer term model: "As a committee, we are in agreement with the principle that the Council should take a lead in providing a future long-term sustainable care model for Monmouthshire. Given the success of the Raglan Project, we understand the advantages of the Council providing care facilities to ensure a high quality service. We recognise that our primary objective remains to support people to live independently for as long as possible, but that a range of services will be needed to support future complex care needs such as dementia, given the increasing ageing population." [Adults Select Committee: 30th October, 2017].

As such, bearing in mind the above remarks, we were strongly of the opinion that a poor decision would be made and outcomes could not be supported.

#### **7. Performance Report: Adults Services (quarter 2)**

##### **Purpose:**

To present the 2017/18 quarter 2 performance information under the remit of Adults

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Select Committee, this comprises:

- Information on how we are performing against a range of nationally set measures related to adult services used by all councils in Wales that were introduced in 2016/17 as part of the Social Services and Well-being Act. A report card has been used that gives context to these.
- Report benchmarking data to demonstrate how we performed during 2016/17 against the Welsh average.
- To present information on how the Council is performing in 2017/18 against national performance indicators "Public Accountability Measures" set by Data Unit Wales that are under the remit of Adults Select Committee.

#### Recommendations

That Members scrutinise how well the authority is performing on these range of nationally set measures and seek clarity from those responsible on whether performance can improve in any areas of concern identified.

#### Key Issues

1. The council currently has an established performance framework, this is the way in which we translate our vision - building sustainable and resilient communities - into action and ensure that everyone is pulling in the same direction to deliver real and tangible outcomes. The framework was presented to the Committee in July 2017, further information on the council's performance framework for members is available on the Council's intranet, The Hub.
2. The report card explains Adult social services key process and performance in quarter 2 2017/18 as well as presenting benchmarking of performance in 2016/17. This comprises of data from the new measurement framework introduced in 2016/17 as part of the Social Services and Well-being Act. The performance measures are a blend of quantitative (numerical) data and qualitative data which includes asking people about their experience of social services and whether this has contributed to improving their well-being.
3. Welsh Government have highlighted that the first year of data collation (2016/17) of the Social Services and Well-being Act performance measurement framework has provided some challenges and some quality issues with the data and as a result they have not published local authority level data performance data for 2016-17. Wales level, means and quartile data have been published which has allowed us to undertake some benchmarking, although this is caveated in how much reliance can be placed on this given the quality issues raised.
4. There are ongoing discussions and workshops, which we have been part of, on potentially revising the standards and measures as part of the framework in the future.
5. The qualitative measures within the framework are derived from questionnaires to adult service users and carers that social services are working with at the beginning of September. While we continue to send out adult questionnaires monthly from April, questionnaires are sent to carers starting at the beginning of September, therefore at quarter 2 we are only able to present data on one month of responses.
6. Another important nationally set framework used to measure local authority performance is 'Public Accountability Measures' set by Data Unit Wales. This includes some of the indicators for adults services that are part of the Social Services and Well-being Act measurement framework as set out in the scorecard. Appendix 2 contains the performance in quarter 2 2017/18 for further performance indicators related to Homelessness and Disabled Facilities Grants that are part of this framework and are under the committee's remit.

**Member Scrutiny:**



## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the meeting of Adults Select Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Wednesday, 10th January, 2018 at 10.00 am**

The Performance Report for Adult Services was presented and questions invited:

A Member, with reference to safeguarding, challenged the downturn in performance for delayed transfer of care (DTC) speculating that the reason is related to an inability to find carers and questioned strategy to resolve the decline.

The Head of Adult Services explained that the DTC figures can be considered an artificial measure gathered on a census day once a month across the authority. This is a trend line which is analysed and reviewed daily. It was acknowledged that there have been difficulties in recruitment of staff and within partner agencies. Consequently, the hours in the system awaiting allocation have been monitored very closely. It was explained that the model of support for moving people from hospital has been in place for 15 years and there are 2 staff members in the Royal Gwent and Nevill Hall Hospitals who make arrangements to move people to their next destination and monitor numbers in hospital requiring ongoing care. Often this is at home but a stoppage point can be transfer to residential homes due to e.g. availability or where care is moved from the council to continuing health care. Attention was drawn to the wider partner context which demonstrate our DTC statistics are significantly lower compared to those cared for at home.

A Member raised the serious issues with care staff recruitment and questioned what strategies are being employed to address this issue. It was responded that this is an ongoing and worsening problem. More information will be brought to Select Committee on the Turning the World Upside Down strategy working with the independent care sector working towards a relationship based care model. Work has begun in the Chepstow area bringing care teams together to maximise opportunities to share care which is much more effective. Additionally, adverts to recruit carers have been posted under a social care and health banner which has proved more successful. It was added that in the longer term, there are plans to introduce a "Dare to Care" campaign to e.g. have a social and health care academy across Gwent and attract people to the sector.

A Member queried the carers and adults questionnaires and changes in percentages from one year to the next. It was confirmed that there has been a change to questions asked (from less service based to more "what matters to you" etc.) to elicit more useful insights and encourage more honest appraisals.

County Councillor P. Pavia declared an interest as Research and Policy Lead, ADSS Cymru. He questioned 1) the early impact of the Social Care and Wellbeing Act especially on users and carers in terms of reducing assessment levels and 2) Disabled Facilities Grant (DFG) the likely reduction in time to deal with applications. It was responded that a lot of the data is tracked and the drop in referrals for support is substantial allowing more concentration on people with more complex needs or frailty. Other people are being supported through wellbeing work. Regarding DFG (for larger adaptations), it was confirmed that there has been a steep fall in average time taken. These applications are implemented by referral to the Housing Department. The steep fall from last year was welcomed. A reminder was provided that there is an extra £33,000 in the DFG programme next year.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Adults Select Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Wednesday, 10th January, 2018 at 10.00 am

#### **Committee Conclusions:**

The Select Committee scrutinised how well the authority is performing on a range of nationally set measures by seeking clarity from Officers on whether performance could be improved in:

- Delayed Transfer of Care;
- Recruitment of carers;
- Disabled Facilities Grant; and
- Feedback from carers.

The Select Committee was generally satisfied with the responses provided and reassured regarding performance.

The officers were thanked for their presentation and responses.

#### **8. Actions from the last meeting**

The Actions from the last meeting were noted.

The Council's statutory and non-statutory responsibilities were circulated, and also a breakdown of grant spending.

#### **9. Adults Select Forward Work Programme**

The Work Programme for 23<sup>rd</sup> January 2018 was too large and amended to include the following items:

- Empty Homes Update.
- Gypsy and Traveller Pitch Allocation Policy
- Safeguarding performance and self-evaluation.
- Melin Private Leasing Scheme

A Special meeting on 8<sup>th</sup> February 2018 at 10.00am was proposed with items to include:

- Care Closer to Home (to be confirmed)
- Turning the World Upside Down
- Re-designation of Shared Housing Accommodation

A Special Joint Children and Young People's and Adults Select Committees was proposed later in February to consider the following items:

- Area Plan
- Disability Transformation Work

Information on work on outreach to address and support people suffering rural isolation and loneliness was requested in terms of initiatives and good practice. Some background information will be provided and contact with workers in the field will be made available. The importance of communities and linking people with natural connectors was agreed.

#### **10. Council and Cabinet Work PLanner**

**MONMOUTHSHIRE COUNTY COUNCIL**

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January, 2018 at 10.00 am**

The Council and Cabinet Work Planner was noted.

11. To confirm the date and time of the next meeting as Tuesday 23rd January 2018 at 10.00am

**The meeting ended at 12.20 pm**

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# Public Document Pack Agenda Item 6b

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Adults Select Committee held  
at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 23rd  
January, 2018 at 10.00 am**

**PRESENT:** County Councillor S. Howarth (Chairman)  
County Councillor (Vice Chairman)

County Councillors: L.Brown, M.Groucutt, J.Pratt, R. Harris,  
R. Edwards and S. Woodhouse

Also in attendance County Councillor(s): V. Smith

### **OFFICERS IN ATTENDANCE:**

Julie Boothroyd	Head of Adult Services
Wendy Barnard	Democratic Services Officer
Paula Harris	Democratic Services Officer
Karen Durrant	Private Sector Housing Manager
Steve Griffiths	Strategy and Policy Officer
Cath Sheen	Safeguarding Officer
Carley Norval	Accommodation Assistant
Lindsay Stewart	Private Sector Housing Project Officer

### **APOLOGIES:**

County Councillors L.Dymock and P.Pavia

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

There were no declarations of interest.

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

No members of the public were present.

#### **3. Empty Homes Update**

##### **Purpose:**

The purpose of the report is to update members on the current position of empty properties in Monmouthshire and the approach being adopted to tackling this issue historically and for the future.

##### **Recommendations:**

To consider the extent and impact of Empty Homes on Monmouthshire and local communities and the current approach being taken to reduce Empty Homes.

##### **Key Issues**

1. Tackling empty properties is an area of social policy prioritised by Welsh Government for a number of reasons, including:

- They could be a source of accommodation for people in housing need providing they are situated in the right areas and at the right price, either to buy or rent.
- Also they are a source of accommodation that could alleviate issues of homelessness, another policy area prioritised by WG.

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- They can have a detrimental effect on the community in which they are situated if they have been left to deteriorate, for example, vandalism and vermin infestation.
  - Owners, as potential landlords can be regarded as small businesses and, if in receipt of a rental income, could be contributing to the local economy.
2. Although prioritised by the Welsh Government, the issue and problems associated with empty properties can vary from one local authority area to another. This is also true of the work undertaken by various local authorities in the work they undertake to bring their long term empties back in to use.
3. Work was undertaken by both Environmental Health and Housing on the condition of Monmouthshire's empty properties during 2013 – 15 and March 2017 through a programme of inspections. The conclusion of that work found that the issues associated with long term empty properties does not exist in any meaningful way in which their return would contribute to points highlighted in 3.1 above. The properties inspected were, particularly, not to be in a poor physical condition.
4. Informed by the Environmental Health condition inspections, the key conclusions are:
- Monmouthshire does not have an empty property issue in the traditional sense as typified by headline news of rows of empty and dilapidated houses causing environmental issues.
  - A typical empty property found in Monmouthshire can be characterised as being:
    - Owned by family members;
    - refurbished for the owner to occupy;
    - sound condition and having no negative impact on its immediate environment;
    - often don't lend themselves for affordable housing for various reasons such as often being in rural areas or to be too large and would command a high rent value putting it far outside the parameters of what constitutes affordable housing.

#### **Member Scrutiny:**

The Officer introduced the report and provided an update that the number of empty properties for 2016/17 was 696 explaining that the authority works with about 500 of those. The remainder are RSLs, a number are private retirement homes and other homes are subject to probate. The Principal Environmental Health Officer explained the role of his service in dealing with empty properties from an enforcement viewpoint.

The Head of Planning Policy and Place Shaping addressed the return of empty properties to use and provided reassurance that, whilst there is no simple solution, appropriate tools are used where possible. Viable ideas and suggestions from Members were welcomed.

Following presentation of the report, questions and comments were invited:

In response to a question about the performance indicator, it was confirmed that there is a 6 month Council Tax exemption on empty properties rising to 100% after that time. Empty houses represent a low percentage of the total Council Tax paying houses in the county. The amount of Council Tax lost was not known noting that the position can change daily.

It was questioned if the authority could consider placing a premium on the Council Tax levied on properties that are empty for a substantial period of time.

A Member commented that, in some rural areas, there are empty homes that could be used to house local people and questioned if it was possible to make contact with owners. In these circumstances, it was confirmed that the properties may not be known and, if notified, a letter can be sent offering assistance. A questionnaire for empty home owners is planned to explore

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what can be done to bring the properties back into use. Officers welcomed any information from Members on empty properties within their ward areas.

A Member questioned collaboration with Brecon Beacons National Park regarding planning to develop accommodation for young people. It was added that it is difficult to find tenants in some areas as there are no buses. The Head of Planning Policy and Place Shaping responded that the Committee has influence over its LDP and planning policies, and has a good relationship with the RSLs. The Council will approach the National Park on specific cases as necessary to e.g. to promote affordable housing.

Regarding loans, it was queried if the short repayment timescale had a bearing on the reduced take up. It was responded that the 2/3 year loan period is likely to be changed to 5 years by Welsh Government. It was suggested that a loan over 5 years works out at approximately 3.1% APR which is quite competitive but there are cheaper loans available so it is important that the applicant checks it is right for him/herself.

#### **Committee Conclusions:**

The Adults Select Committee scrutinised the report and update on empty homes and were in agreement with the recommendation as presented. The Committee was satisfied with the approach taken to reduce the numbers of empty homes in the county and supported Option 3 - To continue with the nature and scope of the work currently being undertaken by Housing & Communities.

The Officers were thanked for their helpful responses and contribution to this subject.

#### **4. Gypsy and Traveller Pitch Allocation Policy**

##### **Purpose:**

To seek approval for the introduction of the Gypsy and Traveller Pitch Allocation Policy for any future Council owned Gypsy and Traveller Site in Monmouthshire.

##### **Recommendations**

To recommend to Cabinet that the Council adopt the proposed policy with immediate effect.

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

1. An initial draft of the report was considered by the Committee on the 25th October 2017 for initial consideration and comment prior to it going out for consultation.
2. The Committee requested that the report be reconsidered after the consultation period ended.
3. Consultation was undertaken with members of the Gypsy and Traveller Accommodation Assessment Project Group that was formed specifically to oversee the drafting of the Council's Gypsy and Traveller Accommodation Assessment (GTAA).
4. The consultation ended on the 15th December with one comment received.

##### **Member Scrutiny:**

The Head of Planning Policy and Place Shaping presented the report. Following this, Members were invited to make observations:

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The Chair asked if a site is earmarked in the LDP within the LA boundary or neighbouring authority. It was confirmed that Welsh Government policy is strengthening on identified need. A recent study identified the need for some pitches in the county. This point will be considered in the next LDP review. The most recent GTAA revealed that all respondents stated a preference for a privately owned site.

It was commented that there is growing communication with people looking for sites.

The Committee received the proposed Gypsy and Traveller Pitch Allocation Policy and, whilst recognising that there are no council owned sites currently available in the county, were happy to recommend that Cabinet and Council adopt the policy as presented.

The Officers were thanked for their participation.

#### **5. Safeguarding Performance**

##### **Purpose:**

This purpose of this report is:

- To evaluate the progress of Monmouthshire County Council's key safeguarding priorities, in the period April – October 2017, using identified measures to highlight progress, identify risks and set out clear improvement actions and priorities for further development.
- To inform Members about the effectiveness of safeguarding in Monmouthshire and the work that is in progress to support the Council's aims in protecting children and adults at risk from harm and abuse.
- To inform Members about the progress made towards meeting the standards in the Council's Corporate Safeguarding Policy approved by Council in July 2017.

Members received this report at Council on 14th December 2017 however there had not been the opportunity for the report to be scrutinised by Adult Select Committee prior to Cabinet and Council. The report was scrutinised by CYP Select on 13<sup>th</sup> November 2017.

##### **Recommendations:**

Members are requested to:

- Note the key safeguarding risks and approve the priority improvement actions as set out at Appendix 2 to this report.
- Endorse the evaluation of safeguarding progress set out in Appendix 5 to this report.

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

This safeguarding evaluation is based on activity and information from April 2017 – October 2017. It builds upon the previous progress review reported in March 2017. The timing of this report reflects a biannual reporting cycle to Select Committees, Cabinet and Council. This reporting period saw the approval of Monmouthshire County Council's Corporate Safeguarding Policy which extended the policy scope to cover statutory duties for both children and adults at risk in line with the Social Services and Well Being (Wales) Act (2014).

The analysis within this report reflects current legislation and policy and draws on data and information concerning both groups.

1. Good Governance:



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It is recognised that good progress has taken place in regard to previous recommendations made in regard to the Councils Senior and Directorate level. Changes at Regional Board level and within National Policy will require a continued planned response.

#### 2. Safe Workforce

Whilst recognising that Safe Recruitment processes are well embedded, a new corporate roll out of the SAFE audit's across the Authority has been completed. This has highlighted the significant Safeguarding Training programme to ensure the authority is compliant with the Revised Corporate Policy.

#### 3. Preventative Approach

The new focus on the development of a Preventative agenda has led to increased partnership working with developing within Community Hubs and within the Community itself. Changes and ambiguity under the SSWA have changed the responsibility and accountability within early support services, and this developing work will need to link carefully within the authorities statutory responsibility.

#### 4. Robust Protection

The Safeguarding Processes have been embedded within Child and Vulnerable Adult protection for a long time. Within Children's Services the ongoing agenda of change has created a good time in which to review current CP processes and procedures, and to ensure staff understand the requirements and expectations of their role and task. Further to this, where pressures both internally and externally are identified safe practice must be supported by a clear infrastructure of Risk Management Frameworks, clear procedures, models and tools. The creation and development of joint Adult and Children's Safeguarding teams/Unit allows opportunities to consider how best to identify opportunities for "joined up" work and models of working together prior to the revised All Wales guidance for both Vulnerable Children and Adults.

#### 5. Safe Services

Whilst there has been an established approach to contract monitoring in commissioned services for some time, this is no doubt where future understanding of how we scrutinise and Quality Assure commissioned services will develop most.

#### **Member Scrutiny:**

The Head of Adult Services and Corporate Safeguarding Programme Lead introduced the report noting that it has already been considered by Children and Young Peoples Select Committee (with Adults Select Committee invited), Cabinet and Council. This is a collaborative report by a number of authors. Members were advised that there is no Appendix 5.

It was commented that the report is a difficult to read and understand with no clear overall responsibility. It was commented that a lot of measures have been undertaken but improvement is not necessarily visible. It was responded that the corporate approach is broad and overarching. The wider context of the report is how to disseminate to other services effectively.

It was queried why the report had not been seen by Adults Select Committee prior to Council and Cabinet, and responded that this was due to timing issues. The Committee was reminded that there was an invitation to Adults Select Committee to attend Children and Young People Select Committee when the report was considered. A Member requested an A4 sheet with a synopsis of the main points for all reports to committees.

A Member challenged the self-evaluation score of 16/30 on 5 areas and if this is matter of concern. It was responded that context and proportionality was important plus the identification

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of what good looks like. Self-assessment scores are relative and must be proportionate and realistic within context. The scores identify where there are problems or systems that need to be improved. The Member was reassured by the answer provided. It was queried if the self-evaluation is annual and explained that there will be a 6 monthly update provided.

A Member commented that more needs to be done for new members e.g. speed reading courses and provision of skills to read and pick out salient points. A Member requested an A4 sheet with a synopsis of the main points for all reports to committees.

Reassurance was sought regarding commissioning of services and responded that this has been an area of enquiry for the whole authority safeguarding group to ensure a robust approach to contracts and that safeguarding is entrenched. It was explained that work is ongoing and an update on compliance across the council will be provided in May.

It was queried if there are shared self-assessment criteria with other authorities to ensure accurate comparison with other councils. It was responded that it is solely self-assessment for Monmouthshire at the current time.

The Chair questioned why Elected Members were not DBS checked apart from those who are school governors. It was explained that Monmouthshire is the only council in SE Wales to check all governors, adding that there is no legal requirement for Elected Members to be checked under the criteria set by the Home Office. Only those persons in regular unsupervised contact with children or vulnerable adults are required to apply for a DBS disclosure check. It was also added that it is possible to have a portable DBS certificate instead of multiple certificates.

The importance of preserving the personal safety of elected members was emphasised.

#### **Committee conclusions:**

The Select Committee welcomed the opportunity to scrutinise the report and requested that more thought is given to the presentation and format of reports on adult and children's safeguarding. It was recommended that all elected members should receive future reports on safeguarding.

#### **6. Melin Private Leasing Scheme**

##### **Purpose:**

This is a follow up to the report received by the Committee on 12th September 2017 and advises that the Council's contract with Melin Homes to manage the Private Leasing Scheme (PLS) will end in June 2018. The report updates the Committee on the due diligence findings and considers the options for the future scheme management. The report also provides an update on Welsh Government temporary accommodation funding and its relevance to the PLS.

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

1. Under the Housing (Wales) Act 2014, the Council has a duty to both respond to homelessness and to prevent homelessness. The Act also provides the power to discharge the associated duties into the private rented sector. Strengthening prevention activity is an on-going priority, including engaging with private landlords to enable access to private accommodation as a key option for the Council to discharge its homeless duties and minimise over reliance on social housing and the need to utilise bed & breakfast.

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2. A PLS has operated for over ten years. It was initially established due to the lack of social housing and supports the Council to discharge its statutory duties and helps to minimise bed & breakfast use. The PLS was transferred to Melin Homes in 2009 under contract, which ends in June 2018. A decision now needs to be made about the future of the PLS and the Council is actively preparing for the end of the contract and undertaking a process of due diligence. Melin no longer wish to

manage the scheme, in part, due to Welfare Reform changes. Of relevance is the Department of Work & Pensions decision from April 2017 to remove the ability to claim a £60 pw per property temporary accommodation management fee subsidy, through housing benefit. Welsh Government have replaced with additional Rate Support Grant.

3. Although the Council continually seeks to access private rented opportunities, the ability to deliver the required number of properties is limited for a number of reasons including:

- Homeless applicants typically are low income households and in receipt of benefit. Lettings agencies and landlords are often reluctant to accept households on benefit.
- Many households cannot afford to meet local rents and upfront private sector costs.
- Vulnerable households are often perceived, often incorrectly, as a risk to landlords
- Some households with complex needs are difficult to accommodate in any sector

An update was provided that since the report was compiled, the forecasted overspend of £127,000 has reduced to £98,000. The projected overspend in 2018/19 has reduced from £229,000 to £150,000. For 2018/19, this is due to properties reducing e.g. going back to landlords and not being returned to Monmouthshire. A review of house share properties leading to their re-designation to hostel status means that a management cost can be charged, covered by housing benefit and will provide income. It was added that the Minister is due to announce that authorities that lost out from the removal of the management fee will be reimbursed for 2016/17 only and this should reduce pressure on budgets for this year.

#### **Member Scrutiny:**

A Member asked what standards a person housed in a hostel could expect and also queried the length of stay. In response, it was clarified that hostels are based on the shared housing stock. There are 16 residential units which have been checked by Environmental Health. The properties are used as long term accommodation and prevent homelessness. They are mainly for single persons with family accommodation available in Monmouth. It was explained that there are shared bathroom and kitchen facilities, and locks on individual doors. In response to a question, it was confirmed that shared accommodation is only for single persons.

A Member asked how UC (Universal Credit which has been put back to June) will affect interaction with landlords. It was confirmed that its introduction will impact on the team managing house share. The team will work with Department of Work and Pensions to get benefits paid to us direct for more vulnerable individuals. It was explained that UC payments are very slow which makes management of rent accounts harder. The situation is being monitored. Concern was expressed at the possibility that anyone on UC was automatically in rent arrears.

A member asked for further information about the decrease in housing stock due to some landlords not proceeding and asked how the shortfall will be dealt with. It is projected that Monmouthshire Letting Service (MLS) properties, which are currently being advertised for, will make up the shortfall plus the housing register. The Officer is monitoring properties returning to owners, tenants, bids, looking for alternative accommodation options and offering other practical help e.g. with bonds etc. Initial feedback regarding MLS is that landlords are interested.

A Member questioned the approach to empty properties noting that whilst many are family or second homes, some are just empty. It was queried if there was a way to liaise with the owners to bring these properties into use. It was confirmed that twice yearly liaison (Letter drops) is

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undertaken to ascertain if there is a willingness to work with the Council and to offer assistance. It was suggested that an advantage of the removal of the bridge tolls is that more people may be persuaded to sell their empty properties.

It was queried how other authorities deal with homelessness and confirmed that most use the same schemes and practices. Regular network meetings are held to share best practice e.g. MLS and how extra funding will be utilised. It was added that all authorities attempt to engage with the private rental sector but that Monmouthshire is struggling more than most because of property prices. It was suggested that Elected Members could assist in advertising for new landlords in e.g. ward newsletters.

The Chair asked about arrears from the previous landlord and it was confirmed that these will be handed back to the authority if not settled. It was estimated that this would be in the region of £4,000. It is hoped that Melin will deal with them before the handover.

A general point was made about freezing the headings of columns of information in reports so they are available on each page for ease of reading.

#### **Committee conclusions:**

**The Committee was satisfied, through responses from Officers, that the Private Leasing Scheme supports homelessness and that the council's homeless related duties are discharged appropriately. It was assured that the authority has suitable options for meeting its responsibilities for the ongoing provision of the PLS as part of the Council's temporary accommodation portfolio, as per the requirement of the Housing (Wales) Act 2014.**

**The Adults Select Committee was in favour of Option 1 that the PLS transfers back to the Council and the PLS is maintained, certainly in the short term and that this view is reported to Cabinet with a recommendation that other options are identified to continue to strengthen homeless prevention and/or facilitate new housing options that would help to provide alternatives to the PLS, that the authority works with Melin to end the contract by June 2018, implements the process of due diligence particularly concerning rent arrears and property condition , and facilitates TUPE regarding 1.6 wte Melin staff.**

#### **7. Adults Select Forward Work Plan**

The Adults Select Committee Forward Work Plan was noted.

#### **8. Council and Cabinet Work Plan**

The Council and Cabinet Work Plan was noted.

#### **9. To confirm the date of the next meetings as Thursday 8th February 2018 at 10.00am (Special Meeting) and Tuesday 20th March 2018 at 10.00am.**

**The meeting ended at 12.10 pm**

**MONMOUTHSHIRE COUNTY COUNCIL**

**Minutes of the meeting of Adults Select Committee held  
at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 23rd  
January, 2018 at 10.00 am**

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# Public Document Pack Agenda Item 6c

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Adults Select Committee held  
at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 8th February, 2018 at 10.00 am

**PRESENT:** County Councillor S. Howarth (Chairman)

County Councillors: L.Brown, L.Dymock, M.Groucutt, and  
S. Woodhouse

Also in attendance County Councillor(s): V. Smith

### **OFFICERS IN ATTENDANCE:**

Ian Bakewell	Housing & Regeneration Manager
Tyrone Stokes	Accountant
Gary Thomas	Needs Assess & Data Development Officer
Julie Boothroyd	Head of Adult Services
Shelley Welton	Lead Commissioner Transformation
Ceri York	Group Manager Service Development and Commissioning
Paula Harris	Scrutiny Officer

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

County Councillor Paul Pavia, J. Pratt and R. Edwards.

#### **2. Declarations of interest**

None.

#### **3. Turning the World Upside down**

##### **Context:**

To approve the implementation of a transformational approach to the delivery of care at home. Following a creative, co-produced approach carried out under the banner of Turning the World Upside Down we have developed a model which represents a paradigm shift in the provision of care at home and are seeking the Adult Select Committee's support to now work towards its implementation.

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

Domiciliary care or care at home is the single largest area of care and support which Monmouthshire County Council offers. In 2016/17 the total gross spend across older adults social services was £20million; a significant proportion (33%) of this was spent on care at home for older people.

There is a growing acknowledgement across the sector that the traditional model of time allocated slots to provide personal care tasks is broken. We have evidence that the current system can lead to less person centred outcomes, difficulties in the recruitment

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Adults Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 8th February, 2018 at 10.00 am

of carers and providers struggling to continue to operate. In embarking upon our programme of Turning the World Upside Down, we acknowledged that we needed to fundamentally transform the current model of care at home.

#### **Member Scrutiny:**

Members gave the opinion that in its current state, the report lacked clarity and that they would not be able to recommend it to Cabinet in its current form.

It was asked if the language in the report was a code for delivering cheaper services.

The partner sessions at Humble Farms were questioned and it was asked if due diligence was done so that MCC will lead the agenda, not the suppliers.

In regard to the area patches it was asked how data was used to identify the need in the county.

Concerns were raised regarding the use of outside contractors.

A Member asked for reassurance on the quality and continuity of care visits.

A Member felt that an amendment to the recommendation be as follows 'the Adults Select Committee endorses the principle of the Turning the World Upside Down model and supports the pilot implementation with a further report back to the select committee.

It was asked that Members see more of the detail of how the scheme will work in practice as it was felt that due to the number of people involved in the equation; MCC, partners, end users, there needed to be greater certainty and clarity of the scheme in action.

It was asked why not all of the partners wished to take part in the pilot scheme.

The flexibility of visits was applauded although Members were curious to know if an accurate model was achievable due to the fluid nature of the care.

The Committee commented on the large amount of work Officers have put into the report and felt the officer's presentation aided them greatly.

It was asked if Members could meet with Officers outside the select committee to share ideas.

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

The Adult Select Committee endorse the first draft of the Turning the World Upside Down and look forward to the final draft of the report to come before them. The Committee would recommend that all member seminars are arranged before a



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conclusion report is brought to Committee.

#### **4. Re-Designation of Shared Housing Accommodation Report**

##### **Context:**

This report is to consider re-designating the Council's Shared Housing accommodation to hostel designation. This will facilitate shared housing accommodation to fall under an alternative definition of the housing benefit regulations. This would eliminate the need for the Council to rely on subsidy funding, subsequent to the loss of the Temporary Accommodation Management Fee from April 2017. This is a follow up to the report received by the Adult Select Committee on 23rd January 2018.

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

Under the Housing (Wales) Act 2014, the Council has a duty to both respond to homelessness and to prevent homelessness. The Act also provides the power to discharge the associated duties into the private rented sector. Strengthening prevention activity is an on-going priority, including engaging with private landlords to enable access to private accommodation as a key option for the Council to discharge its duties and minimise over reliance on social housing and utilising bed & breakfast.

In this context the Council has developed a portfolio of 60 rooms, largely leased from private landlords, providing shared accommodation for single people. The scheme has created an additional housing option for single people, particularly males who wouldn't be considered to be vulnerable under the Housing (Wales) Act 2014. The scheme will have provided an alternative option for some applicants, to rough sleeping.

Prior to April 2017, the Council was able to base the weekly rental charge on the local housing allowance less 10%, plus £60 temporary accommodation management fee, paid via Housing Benefit. Welfare reform changes by UK Government removed this management fee. Welsh Government has attempted to support the Council with this loss of revenue through additional rate support grant. This, however, is insufficient to cover the shared housing scheme as well as the Melin private leasing scheme and has resulted in a significant financial pressure for the Council, which the Council has supported through the Medium Term Financial Plan.

It has been identified that the management of the shared housing is consistent with the Council's homeless hostel accommodation. The hostel is classed as Specified Accommodation under the housing benefit regulations. A change in designation to hostel and designated accommodation will mean that will mean the properties meet the definition of specified accommodation. This allow the Council to charge a rent that

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aligns with the local housing allowance and, subject to the financial circumstances of individual applicants, therefore, will payments will be made via housing benefit. This will avoid the need for the Council to seek a subsidy payment.

This arrangement will also support applicants in receipt of Universal Credit as housing costs for such applicants won't be included in their Universal Credit payment. To meet the housing benefit regulations the Council will need to enter into ten year leases with property owners. The risk associated with this is considered to be low as current six month leases contain two month break clauses. A suitable break clause would be applied to any new leases.

#### **Member Scrutiny:**

A Member asked if the accommodation will remain the same after the re-designation and looked for confirmation that this would not change the usage.

In term of the sixty rooms, it was asked if there were a large number of landlords and asked if landlords were expected to be part of an accreditation scheme or vetted.

Reassurance was sought that families would not be housed in hostel type accommodation.

Clarification was sought over the implication of a ten year lease and asked about the length of the break clauses.

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

The Committee considered the benefits of the Shared Housing for homeless applicants and those threatened with homelessness in the context of the financial sustainability of the service.

The Committee agreed to recommend to Cabinet that current units (and any possible future units) of shared housing should be re-designated to hostel accommodation from 1st April 2018 and to seek to negotiate ten year leases with appropriate break clauses with applicable landlords in order to facilitate the re-designation.

**The meeting ended at 11.40 am**

# Public Document Pack Agenda Item 6d

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Children and Young People Select Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Wednesday, 24th January, 2018 at 2.00 pm

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

County Councillors: L.Brown, D. Jones, M.Lane, M. Powell, T.Thomas, J.Watkins and S. Woodhouse

**Also in attendance:** County Councillors: R Harris. J. Pratt and V. Smith

### **OFFICERS IN ATTENDANCE:**

Claire Marchant	Chief Officer Social Care, Health & Housing
Jane Rodgers	Safeguarding Service Manager
Craig Williams	Lead Commissioner Service Development
Rhian Evans	Service Manager-Managed Care and Looked After Children
Paula Harris	Democratic Services Officer

**Also in attendance** Mel Roach SEWSCB

#### **1. Apologies for Absence**

County Councillor Laura Jones.

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

None.

#### **3. Safeguarding Training Strategy - Scrutiny of South East Wales Safeguarding Childrens Board**

##### **Context:**

The purpose of this report is to provide information so that members can scrutinise the work of the South East Wales Safeguarding Children Board (SEWSCB) and the alignment between local and regional activity in children's safeguarding. Information is provided regarding the contribution made by Monmouthshire County Council officers to the work of the board.

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

1. The South East Wales Safeguarding Children Board (SEWSCB) has the statutory responsibility to provide the strategic lead in the region in relation to the safeguarding of children and promotion of their welfare, as enshrined in the Children Act 2004 and The

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Social Services and Well-being Act (Wales) 2014 and accompanying guidance, 'Working Together to Safeguard People' Volume 1.

2. The South East Wales region incorporates Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen. From April 1st, 2013, the SEWSCB has replaced the five former Local Safeguarding Children Boards (LSCBs) in Gwent.

3. The SEWSCB's purpose is to lead, co-ordinate and ensure the effectiveness of multi-agency safeguarding children practice in the region, both through its own programme of activity and through the challenge it provides to partner organisations.

4. The SEWSCB vision is that: All children and young people in South East Wales are protected from abuse and neglect, live in safe homes and communities and are supported to achieve their full potential.

5. This means:

- Making sure that children are protected from abuse, neglect and exploitation;
- Preventing abuse, neglect or exploitation; and
- Ensuring that children are growing up in safe homes, schools and communities and creating opportunities to enable children to have optimum life chances so that they can enter adulthood successfully.
- Ensuring that the well-being of children and young people is at the core of all levels of service provision

6. The Board has identified four strategic priorities to focus on over the three years (2016 – 2019):

- Reducing the effects of compromised parenting on children's well-being
- Improving our work with adolescents who exhibit risky behaviours
- Ensuring the continued effectiveness of safeguarding practice during the implementation and transition of the Social Services and Well-being (Wales) Act 2014
- Improving the effectiveness of the Regional Safeguarding Children Board

7. Monmouthshire is well-represented across the Business structure of the SEWSCB (see annexe 2). The Head of Children's Services is a Board member, chairs the Quality Assurance Sub-Group and is a member of the Case Review Group and Business Planning Group. Members of the Safeguarding Unit are required within their Job Descriptions to participate in the work of the board at sub-group level providing the operational link and fostering alignment between the work of the board and the local activity within Monmouthshire. From its inception, Monmouthshire officers have played a key role in shaping and influencing the work of the Board.

8. The Children's Services improvement plan and the quality assurance arrangements within the social care directorate accord with the strategic intent of the SEWSCB regarding children and young people living free from abuse and neglect and living in safe homes and communities where they are supported to reach their full potential.

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9. Under the (draft) quality assurance processes for the SEWSCB Monmouthshire County Council is obliged to undertake an audit of its safeguarding arrangements as part of its duties under section 135 Social Services and Well-being Act (Wales) 2014 and report by exception to the Board. Safeguarding issues / outcomes from regulatory inspections and reviews within Monmouthshire also must be reported to the Board.

10. Specific alignment between Monmouthshire and the work of the Board include:

- Participation in undertaking multi-agency supervision for children on the child protection register, particularly where children remain on the register at the second review;
- Participation in Multi-agency Sexual Exploitation meetings (MASE) and operation Makesafe;
- Leading training and ensuring that SEWSCB is accessible to Monmouthshire workforce;
- Establishing Safeguarding Learning Networks;
- Disseminating lessons learning from child practice reviews undertaken within the Gwent across Monmouthshire practitioners;
- Taking a lead role in young people's participation activity;
- Leading on the development of some key regional guidance;
- Working in accordance with regional processes / procedures (e.g. for the management of professional allegations).

11. Moving forward, and as part of the actions identified within the Safeguarding SIP, the Safeguarding Unit will report to Members on the work of the SEWSCB on an annual basis.

#### **Member Scrutiny:**

A Member asked if they were able to access the training offered by Gwent Safeguarding.

In relation to the Board for Strategic Priorities it was asked for specific improvements in the risky behaviour of adolescents.

The implementation of best practice was commented on with members seeing this as an important improvement tool.

A Member applauded the engagement work taking place with young people and asked what routes are used to get the information from young people.

It was asked how the group knows it is performing well and does each authority use tools such as peer assessment reviews.

A Member asked if any thought had been given at a regional level as to how Elected Members could exercise their corporate parent role.

Parallels were pointed out between the work of the board and of the EAS.

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

After the scrutiny of the strategic objectives of the SEWSCB as set out within the Strategic Plan 2016 – 2019 Members were impressed with the attempt of commonality of practice.

It was felt that the alignment between local and regional children's safeguarding activity was positive.

The contribution made by the officers of Monmouthshire County Council to the work of the board was highlighted.

### **4. Corporate Parenting Strategy - Pre-decision scrutiny**

#### **Context:**

The purpose of this report is to provide members with the opportunity to scrutinise and contribute to the development of the Corporate Parenting Strategy 2018 – 2021.

#### **Key Issues:**

1. Under the Social Services and Well-Being Act (Wales) 2014, it is a statutory requirement for every council to safeguard and promote the welfare of each child it looks after, and every care leaver. The Corporate Parenting Strategy and Action Plan sets out how the Council understands this responsibility and proposes to meet the statutory requirement over the next three year period.
2. In Monmouthshire County Council, "Our aspirations for the children and young people that we look after are the same as any good parent would want for their children. Where they need it children and young people will receive the very best possible standards of care and support" (Where I am Safe Strategy 2016).
3. This is the second iteration of the Corporate Parenting Strategy and builds on a review and appraisal of the first. The strategy is based on an overview of the current context including the profile of our Looked After Children, young people and Care Leavers.
4. This is the initial stages of consultation for the revised strategy, with the intention to seek final approval at Cabinet in April 2018. Following CYP select further consultation is proposed including:
  - o Corporate Panel Members
  - o Young people's participation group
  - o Foster carers
  - o Operational social work teams and placement & support team

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o Senior Leadership Team.

5. The Corporate Parenting Strategy and Action Plan will be delivered and monitored through the Corporate Parenting Panel.

#### **Member Scrutiny:**

The Chair advised that the Cabinet Member had offered to attend the meeting, but it was felt that the discussion would be better placed with Officers. The Chair praised the positive relationship that Members have with the Cabinet Members in regard to safeguarding and education.

It was asked if different types of problems were apparent with children who remained with their families compared to children placed out of their family.

It was asked if fostering within the family were forced decision due to a lack of foster placements or a calculated decision to keep the child within the family.

It was asked if there is a cut off age for care.

A Member who sits on the Corporate Parenting Committee thanked Officers for taking previous comments on board as it was obvious that the draft had moved on since sighted at Corporate Parenting Committee.

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

The Committee scrutinised the draft Corporate Parenting Strategy and made a number of recommendations as to its further development.

They endorsed the development of the strategy including the plan to seek further consultation with other key stake-holders.

The Committee spoke of their responsibility as corporate parents and applauded the commitment from Officers.

#### **5. Childrens Services Placements - Scrutiny of the action plan to manage child placements and associated risks**

##### **Context:**

The purpose of the report is to provide information so that members can scrutinise the response and activities undertaken following a review by Internal Audit into the use of

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external placements for Looked After Children (LAC) and young people by Monmouthshire County Council's Children's Social Services.

#### Key Issues:

1. The internal audit of external placements was carried out as part of the 2016/2017 Audit Plan agreed by the Head of Finance and by the Audit Committee at their meeting on the 26th May 2016. The field work was subsequently undertaken in October 2016 / March 2017 with a final report being issued in October 2017.

2. The audit was undertaken following concern within Social Care and Health that the absence of commissioning capacity over a number of years meant that this was a high risk area. The objective of the audit was to provide a risk based audit of External Placements within Children's Services, with a view to providing an overall opinion on the internal control environment in place. The audit focused on the commissioning and contract arrangements when LAC and young people are placed in externally provided fostering and residential placements.

3. Overall, the External Placements system was assessed as providing a 'LIMITED' level of assurance which reflects that the financial and administrative systems reviewed were found to be poorly controlled, with unacceptable levels of risk. In summary 4 significant risks, 15 moderate risks, 9 minor risks and 9 areas of strength were found.

4. In headline terms, overall improvements were needed included:

- The interface operationally between child care teams and commissioning and contracting
- Clearer systems and processes for commissioning and contracting within Children's Services
- Improvement to the interface between regional (4cs) and local systems regarding commissioning arrangements, with increased clarity of respective roles
- A clear process for accreditation of providers
- Improvements in contract monitoring placements.

5. The report recognised that there had been an historical lack of commissioning resource within Children's Services.

6. Since the audit Children's Services has taken key steps to rectify the problems identified:

- A lead commissioner for Children's Services initially employed on a temporary basis is now permanent. The post is located in Commissioning and the Social Care and Health Commissioning Team now covers children's as well as adult services.
- A review of all high cost placements was undertaken in February 2016 so that any immediate risks regarding contracts / monitoring arrangements could be addressed.



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□ A senior practitioner from the Placement and Support Team was commissioned to develop the internal processes for Children's Services around the placement process which were in line with the Social Services and Well-Being Act (Wales) 2014).

□ An independent 'stock-take' was undertaken in October 2017 which cross-referenced with the Internal Audit Report action plan and additionally supported further improvements of internal processes and practice around placement searches.

7. Activity in regards to the Internal Audit action plan is on-going and has entailed a joint approach between Commissioning and Children's Services.

#### **Member Scrutiny:**

Officers were asked to clarify who monitors a placement out of County.

In regard to monitoring externally commissioned placements a Member expressed interest how we monitoring in comparison the internal fostering arrangement at MCC.

The Chair praised the Internal Audit and Social Care officers for working so closely together and for putting steps in place to move things forward.

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

The Committee scrutinised the improvement actions undertaken by Children's Services as set out within the action plan presented to the Committee.

The work was found to be substantive and a positive direction for the service.

The collaborative work of Officers from Internal Audit and Social Care was praised by Elected Members.

**The meeting ended at 15:33**

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# Public Document Pack Agenda Item 6e

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Children and Young People Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 1st February, 2018 at 10.00 am**

**PRESENT:** County Councillor M.Groucutt (Chairman)  
County Councillor L.Jones (Vice Chairman)

County Councillors: L. Brown, D. Jones, M. Lane, M. Powell, T. Thomas and S. Woodhouse

Mr. M. Fowler (Parent Governor Representative)

County Councillor V. Smith attended the meeting by invitation of the Chair.

### **OFFICERS IN ATTENDANCE:**

Will McLean	Chief Officer for Children and Young People
Ian Saunders	Head of Tourism, Leisure and Culture
Paul Sullivan	Monmouthshire Sport Development
Nick John	Business Manager
Tyrone Stokes	Finance Manager
Nikki Wellington	Finance Manager
Paula Harris	Democratic Services Officer
Richard Williams	Democratic Services Officer

### **APOLOGIES:**

County Councillor J. Watkins

Dr. A. Daly (Church in Wales) and Mr. K. Plow (Association of School Governors)

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

Mr. M. Fowler declared a personal, non-prejudicial interest pursuant to the Member Code of Conduct in respect of agenda item 7 - Building Maintenance Funding for New Schools, as he is the Chair of Governors of Raglan Church in Wales VC Primary School, which is one of the schools affected.

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

There were no members of the public present.

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

The minutes of the Children and Young People Select Committee meeting dated 7<sup>th</sup> December 2017 were confirmed and signed by the Chair.

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### **4. Presentation regarding the Sports Leaders UK Playmaker Award**

#### **Context:**

To receive a presentation regarding sports development and some of the leisure outcomes and impacts that the programmes have and how it feeds into the creative and active group within Monmouthshire before being presented to the Public Service Board (PSB).

#### **Key Issues:**

To receive information regarding programmes being delivered and the impact that they are having on young people across Monmouthshire.

#### **Member Scrutiny:**

- Sport is vital for tackling childhood obesity and improving behaviour of young people.
- In terms of the Playmaker Programme, a commitment has been made to deliver this programme on an annual basis. The idea being that as the entire cohort has been trained this year, as pupils move into Year 6 next year, and the young ambassadors are identified, Year 5 will continue to be trained next October.
- The Foundation Friends Programme was launched last week encouraging children to be good citizens as they get older.
- Community Chest – 19 clubs have been supported. However, the team is small and support is needed in areas of promotion. Partnership working is undertaken with Education, Health, and Early Years provision, which is working very well.
- Community Chest has £60,000 to help clubs each year. It is quite labour intensive.
- With regard to the variety of the sports being provided from the Playmaker Programme, feedback received from schools indicate that Years 5 are delivering a variety of lunchtime clubs which are engaging the whole of the school. Feedback from teachers indicate that the Programme is having a positive effect on children's education and improvements in their ability to concentrate in class.
- The Playmaker Programme is currently being delivered in six primary schools within Monmouthshire. All of the after school clubs are multi-sport based.
- Nationally, there needs to be a greater emphasis on the need for children to undertake physical activity within primary schools.

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- The Playmaker Programme is a sports UK award which is a six hour qualification. The Team spends a day working with an entire class to provide children with the skills to be able to deliver sporting activity.
- The Daily Mile - Each school delivers this differently. All schools have been mapped in terms of orienteering courses. This course is essentially 15 minutes of physical activity.
- Support for pupils with health issues is also provided.
- Healthy eating and nutrition training is provided.
- An issue was raised with regard to obtaining measurable health outcomes of pupils via the Authority's Public Service Board (PSB), as childhood obesity has been recognised as one of the key themes that the PSB will be investigating.
- More work is being undertaken around the importance of mental wellbeing by showing that sport can improve a person's mental health.
- The 'Girls Can' Programme – data indicates that the biggest drop off is occurring here. Therefore, mass participation days and specific sessions help in trying to combat this issue.
- Next financial year investment is being sought for a data capture system where young people will be able to complete an on-line survey. This will commence at secondary school level to begin with. This will then identify areas where a bespoke sports package might be provided.
- During the summer term the Team will be working with both primary and secondary schools with regard to the schools' sports survey for Sport Wales.
- Sporting facilities within schools differs depending on individual schools. The Team provides support on how to use the space available and how intense the session needs to be depending on the actual time available to pupils to ensure the children are getting the most out of these sessions.
- Schools are able to generate funding tokens to improve facilities.
- Sport Wales does not fund directly to schools. Instead, it funds organisations such as the Playmaker Programme which then works with schools to deliver sport based activities.
- There is a strong working relationship between the schools, the Children and Young People Directorate and the Team and there is a need to ensure that outcomes are achieved and evidence is captured.
- Invitations were extended to the Select Committee to attend the Playmaker conferences.

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- The Playmaker Programme is delivered to all pupils providing confidence, motivation and leadership qualities.
- Funding has been received to provide some Looked After Children in Monmouthshire with 10 days free access into this provision. This will be delivered in February half term, Easter Term and May half term.

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

- The Select Committee will be kept informed and involved in the Playmaker Programme.
- Representations to be made to the Public Service Board (PSB) with regard to the issue raised that measurable health outcomes of pupils should be obtained, as childhood obesity has been recognised as one of the key themes that the PSB will be investigating.

#### **5. Revenue and Capital Monitoring 2017/18 Outturn Statement - Period 2**

##### **Context:**

To scrutinise the revenue and capital outturn positions based on activity data at month 7.

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

##### **Recommendations proposed to Cabinet**

- Members consider the forecast net revenue outturn overspend of £62,000.
- That Cabinet requires Chief Officers to continue to work to reduce the £1.333 million over spend on services, using measures such as a moratorium on non-essential spend and the freezing of vacant posts other than where recruitment is considered essential.
- Members consider the forecast capital outturn spend, the levels of capital slippage proposed and the levels of capital receipts to assist with capital programme funding, primarily the Future Schools Tranche A considerations.
- Members note that the low level of earmarked reserves, which will severely reduce the flexibility the Council has in meeting the financial challenges of reducing settlements and consequent need to re-design services.
- Members note the significant and continued forecast reduction in the overall school balance at the end of 2017/18 and supports the continuing work with schools to ensure that the Council's Fairer Funding scheme requirements are

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met and that the overall schools balance reverts to a positive position at the earliest opportunity.

- Members note the significant over spend on services and consider recurrent and new pressures that need to feature in the draft revenue budget proposals currently out on consultation.

#### Member Scrutiny:

- Concern was expressed that the quality of education being provided to pupils in schools that are experiencing a deficit budget might be adversely affected.
- In response to a question raised regarding the Authority's accounts in recording budgets that are in credit / debit, it was noted that local authorities account for over / underspends in this way (underspends in red. Overspends in black). This process has been undertaken for many years. However, for future reports, officers will make the process clear at the beginning of the report. The Finance Manager will refer to CIPFA guidance to see if there could be changes to the way in which this information is presented to the Select Committee, going forward.
- With regard to some schools holding high surpluses within their budgets, a three year plan is built into the schools' budgets, with a view to reducing the surplus over this period of time.
- Some of Monmouthshire's schools with surplus balances have budgeted for long term projects.
- There is a significant difference in the primary sector compared with the secondary sector with regard to surplus school budgets.

#### Committee's Conclusion:

- There are key areas of priority. In particular, Monmouthshire's secondary schools, with three of the schools in a deficit budget and one coming out of a deficit budget. This puts considerable strain on the leadership teams in these schools.
- The cost of out of County placements for a small number of children and the rising number of Looked After Children are placing a strain on the County Council's budget.

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### 6. Building Maintenance Funding for New Schools

#### Context:

To scrutinise a change in the funding of building maintenance for new schools through an amendment to the funding formula.

#### Key Issues:

- The current formula distributes funding for building maintenance via two methods:
  - Floor area of the school – with an uplift for the condition of the school. This is between 1.0 and 1.4. This accounts for 50% of the funding.
  - Pupil numbers at the school from the prior January the Pupil Level Annual School Census (PLASC) count. This is the official census from Welsh Government. For the financial year 2018-19 the pupil count is at January 2018. This accounts for 50% of the funding.
- Apart from the condition weighting there is no allowance made for new schools, where the building maintenance costs will be lower.
- A consultation document was distributed on the 21<sup>st</sup> September 2017 with a closing date of 9<sup>th</sup> November 2017 to consult on the following proposal:

*The proposal is to change the formula so that all new schools are not distributed funding for building maintenance for the first 5 years following the opening of the new school.*

*Years 6 – 10 would be funded at 50% of the funding, this is to recognise that some costs could be incurred at this stage.*

*The 50% funding would still be distributed via the same method, but the condition weighting would be reset to 1.0.*

*The reduction of the funding would be used towards the borrowing required to fund new schools, over the lifetime of the loan. This was agreed by Council in October 2016.*

- The consultation paper includes details of the reduction in funding per school.
- The consultation responses were presented to the School Budget Forum on the 23<sup>rd</sup> November 2017. There were 19 responses and the summary is detailed below:

*19 Responses:*

- 10 agreed
- 4 disagreed



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- 2 Responses said statutory maintenance should still be funded. This would be the case; this part of the formula remains unchanged.
- 3 agreed, but said the funding should be redistributed to schools and not used to fund the borrowing.
- The School Budget Forum raised concerns that not all maintenance costs will be reduced in a new build. There are routine maintenance costs that will remain, such as PAT testing and routine cyclical maintenance. The forum asked that this funding remains in place to allow these works to be funded.
- As a result, the proposal is to fund the schools indicated below, to cover these costs:

School	Opening	Funding for Cyclical Maintenance
Caldicot	Sep-17	£26,046
Monmouth	Sep-18	£11,462
Raglan	Sep-15	£6,366
Thornwell	Apr-14	£4,809
Rogiet	Nov-09	£5,499
Dewstow	Sep-12	£5,503
<b>Total</b>		<b>£59,685</b>

- Therefore the total savings would reduce for the original proposed £176,255 to £116,570. The funding will be based on the previous year's costs from property services as the actual costs are not known until the start of the year.

#### Member Scrutiny:

- Service contracts figures have been provided via the Property Services Department, as this department provides service level agreements to schools and detail every element of cost.
- In terms of the maintenance, after the five year period, there will be an element of maintenance being provided. It is the responsibility of the Governing bodies to maintain their schools and it would be anticipated that the maintenance would be used in the proper way.
- Cyclical maintenance figures are reviewed and updated annually via the property services Department.

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- Chepstow Comprehensive School is expected to be a key part of the Band B proposals. If there were to be flexibility in the programme then the Authority would look to fund additional pieces of work that is required in Chepstow Comprehensive School.
- Welsh Government releases programme funding in tranches A-D. The Authority wants to make sure that Chepstow Comprehensive School plans are ready so that it can start as soon as Band C becomes available. Development work will be ongoing alongside Band B but the funding will be available in Band C.

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

On behalf of the Select Committee, the Chair thanked officers for presenting the report and responding to Member's questions.

#### **7. Urgent Item of Business**

The Chair agreed to take the following urgent item of business in order to allow the Chief Officer for Children and Young People to provide the Select Committee with a verbal update in respect of the Welsh Government School categorisations, which had been announced today.

#### **8. Welsh Government School Categorisations**

The Chief Officer for Children and Young People provided the Select Committee with a verbal update regarding the Welsh Government's School's categorisations in respect of Monmouthshire's schools. In doing so, the following points were noted:

- A full report regarding this matter will be presented to the Select Committee in due course.
- Across Wales, more schools are in the good categories of green and yellow.
- Primary schools in Monmouthshire – since categorisation was introduced there has been an increase in the percentage of schools which are green, from 10% in 2014/15 to 43% in the latest announcement. This is equivalent to fewer than five schools in 2014/15 and 13 schools in the primary setting now being rated as green schools. A significant achievement in the primary settings. There are two red schools in Monmouthshire's primary setting.
- Secondary schools in Monmouthshire – 75% of schools are in the yellow category. There are no green schools in Monmouthshire. Work is being undertaken to improve on this. In the yellow category, there has been some

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volatility with movement of schools between the yellow and amber categories. There are no secondary schools in the red category.

- Overall, this is a positive position for Monmouthshire. Monmouthshire is equal to the Welsh position in terms of the percentage of primary schools which are in the green or yellow categories. However, across the Greater Gwent area, Newport City Council has a higher percentage of primary schools which are in the green category, so there is further work to be undertaken in Monmouthshire.

#### **9. Children and Young People Select Committee Work Programme**

We received the Select Committee's forward work plan. In doing so, the following items were added:

##### **Special meeting – 13<sup>th</sup> February 2018:**

- Update regarding the Additional Learning Needs Review.
- Key Stages 4 and 5 update report.
- Education Achievement Services (EAS) Business Plan.

We noted the Children and Young People Select Committee Work Plan.

#### **10. Cabinet and Council Forward Planner**

We received the Cabinet and Council Forward Planner.

In doing so, the Committee agreed that an update report regarding Foster Care Provision be added to the Children and Young People Select Committee Work Plan.

#### **11. Next meeting**

Tuesday 13th February 2018 at 10.00am – Special Meeting.

Thursday 22nd March 2018 at 10.00am – Ordinary Meeting.

**The meeting ended at 11.35 am.**

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# Public Document Pack Agenda Item 6f

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Children and Young People Select Committee held  
at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 13th  
February, 2018 at 10.00 am

**PRESENT:** County Councillor M. Groucutt (Chairman)  
County Councillor L. Jones (Vice Chairman)

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

Mr. M. Fowler (Parent Governor Representative)

Also present: County Councillor R. John (Cabinet Member)

County Councillor V. Smith (observing)

### **OFFICERS IN ATTENDANCE:**

Will McLean	Chief Officer for Children and Young People
Richard Austin	Principal Officer Inclusion
Paula Harris	Scrutiny Officer
Richard Williams	Democratic Services Officer

### **ALSO PRESENT:**

Helen Power	-	Education Achievement Service
Sarah Davies	-	Education Achievement Service
Sian Fox	-	Education Achievement Service (observing)

### **APOLOGIES:**

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

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

County Councillor M. Groucutt declared a personal, non-prejudicial interest, pursuant to the Members' Code of Conduct in respect of agenda item 3 – Education Achievement Service (EAS) Business Plan (2018-2020), as he is a member of an EAS sub-committee.

County Councillor L. Jones declared a personal, non-prejudicial interest, pursuant to the Members' Code of Conduct in respect of agenda item 3 – Education Achievement Service (EAS) Business Plan (2018-2020), as she is a member of an EAS sub-committee.

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### **2. Education Achievement Service (EAS) Business Plan (2018-2020)**

#### **Context:**

To scrutinise the draft Education Achievement Service (EAS) Business Plan 2018-2021 and the Local Authority Annex 2018-2019

#### **Key Issues:**

- The EAS is required to submit an annual overarching regional Business Plan with accompanying annexes for each of the five Local Authorities. This Business Plan (2018-2021) outlines the programme of work that is required to continue to accelerate outcomes for children and young people across all schools in South East Wales. The plan focuses on the urgent need to raise aspiration and accelerate improvement in pupil outcomes, improve the quality of teaching and leadership and build a self-improving system within and across schools and settings. The priorities for the Business Plan 2018-2019 have been derived from the progress that has been made towards the previous Business Plan and progress made across the region with the areas that have been identified as requiring improvements through self-evaluation processes and feedback from Estyn on the inspection of the EAS.
- The delivery model for the Business Plan is on a regional basis, the needs of each school and trends within Monmouthshire are met through bespoke work with each school. The EAS offers a wide range of bespoke support that is based upon best practice.

#### **Member Scrutiny:**

- In response to a question raised regarding support for schools in the red category, it was noted that good communication between the local Authority and the EAS is essential at all times and this is the case. The EAS ensures that all partners are involved, keeping the head teacher and staff fully informed and engaged in the process.
- Intervention meetings regarding schools in a red category are owned by the local Authority. Intervention meetings regarding schools in an amber category are owned by the EAS.
- The power to issue statutory notices to schools lies with the local Authority. Therefore, it is essential to have a strong working partnership between the local Authority and the EAS.
- In response to a question regarding risk factors, it was noted that the risks factors identified in the report are common across the entire consortia. However, the risk stating that there is a lack of clarity about respective roles and statutory responsibilities within the Local Authority and the EAS does not apply to Monmouthshire County Council.

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- In terms of federation, future success of Monmouthshire's schools will be predicated on them having excellent leadership. Currently, every school setting in Monmouthshire has a head teacher. In the future, there will be models that the Authority will invest in which will result in shared leadership positions across the schools.
- The Education Improvement Grant (EIG) is a Welsh Government grant that is used by schools and local authorities to provide training. However, this funding has reduced over the previous years and could become a risk in terms of how much training could be provided if this trend continues. Currently, the EAS is looking at other models related to the school improving system whereby, schools are now taking on some of the training to support other schools.
- All training delivered via the EAS from 2018 will be free to all schools. However, EIG funding has not been agreed for this financial year.
- The progress status range of the EAS business plan is as follows – limited, satisfactory, strong, very good.
- The current satisfactory progress is the judgement of the EAS as at October 2017. For the spring term of 2018, the EAS is anticipating to move to a higher level. This reflects the business case for the five local authorities within the EAS.
- With regard to the funding provided to the EAS, the Authority's core funding is predicated on the size of the Authority.
- The categorisation exercise determines the level of support that the EAS deploys to the schools.
- More support is now available for governing bodies which is having a positive effect on the role governing bodies are able to provide to their respective schools.
- Monmouthshire's engagement with governing body training is the best across the Greater Gwent region.
- With regard to the performance of disadvantaged children in Monmouthshire's schools in addition to FSM Children, it was noted that performance varies from school to school. There are improvements being made which stems from schools working in clusters.
- All of the outcomes relating to the disadvantaged groups will be presented to the Select Committee in due course.

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### Committee's Conclusion:

- On behalf of the Select Committee, the Chair thanked the officers from the EAS for presenting the Business Plan.
- The Select Committee noted the very positive outcome of the recent Estyn Inspection of the EAS.

### 3. Presentation - Chief Officer Self Evaluation Report for Children and Young People

#### Context:

To inform the Select Committee of the progress that the education system has made in the past twelve months since the last report.

#### Key Issues:

The report is not limited to analysis of school based outcomes but is intended to offer a broader view of the services offered to Monmouthshire's children and identify areas where there are concerns in school based performance.

#### Member Scrutiny:

- On behalf of the Select Committee, the Chair thanked the Chief Officer for Children and Young People for preparing and presenting the report to the Committee despite having had to take on additional work in recent days.
- With regard to exclusions, the total number of days lost is reported as well as the rate of fixed term exclusions per 1000 pupils.
- In terms of FSM children, Monmouthshire's schools are compared to other similar schools to provide a fair comparison in terms of what the children achieve. Monmouthshire has areas of deprivation in the County. However, we do not have the quantum to trigger additional support, which is a challenge for the Authority.
- With regard to Monmouth Comprehensive School, the FSM children that come to the school from England are known to the Authority. However, it does cause an issue for Monmouth in respect of the modelled expectations, as these are undertaken on a matched cohort basis.
- Every pupil in Wales has a unique reference number and is allocated to the correct secondary school. If a child has been through the Welsh system at primary school, the correct information is in the model at that stage.



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- The review of the catchment areas is being undertaken as it is considered that Monmouthshire's children should be attending Monmouthshire schools near to their communities. However, there will always be parental choice.
- We want parents to consider Monmouthshire's schools to be as good as, if not better than any other schools outside of the County that parents might be considering sending their children to.
- With regard to the schools that have received Estyn inspections since the new reporting system had been introduced, of the three schools inspected, two Estyn inspection reports have been published.
- Work has been commissioned from the Benefits team to investigate the issues surrounding FSM provision and the provision of benefits to some families. However, it was noted that there are falling numbers of FSM children across Wales. The Pupil Development Grant (PDG) will be available for children who have been FSM pupils for the previous two years.
- Via an evolutionary process, there will likely be fewer head teachers in Monmouthshire's schools in the future. When the opportunity presents itself, the Authority will look to provide shared leadership across Monmouthshire's schools.
- An update report regarding the process of issuing FSM to pupils to be presented to a future meeting of the Select Committee.
- An update regarding the Donaldson report to be presented to a future Select Committee meeting.

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

- On behalf of the Select Committee, the Chair thanked the Chief Officer for Children and Young People for presenting his Chief Officer report to the Committee and endorsed it to Full Council.

#### **4. Key Stage 4 and 5 Performance Summary 2016/17**

##### **Context:**

To scrutinise validated Key Stage 4 and 5 data across Monmouthshire for the academic year 2016/17.

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### **Key Issues:**

#### Key Stage 4

- Significant revisions to examinations in 2016/17 means that it is not possible to make a meaningful comparison to previous years.
- Performance in 2017 in the Level 2 threshold including English / Welsh and mathematics is consistent with 2016 and the highest in Wales.
- Results across all indicators at the end of Key Stage 4 in 2017 are above the national average.
- The decline in performance in the Level 2 threshold reflects the trend across Wales in 2017. The decline in performance in Monmouthshire for this indicator is smaller than the national average. Monmouthshire is ranked second for this indicator.
- Performance in the Level 1 threshold in 2017 is 1.9 percentage points below 2016 and reflecting the national trend this year. However, the decline in Monmouthshire is greater than the decline across Wales. As a result, Monmouthshire is ranked 14<sup>th</sup> in Wales.
- Performance in Capped Point 9 is significantly above the national average and places Monmouthshire third in Wales. This is the first year for this indicator.
- Results in English and science (A\* - C) are lower than in 2017 and reflect the national trend for these subjects. However, performance in Monmouthshire for both subjects is above the national average.
- Performance in mathematics in Monmouthshire is higher than in 2016 and does not reflect the declining trend across Wales in 2017.
- Overall, in 2017, Monmouthshire is ranked first for English and mathematics and eighth for science.
- Pupil performance at the 5A\*/A grades increased significantly in 2017 compared to 2016 and as a result, Monmouthshire is above the Wales average for this indicator for the first time in the last five years.
- The gap in gender performance has narrowed in 2017 to 4.9 percentage points in favour of girls. The gap in Monmouthshire is now narrower than across Wales.
- The gap in performance between Free School Meals (FSM) pupils and non-FSM pupils in Monmouthshire in 2017 has widened for the Level 2 threshold including English / Welsh and mathematics compared to 2016.

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- The majority of Monmouthshire secondary schools are in the bottom FSM benchmark quartile for the Level 1 threshold in 2017, indicating a three-year declining trend.
- Monmouthshire's performance compared to the Welsh Government Modelled Expectations continues a four year improving trend in both the Level 2 Threshold including English / Welsh and mathematics and Capped Average Wider Point Score (replace by Capped 9 in 2017).

#### Key Stage 5

- Overall performance in the Level 3 threshold, including vocational qualifications, decreased by 1.8 percentage points in Monmouthshire in 2017 compared to the previous year.
- This decrease is greater than across the region and nationally.

#### **Member Scrutiny:**

- Research indicates that it is not only free school meals but it is a range of disabilities where the number of these children in Monmouthshire's schools is very small in a large cohort and is difficult to address the needs of these children effectively.
- The Authority is in a position to move forward in addressing these issues.
- Non verified Key Stage 4 results had been received at a previous meeting of the Select Committee. However, it was noted that there was very little difference between the non-verified results and the results presented to the Committee today.
- In response to a question raised regarding BTEC science, it was noted that, statistically, BTEC results will no longer show up on schools' data. Schools are often driven by moral purpose rather than statistical purpose. There are a number of science options available, namely, a) the single science where the three subjects are taken, b) double science and c) applied science which is far more challenging than BTEC science. This has a 30% practical element to it. It was the practical element and the course work that was best suited to most disadvantaged learners. Decisions regarding what is best for learners needs to be taken at school level.

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

- The Select Committee has focused on the effects of deprivation on outcomes for Monmouthshire's children.
- Moving forward, there is a need to break the cycle of poverty within deprived areas of Monmouthshire. The Select Committee has a key role in supporting this aspect along with other professional partners.

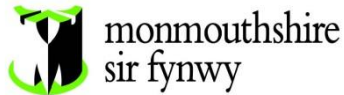
### **5. Presentation - Inclusion Review progress to date - February 2018**

Due to the sensitive nature of some of the content conveyed to the Select Committee by the Chief Officer for Children and Young People in respect this matter, the Select Committee agreed to go into Committee for this agenda item.

We received a presentation by the Chief Officer for Children and Young People in respect of progress to date regarding additional learning needs provision (ALN) in Monmouthshire's schools.

We noted the content of the presentation and the information provided by the Chief Officer for Children and Young People.

**The meeting ended at 1.06 pm.**



<b>SUBJECT:</b>	<b>Homelessness &amp; Prevention – Bed &amp; Breakfast Use</b>
<b>MEETING:</b>	<b>Joint Adult &amp; Childrens Select Committee</b>
<b>DATE:</b>	<b>20<sup>th</sup> March 2018</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

## 1.0 PURPOSE

1.1 The purpose of this report is to provide an overview of the Council's use of Bed & Breakfast (B & B) accommodation in respect of the Council's delivery of its homeless service and to consider the option of leaving units of homeless accommodation vacant for emergencies, specifically for families with children or for 16/17 year olds.

## 2. RECOMMENDATIONS

2.1 To consider the circumstances in which the Council is needing to use B & B accommodation for homeless purposes and the standard of service that is being provided.

2.2 To consider the benefits and viability of keeping accommodation vacant for contingency and emergency purposes.

2.3 To consider the options for avoiding the use of B & B

2.4 Establish a B & B policy for future consideration by the Committee

## 3. KEY ISSUES

3.1 Under the Housing (Wales) Act 2014, the Council has a duty to respond to homelessness. The focus of the Act is homeless prevention. However, where homelessness cannot be prevented the Council has other duties, including accommodation duties. In the event of homelessness, the Act requires the Council to:

- provide interim accommodation for applicants in priority need (S.68). The definition of priority need includes families with children and 16/17 year olds.
- help secure (this is not an absolute duty) accommodation and (S.73)
- a duty to secure accommodation for applicants in priority need (S.75)

3.2 The Council has a range of accommodation that is used to discharge these duties, together with the duty to prevent homelessness. **See Appendix 1.** Nevertheless, accessing an adequate supply of this accommodation is an on-going challenge for the Council. Not only is homeless accommodation itself in short supply, but it is a small part of the wider Monmouthshire housing market, which also has an under-supply of affordable accommodation. The rural nature of the County further compounds the situation. **Appendix 2** provides a more detailed overview.

3.3 The challenge of providing homeless accommodation includes only having one family hostel (which is in Monmouth); the private leasing scheme has contracted over recent years; private sector accommodation is difficult to access (eg unaffordable or landlords won't accept homeless applicants); MCC accommodation is typically at capacity and there is a need to have regard to the Homelessness (Suitability of Accommodation)

(Wales) Order 2015, safeguarding and community safety issues. Although the hostel operates as emergency family accommodation, no accommodation is kept vacant for contingency or emergency purposes due to the day to day demand.

- 3.3 Should it not be possible to prevent homelessness and placements are necessary, every effort is made to place households in the most suitable type of accommodation and suitably located. The views and support of other professionals and agencies, such as public protection, social workers, health visitors etc will be considered to inform accommodation placements. On occasions the use of B & B is necessary. This, however, is an absolute last resort. B & B for any applicant is only used for an applicant if no other accommodation can be sourced or if the applicant themselves is deemed to pose a risk to other households or applicants. The latter is not uncommonly identified through risk assessment procedures.
- 3.4 As at the end of February 18, 39 B & B placements had been necessary. **Appendix 3** provides an overview of the placements to date for 2017/18. This is an increase from 2016/17.
- 3.5 It has been an on-going priority in respect of the Council's homeless service to continually seek to strengthen homeless prevention and to identify additional forms of accommodation. It is proposed that services continue to be reviewed on an on-going basis. **Appendix 4** provides an overview of proposed current key actions, some of which are in progress.
- 3.7 In this context, this report seeks to consider the option of keeping accommodation vacant for emergency purposes and with particular regard to families with children or young people 16/17.
- 3.8 Furthermore, at present the Council doesn't have a policy that covers the use of B & B. It is considered that it is appropriate to establish a policy that creates a working framework that sets the expectations of the Council and a basis for monitoring against.

#### **4. OPTIONS APPRAISAL**

- 4.1 The following options are available: which are fully evaluated in **Appendix 5**, are available:

- **Option 1** – Continue with the status quo and make no changes.
- **Option 2** – Leave a unit(s) of existing accommodation vacant (eg a room in the hostel, room in shared housing) as a contingency. This will have cost implications, mainly through loss of income. If this were to apply to accommodation managed by partners, the Council would have to cover the cost of any rental charges.
- **Option 3** - Seek to introduce further options that strengthens homeless prevention and introduce new accommodation options, particularly a supported lodgings scheme. Such schemes, however, will not provide provision for applicants assessed as unsuitable through risk assessment processes.

#### **5. OPTIONS EVALUATION**

- 5.1 Additional evaluation over and above that listed above is detailed in **Appendix 1**.

**4. REASONS:**

- 4.1 The Council has a legal duty to prevent and respond to homelessness under the Housing (Wales) Act 2014.

**5. RESOURCE IMPLICATIONS:**

- 5.1 There are cost implications to the Council to placing households in B & B. The gross expenditure to Month 11 was £18,259. A level of this will be offset by Housing Benefit payments made directly to the Council.
- 5.2 There will be cost implications associated with keeping any units of accommodation vacant through lost rental income. For a unit of hostel or shared housing the loss of income will be over £6,000.

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

- 6.1 The proposal to develop new measures to identify new measures to strengthen homelessness prevention and seek to introduce new accommodation options. Should the Council need to reduce the level of private leasing or phase out the PLS, this will impact negative impacts on homeless applicants in Monmouthshire. **See Appendix 6.**

**7. SAFEGUARDING & CORPORATE PARENTING IMPLICATIONS:**

- 7.1 The provision of accommodation for any homelessness or to prevent homelessness supports both safeguarding and corporate parenting
- 7.2 A risk assessment procedure is undertaken prior to any B & B placement, which both considers the safeguarding of the applicant themselves or the safeguarding of other applicants/residents. **See Appendix 7.**

- 8. CONSULTTEES:** Chief Officer Enterprise; Cabinet Member for Enterprise; Housing Management Team; Head of Planning, Housing & Place-Shaping; Assistant Head of Finance

- 9. BACKGROUND PAPERS:** Housing (Wales) Act 2014; Code of Guidance for Local Authorities on Allocation of Accommodation and Homelessness – Welsh Government, March 2016; The Homelessness (Suitability of Accommodation) (Wales) Order 2015.

- 10. AUTHOR:** Ian Bakewell, Housing & Communities Manager

- 11. CONTACT DETAILS:** E-mail: [ianbakewell@monmouthshire.gov.uk](mailto:ianbakewell@monmouthshire.gov.uk) Telephone: 01633 644479

## Appendix 1

### Housing Options Team - Accommodation Overview

The current demand for homeless demand is summarised as follows:

The Council received 719 contacts in 16/17 and 311 by Q3 of 17/18 (417 contacts are projected by the end of the 17/18) about homelessness and determined the following applications:

	15/16	16/17	17/18 Q3
○ S.66 (at risk of becoming homeless within 58 days)	248	183	180
○ S.73 (actually homeless)	95	217	160
○ S.75 (actually homeless)	37	37	24
○ <b>Total</b>	<b>380</b>	<b>337</b>	<b>344</b>

The following is the accommodation resource available to the Council for homelessness:

- MCC Family Hostel, Monmouth - 5 units of emergency family accommodation
- MCC Single persons Shared Housing, Countywide – 60 units (3 further units pending) of single persons accommodation
- MCC Private Leased Property – 1 unit of family accommodation
- MCC Low Cost Home-Ownership Property – 1 unit of family accommodation
- Melin Private Leasing Scheme – 56 units of family accommodation

Private leasing made the following contribution:

Year	Total number of Lets	No of Lets to Discharge Homeless Duty (Prevention)	No of Lets as Temporary Accommodation
2015/16	42	32	10
2016/17	38	21	17
2017/18 (to December 2017)	23	10	13
<b>Total Lets</b>	<b>103</b>		



- 53%, 59% and 66% of S.66 applications have been successfully prevented in Q1, Q2 and Q3 respectively. (16/17 performance was 58%). This would have included prevention through the private leasing scheme.
- Without the private leasing scheme (and shared housing), prevention performance will have been less with more people becoming homeless and possibly needing to be accommodated in B&B.
- 50%, 42% and 70% of S.73 were successfully relieved of homelessness in Q1, Q2 and Q3 respectively. (16/17 performance was 50%). This would have included the relief of homelessness utilising the private leasing scheme.

Again without the private leasing scheme, performance would have been less and more people would have remained homeless.

In the context of the lack of social housing, the private leasing scheme, therefore, plays a critical and necessary role for the Council in providing an alternative housing option to social housing, to prevent homelessness or rehouse homeless families in Monmouthshire and helps to avoid the use of B & B.

- Solas Young Persons Accommodation, Abergavenny & Chepstow – 21 units of accommodation for 16-24 year olds
- MCC Monmouthshire Lettings Service – 12 units (1 further unit pending) of family accommodation

Seeking to access the private rented sector and identify new opportunities is an on-going priority of the Housing Options Team in order to meet statutory duties. In this context, officers regularly engage and negotiate with private landlords to rehouse clients. This engagement often focuses on supporting individual landlords and providing assurances. This established practice has, therefore, been formalised, 'packaged and branded' into the development of Monmouthshire Lettings, which Cabinet adopted in March 2017.

Monmouthshire Lettings seeks to put the community at the centre of its core business of providing long-term affordable properties to rent, but delivered through a commercial approach that affords the opportunity to generate income to support long-term sustainability.

The service has been designed to encourage and attract private landlords to offer up their properties to let at affordable rents and to assist households (initially these will be households at risk of or actually homeless) to find suitable and affordable long term homes in the private rented sector.

The service has been developed to contribute to a number of key drivers including:

- The Council meeting its statutory responsibilities relating to the Housing (Wales) Act 2014
- The Council's Future Monmouthshire policy

- The on-going aim to improve homeless prevention performance and facilitate additional options
- Reduce the need to use Bed & breakfast

The proposal seeks to build on the existing and established approach and practice of the Council's Housing Options Team of working with private landlords. The proposal effectively brands and packages existing landlord services together with the provision of additional services.

Although the intention is for the proposed service to be initially offered free of charge, subject to the success of Monmouthshire Lettings, the medium term plan is to consider the possibility of introduce a competitive charge, thereby, helping to generate income for the Council.

Private leasing is regarded to be part of the Monmouthshire Lettings offer to private Landlords.

As at 20<sup>th</sup> February 2018, 11 properties have been acquired and 2 properties are currently being negotiated. This is an increase from the eight properties at 2<sup>nd</sup> January 2018.

The Council has acquired Welsh Government funding and is utilising this to encourage new landlords to join the scheme through a financial incentive of a 'Golden Hello.' In addition the Council can also offer a rent guarantee.

- B & B generally in Newport and Abertillery. There is currently very little provision in Monmouthshire due to the buoyant tourist trade.
- Private sector housing
  - The Council maintains a homeless prevention fund and will support applicants to access private sector accommodation through financial assistance. For example, assistance with letting agency fees; deposits; rent in advance, perhaps paying off arrears; financial incentives to landlords etc
- Other eg Cyfannol refuge, MIND supported housing, Bron Afon Housing Association – this is ad-hoc accommodation
- Social housing stock

## Appendix 2

### Other Accommodation Availability in Monmouthshire

#### • **Social Housing**

The main source of accommodation for low income and vulnerable households in Monmouthshire is social housing through Monmouthshire, Charter and Melin Housing Associations. The existing supply, however, is insufficient to meet the demand of the different strands of housing need in the County, including homelessness. The Council has a statutory duty through the Housing Register to provide 'Reasonable Preference' and 'Additional Reasonable Preference' to certain groups. For example, households with medical conditions. This means it would be illegal for the Council, should it wish to do so, offer all vacant accommodation to homeless applicants. The following provides an overview of the situation at April 2017 and Quarter 2 updates.

- At the end of February 2018 there were 2,886 live housing applications on the Homesearch register. At the end of September 2017 there were 3,159 live applications.
- In the 16/17 financial year there were 438 social housing allocations, 133 of which were in relation to older persons accommodation (the number of older people who typically need homeless assistance is very small).
- 76 homeless households have been rehoused through the Housing Register.

#### • **Accommodation Availability – Private Sector Housing**

As previously mentioned the Housing (Wales) Act 2014 has provided the Council with the power to discharge homeless related duties utilising the private rented sector. Due to the lack of social housing stock, it is a priority for the Council to seek opportunities to re-house applicants using private sector accommodation.

Accessing private sector housing in Monmouthshire, however, is an ongoing challenge for both the Council and low income households for a number of reasons. This includes:

- The private sector housing market is buoyant in Monmouthshire and demand is high. High market rents, therefore, pose a challenge to the Council due to the typically large discrepancy between market rents and the Local Housing Allowance (the maximum housing benefit that will be paid out on a particular property). Landlords will achieve a far better return from their investment by letting their property at a market rent rather than at Local Housing Allowance levels.
- This means that with the majority of homeless applications, there is typically a shortfall between housing benefit levels and the actual rent creating an affordability issue for applicants or a funding issue for the Council.
- Accessing private sector accommodation can be expensive. Landlords or agents are increasing asking for six weeks rent in advance and a deposit equivalent to six weeks rent. Where lettings agencies are involved, administration fees are payable, including tenancy renewal fees.
- Landlords often regard the Council's client group to be a risk in terms of the rent being paid and damage arising to properties. Generally an incorrect and unfair perception.
- Many landlords refuse to accept housing benefit

- Many landlords refuse to utilise the Pobl Bond Scheme (which is Welsh Government funded) as a 'paper bond' can be seen as unattractive and there is a perception that the scheme may not pay out. The current position is that the number of Bonds being provided by the Pobl Bond scheme to enable applicants to access the private rented sector is minimal.
- Many landlords require a rent guarantor which can't be facilitated by applicants. The Council's ability to assist with rent guarantees is very limited, although a Homeless Reserve was established in 2017 to facilitate a small level of provision.
- Applicants themselves often aspire to acquire social housing rather than private rented, which can be encouraged by support agencies.

Due to the difficulty of the Council and low income households accessing the private rented sector, the private leasing scheme, therefore, has a very important role. Welsh Government expects the Council to maximise the use of the private rented sector.

### Appendix 3

#### Overview of Bed & Breakfast Placements 2018/19

Placements in B & B were generally due to no homeless accommodation being vacant at the time but also placement was also necessary for other reasons such as suitability, or late presentations.

H'hold Type	Reason for Placement	Nights	Move On
Single	Domestic abuse. No shared housing vacancy	3	Shared housing
Single	Relationship breakdown. Mental health issues. Too vulnerable for shared housing	4	Hospital
Single	Parent asked to leave. Mental health issues. Too vulnerable for shared housing	4	Specialist accommodation
Single	Property closure. Health issues. No shared housing vacancy	3	Not known
Single	Relationship breakdown. Mental health issues. No vacancy in shared housing	16	Refused temp accomm
Single	Property closure. Mental health issues. No vacancy in shared housing	12	Shared housing
Single	Evicted from shared housing. Mental health issues	3	Police custody
Single	Property closure. Mental health issues	26	Not known
Single	Friend asked to leave. Mental health issues. Late afternoon presentation	1	Shared housing
Single	No fixed abode. Mental health issues. Shared not suitable	17	Returned home
Single	Evicted from Young Persons Accommodation. Mental health issues. Shared not suitable	2	Not known
Single	Prison Leaver. Health issues. Shared not suitable	48	Private leasing
Single	No fixed abode, mental health issues. Shared not suitable	14	Voluntarily left
Single	Fleeing domestic abuse. Shared not suitable	16	Hospital
Single	Pregnant. Shared no suitable	7	Hospital
Single	Pregnant. Shared not suitable	17	Voluntarily left

Single	Asked to leave friends, mental health issues. Late afternoon presentation.	1	Shared housing
Single	Relationship breakdown. Mental health. Shared not suitable	4	Returned home
Single	Evicted from Young Persons accommodation. Mental health issues. Shared not suitable	43	Voluntarily left
Single	Mental health	12	Evicted from B & B.
Single	Evicted for breach of tenancy, mental health issues	1	Shared housing
Single	Evicted, health issues	1	Shared housing
Single	Mental health issues	3	Voluntarily left
Single	Severe weather policy	6	End of eligibility
Single	No fixed abode, mental health issues	In occupation	
Single	Prison leaver, mental health. Shared not suitable	In occupation	
Single	Evicted from supported housing, mental health issues	In occupation	
Single	Evicted from supported housing, mental health issues	In occupation	
<b>Sub-Total – 29</b>			
16/17 year old	Evicted from Young Persons accommodation, 16/17 years of age	59	Found own accomm
<b>Sub-Total 1</b>			
Couple + 1	Asked to leave by family	4	Hostel
Couple + 1	Asked to leave by family	10	Parents until social vacancy
Single + 4	Loss of private rented	18	Moved to hostel
Couple + 1	Family can no longer accommodate	24	
Single + 2	Relationship breakdown	3	Voluntarily left
Couple + 1	Loss of private rented	8	Moved to friends
Single + 2	Fleeing threat of violence	7	
Single + 2	Asked to leave friends	32	Private leasing
Single + 1	Fleeing domestic abuse	1	Private leasing
<b>Sub-Total 9</b>			

## Appendix 4

### **Overview of Key Actions to Strengthen Homeless Prevention & Develop Alternative Housing Options to Private Leasing**

The following actions will help to mitigate against budget pressures and help to provide additional housing options, helping to provide alternatives to using B & B.

- 'Lodgings based' Supported housing models are being investigated. A presentation by Nightstop was provided to officers on 7<sup>th</sup> December 2017. Other models have been acquired for consideration in relation to the Supporting People programme.
- Discussions are on-going about scope to strengthen homeless prevention utilising the Supporting People programme, as expected by Welsh Government. It is anticipated that the programme will fund a recently appointed Young Persons Accommodation Officer, who provides a dedicated homeless prevention role for young people.
- Acquire family 'hostel' type premises for the South of the County. The Council was offered a property by a housing association prior to Christmas, but this has fallen through. There is, however, a subsequent offer to buy a property for the Council to use as a family hostel in the south.
- Funding has been acquired from WG grant to temporarily offer 'Golden Hellos' for the Monmouthshire Lettings service. This ceases at the end of March 2018.
- Again through WG grant funding, the Council has appointed a Young Person Accommodation Officer from January 2018 to provide a dedicated resource in respect of young people hopefully increase prevention for young people. The proposal is that this post will be funded from Supporting People after April 18. This will also support Social Services and Childrens Services.
- Two part-time benefits staff have transferred from Social Care. This has enabled the Housing Options Function of Financial Inclusion to be strengthened.
- A small Homeless Prevention Reserve has been created to offer private landlords rent guarantees.
- The monitoring of the Housing Register is an on-going priority to ensure the Register works for the Council in respect of homelessness and prevention.
- Housing Options staff have met with Tai Calon Housing Association in Blaenau Gwent County Borough Council. Tai Calon from time to time, such as in locations close to Monmouthshire, may have vacancies that the Council may be able to utilise for homeless households. This as yet hasn't facilitated any opportunities.
- Discussions are on-going with a group of Monmouth Churches who are interested in providing a night-shelter for rough sleepers during the winter. Discussions about the

churches supporting a possible lodgings based supported housing model are also being discussed.

- Development of a joint Regional Homeless Strategy with other Gwent Council's. It is hoped that regional solutions will emerge that may support Monmouthshire needs,
- On-going development and promotion of Monmouthshire Lettings. 12 properties acquired to date.
- The Council has withdrawn from a sub-regional Prison Prep Officer scheme that aimed to provide a dedicated and early intervention service for prison leavers. The Council has now signed up to a service provided by Cornerstone in Caerphilly
- Introduce Positive Pathways for Young People – an early intervention protocol to identify young people at risk of becoming homelessness and developing a housing pathway accordingly to minimise the risk.
- Liaise with housing associations in respect of accessing existing stock
- A Supporting People and Homeless Strategic Planning group has been established. The aim of this is to more closely align the Supporting People Programme and on-going commissioning with homeless prevention.



## Appendix 5

### Evaluation Criteria – Cabinet, Individual Cabinet Member Decisions & Council

<b>Title of Report:</b>	<b>Homelessness &amp; Prevention – B &amp; B Use</b>
<b>Date decision was made:</b>	
<b>Report Author:</b>	<b>Ian Bakewell</b>

#### **What will happen as a result of this decision being approved by Cabinet or Council?**

The proposed outcome is that the Council agrees to consider a range of options for strengthening homeless prevention and seeking to introduce additional housing options that reduces B & B use.

The proposal will create additional prevention and accommodation options eg supported lodgings; additional hostel provision in the south, which will support the reduced use of B & B

12 month appraisal

#### **What benchmarks and/or criteria will you use to determine whether the decision has been successfully implemented?**

The following benchmarks will be used to assess whether the decision has had a positive or negative effect:

- Requests/demand for homeless assistance
- Level of successful homeless prevention
- No. of B & B placements
- Average stay in B & B
- No. of families placed in B & B
- No. of 16/17 year olds placed in B & B
- The cost of B & B provision

12 month appraisal

#### **What is the estimate cost of implementing this decision or, if the decision is designed to save money, what is the proposed saving that the decision will achieve?**

No budget savings will be achieved by implementing this decision.

At this stage it is difficult to estimate the cost of delivering the proposed actions. These will be identified and considered as individual initiatives are developed.

12 month appraisal

Any other comments



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

<p><b>Name of the Officer</b> Ian Bakewell</p> <p><b>Phone no:</b> 01633 644455 <b>E-mail:</b> ianbakewell@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>Seeking to Strengthen Homeless Prevention and Increase Housing Options to Reduce Use of B &amp; B</p>
<p><b>Name of Service</b></p> <p>Housing &amp; Communities</p>	<p><b>Date Future Generations Evaluation</b></p> <p>1<sup>st</sup> March 2018</p>

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




Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The proposal seeks to reduce the additional cost of the need to use of B &amp; B</p>	<p>The Council has a number of schemes to accommodate homeless applicants or to prevent homelessness eg Monmouthshire Lettings</p>

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Helps create a more resilient homeless service and more resilient community	Ditto
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	The service supports people to access and remain in good quality accommodation or access alternative accommodation which contributes to health and well-being.	The Council already takes on accommodation, which needs to meet minimum standards eg no Category 1 hazards.
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	The proposal supports this by creating ore sustainable and affordable accommodation options	The proposal aims to reduce the need for out of County placements
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	N/A	N/A
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	N/A	N/A

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	The scheme will contribute to more settled households and communities in which they are better able to fulfil their potential.	Ditto

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Long-term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The proposal supports the Council to discharge its legal duty to prevent homelessness as per the Housing (Wales) Act 2014 and aims to reduce the use of short-term measures eg B &amp; B</p>	<p>The shared housing scheme, the private leasing scheme and Monmouthshire Lettings already supports this together a range of other preventative measures</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>There will be a number of key partners eg RSL's, Cornerstone, Childrens Services, private landlords etc</p>	<p>Private landlords are already key partners</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Involvement Involving those with an interest and seeking their views</p>	None undertaken	None necessary
 <p>Prevention Putting resources into preventing problems occurring or getting worse</p>	The service is a preventative service and accesses and utilises external resources to prevent homelessness.	The proposal helps to maintain an existing preventative service
 <p>Integration Positively impacting on people, economy and environment and trying to benefit all three</p>	The services positively impacts upon the local economy by providing an income for private landlords	The service is currently in place.



3. Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The service will continue to be available to this and all groups	There are no negative impacts in relation to this proposal	N/A
Disability	Ditto	Ditto	Ditto
Gender reassignment	Ditto	Ditto	Ditto
Marriage or civil partnership	Ditto	Ditto	Ditto
Race	Ditto	Ditto	Ditto
Religion or Belief	Ditto	Ditto	Ditto
Sex	Ditto	Ditto	Ditto
Sexual Orientation	Ditto	Ditto	Ditto
Welsh Language	Ditto	None	Bi-lingual information is being made available

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	The service provides an option that can contribute to Corporate Parenting and Safeguarding	None	Level 1 Training
Corporate Parenting	Ditto	None	The service can potentially be used to support cases identified by Social Care

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

Homeless prevention related statistics

Housing (Wales) Act 2014

Welsh Government Code of Guidance for Local Authorities for the Allocation of Accommodation & Homelessness

The Homelessness (Suitability of Accommodation) (Wales) Order 2015

Good practice information

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

- The proposal will give the Council full control over property management, expenditure and rehousing future applicants.
- The proposal supports the development of Monmouthshire Lettings

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

What are you going to do	When are you going to do it?	Who is responsible	Progress
N/A	N/A	N/A	N/A

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

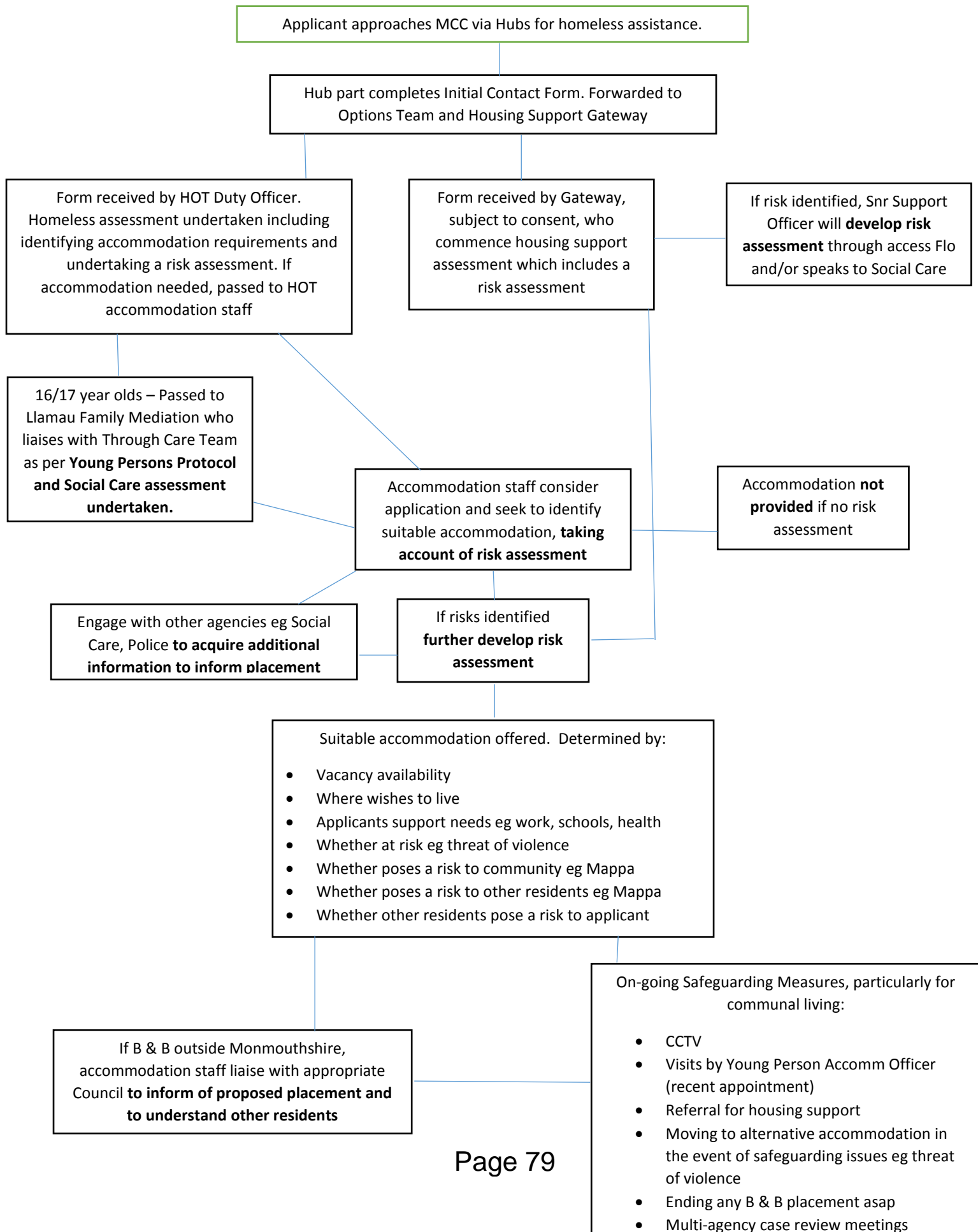
<b>The impacts of this proposal will be evaluated on:</b>	<p>Will be reviewed on an on-going basis through budget monitoring arrangements quarterly performance monitoring reports and Team Meetings</p> <p>The service will be considered during periodic analysis of failed homeless prevention, undertaken to identify possible improvements and understand potential service flaws.</p>
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## Appendix

### Homeless Accommodation Placements – Safeguarding Reassurance Procedures



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## Monmouthshire Scrutiny Report: National School Categorisation 2017-18

**Report Submitted by:** *Helen Power, EAS Principal Challenge Adviser*

**Report Written by:** *Helen Power, EAS Principal Challenge Adviser and Sarah Jones, EAS Head of Learning & Business Intelligence*

**Purpose of report:** To inform Scrutiny members of the new national school categorisation system and Monmouthshire school categorisations.

### National School Categorisation

The Minister for Education and Skills announced the introduction of the National School Categorisation System in September 2014. The system, which covers both primary schools and secondary schools, has evolved over subsequent years.

### Changes for 2017-18

For 2017-2018, Welsh Government will remove the data-driven judgement that places schools into a standards group as part of Step 1. Discussion around the school's self-evaluation will be the central feature of the model going forward, with a school's data forming the starting point of discussions within the school, and with their Challenge Adviser, about their capacity to improve in relation to leadership, teaching and learning.

#### 1. Use of terminology

The following terminology is used to describe the outcomes of each step of the categorisation process:

**Step 1:** no **standards group** is published for 2017-2018

**Step 2:** the outcome is a judgement about a school's **improvement capacity** (A-D)

**Step 3:** leads to a **support category** for each school (green, yellow, amber, red)

As Step 1 is not published, the national school categorisation matrix is not used in the identification of a school's support category.

#### What this meant for schools:

**Primary Schools:** The data that previously informed step one of categorisation is not used to calculate a standards group. Instead, it has been used to inform discussions as part of Step 2 of the process – the self-evaluation of the school's capacity to improve.

**Secondary Schools:** As with primary schools, the data that previously informed step one of categorisation is not used to calculate a standards group. Instead, it is used to inform discussions as part of Step 2 of the process – the self-evaluation of the school's capacity to improve.

**Middle Schools or schools catering for pupils aged 3 to 16/18:** The data that previously informed step one of categorisation is not be used to calculate a standards group for 3-11 or 11-16/18 provision. Instead, it is used to inform discussions as part of Step 2 of the process – the self-evaluation of the school's capacity to improve. The data will continue to be used separately, relating to provision for pupils aged 3-11 and then again to relate to provision for pupils aged 11-16/18. In line with current arrangements, only one judgement is made about the school's improvement capacity and only one relating to its support category.

**Nursery, Special Schools and Pupil Referral Units:** The previous system continued – standards groups are not published for these schools. The outcomes of Steps 2 and 3 will not

be published on My Local School for nursery and pupil referral units. However, outcomes will be published for special schools in line with previous arrangements.

## **2. Points to consider when evaluating standards**

As the national school categorisation matrix is not applied, the identification of a school's support category will not generate any potential rare exceptions. Contextual factors that may require further consideration to be given to establishing the most appropriate support category, are taken into account. The factors outlined below are used in determining the school's support category.

For Primary / Infant / Junior Schools:

- Schools where 50% or more of pupils over the last 3 years are in receipt of free school meals.
- Schools with an average cohort of less than 6 pupils in an individual key stage or both key stages (in the case of a primary school) over the last three years.
- Schools with a registered learning resource base where a deeper analysis of data over a three-year period indicates performance is in FSM Benchmark group quarter 1 or 2 (Estyn guidance for the inspection of primary schools September 2014 – Annexe 7).
- Schools where at least 15% of pupils whose stage of English language acquisition is judged to be A, B or C on the agreed National Language Acquisition Model.

For Secondary Schools:

- Schools with a registered learning resource base where a deeper analysis of data over a three-year period indicates performance is in FSM Benchmark group quarter 1 or 2 (Estyn guidance for the inspection of secondary schools September 2014 – Annexe 7).
- Schools where at least 8% of pupils whose stage of English language acquisition is judged to be A, B or C on the agreed National Language Acquisition Model.

Schools will need to demonstrate that:

- Pupils, including those in the identified groups, make good progress;
- The school's capacity to secure further improvement is at least good.

## **3. Other circumstances which may affect the school's support category**

A range of other risks where they occur are considered when making a judgement about a school's improvement capacity and a decision about their support category. .

## **4. Performance of e-FSM pupils**

The performance of eFSM pupils is taken into account giving consideration to the school's support category. Consideration should be given to performance over time (3 years minimum.)

## **5. New and amalgamated Schools**

For new and amalgamated schools any available performance data is used to inform discussions as part of Step 2 of the process – the self-evaluation of the school's capacity to improve.

## **6. Changes to a school's support category in year**

The National School Categorisation process is carried out on an annual basis. The outcomes are communicated to the Welsh Government December each year for publication following national verification in January. However, it is possible for each region to review a school's



categorisation at any point during the year in response to changes in circumstance. These changes will not be published nationally.

Circumstances that may necessitate a review include:

- Schools that are making very good progress.
- Schools that become subject to a higher degree of risk

## **7. Schools in inspection follow up**

The National School Categorisation system is not contingent on the outcomes of an individual school's inspection. Where school self-evaluation and monitoring of schools' performance are effective this should result in appropriate action that will support a school's self-improvement and avoid the need for inspection follow-up activity.

However, where a school requires follow-up as a result of inspection the associated degree of risk, and the need to provide evidence of a school's progress against its recommendations, is weighed carefully when determining a judgement about a school's improvement capacity and making a decision about its support category.

### **Schools requiring significant improvement or special measures**

In normal circumstances the improvement capacity of a school requiring **significant improvement or special measures** will not normally be higher than D and the support category red in the first instance. As a school addresses the recommendations from its inspection, evidence about its progress should be weighed carefully and professional judgement applied when reviewing the school's support category.

### **Schools requiring Estyn review**

Local authorities and consortia need to be satisfied that appropriate arrangements are in place to support schools requiring Estyn review and to monitor and report their progress. When agreeing a school's improvement capacity and support category consideration should be given to the inspection's recommendations and degree of risk. Professional judgement should be applied when reviewing a school's support category taking account of evidence about a school's progress as it addresses the inspection's recommendations.

## **Step Two: Self-evaluation and capacity to self-improve in relation to leadership and teaching and learning**

Step two consists of a judgement (A–D) based on the school's capacity to self-improve. Schools where the judgement is A show the greatest capacity to improve, along with the ability to support other schools. Those where the judgement is D require the most support. The process of coming to a judgement on the school's capacity to bring about improvement begins with the school's self-evaluation. This is discussed by the regional consortium's challenge adviser with the school's leaders and governors. The judgement should reflect the considered view of the Headteacher, governors and the challenge adviser and be supported by evidence. Learners' performance and the judgement about the capacity to improve should be closely aligned.

This judgement indicates the degree of confidence in the school's capacity to drive forward its own improvement. As such, it is a key element in the decision about the level of support the school will require at step three. The national system is intended to strengthen schools' capacity to bring about their own improvement and to contribute to system-wide change.

Challenge advisers should be assured that all school leaders use performance data robustly and effectively. This includes governors, Headteachers, middle leaders and subject leaders. There must be evidence of the effective and timely use of accurate data at individual learner, class, group, cohort, subject and whole-school level, including careful consideration of ALN and eFSM learners.

## **Step 3: The Categorisation and level of support, challenge and intervention**

The outcomes of step one and step two will be combined to determine the school's support category (step three of the process). The final categorisation will be based on a colour coding system and this will be discussed with the school and agreed with the local authority. The categorisation colour indicates the level of support a school requires – green, yellow, amber or red (with the schools in the green category needing the least support and those in the red category needing the most intensive support). Each school will receive a tailored programme of support, challenge and intervention based on this category. The support category along with the outcomes for step one and step two are published annually on the My Local School website (<http://mylocalschool.wales.gov.uk>).

The level of support available for each category is as follows:

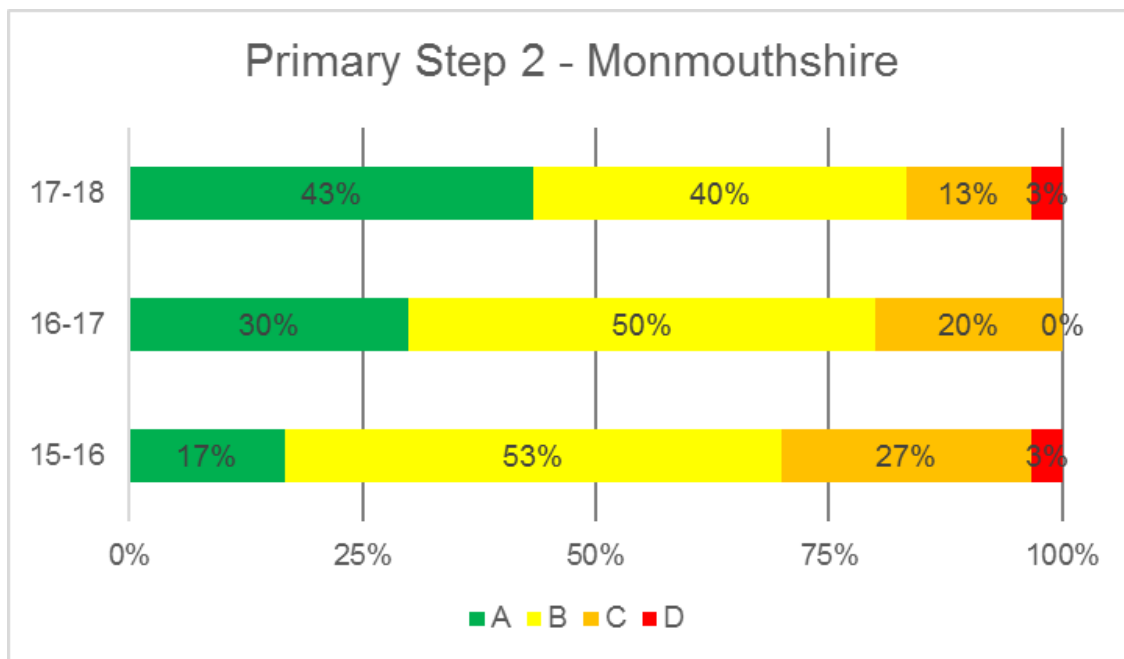
- Green support category - A school in this category will receive up to 4 days of challenge adviser time.
- Yellow support category - A school in this category will receive up to 10 days of challenge adviser time.
- Amber support category - A school in this category will receive up to 15 days of challenge adviser time.
- Red support category - A school in this category will receive up to 25 days of challenge adviser time.

Each challenge adviser will determine the nature of the bespoke support package to be provided to each school according to need.

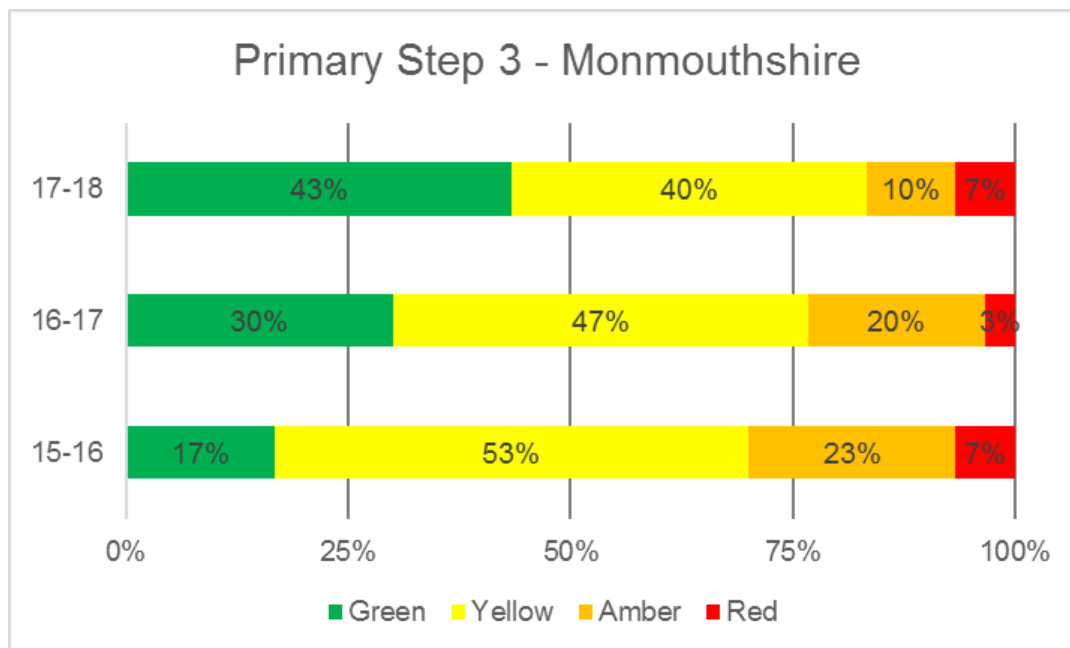
Primary School Categories 2017/18

There are no national averages readily available for Step 1 and Step 2 data, and no Step 1 data used for categorisation this year. The chart below shows that during the past three years, the proportion of schools in the green category has increased for Step 2, and is now 43%.

		Numbers of Schools				Percentage of Schools			
		Red	Amber	Yellow	Green	Red	Amber	Yellow	Green
Step 3	15-16	2	7	16	5	7%	23%	53%	17%
	16-17	1	6	14	9	3%	20%	47%	30%
	17-18	2	3	12	13	7%	10%	40%	43%
Step 2	15-16	1	8	16	5	3%	27%	53%	17%
	16-17	0	6	15	9	0%	20%	50%	30%
	17-18	1	4	12	13	3%	13%	40%	43%
Step 1	15-16	0	4	12	14	0%	13%	40%	47%
	16-17	0	2	11	17	0%	7%	37%	57%



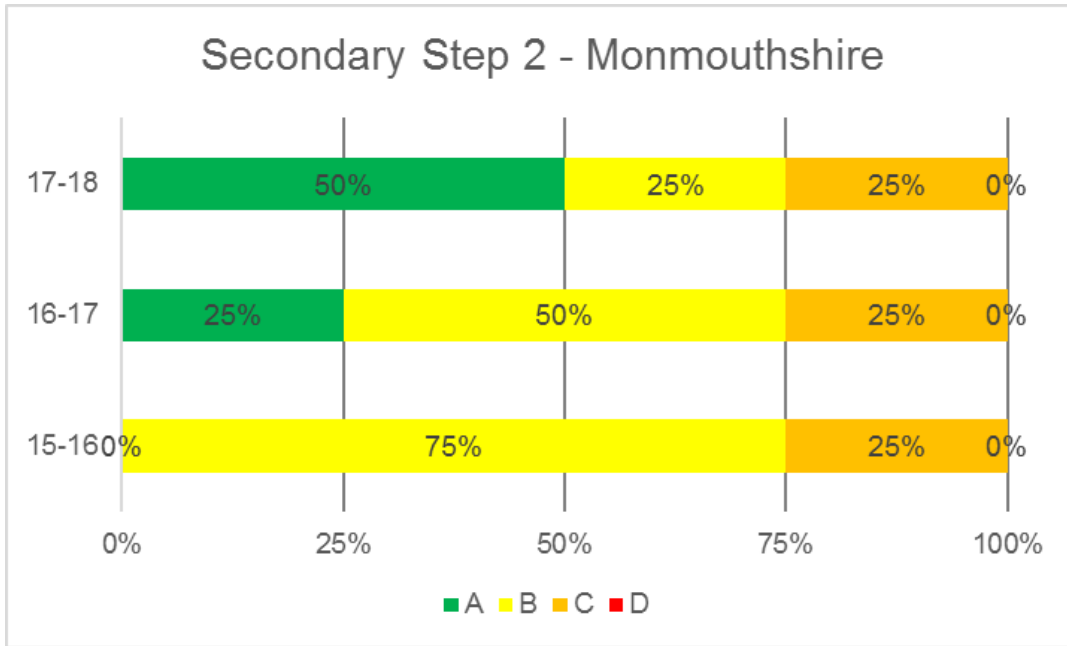
At Step 3, the proportion of schools in the green category is below the regional but above the national average, and the proportion in the red category is above both the regional and national averages, although this only relates to two schools.



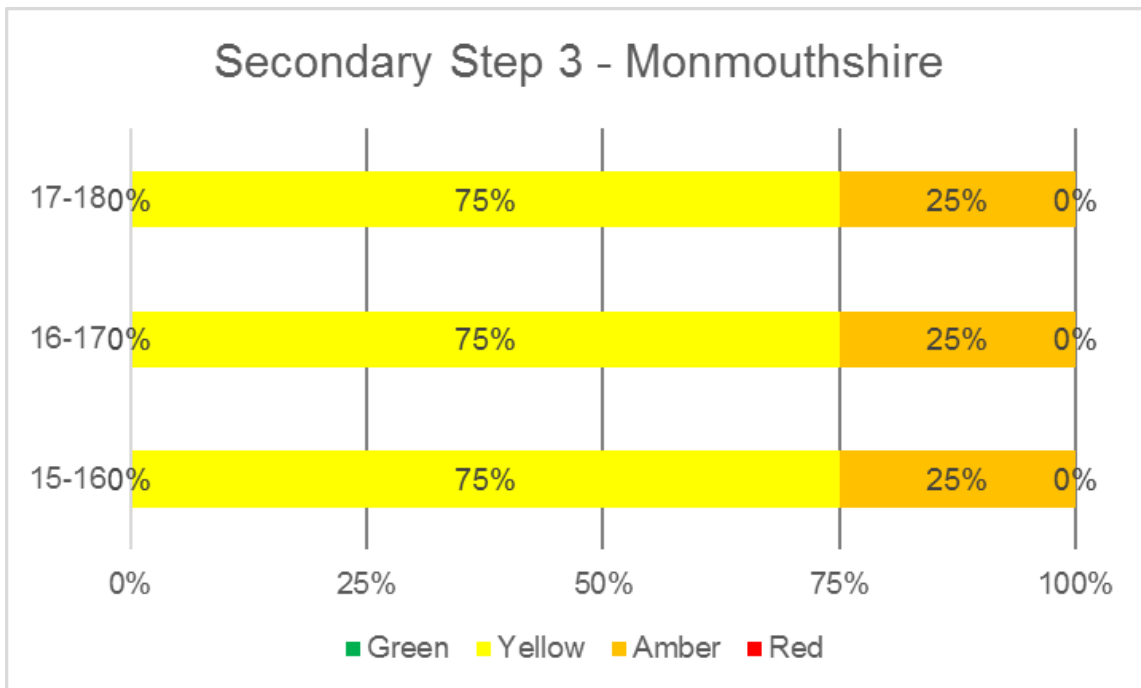
#### Secondary School Categories 2017/18

The charts below show that during the past three years, the proportion of schools in the green category has increased for Step 2. As there are only 4 secondary schools in Monmouthshire, this increase relates to two schools.

		Numbers of Schools				Percentage of Schools			
		Red	Amber	Yellow	Green	Red	Amber	Yellow	Green
Step 3	15-16	0	1	3	0	0%	25%	75%	0%
	16-17	0	1	3	0	0%	25%	75%	0%
	17-18	0	1	3	0	0%	25%	75%	0%
Step 2	15-16	0	1	3	0	0%	25%	75%	0%
	16-17	0	1	2	1	0%	25%	50%	25%
	17-18	0	1	1	2	0%	25%	25%	50%
Step 1	15-16	0	1	2	1	0%	25%	50%	25%
	16-17	0	0	3	1	0%	0%	75%	25%



For Step 3, there are no secondary schools in the green category, but equally there are no schools in the red category. Three schools are yellow and one is amber.



**Annex 1 – Monmouthshire School Categorisation 2017/18 Academic Year**

School name	Step 2	Step 3
Archbishop Rowan Williams CIW School	B	Yellow
Caldicot School	A	Yellow
Cantref Primary School	A	Green
Castle Park Primary School	C	Amber
Chepstow Comprehensive School	C	Amber
Cross Ash C.P. School	B	Yellow
Deri View Primary School	B	Yellow
Dewstow Primary School	B	Yellow
Durand Primary School	B	Yellow
Gilwern C.P. School	A	Green
Goytre Fawr Primary School	A	Green
King Henry VIII Comprehensive	A	Yellow
Kymin View Primary	B	Yellow
Llandogo C.P. School	B	Yellow
Llanfihangel Crucorney C.P. School	A	Green
Llanfoist Fawr Primary School	A	Green
Llantilio Pertholey CIW Primary School	C	Red
Magor V.A. Primary School	D	Red
Monmouth Comprehensive School	B	Yellow
Monmouth PRU	B	Yellow
Mounton House	C	Amber
Osbaston CIW Primary School	A	Green
Our Lady & St Michael's School	C	Amber
Overmonnow C.P. School	B	Yellow
Pembroke Primary School	B	Yellow
Raglan V.C. Primary School	C	Amber
Rogiet C.P. School	B	Yellow
Shirenewton Primary School	A	Green
St Mary's R.C. Primary School	A	Green
The Dell Primary School	A	Green
Thornwell Primary School	A	Green
Trellech C.P. School	A	Green
Undy C.P. School	B	Yellow
Usk CIW Primary School	A	Green
Ysgol Gymraeg Y Fenni	A	Green
Ysgol Gymraeg Y Ffin	B	Yellow

**SUBJECT: 30 HOUR FREE CHILDCARE OFFER**

**MEETING: JOINT SELECT COMMITTEE**

**DATE: 20<sup>TH</sup> MARCH 2018**

**DIVISION/WARDS AFFECTED: ALL**

**1. PURPOSE:**

To provide details of the 30 Hour Free Childcare Offer and the proposed timetable for implementation.

**2. RECOMMENDATIONS:**

The Children and Young People Select Committee scrutinise:

- the plans presented to implement the Childcare Offer from September 2018 (or as soon after this date as Welsh Government permit).
- the rollout the Childcare Offer in all areas of Monmouthshire simultaneously.
- the suggested changes to the staffing structure within the Early Years team in order to deliver and administer the Childcare Offer.

**3. KEY ISSUES:**

- 3.1 The Welsh Government have committed to full implementation of the Childcare Offer by September 2020.
- 3.2 There are seven local authorities that have implemented the Childcare Offer in parts of their LA from September 2017; these are Caerphilly, Blaenau Gwent, Swansea, Rhondda Cynon-Taff, Flintshire and Anglesey working in partnership with Gwynedd.
- 3.3 Budget permitting, the Welsh Government would like to see as many local authorities as possible coming on board over the next two years, prior to full implementation in September 2020.
- 3.4 The bid that was submitted by Monmouthshire in January 2018 was to become an Early Implementer in September 2018 and to rollout the Childcare Offer in all areas of Monmouthshire simultaneously (see appendix 3). Initial discussions with Welsh Government were positive and they were of the same opinion that it seemed to make sense to bring the whole authority on board at the same time, based on the relatively low number of 3 and 4 year olds we have in Monmouthshire.

- 3.5 The Childcare Offer is 30 hours a week of free early education and childcare for eligible working parents of 3 and 4 year olds, for up to 48 weeks of the year. The 30 hours will consist of a combination of the existing Foundation Phase Nursery (FPN) provision open to all 3 and 4 year olds and the additional funded childcare for eligible families.
- 3.6 Parents will become eligible the term following their child's 3<sup>rd</sup> birthday until they commence full time education. In order to be eligible, both parents, or the sole parent in a lone parent family, must earn at least equivalent to 16 hours a week at National Minimum Wage or National Living Wage, and no more than £100,000 per parent.
- 3.7 The childcare can be accessed in any setting that is registered with CIW (or Ofsted if the setting is in England). During term time, 10 hours are allocated for early education and this must be taken up at either an LA maintained nursery or an approved non-maintained provider of early education.
- 3.8 There are currently 12 LA maintained nurseries and 28 approved non-maintained providers of early education in Monmouthshire. Take up of places in the summer term is usually between 76% and 80% and there are currently surplus places in all areas of the county.
- 3.9 The Childcare Sufficiency Assessment completed in March 2017 (see appendix 5) suggested that there are sufficient childcare places to meet the current demand and highlighted any gaps in provision. Out of School Childcare Grant funding has been allocated to address these issues and to develop additional childcare provision.

#### **4. OPTIONS APPRAISAL**

- 4.1 The option is not to consider whether or not the 30 hour free Childcare Offer will be available in Monmouthshire, as Welsh Government have already committed to offering this throughout Wales by September 2020.

The options are:

1. To become an early implementer and roll out the Childcare Offer throughout Monmouthshire in September 2018.
  2. To become an early implementer and roll out the Childcare Offer gradually, only bringing a few areas on board in September 2018.
  3. To wait until full roll out of the Childcare Offer in September 2020.
- 4.2 Most childcare providers are keen to move forward in relation to the Childcare Offer as the general consensus is that it will have a positive impact on their setting, particularly in relation to take up of places and sustainability.



- 4.3 We have already had numerous enquiries from parents, particularly since September 2017 when the Childcare Offer became available in England and roll out commenced in some Welsh authorities.
- 4.4 If we choose to roll out the Childcare Offer gradually, this is not going to be popular with parents living in areas where it is not available. This will also increase the administrative burden in relation to checking post codes and explaining to parents why it is not yet available in their area.
- 4.5 There are approximately 900 children in each year group and not all of these would have working parents that are eligible for the Childcare Offer. Based on these relatively low numbers, it would not be helpful to roll out only in some areas of Monmouthshire as there wouldn't be sufficient take up of places to meet the Welsh Government's targets and to carry out meaningful evaluation.
- 4.6 If we wait until full roll out in September 2020, there is likely to be a reduction in the administration funding as they will expect us to use processes and systems set up by Early Implementer Local Authorities.
- 4.7 Taking all of this into consideration, option 1 - To become an early implementer and roll out the Childcare Offer throughout Monmouthshire in September 2018, seems to be the preferable option.

## **5. EVALUATION CRITERIA**

See appendix 1.

## **6. REASONS:**

- 6.1 The Welsh Government is keen for as many Local Authorities as possible to come on board over the next 12 months, prior to full rollout.
- 6.2 Parents are eager for the Childcare Offer to be made available in Monmouthshire as the cost of childcare has been identified as a barrier for working parents.
- 6.3 Childcare providers are fully informed and most would welcome early implementation of the Childcare Offer as it is likely to improve take up of places.
- 6.4 The Childcare Sufficiency Assessment suggests that we have sufficient places to meet the increased demand for places.
- 6.5 Overall, it is felt that the Childcare Offer will have a positive impact on both parents and childcare providers. In addition, it is hoped that the wealth that this generates will have a positive impact on the economy as a whole.
- 6.6 There are no obvious negative impacts to mitigate against.

6.7 Although there are resource implications, the Childcare Offer will be fully funded by the Welsh Government.

## 7. RESOURCE IMPLICATIONS:

In order to implement and deliver the Childcare Offer in Monmouthshire there will need to be an increase in staffing within the Early Years team.

The current structure is:

Post	Scale	Hours	Salary	On Costs	Total Cost
Early Years Manager	SCP 40	37	35,444	11,342	46,786
Childcare Development Officer	SCP 26	18.5	10,934	3,390	14,324
Family Information Officer	SCP 29	14.8	10,380	2,491	12,871
Early Years Officer	SCP 20	18.5	9,715	2,332	12,047
<b>TOTAL</b>			<b>66,473</b>	<b>19,555</b>	<b>86,028</b>

The proposed structure would be:

Post	Scale	Hours	Salary	On Costs	Total Cost
Early Years Manager	SCP 40	37	35,444	11,342	46,786
Childcare Development Officer	SCP 26	37	21,868	6,779	28,647
Family Information Officer	SCP 29	37	25,950	6,228	32,178
Early Years Officer	SCP 20	18.5	9,715	2,332	12,047
<b>TOTAL</b>			<b>92,977</b>	<b>26,681</b>	<b>119,658</b>

This is a possible increase of £33,630 per annum.

In addition, there will need to be an investment in a database and IT systems.

Welsh Government have confirmed that they will be providing the Local Authority with a grant to cover the cost of administration but it is not yet clear what the value of this grant will be. In 2017-18 the Early Implementer Local Authorities received £83,000 for the administration of the Childcare Offer.

## 8. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING):

See appendix 2.

## 9. CONSULTEES:

The following have been consulted with in relation to implementation of the Childcare Offer:

- Approved Non-Maintained Providers of Early Education
- Early Years Development and Childcare Partnership (EYDCP)
- CYP DMT

## 10. BACKGROUND PAPERS:

Further Rollout of the Childcare Offer (appendix 3)  
Childcare Offer Summary (appendix 4)  
Monmouthshire Childcare Sufficiency Assessment 2017 (appendix 5)

**11. AUTHOR:**

Sue Hall

**12. CONTACT DETAILS:**

Tel: 01633 644461

E-mail: [susanhall@monmouthshire.gov.uk](mailto:susanhall@monmouthshire.gov.uk)



## 30 HOUR FREE CHILDCARE OFFER BRIEFING PAPER

### 1. KEY ISSUES:

- 1.1 The Welsh Government have committed to full implementation of the Childcare Offer by September 2020.
- 1.2 There are seven local authorities that have implemented the Childcare Offer in parts of their LA from September 2017; these are Caerphilly, Blaenau Gwent, Swansea, Rhondda Cynon-Taff, Flintshire and Anglesey working in partnership with Gwynedd.
- 1.3 Budget permitting, the Welsh Government would like to see as many local authorities as possible coming on board over the next two years, prior to full implementation in September 2020.
- 1.4 The bid that was submitted by Monmouthshire in January 2018 was to become an Early Implementer in September 2018 and to rollout the Childcare Offer in all areas of Monmouthshire simultaneously (see appendix 3). Initial discussions with Welsh Government were positive and they were of the same opinion that it seemed to make sense to bring the whole authority on board at the same time, based on the relatively low number of 3 and 4 year olds we have in Monmouthshire.
- 1.5 The Childcare Offer is 30 hours a week of free early education and childcare for eligible working parents of 3 and 4 year olds, for up to 48 weeks of the year. The 30 hours will consist of a combination of the existing Foundation Phase Nursery (FPN) provision open to all 3 and 4 year olds and the additional funded childcare for eligible families.
- 1.6 Parents will become eligible the term following their child's 3<sup>rd</sup> birthday until they commence full time education. In order to be eligible, both parents, or the sole parent in a lone parent family, must earn at least equivalent to 16 hours a week at National Minimum Wage or National Living Wage, and no more than £100,000 per parent.
- 1.7 The childcare can be accessed in any setting that is registered with CIW (or Ofsted if the setting is in England). During term time, 10 hours are allocated for early education and this must be taken up at either an LA maintained nursery or an approved non-maintained provider of early education.

- 1.8 There are currently 12 LA maintained nurseries and 28 approved non-maintained providers of early education in Monmouthshire. Take up of places in the summer term is usually between 76% and 80% and there are currently surplus places in all areas of the county.
- 1.9 The Childcare Sufficiency Assessment completed in March 2017 (see appendix 5) suggested that there are sufficient childcare places to meet the current demand and highlighted any gaps in provision. Out of School Childcare Grant funding has been allocated to address these issues and to develop additional childcare provision.

## 2. RESOURCE IMPLICATIONS:

In order to implement and deliver the Childcare Offer in Monmouthshire there will need to be an increase in staffing within the Early Years team.

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The proposed structure would be:

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This is a possible increase of £33,630 per annum.

In addition, there will need to be an investment in a database and IT systems.

Welsh Government have confirmed that they will be providing the Local Authority with a grant to cover the cost of administration but it is not yet clear what the value of this grant will be. In 2017-18 the Early Implementer Local Authorities received £83,000 for the administration of the Childcare Offer.

**3. AUTHOR:**

Sue Hall  
Early Years Manager

**4. CONTACT DETAILS:**

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E-mail: [susanhall@monmouthshire.gov.uk](mailto:susanhall@monmouthshire.gov.uk)

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<b>Title of Report:</b>	<b>30 Hour Free Childcare Offer</b>
<b>Date decision was made:</b>	<b>20<sup>th</sup> March 2018</b>
<b>Report Author:</b>	<b>Sue Hall</b>

<b>What will happen as a result of this decision being approved by Cabinet or Council?</b>
A funding agreement will be drawn up and childcare providers will be encouraged to sign up.
Posters and information leaflets will be designed to advertise the Childcare Offer.
Free childcare will be available for eligible parents of children aged 3-4 years from September 2018. Application process will be open from June 2018.

<b>What benchmarks and/or criteria will you use to determine whether the decision has been successfully implemented?</b>
Take up of the Childcare Offer will be monitored monthly and reported to Welsh Government.
Impact on the take up of Foundation Phase Nursery places will also be monitored and reported to the Early Years Development & Childcare Partnership (EYDCP).

<b>What is the estimate cost of implementing this decision or, if the decision is designed to save money, what is the proposed saving that the decision will achieve?</b>
The Childcare Offer will be fully funded by Welsh Government, including the administration costs.

Any other comments

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monmouthshire  
sir fynwy

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

<p><b>Name of the Officer</b> Sue Hall</p> <p><b>Phone no:</b> 01633 644461 <b>E-mail:</b> <a href="mailto:susanhall@monmouthshire.gov.uk">susanhall@monmouthshire.gov.uk</a></p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>To implement the 30 hour free Childcare Offer throughout Monmouthshire from September 2018.</p>
<p><b>Name of Service</b> CYP Standards – Early Years</p>	<p><b>Date Future Generations Evaluation</b> 11<sup>th</sup> March 2018</p>

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



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




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Offering free childcare for working parents will enable and encourage people to return to work sooner after having children. Families will be more</p>	<p>Implementing the Childcare Offer early will allow more families to benefit from this, hence extending the positive impact still further.</p>



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
People can fulfil their potential no matter what their background or circumstances	income, as eligibility is based on the national minimum wage or national living wage.	

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>Childcare Sufficiency Assessment illustrated that we have sufficient childcare to meet the current demand but also considered any likely gaps in the future once the Childcare Offer is implemented.</p>	<p>Any new school builds or adaptations to school buildings should consider the need for wrap around childcare.</p> <p>Budget proposals for the Out of School Childcare Grant 2018-19 will include development of additional childcare places to meet future demand, particularly in relation to holiday provision.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The Early Years Manager has been doing work for the Welsh Government one day a week since May 2017 as a Foundation Phase Nursery Adviser. The focus of this work has been looking at the possible impact that the Childcare Offer will have on the Foundation Phase Nursery Provision and highlighting examples of good practice.</p> <p>Collaboration has also taken place with counterparts in SEWC, particularly Blaenau Gwent and Caerphilly who have already implemented the Childcare Offer in parts of their county, to learn from their experience.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p data-bbox="136 480 297 507">Involvement</p> <p data-bbox="349 256 517 440">Involving those with an interest and seeking their views</p>	<p data-bbox="544 256 1328 480">Childcare providers have been consulted with regularly in relation to the Childcare Offer and their views and concerns have been fed back to Welsh Government. On the whole, they are keen to see the Childcare Offer implemented in Monmouthshire as soon as possible as they feel it will have a positive impact on their settings.</p>	<p data-bbox="1350 256 2096 352">As soon as the decision has been taken to implement the Childcare Offer, an information event will be held with childcare providers to ensure they are kept informed.</p>
 <p data-bbox="136 759 297 786">Prevention</p> <p data-bbox="349 520 517 815">Putting resources into preventing problems occurring or getting worse</p>		
 <p data-bbox="136 1102 297 1129">Integration</p> <p data-bbox="349 860 517 1118">Considering impact on all wellbeing goals together and on other bodies</p>		

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

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

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?

Safeguarding	<i>No impact</i>	<i>No impact</i>	<i>No impact</i>
Corporate Parenting	<i>No impact</i>	<i>No impact</i>	<i>No impact</i>

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

Childcare Sufficiency Assessment 2017-22

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

The positive impact is that parents will be able to return to work sooner or increase the number of hours they work as childcare will no longer be a barrier. There are no real negative impacts, hence the decision to implement the Childcare Offer as soon as possible.

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

What are you going to do	When are you going to do it?	Who is responsible	Progress
Cabinet decision	2 <sup>nd</sup> May 2018	Sue Hall	

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

<b>The impacts of this proposal will be evaluated on:</b>	March 2019 reported to CYP DMT, EYDCP & Welsh Government
-----------------------------------------------------------	----------------------------------------------------------



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

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
1.0	CYP Select Committee	20 <sup>th</sup> March 2018	

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Llywodraeth Cymru  
Welsh Government

# **The Childcare Offer for Wales**

## **Information Request Pro-forma to Inform Further Roll-out**

<b>Local Authority:</b>	Monmouthshire County Council
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<b>Department Leading on Childcare:</b>	Early Years Section Children & Young People's Directorate
<b>Lead Contact Name:</b>	Sue Hall
<b>Lead Contact Email Address:</b>	SusanHall@monmouthshire.gov.uk
<b>Lead Contact Telephone Number:</b>	01633 644461
<b>Alternative Contact Name:</b>	Sian Hickey
<b>Alternative Contact Email Address:</b>	SianHickey@monmouthshire.gov.uk
<b>Alternative Contact Telephone Number:</b>	07970 108677

<b>Regional Education Consortia:</b>	South East Wales Consortium (EAS)
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**If you have any queries on any aspect of completing this form then please email them to [TalkChildcare@gov.wales](mailto:TalkChildcare@gov.wales).**

**Section 1 – Delivery of the Childcare Offer**

It is unlikely we will be able to deliver the offer in your whole local authority area. We are therefore asking you to indicate which areas you would choose first and why. These areas will eventually need to be agreed through your local democratic processes, prior to any final Ministerial decisions being taken in respect of further roll out. We have learnt from the local authorities that are already delivering the Offer that a clear rationale for choosing which areas to pilot the offer is essential and this enables political consensus and supports communications with stakeholders.

**1.1 Please list the electoral wards within your local authority in the order in which you would plan to roll-out the Childcare Offer.**

Monmouthshire’s Well Being Needs Assessment and Childcare Sufficiency Assessment (CSA) divided the authority into five areas based around the main towns with their surrounding areas. In order to ensure consistency, it makes sense to use these areas for the roll-out of the Childcare Offer.

The order in which the Childcare Offer would be rolled out within Monmouthshire is as follows:

- Monmouth
- Chepstow
- Usk & Raglan
- Caldicot
- Abergavenny

The estimated population of 3-4 year olds in each of these areas between September 2018 and August 2019 is as follows:

- Monmouth - 192
- Chepstow - 383
- Usk & Raglan - 86
- Caldicot - 320
- Abergavenny – 280

Further work is underway to calculate the percentage of working parents in each of these areas, in order to estimate the number of families that would be eligible for the Childcare Offer.

**1.2 Please provide the rationale for why you have prioritised the electoral wards in this way?**

Monmouthshire is on the border with England and we have received a number of requests regarding the Childcare Offer from families in these bordering areas, as many of them work in England or have friends and family that are taking advantage of the English offer.

	<p>Both Monmouth and Chepstow border with England, which is why these areas have been prioritised.</p> <p>Following this, we have ranked the remaining areas based on the percentage of working parents. We have prioritised the areas where there is a higher percentage of working parents as we would assume there would be relatively high take up of the Childcare Offer in these areas. There are already a number of families accessing childcare to wrap around their FPN provision in these areas, so we know that there is a need and that there appears to be sufficient childcare available to meet this need.</p>
<p><b>1.3 What is the mix of childcare provision that parents in these electoral wards would like to access?</b></p>	<p>There are currently a mix of Local Authority Nursery classes and non-maintained settings providing early education throughout Monmouthshire, apart from the central region of Usk &amp; Raglan where there is only provision within the non-maintained sector. The majority of these non-maintained settings are registered as day care and are already providing childcare to wrap around the early education entitlement. There are also non-approved settings and childminders in these areas that are not able to offer early education but they can provide wrap around childcare; many of these are already doing so and will collect or drop off from the education providers.</p>
<p><b>1.4 Do you believe there is sufficient formal childcare available to meet the needs of parents?</b></p>	<p>The most recent Childcare Sufficiency Assessment suggested that there were no areas with significant gaps in childcare for children aged 3-4 years; the main gap related to childcare during school holidays and the unmet demand was predominantly for school aged children. The other issue highlighted by the CSA was a lack of Welsh medium provision, particularly full day care. This is still an area for development, however we have relocated Cylch Meithrin Y Fenni in the north of the county so they have been able to extend their opening hours to provide wrap around childcare for the Welsh medium maintained FPN provision; we have also developed non-maintained wrap around childcare on the site of the Welsh school in the south of the county that currently offers FPN provision.</p> <p>We are anticipating an increase in take up of childcare once parents can access this provision at no cost; however, there are surplus places currently so we believe there is sufficient formal childcare in Monmouthshire to meet the needs of parents.</p>

<p><b>1.5 What evidence do you have of demand for Welsh-medium provision in these electoral wards?</b></p>	<p>As mentioned in 1.4, the recent Childcare Sufficiency Assessment did highlight Welsh medium provision as a significant gap, particularly in relation to full day care. Progress has already been made to address this issue, as listed above, and further developments are planned.</p> <p>Nevertheless, the CSA suggests that there is very little demand for Welsh medium provision in Monmouth and Chepstow, particularly in wards that border with England.</p>
<p><b>1.6 Is there currently sufficient Welsh-medium provision in these electoral wards to meet this demand?</b></p>	<p>There is currently no Welsh medium childcare provision specifically within these areas; however, there are no Welsh medium schools in these areas either. There are surplus places in Welsh medium maintained and non-maintained settings in neighbouring areas that could be accessed, if needed.</p>
<p><b>1.7 What effect would an increased demand for Welsh-medium provision, as a result of introducing the Offer, have in these electoral wards?</b></p>	<p>An increase in demand for Welsh medium provision would be beneficial to us as it would enable us to develop sustainable Welsh medium provision, which is a target on our CSA Action Plan and our WESP. We are working closely with Mudiad Meithrin to monitor this demand and to promote the benefits of Welsh medium education. In the first instance, we are supporting the Cylch Ti a Fi to strengthen and develop this provision in order to have sufficient demand to develop a cylch meithrin which is sustainable. We are also providing Welsh courses for staff to ensure the workforce is not a barrier to developing this provision, as it has been in the past.</p>
<p><b>1.8 Are the electoral wards served by a Welsh-medium primary school to facilitate progression between Welsh-medium childcare and Welsh-medium statutory education?</b></p>	<p>There is no Welsh medium primary school in these areas but transport is provided to the Welsh medium primary schools in neighbouring areas.</p> <p>The existing Welsh medium childcare provision has been developed on the site of the Welsh medium primary schools, in order to facilitate progression between Welsh medium childcare and Welsh medium statutory education.</p>

**Section 2 – Governance.**

Strong governance arrangements and political buy-in are key to delivering the Childcare Offer.

**2.1 What governance arrangements do you propose to oversee the development and delivery of the Childcare Offer?**

Rolling out the Childcare Offer using the areas defined by the Well Being Needs Assessment will assist with gaining political buy-in as councillors are familiar with dividing the authority in this manner and the differing demographics and needs of each of these areas.

The Early Years Development and Childcare Partnership (EYDCP) will act as the steering group for the Childcare Offer and they will oversee the development and delivery of the offer. The Directorate Management Team will also receive regular updates so that the wider team will be aware of the Childcare Offer and will have the opportunity to raise any concerns they may have and to contribute towards the development of the offer in Monmouthshire. In addition, a working group will be set up including representatives from Early Years, IT, School Access Unit and Finance to support the implementation of the Childcare Offer in Monmouthshire.

**2.2 How quickly could you establish any new governance arrangements?**

The EYDCP have been kept informed of the development and implementation of the Childcare Offer so they are already familiar with the details of this offer and possible issues related to implementing the offer in Monmouthshire have already been discussed. The EYDCP also oversee the Childcare Sufficiency Assessment and Action Plan so they are aware of any potential childcare gaps in childcare provision and the progress that has been made to meet these gaps and further developments that are planned. Therefore, it would be a matter of continuing this work rather than having to establish new governance arrangements.

Preliminary meetings have already taken place with colleagues in Early Years, IT and School Access Unit so they have an understanding of the Childcare Offer and have contributed towards the developments made to date and the proposals for rolling it out.

Following submission of this proposal, a cabinet report will be produced to inform councillors and to seek political approval.



**Section 3 - Resources to administer the Offer**

The Welsh Government provides a grant for administrating the Childcare Offer. One of the lessons coming from those local authorities that are administrating and delivering the childcare offer is the need for strong internal links between the childcare team and other departments within the local authority, particularly: IT; finance; audit; education; Family Information Service; and social care.

**3.1 Please outline the staffing structure that you would propose to develop and deliver the Childcare Offer.**

The Early Years team in Monmouthshire is based within the Children & Young People’s Directorate and is directly managed by the Head of School Improvement. Early Years encompasses FPN education, childcare and the Family Information Service and we work closely with the School & Student Access Unit and the ALN Section to ensure smooth transition between childcare and education. We also have good links with IT, finance, audit and social care.

At present it is a very small team made up as follows:

- Early Years Manager
- Early Years Officer (P/T)
- Early Years & Childcare Development Officer
- Family Information Officer (P/T)
- Early Years ALN Liaison Officer (P/T)

In order to deliver the Childcare Offer we would need to develop this team to include a full time Administrative & Finance Officer and another Development Officer, as well as possibly increasing the ALN Liaison Officer post to full time.

**3.2 Please outline how you would enable on-line applications for parents?**

School admissions is already available on-line and we are considering processing school nursery admissions in the same way in the near future.

We are currently looking into various database options and the ability to enable on-line applications for the Childcare Offer for parents is one of our priorities. In the short term, application forms and supporting information will be made available through the FIS website and the MCC website and parents will be able to complete and submit applications electronically.

<p><b>3.3 Can you outline the data protection arrangements within your local authority and how these would be applied to the delivery of the Childcare Offer?</b></p>	<p>Each member of the team has undertaken Data Protection training and we have attended awareness raising sessions for the GDPR, which will come into place in May 2018.</p> <p>Existing data protection arrangements are already in place such as acquiring parental permission to share data and following guidelines in relation to timescales and purposes for storing personal data. Safety measures to protect data are followed including keeping paper records in locked cupboards, password protecting documents and using secure email, if required. The same data protection arrangements would be applied to the delivery of the Childcare Offer.</p>
<p><b>3.4 Would you be prepared to pay childcare providers in advance for delivering the Childcare Offer? How would you achieve this?</b></p>	<p>The majority of childcare providers, apart from childminders, are already set up as suppliers on our creditors system so payments can be processed quickly and easily.</p> <p>We already pay our non-maintained FPN providers termly in advance so it would be possible to continue this practice for the delivery of the Childcare Offer. These processes could easily be developed to enable monthly payments in advance and clawback of overpayment, if necessary.</p>
<p><b>3.5 What monitoring systems do you have in place for Foundation Phase Nursery (Early Education)? How would you report on the number of Foundation Phase Nursery hours a child actually uses?</b></p>	<p>The Early Years Team are responsible for approving non-maintained FPN providers and monitoring their compliance with the Service Level Agreement, as well as processing Early Education funding. Monitoring of places is carried out termly to ensure there are sufficient places in each of the areas of Monmouthshire and to monitor take up of these places.</p> <p>We have robust systems in place for recording the actual take up of FPN provision per child so it is possible to report on the number of FPN hours being used in Monmouthshire. This information could be provided on a termly or annual basis per setting and per area, as well as Monmouthshire as a whole. We can easily identify children not accessing their full entitlement of 10 hours (5 sessions) per week, as well as those children that are accessing their entitlement at more than one setting.</p>

**Section 4 – Foundation Phase Nursery**

The Childcare Offer is comprised of the child’s existing entitlement to Foundation Phase Nursery (FPN) provision and childcare. It is important that the offer is delivered in a way that support parents’ ability to access both, without compromising either.

**4.1 How many hours of FPN provision do children in your authority receive?**

If a child attends a maintained setting, they receive 12.5 hours a week of funded FPN provision (2.5 hours per day) and they are expected to attend for all 5 sessions.

If a child attends an approved non-maintained setting, they receive a maximum of 10 hours funded FPN provision a week (2 hours per day) but there is far more flexibility; for instance, there is no minimum take up and provision can be accessed at more than one setting, including settings in neighbouring authorities.

There are currently 12 maintained settings in Monmouthshire providing 690 FPN places and 28 non-maintained settings providing 977 places. Take up of places has been fairly evenly spread between the two sectors for a number of years with an average of 45% of children taking up their provision in the maintained sector and 55% in the non-maintained.

**4.2 Is the approach to delivery of FPN consistent across the authority? If not, please outline the differences highlighting how this would affect the electoral wards prioritised under section 1.**

The delivery of FPN provision is consistent across the authority and there are no differences in provision for 3 year olds and 4 year olds. The only inconsistency is the difference in provision between the maintained and non-maintained settings, as detailed above.

Maintained and non-maintained settings are spread fairly evenly across the local authority, apart from the Usk & Raglan area where there is no maintained FPN provision. I wouldn’t expect this to have any effect on the roll-out of the Childcare Offer.

**4.3 How might you deliver FPN provision differently in order to make it more accessible for parents to access both the FPN and the childcare elements of**

Monmouthshire is already very flexible in the delivery of FPN provision. There are no catchment schools / settings for FPN and parents are able to choose where they send their children to best meet their needs. There are a range of childcare types approved to offer FPN provision including day nurseries,

<p><b>the offer?</b></p>	<p>playgroups and cylch meithrin.</p> <p>The 10 hours of FPN provision can be taken up at more than one setting within the non-maintained sector, including approved settings in neighbouring authorities. There is no minimum take up required to access funding, as there are in other local authorities.</p> <p>There is far less flexibility within the maintained sector, as children must access their full entitlement at one setting (either morning or afternoon sessions) and they are required to attend for 5 sessions a week. This is one area that we could look at in order to make it more accessible for parents.</p> <p>In terms of enabling parents to access both the FPN and the childcare elements of the offer, we already have a number of childcare settings located on school sites and childcare providers that will collect or drop off from local schools. Many of our approved non-maintained providers have already extended their hours to include wrap around childcare and several also offer childcare during some of the school holidays.</p>
<p><b>4.4 What monitoring systems do you have in place for FPN?</b></p>	<p>The Early Years Team are responsible for approving non-maintained FPN providers and monitoring their compliance with the Service Level Agreement, as well as processing Early Education funding. Monitoring of places is carried out termly to ensure there are sufficient places in each of the areas of Monmouthshire and to monitor take up of these places. If a need for additional FPN places is identified in a specific geographical area, expressions of interest are sought from existing childcare settings and support is provided to get them to the necessary standard to become an approved FPN provider.</p>
<p><b>4.5 Are you able to report on the number of FPN hours a child actually uses?</b></p>	<p>We have robust systems in place for recording the actual take up of FPN provision per child so it is possible to report on the number of FPN hours being used in Monmouthshire. This information could be provided on a termly or annual basis per setting and per area, as well as Monmouthshire as a whole. We can easily identify children not accessing their full entitlement of 10 hours (5 sessions) per week, as well as those children that are accessing their entitlement at more than one setting.</p>

### Section 5 – Special Educational Needs

We must make sure children with SEN can access the Childcare Offer and therefore need to know what are your current early years SEN arrangements and, if they don't already, could these be adapted to include 3 and 4 year old children.

**5.1 What current arrangements do you have to identify children 3 and 4 years old with SEN in your local authority?**

We currently employ a part-time Early Years ALN Liaison Officer who works closely with childcare settings to identify and support children aged 2-4 years with SEN. Referrals are made by health professionals such as child portage workers and health visitors, childcare settings and parents themselves. The Early Years ALN Liaison Officer will visit the child in the setting or at home to support with transition between settings and to provide advice to parents and childcare workers.

An Early Years ALN Panel meets half termly (6 times a year) to assess the needs of these children and to provide advice, signpost to relevant services and allocate funding or equipment, if appropriate, to support the child in the childcare setting.

If a child aged 3-4 years accesses their Foundation Phase Nursery Provision in a maintained setting (school nursery class) then the school are expected to use their delegated budget to support children with SEN and to submit a SAPRA (School Action Plus Resource Assist) if additional support is required.

**5.2 Could your existing arrangements adapted to facilitate children with SEN to access the Childcare Offer?**

This process is already in place for children from the age of 2 years so it wouldn't need to be adapted significantly to facilitate children with SEN to access the Childcare Offer. The only issues would be around funding and the capacity of the Early Years ALN Liaison Officer, as there may well be a need to work with more than one setting for an individual child.

If 1:1 support is required to enable a child with SEN to attend a setting, this is currently funded for a maximum of 10 hours a week (2 hours a day) for children aged 3-4 years in non-maintained settings, in line with their early education entitlement. Children aged 2-3 years and 3-4 year olds not accessing FPN provision are limited to 2 or 3 sessions a week.

	With the roll-out of the Childcare Offer, their entitlement would increase to 30 hours per week (6 hours a day) so there would need to be additional funding available to enable settings to meet the needs of these children for the additional hours of entitlement.
<b>5.3 Is there another way?</b>	We are currently working closely with colleagues in neighbouring authorities to develop a regional approach to SEN in the Early Years. Two of these authorities (Caerphilly and Blaenau Gwent) are early implementers of the Childcare Offer so we will take advice from them as to how this our existing systems can be developed to incorporate the Childcare Offer.

### **Section 6 – Regional /Joint Working**

We will expect any new local authorities coming on board wherever possible to work with existing early implementers in delivering the Offer, in order to build on best practice and to ensure economies of scale. These early implementers are: Anglesey and Gwynedd (working together), Flintshire, Swansea, Rhondda Cynon Taf, Caerphilly and Blaenau Gwent. In the event that this is not possible, we expect joint working with neighbouring local authorities within regional educational consortia given that Foundation Phase Nursery is a key component of the Childcare Offer.

<b>6.1 Which neighbouring local authorities do you propose to work with to deliver the Childcare Offer at full roll-out?</b>	In the South East Wales Consortium we have good relationships between the local authorities and we meet regularly as Early Education and Childcare leads. We are currently collaborating on a piece of work around ALN as part of the innovation work and the childcare offer is discussed in this context. I have already requested information from both Blaenau Gwent and Caerphilly in relation to how they have implemented the offer in their authorities and we are hoping to visit them to look at their administrative procedures, particularly in relation to their use of a database and how they check parents' eligibility.
<b>6.2 In the event that 6.1 isn't possible, which neighbouring local authorities do you propose to work with? Are there existing partnership arrangements in place?</b>	<p>We currently have cross border arrangements for Foundation Phase Nursery provision with six neighbouring local authorities – Newport, Torfaen, Blaenau Gwent, Powys, Herefordshire and Gloucestershire. We would expect these arrangements to continue and be developed further with the roll-out of the Childcare Offer.</p> <p>We have close links with Newport as we work in a very similar way and we attempt to offer parents as much flexibility as possible; therefore, there are</p>





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	<p>families sharing their Early Education entitlement between Monmouthshire and Newport settings.</p> <p>We are already in discussions with Ceredigion in respect of the possibility of purchasing their database, which is currently being developed to incorporate the Childcare Offer.</p> <p>We would expect these partnerships arrangements to continue and to be developed further in the future.</p>
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# Childcare Offer Early Implementers

## Quick Summary

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**To date the following decisions have been made on the offer:**

### **Summary of the offer**

30 hours a week of free early education and childcare for eligible working parents of 3 and 4 year olds, for up to 48 weeks of the year. The 30 hours will consist of a combination of the existing Foundation Phase Nursery (FPN) provision open to all 3 and 4 year olds and the additional funded childcare for eligible families.

### **How many hours of childcare?**

The offer is a maximum of 30 hours of combined education and childcare. The number of hours of childcare funded is calculated by using the current FPN provision within your local authority as a basis, so that no combined total exceeds 30 hours.

Parents are not required to access their early education entitlement as a prerequisite to them accessing the childcare element of the offer, however, their entitlement will include these hours whether they access them or not.

### **Who will deliver the Offer?**

All registered childcare settings are able to deliver the offer. The offer cannot be taken in any setting or with any person that is not registered with CSSIW (or Ofsted in England). Eligible parents will be allowed to take up their childcare in any registered childcare setting that suits their personal and family circumstance, whether inside or outside of county (including England), so long as the setting is a registered provider and has agreed to take part in the offer.

### **When can families access the Offer?**

The offer will begin from the term after a child's third birthday until they are offered a full time education place – aligning with the FPN provision.

Parents can take up the childcare offer at any point during this time period, so long as they are eligible to do so. Parents should be able to access the offer from whichever point they wish during that term, providing their child was eligible from the beginning of that term, or earlier. This includes parents who move into a pilot area or gain employment.

Children will no longer be eligible to take-up the childcare offer from the point at which they are offered a full time education place by their local authority.

### **Who can access the offer?**

**To access the childcare element of the offer parents and guardians must:**

- Live in a designated pilot area
- Be employed or self-employed and permanently reside in Wales. **Both parents must be** working in a two parent family, or the sole parent in a lone parent family;

- Earn a weekly minimum equivalent of 16 hours at the national minimum wage (NMW) or national living wage (NLW) (around £111 and £115 a week at the current 21-24 NMW and NLW rate respectively).

For the purpose of the pilots, parents will need to prove they are working a minimum of 16 hours a week, through their earnings. There will be no maximum earnings threshold for the pilots.

Where parents have separated but do not share equal custody of the child, the parent with primary custody will be eligible to take up the offer (if they meet the eligibility criteria). Where parents share equal custody **one** parent will need to be nominated as the lead parent for the offer.

Parents, guardians, step-parents and live-in partners will all need to meet the eligibility criteria in order for a child living within that household to be able to take up the Offer.

### **Temporary Exemption Period**

Should a parent fall out of eligibility, a temporary exemption period of 8 weeks will be granted during which they will be able to continue to access the offer.

### **Exceptions to Eligibility**

There are some circumstances in which parents will be able to access the offer when they don't meet the eligibility criteria, these are:

- where one or both parents are temporarily away from the workplace on statutory sick pay or are in receipt of statutory maternity/paternity pay;
- where one parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits or has substantial caring responsibilities based on specific benefits received for caring;
- newly self-employed parents;
- Kinship carers, family and friends carers who have taken responsibility for a child or step child who is not their own because:
  - the child has no parents or has parents who are unable to care for the child;
  - it is likely that the child would otherwise be looked after by a local authority because of concerns in relation to the child's welfare.

### **Is there a limit to the number of settings the offer can be accessed in, in any given day?**

The offer will allow children to access a maximum of two registered childcare setting in addition to their FPN setting in any given day.

During the holiday period a child may therefore access a maximum of two registered settings under the offer.

## **Are there limits to the days, the times of day and the amount of hours the offer can be accessed?**

For this year of the pilots, parent can access the childcare element of the offer on at any point they wish. However it is be the responsibility of the parent to find childcare providers who can accommodate their requirements.

## **Can parents accrue their hours?**

No, an accruals/banking system will not be put in place from September 2017 across all EILAs. Parents will be provided with a total of 30 hours a week of combined FPN provision and childcare with parents choosing how much of the 30 hours to take up. Any hours not used in a week will be lost.

## **What is the rate of pay for providers under the offer?**

All providers will receive a rate of £4.50 per hour for children receiving the offer. This rate excludes food. Provider can therefore charge additional fees to parents for food. However, this cannot exceed more than £7.50 per day. Providers can also charge for activities and transport, such as trips off site that incur an additional cost or pick up's/drop off's.

Providers cannot charge hourly top-up rates if they would normally charge more than £4.50 per hour.

The Welsh Government guidelines in respect of setting additional fees under the offer for a full day care session (approximately 10 hours) are that parents should not be charged more than £7.50 per day (this would include three meals at £2 per meal and 2 snacks at a charge of 75p per snack). For a half day session (approximately 5.5 hours) parents should not be charged more than £. (two meals at £2 per meal plus a snack at a charge of 75p per snack). For sessional care where a meal is not provided but children receive a snack, guidelines are that parents should not be charged more than 75p per day for snack provision.

## **How will the offer work outside of term time?**

The childcare offer will cover up to 48 weeks per year. Foundation Phase Nursery Provision is available for up to 39 weeks per year, therefore eligible parents will be able to access 30 hours of childcare for the remaining 9 weeks of the year.

Eligible parents can access their 9 weeks of holiday provision whenever they chose. However it is the parent's responsibility to find a provider that offers the provision that best suits their needs. For the purpose of the pilots parents will need to access their provision in week long blocks. Hours of childcare cannot be accrued across weeks.

# Childcare Sufficiency Assessment Form

**Name of Local Authority: Monmouthshire County Council**

**Name of Responsible Officer: Sue Hall, Early Years Manager**

**Date of Completion: 12<sup>th</sup> January 2017**

## 1. Introduction

### Conducting the Assessment – Childcare Sufficiency Assessment

As well as establishing a baseline of provision, the Childcare Sufficiency Assessment will enable Local Authorities to:

- measure the nature and extent of the need for, and supply of, childcare in the area
- identify gaps in the market and plan how to support the market to address them

A template has been produced to support a corporate appraisal of the matters that need to be taken into account as set out in the Statutory Guidance.

The Childcare Sufficiency Assessment must demonstrate that the Local Authority has taken into account and assessed the matters set out in The Childcare Act 2006 (Local Authority Assessment) (Wales) Regulations 2016 and the Statutory Guidance.

#### Principal Statement

The Local Authority has a statutory duty under The Childcare Act 2006 to ensure there is sufficient childcare to meet the needs of working parents; to undertake Childcare Sufficiency Assessments; and to provide information, advice and assistance relating to childcare through the Family Information Service.

The mission statement of Monmouthshire County Council is to create sustainable and resilient communities; this is broken down into three specific themes:

- Nobody is Left Behind
- People are Confident, Capable and Involved
- Our County Thrives

In order to achieve this, the Local Authority recognises the importance of high quality childcare provision that is flexible and accessible.

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13. Workforce Development and Training
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## **Annexes**

Annex 1	Childminder Supply Data
Annex 2	Full Day Nursery Supply Data
Annex 3	Sessional Day Care Supply Data
Annex 4	Crèches Supply Data
Annex 5	Out of School Care Supply Data
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Annex 8	Parental Current Use Data
Annex 9	Parental Childcare Demand Data
Annex 10	Early Years Part Time Education (Foundation Phase) Provision
Annex 11	Flying Start Provision
Annex 12	Working Tax Credit/ Universal Credit and Employer Supported Childcare/ Tax Free Childcare
Annex 13	Workforce Development and Training
Annex 14	Action Plan



## 1. Introduction/ Context

Monmouthshire Family Information Service holds details of all childcare provision throughout Monmouthshire, both registered and unregistered. This information, combined with CSSIW data which was collected through providers' SASS returns, was used to inform the childcare supply sections of this Childcare Sufficiency Assessment (CSA). An online survey was used to consult with parents in order to gather their views on childcare in Monmouthshire, to analyse how it is used currently, to identify possible barriers to using childcare and to assess future demand for childcare. Relevant stakeholders and other Local Authority departments have also been consulted with and their views have been incorporated within this document.

Prior to submission, the Childcare Sufficiency Assessment will be shared with colleagues within the Children & Young People's Directorate and members of the Early Years Development & Childcare Partnership. It will also be shared with County Councillors and approved by Cabinet members. Following this, the CSA will be available for public consultation on both the Local Authority website and Monmouthshire's FIS website, before being submitted to Welsh Government.

The key challenge in undertaking this CSA was ensuring the accuracy of data, as the response rate to the parental questionnaire was minimal and only 70% of registered childcare providers completed their SASS return. Therefore, additional information was collected from unregistered childcare providers and those that were unable to complete their SASS return and this data was included within the CSA. Nevertheless, the data included within the annexes is incomplete as many providers didn't answer some of the questions within their SASS return and it is evident that some questions have been interpreted in different ways by different providers.

The actions identified in the CSA action plan will form the basis of our Early Years' Service Improvement Plan for the next five years and progress made against these targets will be monitored and reported on a quarterly basis. Funding available through the RSG and external grant funding will be allocated to address these priorities.

## 2. Partnership Working and Consultation

Consultation questionnaires were sent out to all relevant stakeholders to obtain their views on the demand, supply and quality of childcare provision throughout Monmouthshire. They were also asked their views on how the needs of vulnerable groups are met and any improvements they consider necessary.

The South East Wales Safeguarding Children Board felt that they were not in a position to comment on childcare provision specific to each Local Authority within their region; however, they did provide the following response in relation to the safeguarding training available for childcare workers in South East Wales: “South East Wales Safeguarding Board provides a programme of multi-agency safeguarding training which is available across the whole region, this would of course include access for those providers that make up the childcare workforce. The Board agreed training strategy is available on the [www.sewsc.org.uk](http://www.sewsc.org.uk) website which attempts to match training participants with job competency, so this should enable professionals to closely match their training requirements with the courses on offer”.

A representative from Early Years is a member of the Welsh Medium Education Forum and increasing the provision of Welsh medium childcare settings is included within the Welsh Education Strategic Plan (WESP), hence this is discussed at most forum meetings. The Childcare Sufficiency Assessment was included on the agenda at the meeting held in the summer term and this was followed up by a questionnaire so that members of the forum could respond on behalf of the individual organisations that they represent. These views have been used to inform the CSA Action Plan, as well as fed into the WESP.

There is a childcare representative on the Play Monitoring Group; unfortunately there was not a meeting during the consultation period so it was not possible to discuss it as an agenda item. A questionnaire was circulated to all members of the Play Monitoring Group to give them an opportunity to provide their views and these have been used to inform the CSA. Any relevant gaps highlighted by the Childcare Sufficiency Assessment will be fed into the Play Sufficiency Assessment and we will work closely with members of the Play Monitoring Group to address these issues, particularly in relation to open access play provision and holiday play schemes.

In the past, a Job Centre Plus representative attended Early Years Development and Childcare Partnership (EYDCP) meetings and supplied us with data to inform the Childcare Sufficiency Assessment. Unfortunately, there have been numerous staffing changes over the last few years and Job Centre Plus have not attended the most recent EYDCP meetings. Despite several requests for information, no response was received, so it has not been possible to include this detail within the CSA.

The majority of childcare umbrella organisations are represented on our Early Years Development and Childcare Partnership and we have good working relationships with them. Several of these organisations receive a small amount of funding to provide support to their member settings and we work together to agree and monitor targets. The Childcare Sufficiency Assessment was discussed at several EYDCP meetings and all umbrella organisations completed a questionnaire with their views on childcare in Monmouthshire as part of the consultation process. These views have been taken into consideration and used to inform the CSA; any gaps highlighted and actions identified will be discussed with the umbrella organisations and future funding will be targeted accordingly.

The Family Information Service is a valuable source of information and this has been used in conjunction with the SASS returns and the parental surveys to inform the supply and demand sections of the Childcare Sufficiency Assessment; the completed CSA will be published on the FIS website so that it is accessible to parents/carers, childcare workers and other professionals.

All neighbouring Local Authorities, both colleagues dealing with Early Years Education and Family Information Officers, were consulted with to establish the demand for childcare outside of Monmouthshire. This information is summarised and included within the Cross Border section of this report (section 12).

Other stakeholders that were consulted with included schools and other Local Authority departments such as Planning, Healthy Schools and Monmouthshire Housing Association. This consultation took the form of questionnaires, emails and face to face discussions. Local employers were also contacted using a list held centrally by the LA Communications team and several completed an online survey. Although the number of responses received were limited, it provided an insight into barriers that are faced by parents returning to work and the range of childcare services that are required to meet their needs.

Finally, focus groups were held with children aged between 4 & 11 years attending out of school childcare provision. A total of 142 children were consulted with as part of this process to ascertain their views on their childcare provision, reasons why they attend and any improvements they would like to see. On the whole, these responses were very positive and supported the general view that the quality of childcare in Monmouthshire is of a high standard.

### **3. The Childcare Sufficiency Assessment and Local Well Being Needs Assessment**

Prior to completion of this Childcare Sufficiency Assessment, discussion took place with members of the Public Service Board who are responsible for carrying out the Local Well Being Needs Assessment on behalf of Monmouthshire County Council.

The Local Well Being Needs Assessment has been divided Monmouthshire into five areas:

- Abergavenny
- Caldicot
- Chepstow
- Monmouth
- Usk & Raglan

In order to ensure consistency and to contribute to the Local Well Being Needs Assessment, the same five areas have been used within the Childcare Sufficiency Assessment.

A great deal of consultation has already taken place with Monmouthshire residents to inform the Local Well Being Needs Assessment and childcare has not been raised as an issue or concern by any of these residents. However, consultation also took place at the army barracks that is situated just over the border in Gloucestershire, as many of the families access services in Monmouthshire as Chepstow is their nearest town. Some of these families did raise childcare as an issue as, in many cases, they don't have family nearby to provide childcare support. In particular they required crèche type facilities in order for them to attend appointments, go to the gym and so on. These views will be taken into consideration as part of the Childcare Sufficiency Assessment.

Any gaps highlighted through the Childcare Sufficiency Assessment will be fed into the Local Well Being Needs Assessment.

#### 4. Population

Monmouthshire is situated in South East Wales and it occupies a strategic position between the major centres in South Wales and the South West of England and the Midlands. It is close to the big cities of Cardiff and Newport, sits on the M4 corridor towards Bristol and is on the edge of the Heads of the Valley. It is a largely rural authority and forms part of the Wye Valley Area of Natural Beauty. It borders six other local authorities, four in Wales (Torfaen, Newport, Blaenau-Gwent and Powys) and two in England (Herefordshire and Gloucestershire). It is considered to be one of the most affluent local authorities in Wales.

Unless stated otherwise, the demographic information included within this document is based on data from the Census 2011, along with more recent population estimates produced by Welsh Government. This is the same information that has been used by the local authority to develop the Local Well Being Needs Assessment.

##### Population Figures

The population in Monmouthshire has been steadily increasing over the past 25 years, as has the population of Wales as a whole. The census data shows that the county of Monmouthshire had a population of 91,323 in 2011 and recent data shows that in 2015 the population had increased by 1.26% to 92,476. This is expected to increase still further reaching 93,341 by 2021 and 93,925 by 2029, before slowly decreasing. Projections indicate that the population will have reduced to 92,452 by the year 2039.

At the time of the last census in 2011 there were 18,871 children in total within the 0 – 17 age bracket, this was 20.66% of the total population. It is projected that this number will have increased by 2016 and will increase again by 2021. Nevertheless, projections suggest that Monmouthshire has an aging population and, if current trends continue, this will reduce to around 18.7% by 2039.

Age Range	2011 Data	Projected for 2016	Projected for 2021
0 – 2	2,714	2,760	2,769
3 – 4	1,923	1,932	1,938
5 – 7	2,852	2,852	2,861
8 – 10	2,957	2,944	2,954
11 – 14	4,646	4,600	4,615
15 – 17	3,779	3,864	3,877
<b>Total</b>	<b>18,871</b>	<b>18,952</b>	<b>19,014</b>

### Live Birth Rates

There were 796 live births in Monmouthshire between 1<sup>st</sup> September 2015 and 31<sup>st</sup> August 2016; this can be broken down into areas as follows:

Abergavenny – 177

Caldicot – 202

Chepstow – 242

Monmouth – 121

Usk & Raglan – 54

This figure is 3% lower than was reported in the previous Childcare Sufficiency Assessment in 2014.

As of September 2016, there were 4,840 children in Monmouthshire's Secondary Schools (an increase of 75 pupils from the previous year) and 6,558 children in Monmouthshire's Primary Schools (an increase of 18 pupils from the previous year).

### Children with a Disability

There are 125 disabled children in Monmouthshire registered with the Children with Disabilities Team; this includes 67 children on the Disability Index (as at 31/10/2016).

During the Summer Term 2016, Monmouthshire Early Years section funded additional support to enable 25 children with additional needs to attend pre-school settings and 11 children with additional needs to attend after school clubs and holiday clubs.

There are 1,029 children with minor and major disabilities or developmental delays in Monmouthshire primary schools (508 SA, 407 SA+ and 114 statemented); this is exactly the same as the previous year. There are 864 children with either major or minor disability or developmental delay in Monmouthshire secondary schools (515 SA, 210 SA+ and 139 statemented); this is an increase of 112 children compared to the previous year.

### Vulnerable Children

As of June 2015, there were 395 children in need in Monmouthshire (20 aged under 1, 65 aged 1-4 years, 115 aged 5-9 years, 150 aged 10-15 years and 45 aged 16-17 years).

As of October 2016, Monmouthshire County Council had 118 looked after children, broken down into the following age ranges:

Age Range	Total
0 – 2	20
3 – 4	8
5 – 7	16
8 – 10	22
11 – 14	27
15 - 17	25

There are currently 9 gypsy traveller children attending Monmouthshire's schools, 7 in primary schools and 2 in secondary schools.

#### Households

Of the 38,233 occupied households in Monmouthshire, 39.9% have homes that are owned outright, 33.7% with a mortgage, 0.4% are shared ownership, 4.2% are council rented, 9.7% are social rented, 10.8% are privately rented and 1.4% are living rent free.

There are a number of additional housing developments that are planned throughout Monmouthshire, as follows:

Area	Site Size	2015/16	2016/17	2017/18
Abergavenny	575	80	94	69
Monmouth	565	2	89	99
Caldicot	1,052	9	27	60
Chepstow	567	44	0	32
Usk & Raglan	75	0	3	7
<b>TOTAL</b>	<b>2,824</b>	<b>135</b>	<b>213</b>	<b>267</b>

As of 30<sup>th</sup> June 2015, there were 2,100 unemployed people aged 16-64 years living in Monmouthshire; this is significantly lower than the All Wales average. It is anticipated that this figure will reduce still further to 1,300 in 2016.

	<b>Total</b>	<b>Percentage</b>
Number of households with dependent children	10,629	27.8%
Number of workless households with dependent children	994	2.6%
Number of lone parent families with dependent children	2,057	5.4%

Despite the fact that Monmouthshire is a relatively affluent area when compared with the rest of Wales, there are still 12.9% of dependent children living in low income families in Monmouthshire. 1,500 dependent children living in households claiming Job Seekers Allowance, 180 dependent children living in households claiming Working Tax Credit and Child Tax Credit, 270 dependent children living in households claiming just Child Tax Credit and 15,115 dependent children living in households claiming Child Benefit.

#### Ethnic Background and Religion

According to the 2011 Census, the ethnicity and religions of the Monmouthshire population is as follows:

<b>Ethnic Background</b>	<b>%</b>	<b>Religious Background</b>	<b>%</b>
White (British, Irish or Other)	98%	Christian	62.5%
Mixed/Multiple Ethnic Groups	0.8%	Buddist	0.3%
Black or Black British	0.1%	Muslim	0.3%
Asian or Asian British	0.8%	Hindu	0.2%
Chinese	0.2%	Jewish	0.1%
Arab	0.1%	Sikh	0.1%
		Other	0.4%
		None	28.5%
		No Religion Stated	7.7%

Only 52.1% of the population identify themselves as Welsh.



### Welsh Language Profile

There has been an increase in the number of Welsh speakers living in Monmouthshire; however, the percentage with no knowledge of the Welsh language is almost 13% higher than the All Wales average.

Welsh Language	%
Speak, read and write	7.2%
Speak and read	0.7%
Speak only	1.8%
Understands Spoken Welsh	2.5%
Other Combinations	1.9%
No knowledge	86%

According to Monmouthshire's Welsh Education Strategic Plan (WESP), 6% of year 2 pupils are receiving their education through the medium of Welsh, which is an increase of 1.8% since 2011 and it is anticipated that this figure will continue to grow. There are variations in the proportion of Welsh speakers across the county, which may be explained in part by the location of Monmouthshire Welsh medium primary schools, as there is some evidence of clustering in the Abergavenny and Caldicot region (*Monmouthshire Welsh Language Scheme 2012 – 2015*).

## 5. Overview – Childcare Types, Services and Places

### 5.1 Number of Childcare Providers & Type of Services (Registered and Unregistered/ Approved)

Childcare Type	Registered	Unregistered/ Approved)	Childcare Services Offered	Registered	Unregistered/ Approved
Childminder	46	0	Full day care throughout the year	42	0
			Half day care throughout the year	31	0
			Before school	34	0
			After school	40	0
			Wrap Around	34	0
			Holiday Provision	38	0
			Other	0	0
Full Day Care	23	0	Full day nursery throughout the year	20	0
			Half day nursery (am)	13	0
			Half day nursery (pm)	12	0
			Before school	3	0
			Morning Playgroup/ Cylch Meithrin	3	0
			Afternoon Playgroup/ Cylch Meithrin	2	0
			After school	2	0
			Wrap Around	14	0
			Lunch	12	0
			Holiday Provision	12	0
			Crèche	1	0
			Other	0	0
Sessional Day Care	17	1	Morning Playgroup/ Cylch Meithrin	17	1
			Afternoon Playgroup/ Cylch Meithrin	7	0
			Wrap Around	1	0
			Lunch	3	1
			Other	2	0

Crèches	1	0	Operates Full Day	0	0
			Operates Mornings	1	0
			Operates Afternoons	1	0
			Holiday Provision	0	0
			Other	0	0
Out of School Care	11	7	Before School	3	0
			After School	11	7
			Holiday Provision	2	1
			Playscheme sessions	0	0
			Other	0	0
Open Access Play Provision	0	8	Before School	0	0
			After School	0	0
			Holiday Provision	0	8
			Playscheme sessions	0	0
			Other	0	0
Nanny	0	0	Full day care throughout the year	0	0
			Half day care throughout the year	0	0
			Before school	0	0
			After school	0	0
			Wrap around	0	0
			Holiday provision in the school holidays	0	0
			Other	0	0
TOTAL	99	16			

### Geographical Distribution of Childcare Providers & Services Provided (Registered and Unregistered)

- There is a reasonable spread of childminders across all areas, with the highest number in Caldicot and the least in Usk & Raglan. The majority of childminders offer a full range of services including full day care, half day care, before and after school care, wrap around care and holiday care.
- There is an even spread of full day care provision across all five areas, although Chepstow has the lowest number. Around half of all full day care providers offer a range of services, the others report only offering full day nursery; however, this seems to be due to providers misunderstanding the question asked as we know that these settings offer a range of sessions. Over half of full day care providers offer holiday care.
- The majority of sessional care in Monmouthshire is registered, only one setting in Chepstow is unregistered and they are currently going through the registration process. There is more sessional care in Abergavenny than any other area and there is no sessional care in Usk & Raglan. All sessional care providers offer morning playgroup sessions; seven providers also offer afternoon playgroup sessions. In addition, a few sessional care providers also offer lunch care or wraparound care.
- There is only one registered crèche operating in Abergavenny but it is specifically for children with additional needs. We are not aware of any other crèches, either registered or unregistered, operating in Monmouthshire.
- Only 61% of out of school childcare providers in Monmouthshire are registered, the remaining settings are limited to 2 hours of provision. The majority (39%) of out of school childcare is available in the Abergavenny area, although there is provision in all areas of Monmouthshire. There is a limited number of before school clubs due to the fact that the majority of primary schools in Monmouthshire have free breakfast clubs. There are very few holiday clubs and they are only available in Abergavenny and Chepstow.
- There is no registered open access play provision in Monmouthshire and the unregistered provision is only available during school holidays. It is spread across the four main towns but there is currently none available in the Usk & Raglan area.
- We don't have any information relating to nannies working within Monmouthshire, although one parent in Caldicot and another in Monmouth reported through the parental survey that they currently utilise a nanny for childcare.

## 5.2. Childcare Places – Supply and Demand per Childcare Type

### Registered Provision – Term Time

Childcare Type	Places as per Registration	Term Time				
		Maximum Capacity of Childcare Places Available Daily	Number of Children Using Service	Number of Vacancies	Number of Children on Waiting List	Number of Childcare Places Required
Childminder	336	336	355	67	11	280
Full Day Nursery	917	917	990	375	43	885
Sessional Day Care	384	534	441	215	20	361
Crèches	9	18	36	10	0	7
Out of School Care	478	592	793	382	486	402
Open Access Play	0	0	0	0	0	0
Nanny	0	0	0	0	0	0

### Unregistered Provision – Term Time

Childcare Type	Term Time				
	Maximum Capacity of Childcare Places Available Daily	Number of Children Using Service	Number of Vacancies	Number of Children on Waiting List	Number of Childcare Places Required
Childminder	0	0	0	0	0
Full Day Nursery	0	0	0	0	0
Sessional Day Care	36	22	60	0	24
Crèches	0	0	0	0	0
Out of School Care	144	56	45	0	135
Open Access Play	0	0	0	0	0
Nanny	0	0	0	0	0

Registered Provision – School Holidays

Childcare Type	Places as per Registration	School Holidays				
		Maximum Capacity of Childcare Places Available Daily	Number of Children Using Service	Number of Vacancies	Number of Children on Waiting List	Number of Childcare Places Required
Childminder	298	298	292	73	7	232
Full Day Nursery	403	403	349	54	8	357
Sessional Day Care	44	44	54	3	0	41
Crèches	0	0	0	0	0	0
Out of School Care	166	166	103	68	0	98
Open Access Play	0	0	0	0	0	0
Nanny	0	0	0	0	0	0

Unregistered Provision – School Holidays

Childcare Type	School Holidays				
	Maximum Capacity of Childcare Places Available Daily	Number of Children Using Service	Number of Vacancies	Number of Children on Waiting List	Number of Childcare Places Required
Childminder	0	0	0	0	0
Full Day Nursery	0	0	0	0	0
Sessional Day Care	0	0	0	0	0
Crèches	0	0	0	0	0
Out of School Care	26	38	10	0	24
Open Access Play	400	536	0	0	400
Nanny	0	0	0	0	0

### Geographical Distribution of Childcare Places per Childcare Type – Supply and Demand – Term Time

- Overall it appears that 20% of registered places are vacant during term time; however, places are often shared by more than one child on different days or at different times of the day. There are substantially more places available with childminders in the Caldicot area, however demand for places is also higher.
- There is a good spread of full day care provision across all areas of Monmouthshire. Even though Chepstow has the fewest number of full day care settings, it has one of the highest number of childcare places available and it has the highest take up of full day care places.
- Almost half of all sessional care places taken up are in the Abergavenny area, however supply of places is also highest in this area and they currently have the highest number of vacancies.
- The only crèche is situated in Abergavenny and there are 9 places available over 7 sessions; 72% of places filled are used on an ad hoc basis.
- There are a large number of children accessing out of school childcare places but there are also a relatively high number of vacancies, suggesting that most children only attend for 1 or 2 sessions a week. The greatest capacity for out of school places is in the Abergavenny area but the SASS data suggests there is demand for these places. The lowest number of places are available in Caldicot and Usk & Raglan and there are very few vacancies reported in these areas.
- There is no open access play provision available during term time.

**Geographical Distribution of Childcare Places per Childcare Type – Supply and Demand – School Holidays**

- There are less children using childminders during school holidays than during term time and there are a relatively high number of vacancies (24%). As with term time provision, supply and demand of childminder places is higher in the Caldicot area than any other area of Monmouthshire during school holidays.
- Additional full day care is available in all areas during school holidays but none is taken up in Chepstow and very little in Monmouth and only during summer holidays.
- There is no sessional care available in Abergavenny or Usk & Raglan during the school holidays and only a limited number of places in the other three areas.
- There are no crèche places available during school holidays.
- Holiday care is not available in Monmouth or Caldicot and it is only available during the summer holidays in Chepstow and Usk & Raglan. Abergavenny has holiday care available during most school holidays but demand for places is low.
- The open access play provision was well attended, with the lowest take up in Abergavenny and the highest take up in Caldicot.



## 6. Supply of Childcare

### 6.1. Childminder

#### 6.1.1. Analysis of Supply of Childcare Provision

We only had 46 childminders complete their SASS return so the information included in this report is based on their responses; however, we have a total of 63 registered childminders and we are aware of a number of others currently going through the registration process.

- Range of services provided - There is a good spread of childminders across all areas of Monmouthshire but there are substantially more childminders in the Caldicot area. The majority of childminders provide a wide range of services including full day care, before and after school care, wrap around care and holiday care.
- Number and type of child places filled (full time, part time, ad-hoc) – More than 45% of places filled in term time and 42% filled in school holidays are in the Caldicot area. All places used during term time are on a part time or ad hoc basis, however there are full time places taken up during school holidays. All types of childcare are utilised in each area of Monmouthshire both in term time and in each week of the school holidays.
- Number of places filled by children who have special educational needs or who require specialist care due to a disability - There are 12 children with special educational needs or a disability currently being cared for by childminders, these are spread across all areas of Monmouthshire. The vast majority (83%) of these children have speech, language and communication difficulties.
- Number of Welsh language places filled - There are currently no Welsh language childminders in Monmouthshire and only 22% of childminders reported that they have some bilingual elements.
- Vacancies and waiting lists - There are vacancies with childminders in all areas of Monmouthshire during term time, although this figure appears to be significantly higher in the Usk & Raglan area. There are no vacancies reported in the Abergavenny area during school holidays. Most of the places on a waiting list are reported in the Usk & Raglan area; however, considering this is also the area with the most vacancies, I think some childminders have misunderstood the

question and included children that are booked in to start at a later date and the place is not yet required.

- Opening times and range of session lengths - Most childminders offer a range of session times and there is childcare available in all areas of Monmouthshire between 8am and 6pm, Monday to Friday. All areas have limited childcare available between 7am and 8am each week day, apart from Abergavenny where there is only one childminder providing this for 3 days a week and Usk & Raglan where this is only provided Monday to Thursday. There is also limited childcare available after 6pm in Caldicot, Chepstow and Monmouth. Only one childminder in Caldicot provides childcare at weekends and no childminders currently operate after 10pm. This range of opening times and session lengths is the same during all school holidays, apart from Christmas week when there is a limited service available in Abergavenny, Chepstow and Usk & Raglan and no provision in Caldicot and Monmouth.
- Age range of children - There are childminders in each area of Monmouthshire that accommodate children aged between 0 and 11 years. According to the SASS data, there is only one childminder in Caldicot that accommodates children aged 12 – 14 years and there are no childminders that accommodate children aged 15 – 17 years. During term time, only 14% of the total children cared for by childminders are aged under 2 years, 41% are aged between 2 and 4 years and 45% are aged 5 and over; this is a similar spread during school holidays. In Caldicot there are a significantly high number of children aged 5 and over being cared for by childminders in both term time and school holidays.
- Range of charges – It is difficult to analyse the charges as some childminders have completed their hourly rate whilst others seem to have completed their daily rate, with no indication of the number of hours this covers. It appears that the hourly rate varies between £3 and £6 per hour, with the cheapest provision in Caldicot and Usk & Raglan, and the most expensive provision in Abergavenny. The daily rate for full day care varies from £30 a day to £45 a day, with £40 being the most common daily charge. Based on the daily rate, Caldicot offers the cheapest childcare and Abergavenny tends to be the most expensive. The cost of a half day varies from £15 to £24 but there is no indication to the length of this session, so it is difficult to compare costs. There is only one childminder in Abergavenny that has reported that they make an additional charge for nappies, snacks, meals and transport; however, the majority of childminders didn't complete this section of the questionnaire. 28% of childminders offer some form of sibling discount, more than half of these are in the Caldicot area.

### 6.1.2. Summary of Key Strengths and Weaknesses

#### Strengths:

- There is a good spread of childminders throughout Monmouthshire and a wide range of services provided by these childminders.
- Childminders are willing and able to provide childcare for children with special educational needs or a disability.
- Families generally use this provision on a part time basis or make ad hoc arrangements, so it is flexible enough to meet the changing needs of individual families.
- There are vacancies in all areas of Monmouthshire during term time and in most areas during school holidays.
- There is a wide spread of ages being cared for by childminders throughout Monmouthshire. Although there are currently no childminders caring for children aged 15 – 17 years and only one reporting they care for a child aged 12 – 14 years, this is due to a lack of demand as most childminders are able and willing to accommodate older children, if required.
- Childminders supply a significant amount of after school care for children aged 5 and over, particularly in the Caldicot area.
- The cheapest childcare provision is available in the Caldicot area and they also tend to offer sibling discounts in this area.

#### Weaknesses:

- Childminders tend to be transient so there is a relatively high turnover and a constant need to recruit new childminders.
- There are no Welsh medium childminders in Monmouthshire and only 22% have some bilingual elements to their provision.
- There are currently no vacancies reported in Abergavenny during school holidays.
- According to the SASS data, there is only limited provision available during atypical hours such as before 8am, after 6pm and at weekends and no provision after 10pm; however, we are aware that some childminders do provide these services to families on an ad hoc basis.
- The most expensive childcare provision is in the Abergavenny area and this is the only area where there are childminders making additional charges for nappies, snacks and so on.

## 6.2 Full Day Nursery

### 6.2.1. Analysis of Supply of Childcare Provision

A number of our larger day nurseries were going through a change of ownership during the summer so were unable to complete their SASS return; hence the data is lower than it should be. We have also had an additional two day nurseries open this term, so their data is not included either.

- Range of services provided - The majority of settings registered as full day care offer full day places, apart from one in Caldicot and two in Monmouth. According to the data, around half of the settings don't provide half day care; however, this is probably due to a misunderstanding of the questionnaire, as we know that all of our settings take children for half a day if their full day places are not filled. Very few settings claim to offer places before and after school, whilst more than half provide wrap around, lunch and holiday care. This pattern of provision is similar for all areas of Monmouthshire
- Number and type of child places filled (full time, part time, ad-hoc) - 63% of childcare places filled during term time are for full day nursery and the majority of these are used on a part time basis, apart from in Abergavenny where, according to the SASS data, almost all places are filled on a full time basis. 84% of lunch places are filled on a part time basis. In Usk & Raglan, all places during school holidays are filled on an ad hoc basis, whilst the majority of holiday places in Abergavenny and Caldicot are filled on a part time basis. According to the data, no holiday places are taken up in Chepstow and only a small number are occupied in Monmouth and those are only utilised in the summer holidays.
- Number of places filled by children who have special educational needs or who require specialist care due to a disability - There are 32 spaces filled by children who have a disability or special educational needs, of these 14 children are in funded or part time education places; these children are spread across all areas of Monmouthshire.
- Number of Welsh language places filled - There are no Welsh language places available; all full day care settings in Monmouthshire are English with some bilingual elements.
- Vacancies and waiting lists - Settings in Caldicot report the highest number of full day vacancies, whilst in Chepstow they have very few full day places vacant but they have a high number of half day places, both in the mornings and the afternoons. Settings in Usk & Raglan are the only ones to report vacancies for lunch places. Numbers on waiting lists during term time are very low, with the highest number being in Caldicot and none reported for Chepstow. During school holidays,

there is only one setting in Caldicot reporting a waiting list and only during the summer holidays.

- Opening times and range of session lengths - All areas have a range of sessions available during term time and school holidays, these mostly operate between the hours of 8am and 6pm or somewhere in between. There are a few settings that operate from 7.30am and one setting in Caldicot that operates after 6pm but only until 6.30pm. No settings offer overnight care or weekend care. There are settings in each area operating during 12 weeks of the school holidays, with the exception of Christmas week.
- Age range of children - More than half of all full day care providers can accommodate children from 0 – 7 years, with almost all able to accommodate children aged between 2 and 4 years. Only one setting in Monmouth, Caldicot and Usk & Raglan can accommodate children aged 8 – 11 years, and none in Abergavenny or Chepstow. During term time, there are children attending in each age group up to 4 years in each of the areas and in the 5 – 7 age group for all areas except Chepstow. Monmouth and Caldicot have children aged 8 – 11 years currently attending. During school holidays there is a similar spread of ages attending in Abergavenny, Caldicot and Chepstow; Monmouth only have children aged 4 – 11 attending during school holidays and in Usk & Raglan all children are aged between 5 and 11 years.
- Range of charges – According to the SASS data, the hourly cost of full day care ranges between £3 and £4.20 and for a half day or less it ranges from £2.80 per hour to £5.25 per hour, with the cost of lunch care ranging between £1 and £4.50. Some settings appear to have given the cost of the session rather than the hourly cost but there is no indication of the session length so it is not possible to calculate the hourly rate from this. Only one setting in Monmouth charges for nappies, meals, snacks and transport with another setting in Usk & Raglan charging for meals and snacks. 10 settings offer some form of sibling discount but none of these are in the Chepstow area.

### 6.2.2. Summary of Key Strengths and Weaknesses

#### Strengths:

- There is a good range of services provided by full day care settings and more than half offer wrap around care, lunch clubs and holiday care.
- Full day nursery is the most commonly used service and in Abergavenny this provision is mostly taken up on a full time basis.
- Provision for children with special educational needs or a disability is good and many of these children receive funded support for early education.
- Numbers on waiting lists are low and there are currently vacancies in all areas of Monmouthshire during term time and school holidays.
- There are a wide range of session lengths available in all areas and several settings offer provision between 7.30 and 8am.
- Each area has full day care available during 12 weeks of the school holidays, with the only exception being Christmas week.
- Charges vary dramatically, however it tends to be cheaper than childminders and only one setting has additional charges.

#### Weaknesses:

- There are no Welsh medium full day care providers in Monmouthshire.
- Very few full day care providers offer before school or wrap around care; this is partly due to the age range of the children they care for as many of them are currently only registered for children up to the age of 5 years.
- Take up of childcare places during school holidays is poor and where it is taken up it tends to be on a part time or ad hoc basis, which doesn't help settings to offer a sustainable service.
- There are very few vacancies for full day nursery reported in the Chepstow area; however, two of the largest day nurseries in this area didn't complete their SASS return so their data is not included within this analysis.
- There are no full day care providers offering overnight or weekend care and only one provides childcare after 6pm.
- Children aged 0 – 7 years are accommodated in all areas of Monmouthshire but provision for children aged 8 – 11 years is extremely limited.

## 6.3 Sessional Day Care

### 6.3.1. Analysis of Supply of Childcare Provision

A considerable number of the sessional care providers listed in our previous CSA have now registered as full day care. A third of our existing sessional care providers are Flying Start settings and half of these only take Flying Start children.

- Range of services provided - There is no sessional care available in Usk & Raglan and only morning playgroup available in Chepstow. There are only six settings offering morning and afternoon playgroup places and five of these are in the Abergavenny area. Only two settings in Abergavenny and one in Monmouth provide a lunch club and one offers wrap around care. Monmouth, Caldicot and Chepstow offer care during the school holidays but this is not available in Abergavenny or Usk & Raglan.
- Number and type of child places filled (full time, part time, ad-hoc) - There is a significantly higher take up of places in morning playgroup / cylch meithrin than afternoon sessions. During term time there are more places filled on a part time basis (65%) than full time in all areas and only one place in Abergavenny is used on an ad hoc basis. During school holidays most places are filled full time.
- Number of places filled by children who have special educational needs or who require specialist care due to a disability - There are 37 children with special educational needs or a disability attending sessional care, 18 of whom are in funded Early Education places. Two thirds of these children are in the Abergavenny area and none are in the Monmouth area.
- Number of Welsh language places filled - There is one Welsh medium setting in the Abergavenny area offering 26 places for children aged 2 – 4 years. There are 39 children using this setting and they reported having one vacancy. They only provide morning cylch meithrin places, however they also offer lunch club and wrap around the Welsh school meithrin. All of the remaining sessional care providers are English with some bilingual elements.
- Vacancies and waiting lists - There are a relatively high number of vacancies in the Abergavenny and Chepstow areas and very few in Monmouth, although we presume many of these vacancies are the same place on different days. Only Abergavenny reports having a waiting list; however, we assume that many of these are ineligible children waiting to be old enough to start as there are sufficient vacancies in the area.

- Opening times and range of session lengths - Almost all morning sessions operate Monday to Friday, apart from Chepstow where there is one setting that doesn't operate on a Friday. The sessions generally range between 2 and 3 hours in length, start between 9am and 9.30am and finish between 11.30am and 12.30pm. Afternoon sessions tend to only open a few days a week and almost all afternoon sessions run for 2.5 hours, apart from one in Caldicot that runs for 2 hours and one in Abergavenny that runs for 2 hours 15 minutes. Lunch sessions appear to be between 45 minutes and 1.5 hours in length. All holiday provision operates for 2.5 hours and it is only available for 2 or 3 weeks of the summer holidays.
- Age range of children - Overall, there is a fairly even split between 2, 3 and 4 year olds attending sessional care settings. In Monmouth and Caldicot there are more 2 year olds than any other age group but this is due to the fact that 1 of the 3 settings in each of these areas is a Flying Start only setting. In Abergavenny they have a high proportion of 3 year olds and in Chepstow there are more 4 year olds than any other age group, as 40% of these settings are Early Education Providers.
- Range of charges - According to the SASS data, the cost for a morning session ranges from 41p to £9.50 with half of those that completed this question reporting that they charge £8 or more per session. Afternoon playgroup sessions are much cheaper than this ranging between 41p and £3 and the wrap around session costs £11. Lunch sessions range between £1.50 and £3.80. One setting in Chepstow makes an additional charge for nappies, snacks, meals and transport and one setting in Abergavenny has other charges but does not stipulate what these are; other than that, sessional care providers report that they don't have any additional charges. One setting in Chepstow offers a 10% discount for a 2<sup>nd</sup> child and one setting in Caldicot offers a 50% discount for a twin.

### **6.3.2. Summary of Key Strengths and Weaknesses**

#### **Strengths:**

- A third of our sessional care providers are Flying Start providers and offer free childcare places.
- Provision for children with special educational needs or a disability is good and many of these children receive support funded by the Local Authority.
- There are sufficient vacancies for sessional care in all areas of Monmouthshire; although there are no sessional care providers in Usk & Raglan, we are aware of vacancies for sessional care available with full day care providers in this area.
- There is a range of charges but it tends to be cheaper per hour than other types of childcare, particularly afternoon places.



**Weaknesses:**

- There is currently no sessional care available in the Usk & Raglan area and only one in Chepstow; however, this is largely due to the fact that many childcare providers have extended their services and are now registered as full day care but they still offer sessional care.
- The range of services available is limited and a high proportion only offer morning playgroup places.
- Not all settings operate Monday to Friday and afternoon playgroup places tend to be available 2 to 3 days of the week only.
- There is only one Welsh medium setting in Abergavenny and they only have one vacancy currently; they are not able to offer childcare during the afternoons. There is no Welsh medium childcare available in the rest of Monmouthshire.
- The majority of places are only filled on a part time basis and take up of afternoon playgroup places in particular is low.

**6.4 Crèches****6.4.1. Analysis of Supply of Childcare Provision**

There is only one registered crèche operating in Monmouthshire and the Family Information Service isn't aware of any unregistered crèches.

This crèche is situated in Abergavenny and is registered for 9 children aged between 0 and 5 years. They currently have 36 children using the provision and 86% of these are aged 0 – 3 years. It is a disability crèche so all children that attend have special educational needs or a disability. The setting describes itself as English with some bilingual elements. They are open for a 2.5 hour session in the mornings four days a week and a 2 hour afternoon session 3 days a week. They don't operate during school holidays or at weekends. They have 10 vacancies and they don't have a waiting list. This crèche is only available by referral and there is no cost, neither are there any additional charges for nappies or snacks and no sibling discount is required.

**6.4.2. Summary of Key Strengths and Weaknesses**

There is a need for more crèche facilities offering a range of services in all areas of Monmouthshire; this is a significant weakness.

## 6.5 Out of School Care

### 6.5.1. Analysis of Supply of Childcare Provision

39% of out of school care settings in Monmouthshire are not registered so did not complete the SASS return. We have attempted to collect relevant data from these settings but not all have provided us with attendance data, vacancies, waiting lists and so on, so the figures included within this analysis are lower than the actual figures.

- Range of services provided - All registered and unregistered out of school care settings provide after school care and they are spread across Monmouthshire, with the majority operating in the Abergavenny area. Two of the settings in Abergavenny and one in Usk & Raglan also provide before school care, as they are situated in schools that don't have a free breakfast club. One setting in Abergavenny offers holiday care during the summer holidays and half term holidays, two settings in Chepstow offer holiday care during the summer holidays only. There is no holiday care in Monmouth, Caldicot or Usk & Raglan.
- Number and type of child places filled (full time, part time, ad-hoc) - There is no specific data relating to attendance at the two breakfast clubs in Abergavenny, however we are aware that these clubs are extremely well attended, as is the one in Usk & Raglan; attendance tends to be on a full time basis. Attendance at after school clubs is also good and most children attend on a full time basis, apart from in Abergavenny where attendance tends to be on a part time basis; however, data is limited as many of the clubs in this area are unregistered and didn't supply attendance data. Holiday clubs don't appear to be well attended and are used mostly on a part time basis.
- Number of places filled by children who have special educational needs or who require specialist care due to a disability - There are 13 children reported to have special educational needs or a disability attending out of school care and they are spread across all areas apart from Monmouth; however, we are aware of a further five children attending a setting in Monmouth that currently receive extra hands funding to support children with additional needs.
- Number of Welsh language places filled - There is an After School Club offering Welsh language places at the Welsh school in Abergavenny and they are full with a waiting list, however they don't run to their full capacity due to problems identifying suitably qualified Welsh speaking staff. A further 33% of settings have some bilingual elements but the remaining out of school care settings describe themselves as English only.

- Vacancies and waiting lists - According to the data, there are no vacancies at before school clubs but a significantly high number of vacancies at after school clubs in Monmouth and Chepstow. There is a small waiting list at one setting in Caldicot and a significant number on the waiting list for the one setting in Usk & Raglan. More than 35% of holiday care spaces are reported as being vacant and there are no waiting lists in school holidays.
- Opening times and range of session lengths - Before school clubs operate between 8am and 9am and after school clubs mostly operate from 3.15pm to 5.30pm, although unregistered settings finish earlier as they are limited to two hours in length. Most settings are open from Monday to Friday but a few settings are only open from Monday to Thursday. Holiday care in Abergavenny operates Monday to Friday from 8.30am to 6pm and is available during the summer holidays and half term holidays. The holiday care in Chepstow runs Monday to Friday from 8.30am to 5.30pm but is only available during the summer holidays.
- Age range of children – There are a few 3 year olds accessing out of school care in Monmouthshire during term time and a small number of 4 year olds; nevertheless, 46% of users are aged 5 – 7 years and 51% are aged 8 – 11 years. During school holidays, there is only one 3 year old and three 4 year olds reported as using holiday care in Abergavenny and the remainder of users are spread between the 5 – 7 and 8 – 11 age groups. Almost 66% of users in Chepstow are aged 8 – 11 years and none are below the age of 5.
- Range of charges – All before school clubs charge £2.75 per session and after school clubs range from £3.36 an hour to £10 per session. Only two holiday clubs provided costs and they both charge £20 a day. Six settings across four areas of Monmouthshire offer some type of sibling discount, ranging from a discount of 25p or £2 for a second child to a 20% discount or a 15% discount for a third child. None of the out of school childcare clubs in Chepstow offer a sibling discount. There are no additional charges reported by out of school childcare clubs.

### 6.5.2. Summary of Key Strengths and Weaknesses

#### Strengths:

- There is a good spread of after school childcare available across Monmouthshire, particularly in the Abergavenny area.
- There is a holiday club in Abergavenny that operates for 9 weeks of the school holidays.
- Attendance at before school and after school clubs is good and, according to SASS data, a lot of families utilise this provision on a full time basis.
- The cost of out of school care, particularly holiday care, is relatively cheap when compared with other childcare types and there are no additional charges reported.
- Children with special educational needs or a disability are supported to enable them to access out of school childcare.

#### Weaknesses:

- 39% of out of school childcare settings in Monmouthshire are unregistered so they are restricted to a maximum of 2 hours in length and parents are unable to claim the childcare element of Working Tax Credit towards the cost of this provision.
- There is a need for more Welsh medium out of school childcare provision.
- There are very few before school clubs in Monmouthshire; however, this is due to the fact that the majority of Monmouthshire primary schools have a free breakfast club on site, so there is no demand for this additional provision.
- There are not sufficient places at out of school clubs in Usk & Raglan and one Caldicot setting, as they currently have no vacancies and a waiting list.
- There are no holiday clubs in Monmouth, Caldicot or Usk & Raglan and limited provision in Chepstow during summer holidays only.
- Holiday clubs are not well attended, with more than 35% of places vacant, and they tend to be used on a part time basis only.
- There are very few children below the age of 5 accessing out of school childcare, particularly holiday care.

## 6.6 Open Access Play Provision

### 6.6.1. Analysis of Supply of Childcare Provision

There is no registered open access play provision in Monmouthshire and none currently available during term time.

- Range of services provided - Open access play provision was available at eight locations during the summer holidays, two each in Abergavenny, Monmouth, Caldicot and Chepstow; there is no open access play provision in Usk & Raglan.
- Number and type of child places filled (full time, part time, ad-hoc) - A total of 536 children attended open access play provision during the summer holidays, ranging from 97 in Abergavenny to 205 in Caldicot. The majority of places were filled on an ad hoc basis.
- Number of places filled by children who have special educational needs or who require specialist care due to a disability - 35 children with special educational needs or a disability received 1:1 support to enable them to attend open access play sessions across all four areas. 5 children with higher complex needs were supported to attend specialist provision in a neighbouring authority.
- Number of Welsh language places filled - There are no Welsh language places available in open access play settings, they all describe themselves as English only.
- Vacancies and waiting lists – There is no information available as to vacancies or waiting lists.
- Opening times and range of session lengths – All open access play provision operated from Monday to Friday and was open 10am to 12pm and 1pm to 3pm each day.
- Age range of children – All open access play provision was available to children aged between 5 and 11 years. We were unable to obtain a breakdown of the actual ages of children that attended the sessions.
- Range of charges - There was no cost to attend the open access play provision.

### **6.6.2. Summary of Key Strengths and Weaknesses**

#### Strengths:

- The open access play provision offered during the school holidays was well attended and it is intended to offer similar provision during future school holidays.
- There is support to enable children with special educational needs or a disability to attend open access play provision.
- This provision is free of charge.

#### Weaknesses:

- There is no open access play provision during term time and school holiday provision is not registered with CSSIW, so session lengths are restricted to 2 hours.
- There is no open access play provision in the Usk & Raglan area.
- There is no Welsh medium or bilingual open access play provision in Monmouthshire.
- Open access play provision is only available to children aged 5 – 11 years.

## **6.7 Nanny**

### **6.7.1. Analysis of Supply of Childcare Provision**

There are currently no nannies registered in Monmouthshire and none advertising through the Family Information Service, therefore we were unable to collect any data relating to nannies.

### **6.7.2. Summary of Key Strengths and Weaknesses**

There is a need for more information as to the availability of nannies within Monmouthshire and to encourage existing nannies to register through the voluntary approval scheme.

## 7. Understanding the Needs of Parents/ Carers

### 7.1 Overview of Consultation

Status	Number	Percentage
Parent/ Carer in work (not expecting a baby)	142	73.6%
Parent/ Carer in education or training (not expecting a baby)	4	2.1%
Parent/ Carer seeking work (not expecting a baby)	8	4.1%
Parent/ Carer seeking education or training (not expecting a baby)	1	0.5%
Expecting or on maternity/ paternity leave with <u>first</u> child	5	2.6%
Adopting <u>first</u> child	0	0%
Parent/ Carer expecting or on maternity/ paternity leave with <u>additional children</u>	0	0%
Adopting or on adoption leave with <u>additional children</u>	1	0.5%
Parent/ Carer not in work	30	15.5%
Parent/ Carer not in education or training	2	1.0%

### **Respondents by Annual Household Income**

Average Annual Household Income	Number	Percentage
£0-£10,000	10	5.2%
£10,001-£20,000	23	11.9%
£20,001-£30,000	23	11.9%
£30,001-£40,000	36	18.7%
£40,001-£50,000	23	11.9%
£50,001-£60,000	13	6.7%
£60,001-£70,000	19	9.8%
£70,000+ per annum	18	9.3%
Prefer not to say	28	14.5%

### **Respondents by Ethnic Group**

Ethnic Group	Number	Percentage
White	188	97.4%
Mixed/ Multiple Ethnic Groups	0	0%
Asian/ Asian British	1	0.5%
Black/ African/ Caribbean/ Black British	0	0%
Other Ethnic Group	1	0.5%
Not given	3	1.6%

### **Language of Respondents (Primary Language Spoken at Home)**

Language	Number	Percentage
Welsh only	0	0%
English only	171	88.6%
Bilingual	15	7.8%
Other languages	4	2.1%
Not given	3	1.6%



### **Respondents' Children by Age Group**

Age	Number
Under 12 months	21
12-18 months	20
19-23 months	5
2 years	32
3 years	40
4 years	47
5-7 years	92
8-11 years	78
12-14 years	28
15-17 years	12

### **Respondents with Children who have Special Educational Needs or Disability**

Special Educational Needs/ Disability	Number
Speech and language	2
Specific learning (dyslexia)	2
Hearing difficulties	0
Learning difficulties	0
Visual difficulties	1
Emotional and behavioural difficulties	0
Physical	0
Medical condition	1
Other (specify) - autism	2
Other (specify) – mental health	1
Yes (not specified)	2

## 7.2. Current Use of Childcare

### 7.2.1. Analysis of Current Use of Childcare Provision

There were only 193 responses received to the parental survey and many respondents didn't answer every question, hence the information that can be obtained from this is limited and isn't necessarily representative of the entire childcare market.

- Range of services being used - There were more responses received from the Chepstow area than any other area of Monmouthshire. All types of childcare were being used in each area apart from open access play, which was only being used by families in Usk, and nannies registered through the voluntary approval scheme, of which there aren't any in Monmouthshire. The most utilised type of childcare was full day care, closely followed by childminders. The range of services being used for each childcare type was widespread; the highest responses were for before school care provided by childminders in Usk & Raglan and family and/or friends in the Chepstow area.
- Number and type of childcare places used (full time, part time, ad-hoc) - In all types of childcare, the majority of places were taken up on a part time basis, with only 2 families using a childminder full time, 7 families using full day care full time and 1 family in Monmouth using family and/or friends on a full time basis. The number of childcare places used does not correspond to the earlier information supplied as not all parents completed this question; therefore it is not reliable data.
- Number of places required for children who have special educational needs or who require specialist care due to a disability - There were several respondents who had children with special educational needs or a disability but none of these used childcare for these children.
- Number of places used by language category - 90% of childcare provision used within the local authority during term time was described as being English with some bilingual elements, 7% was Welsh and 3% was English only. All childcare provision accessed during school holidays or out of county was English with some bilingual elements.
- Age range of children using/ not using childcare - The age range of children using childminders was fairly evenly spread between under 12 months to 8 - 11 years of age, with only one family in Abergavenny utilising a childminder for a child aged 12 – 14 years and none for children over the age of 15. Children attending full day care are aged between under 12 months to 5 – 7 years of age, although the vast majority are aged 2 or 3 years. Sessional care users are aged between 2 and 4 years and the modal age group for sessional care is 5 – 7 years. There is no particular pattern to the age range of

children not using childcare; although, according to the data, there were no children aged between 19 months and 3 years of age not using childcare.

- Reasons for using/ not using childcare - The only reasons given for using childcare were for employment or seeking employment. The most popular reason for not using childcare was family or friends look after their children, another popular response was that they or their partner were a stay at home parent. One respondent from each area claimed that childcare was too expensive and 3 respondents claimed that there was no childcare available at the times that they need it. Other reasons given for not using childcare included children are old enough to look after themselves, parent is currently on maternity leave and parent works school hours so doesn't require childcare.
- Accessibility/ availability and affordability of childcare provision - The main response in relation to improvements for childcare provision was to make it more affordable. Childcare available before 8am and after 6pm was another common response, particularly in the Chepstow area; however, only 2 respondents requested overnight care and 6 respondents would like weekend care. Availability of Welsh medium childcare was only really an issue in Abergavenny and there were very few respondents suggesting improvements were required regarding the location of childcare, although several respondents in Abergavenny and Caldicot would like the childcare to be located closer to home. Availability of childcare at different times of day during school holidays was suggested by respondents in all areas of Monmouthshire.
- Parental views on the childcare on offer - 94% of respondents were satisfied with the quality of their childcare during term time, whilst only 67% were satisfied with the quality of their childcare during school holidays. 54% of respondents disagreed that there was a good choice of childcare and 47% agreed that there was not childcare available at the times they required it. However, 72% of respondents agreed that childcare was well located, 81% disagreed that there was no childcare available for the age of the child, 76% agreed that the childcare catered for their children's needs and 77% disagreed that their childcare was unreliable. 77% felt that childcare was too expensive and 31% preferred to use family or friends but only 34% would like to increase their hours and 33% agreed that the lack of childcare was a barrier to employment. 68% of respondents agreed that they knew where to go to find information on childcare, whilst only 38% knew where to get information relating to financial assistance for childcare. 35% disagreed that there was enough Welsh medium childcare available, with the majority of respondents stating they didn't know but 72% agreed that there was enough childcare available in the language of their choice. Parental views on the childcare on offer tends to be consistent across all areas of Monmouthshire; there were no obvious issues particular to one geographical area.

### 7.2.2. Summary of Key Strengths and Weaknesses

#### Strengths:

- Childcare provision is of good quality, particularly childcare available during term time.
- Childcare provision is well located and caters for the needs of most children.
- Childcare is generally reliable.
- The majority of respondents know where to go to access childcare information.

#### Weaknesses:

- The poor response rate to the parental survey means it is extremely difficult to make conclusive judgements.
- More than half of respondents felt that the choice of childcare available is limited.
- Affordability is the most common response in relation to improvements required and the cost of childcare is stated as a reason for not using childcare.
- Almost half of respondents agreed that there is not childcare available at the times they require it and this was stated as a reason for not using childcare. Respondents would like there to be more childcare available before 8am and after 6pm and at different times during school holidays, with a very small minority requiring overnight or weekend care.
- There is not adequate Welsh medium childcare available.
- Less than half of all respondents know where to access information about financial assistance for childcare.

### 7.3. Demand for Childcare Provision

#### 7.3.1. Analysis of Demand for Childcare Provision

- Range of services required - Only 11 respondents stated that they required additional childcare places; 2 required a childminder in Abergavenny and Usk & Raglan, 3 required full day care in Usk & Raglan and 1 in Abergavenny, 1 required sessional care in Chepstow, 1 required a crèche in Monmouth, 1 required wrap around care in Chepstow and 2 required out of school care in Usk & Raglan. The majority of respondents requiring a childminder or full day care wanted full day nursery; those requesting sessional care needed morning playgroup places and most of those requesting out of school care needed before school care. Open access play provision was required during school holidays in Usk & Raglan.

- Number and type of childcare places required (full time, part time, ad-hoc) - 14% of places were required on a full time basis for children under 18 months of age, 76% part time and 10% on an ad hoc basis for children aged 8 years and over.
- Number of places required by children who have special educational needs or who require specialist care due to a disability - There were no places required for children who have special educational needs or a disability.
- Number of places required by language category - Of the 11 respondents requiring additional childcare, 6 requested English provision, 4 requested English with some bilingual elements and 1 requested other but didn't specify a language.
- Childcare times, including the number offering flexible childcare hours and range of session lengths - There was no particular pattern to the hours of childcare requested, although the most common response was 8am – 6pm. There was no requirement for childcare after 6pm or overnight and only 3 respondents required childcare between 7am and 9am.
- Age range of children for whom childcare is required - The age range of children requiring childcare varied greatly and there wasn't a noticeable geographical pattern. An equal number of places were required for children under 2 years of age with childminders and full day care providers; sessional care was only required for 2 year olds; out of school care was required for children aged 5 – 7 years and open access play provision for children aged 8 – 11 years and 12 – 14 years.
- Location of childcare required – Almost all respondents requiring a childminder, sessional care or open access play provision wanted this to be close to home. Responses in relation to full day care included close to home, close to work and near to child's school; out of school childcare was required close to parent or carer's place of work or study.

### **7.3.2. Summary of Key Strengths and Weaknesses**

- Apart from open access play provision in Usk & Raglan, crèche facilities in Monmouth and slightly earlier opening times in a few areas, there was no childcare required that is not currently available. Although respondents stated previously that they required childcare at different times of day, this didn't seem to be reflected in their future requirements for childcare.

## 7.4. Barriers to Childcare Provision

### 7.4.1. Accessibility of Childcare Provision

- The majority of stakeholders were of the opinion that the quality, range, availability, location and suitability of childcare provision in Monmouthshire is mostly good and in some cases it is excellent.
- Affordability and flexibility of childcare provision is generally considered to be satisfactory; although both are referred to by parents and employers as barriers to taking up childcare.
- PACEY Cymru believe that Monmouthshire Local Authority recognises the importance of childminders in supporting the delivery of sufficient, accessible and quality childcare services for families across Monmouthshire, including providing unsocial hours for working parents and for families in need.
- The overall opinion is that the range of Welsh medium / bilingual childcare provision is poor or satisfactory at best.
- In a recent survey conducted across Wales by Clybiau Plant Cymru Kids Club, 35% of respondents wished to access more holiday care, 30% claimed that suitable holiday childcare was not available and 17% identified cost as a barrier to them accessing childcare.
- Across Wales, occupancy rates of full day nurseries has dropped from 69% in 2015 to 67% in 2016 and sustainability is an issue with rising costs and limited confidence in running a business.
- Continued funding is required to sustain existing childcare provision and to create new provision, where required.
- Two of the local employers stated that they have recruitment and retention issues due to childcare; these employers both employed shift workers and expected staff to work weekends.
- One employer stated that most employees use partners or family to look after children as the childcare provision is not available at the times they require it; another claimed that childcare was too expensive for their employees.

## 7.4.2. Barriers Experienced by Specific Target Groups

### (i) Working Parents

- Lack of flexibility and affordability are the main barriers experienced by working parents, particularly those that work atypical hours such as shift workers and those that work at weekends.
- Not all childcare settings are registered with CSSIW so parents can't access the childcare element of Working Tax Credits. Sufficient training and support should be provided to enable settings to register with CSSIW.
- Many working parents require full day care and this is not currently available through the medium of Welsh.
- The Welsh Government free early years and childcare offer for 3 & 4 year olds would assist working families and low income families.

### (ii) Parents seeking work or training opportunities

- Monmouthshire Housing Association believe that the affordability, flexibility and suitability of childcare provision in Monmouthshire is a barrier for the families that they deal with. Crèche facilities and bursaries are required in order for parents to access training opportunities.
- PACE provide funding for childcare to support parents who are seeking work or training opportunities.

### (iii) Unemployed Households

- No stakeholders referred to this as a barrier as the majority of unemployed households don't use childcare, apart from those entitled to free Flying Start childcare or funded Early Years Education.
- Mudiad Meithrin pointed out that Welsh medium Flying Start provision should be available in the south of the county as well as the north.

(iv) Low income families

- Affordability is a barrier for low income families and some stakeholders felt that assisted places are required in order to enable low income families to access childcare provision.

(v) Lone parents

- No stakeholders referred to this as a barrier to childcare.

(vi) Families from ethnic minority backgrounds

- This does not seem to be an issue in Monmouthshire as there are very few families from ethnic minority backgrounds and none of the parents/carers or stakeholders referred to it throughout the consultation process.

(vii) Families with children who have special educational needs or a disability

- Provision for children with special educational needs or a disability is very good in Monmouthshire and financial support is available to employ additional staff to integrate these children within the setting; therefore, this was not mentioned by any stakeholders as a barrier.



## 8. Early Years Part Time Education (Foundation Phase) and Flying Start Provision

### 8.1. Analysis of Early Years Part Time Education (Foundation Phase)

- Number of childcare providers funded to provide Early Years Part Time Education - We currently have 27 childcare providers funded to provide Early Years Education; of these, 16 are registered as full day care and 11 are registered as sessional care. We don't currently use childminders to deliver Early Years Education in Monmouthshire. The Early Years Education Providers are spread throughout all areas of Monmouthshire. There is only 1 sessional care provider that operates through the medium of Welsh; this is located in Abergavenny.
- Number of schools funded to provide Early Years Part Time Education - There are currently 12 LA schools with nursery classes delivering Early Years Education, there is also 1 private school funded to provide Early Years Education in Monmouth. There are no schools in Usk & Raglan with LA nurseries, although one has a childcare provider on site. The Welsh schools in Abergavenny and Caldicot have a nursery class but there is no Welsh medium Early Years Education provision in Chepstow, Monmouth or Usk & Raglan.
- Attendance profile of children attending provision (childcare providers and schools) - The overall take up of places is very good when compared with population figures, particularly in Abergavenny and Caldicot. In Abergavenny and Chepstow, there are more children accessing their Early Years Education in LA schools; whereas in Monmouth, Caldicot and Usk & Raglan there are more children using childcare providers.
- Weekly attendance profile of children attending provision funded by childcare providers - The number of children attending Early Years Education provision is very similar on each day of the week, although it is generally lower on a Friday and it is slightly lower on a Monday in Abergavenny only.
- Number of childcare places filled, required and available - There are currently 1,604 Early Years Education places available in Monmouthshire; 886 of these places are in childcare settings, 690 are in LA schools and 28 are in a private school. Take up of these places ranges from around 52% in the autumn term to 78% in the summer term when there are the highest number of eligible children. Take up of places is monitored by geographical area on a termly basis and it has been consistent for a number of years. Additional childcare settings are only approved to provide Early Years Education when a need has been highlighted in a specific geographical area to ensure there are sufficient spaces, whilst keeping surplus places to a minimum to ensure sustainability of settings and schools.

- Number of parents not claiming their free entitlement and reasoning – Less than 5% of respondents stated they were not claiming their free entitlement to Early Years Education. The main reason given for this was that their child was already in full time education; however, this is not an option in Monmouthshire so it appears that parents have not understood the question. Only 2 parents claimed that they were not aware of this entitlement and another that the timings of the sessions didn't meet their needs. Based on the take up of places when compared with live birth data, there are not a large number of Monmouthshire children not accessing their free entitlement to Early Years Education. We are aware of some children accessing this provision in neighbouring authorities due to the location of parents' place of work or extended family that provide support with childcare.
- Childcare required by parents to enable them to claim their full entitlement – The only additional childcare required by parents who completed the survey to enable them to claim their full entitlement was before school care and this was only mentioned by 1 parent. We are aware that some families are unable to access provision in LA nursery classes unless there is wrap around provision on site, as they require full day care or longer hours. Many of our childcare providers have extended their hours and registered as full day care providers in order to meet this need.

## 8.2 Summary of Key Strengths and Weaknesses

### Strengths:

- There is a good range of Early Years Education providers so parents can choose the type that best suits their needs.
- Monmouthshire has cross border arrangements in place with all six neighbouring authorities (in England and Wales) so parents can access provision across the border if this is more convenient.
- Provision with childcare providers is very flexible; entitlement can be shared across more than one setting and there isn't a minimum number of sessions that must be taken up in order to claim funding, as in some local authorities.
- Take up of Early Years Education is very good.

### Weaknesses:

- There is no flexibility within LA schools, children must attend for either 5 morning or 5 afternoon sessions and many schools don't have wrap around provision on site.
- There is a lack of Welsh medium Early Years Education within childcare settings.

### 8.3. Analysis of Flying Start Provision

- Number of childcare providers (broken down under full day care, sessional care, childminder) funded to provide Flying Start, including Flying Start only provision - There are currently 6 providers funded to provide Flying Start, 3 in Abergavenny and 1 each in Caldicot, Chepstow and Monmouth. There is no Flying Start provision in Usk & Raglan as there are no eligible children in this area. All of the Flying Start providers are registered as sessional care; there are no full day care or childminders providing Flying Start childcare in Monmouthshire. The settings in Caldicot, Chepstow and Monmouth only offer Flying Start places, whereas all 3 settings in Abergavenny offer mixed provision. One of the settings in Abergavenny is Welsh medium but the other 5 are English with some bilingual elements.
- Weekly attendance profile of children attending Flying Start provision - According to the data, all places are taken up on a full time basis.
- Number of places filled and required - In Abergavenny, morning places are more popular than afternoon places; there is no choice in Caldicot or Chepstow as there is only one session available each day. The majority of places are filled in Monmouth and Chepstow so we are considering approving additional providers to accommodate Flying Start children in these areas; there are currently sufficient places in the other areas.
- Number of parents living in a Flying Start area, who are accessing free childcare - Take up of places, as per the parental survey, is only at 50%; however the reasons given for not accessing free childcare suggests that most of these children are not actually eligible. According to data supplied to Welsh Government, the actual take up of places in 2015/16 was 82%.
- Number of parents not accessing free childcare and reasoning – The main reasons given for not accessing free childcare is that they don't want to use that setting, parents work and require full day care and they are already settled in another setting.

### 8.4. Summary of Key Strengths and Weaknesses

#### Strengths:

- Take up of Flying Start places is very good and places are usually taken up on a full time basis.
- In Abergavenny, parents can choose between 3 different settings, including Welsh medium childcare.
- In Monmouth and Abergavenny, parents can access Flying Start childcare in the morning and afternoon sessions.

Weaknesses:

- The type of childcare available providing Flying Start places is limited to sessional care and doesn't meet the needs of working parents.
- Welsh medium Flying Start childcare is only available in Abergavenny.

## 9 Free Breakfast Club Provision

### 9.1 Analysis of Free Breakfast Club Provision

Area	Name of Schools	Average Attendance
Abergavenny	Cantref Primary	36
	Cross Ash Primary	27
	Deri View Primary	61
	Gilwern Primary	66
	Llanfoist Primary	58
	Llantilio Pertholey Primary	65
	Llanvihangel Crucorney Primary	24
	Our Lady & St. Michael's RC Primary	46
	Ysgol Gymraeg Y Fenni	41
<i>Abergavenny Total</i>		<i>424</i>
Monmouth	KyminView Primary	41
	Llandogo Primary	8
	Osbaston Primary	45
	Overmonnow Primary	66
	Trellech Primary	40
	<i>Monmouth Total</i>	

Chepstow	Pembroke Primary	53
	Shirenewton Primary	32
	St. Mary's RC Primary	59
	The Dell Primary	112
	Thornwell Primary	58
<i>Chepstow Total</i>		<i>314</i>
Caldicot	Archbishop Rowan Williams Primary School	51
	Castle Park Primary	43
	Dewstow Primary	48
	Magor Primary	87
	Rogiet Primary	57
	Undy Primary	76
	Ysgol Gymraeg Y Ffin	37
<i>Caldicot Total</i>		<i>399</i>
Usk & Raglan	Usk Primary	71
<i>Usk &amp; Raglan Total</i>		<i>71</i>
<b>TOTAL</b>		<b>1,408</b>

There are only 3 primary schools in Monmouthshire that don't have a free breakfast club on site; 2 of these schools have a fee paying before school childcare club on site instead.

## 10. Working Tax Credit/ Universal Credit and Employer Supported Childcare/ Tax Free Childcare

### 10.1. Analysis of Working Tax Credit/ Universal Credit and Employer Supported Childcare/ Tax Free Childcare

Only 68 respondents answered the question relating to Working Tax Credit or Universal Credit on the parental survey and 55 respondents answered the question relating to Employer Supported Childcare, therefore percentages have been given as well as actual numbers; however, it is still difficult to gain any meaningful information.

- Number of respondents claiming per childcare provision and number of children attending - Only 10 respondents stated that they were claiming the childcare element of Working Tax Credit or Universal Credit; however this equates to 15% of those that answered this question on the parental survey. There were a total of 16 children for whom the tax credit was being claimed, of these 4 were cared for by a childminder (25%), 5 were attending full day nursery (31%) and 7 were attending after school club (44%). 19 respondents (35%) stated that they were claiming tax free childcare through an Employer Supported Scheme for a total of 24 children; of these 6 were cared for by a childminder (25%), 3 were attending full day nursery (12%), 5 were attending after school club (21%), and 10 didn't specified the type of childcare being used (42%).
- Number of respondents intending to claim in future and childcare requirements - Only 4 of the 68 respondents intend to claim the childcare element of Working Tax Credit or Universal Credit; this equates to 6% and 18 are unsure if they will claim in the future (26%). Those that intend to claim require a mixture of full day nursery and after school childcare. Only 6 of the 55 respondents (11%) intend to claim tax free childcare through an Employer Supported Scheme in the future and 8 (15%) are unsure if they will claim. Half of these intend to use after school childcare and almost half require full day nursery, with one respondent requiring a childminder.
- Number of respondents not claiming and reasoning - 58 of the 68 respondents (85%) stated that they were not claiming the childcare element of Working Tax Credit or Universal Credit. The main reasons for not accessing this were they know they are not eligible (45%), they are unsure whether they are eligible (18%) and they didn't know about it (20%). Other reasons given include their circumstances change too often (7%), they choose not to claim (2%), the process is too complicated (2%), they don't have time to claim (2%) and they don't pay for childcare (2%). 36 of the 55 respondents (65%) were not claiming tax free childcare through an Employer Supported Scheme. The main reasons for not accessing this were they didn't know about the scheme (19%), they know they are not eligible (19%) and they are unsure whether they are eligible (11%). 2 respondents have chosen not to claim it (6%) and 1 does not pay for their childcare (3%). 42% of these respondents didn't give a reason for not claiming it.

## 10.2. Summary of Key Strengths and Weaknesses

### Strengths:

- The availability of tax free childcare reduces the barrier for those wishing to return to work or enter employment.

### Weaknesses:

- According to the parental survey, take up of the childcare element of Working Tax Credit or tax free childcare through Employer Supported Schemes is low in Monmouthshire.
- A high proportion of parents in Monmouthshire are not eligible for either of these schemes or they are not available.
- There were a significant number of respondents who were not aware of these schemes and didn't know if they were eligible.

## 11. Sustainability

Start-up grants are currently available for out of school childcare clubs through the WG Out of School Childcare Grant; there is also a Development Worker funded through this grant to provide business support and to assist them with the registration process. Unfortunately, the terms and conditions of this grant do not allow for it to be used for pre-school childcare; hence, there is no financial support available to assist these settings with start-up costs. Childminders are entitled to financial support equating to almost £500 in total; this is made up of the cost of the CYPOP5 course, a PACEY business start-up pack including public liability insurance and a grant of £100 towards health and safety equipment.

Sustainability is becoming more of an issue for childcare settings with increases in the minimum wage, rent costs, utilities and business rates. This is a particular issue for approved providers due to the fact that there has not been an increase in the Early Years Education funding for many years so they have had to charge top up fees in order to remain sustainable. In addition, Monmouthshire is largely a rural authority, so lack of numbers can cause sustainability issues for some settings. Sustainability grants are available for all childcare settings; however, they have to be able to evidence how they will use this funding to enable them to become sustainable in the future. Over the past 3 years, an average of six settings per year have received a sustainability grant and the majority of these have been out of school childcare settings.

There is a fair amount of mandatory training that must be completed by childcare workers on a regular basis as well as CPD training; although these courses are often facilitated by the Local Authority, they are not usually funded and this places an additional burden on settings. Providing appropriate support for children with Special Educational Needs or a disability is another issue as, although funding is provided to settings to provide additional support, this is restricted to 2 hours per session for a maximum of 5 sessions a week, so there are generally further costs incurred by the setting.

CSSIW de-registration is not a major issue in Monmouthshire; there is a fairly high turnover of childminders but this is mainly due to the nature of the job rather than sustainability issues. The main reason for the closure of other childcare settings within Monmouthshire has been a lack of demand for places or an inability to find suitably qualified staff.

There is financial support available to parents to assist with the cost of childcare such as the childcare element of Working Tax Credit and tax free childcare through an Employer Supported Scheme, however take up of these schemes is relatively low in Monmouthshire. Assisted places schemes used to be funded through the WG Cymorth Grant to enable low income families to access free childcare. Unfortunately, these projects were de-commissioned in September 2011 and, since then, there has not been any financial support available from the Local Authority to assist families with the cost of childcare.



## 12. Cross Border

Monmouthshire County Council has cross border arrangements in place for Early Years Education with all six neighbouring authorities, four in Wales and two in England.

The number of Monmouthshire children that we are aware of that accessed their Early Years Education outside of the Local Authority during the summer term 2016 was as follows:

Local Authority	Number of Monmouthshire Children
Newport	15
Torfaen	15
Blaenau-Gwent	0
Powys	1
Gloucestershire	0
Hereford	36
TOTAL	67

The breakdown of children from outside the Local Authority that accessed their Early Years Education within Monmouthshire during the summer term 2016 was as follows:

Local Authority	Number Attending Non-Maintained Setting	Number Attending LA Nursery	TOTAL
Newport	11	19	30
Torfaen	2	1	3
Blaenau-Gwent	4	1	5
Powys	1	0	1
Gloucestershire	16	2	18
Hereford	5	0	5
TOTAL	39	23	62

The parental survey didn't provide us with any useful information in relation to cross border arrangements for childcare as only one respondent stated that they were utilising childcare outside of the Local Authority, in Blaenau-Gwent.

We consulted with colleagues in nearby Local Authorities as part of this process to enquire in relation to any contact that they have had with Monmouthshire residents accessing childcare within their Local Authority or making enquiries and we received the following responses:

- Torfaen Family Information Service have been contacted by three Monmouthshire families, two of whom were enquiring about leisure activities and one about out of school childcare and holiday clubs. They have one childcare setting close to the border that is accessed by several Monmouthshire families and has transition arrangements with a Monmouthshire primary school.
- Blaenau-Gwent County Council reported that they are aware of three Monmouthshire families that utilise childcare provision within Blaenau-Gwent. Reasons given for this are that it is closer to work, grandparents live in Monmouthshire and help with childcare and it has better Estyn results.
- Powys County Council are aware of one Monmouthshire child that is accessing their Early Education at a setting that is close to the Monmouthshire border.
- Gloucestershire County Council are not aware of any Monmouthshire families accessing provision within their authority.
- Herefordshire Family Information Service reported that they have been contacted by three Monmouthshire families and have signposted them to the relevant information.
- Caerphilly Family Information Service have been contacted by four Monmouthshire families, two of whom were signposted to parent & toddler activities, one to youth advocacy services and one to full day childcare.

All of this information suggests that the vast majority of Monmouthshire residents are able to access suitable childcare or Early Years Education provision within the Local Authority.

## 13. Workforce Development

### 13.1 Analysis of Workforce Development

- Only 15% of the childcare workforce in Monmouthshire have no relevant childcare qualification or haven't specified what qualification they have. Of these, 2% are currently studying towards a relevant level 2 qualification and 29% towards a level 3 qualification, hence a maximum of 10% of the workforce have no relevant childcare qualification and are not working towards a qualification.
- According to the SASS data, the childcare type with the highest percentage of unqualified staff is childminders (27%); however, childminders are unable to obtain registration until they have completed a CYPOP5, so we presume this refers to those that haven't completed a full level 2 qualification. 45% of childminders have a level 3 qualification and 25% have a level 4 or higher. 27% of childminders are currently working towards a higher level childcare qualification.
- Only 10% of the childcare workers within full day care settings are unqualified and 31% of these are currently working towards a level 3 qualification; 9% of the full day care workforce are qualified to level 2, 63% are qualified to level 3 and 18% are qualified to level 4 or higher. 23 staff (18%) are currently working towards a higher level qualification.
- 14% of childcare workers in sessional care settings are unqualified and 42% of these are currently working towards a relevant level 3 qualification. 5% of sessional care workers are qualified to level 2, 60% are qualified to level 3 and 22% are qualified to level 4 or higher. 24% of childcare workers are currently working towards a higher level qualification.
- All staff working in the crèche are qualified, 50% at level 3 and 50% at level 5; however, there is only one crèche registered in Monmouthshire so this is only 4 childcare workers.
- The figures for out of school childcare relate mainly to registered settings; the percentages would be lower if all unregistered settings were included as the lack of suitably qualified staff is often a barrier to registration. 17% of workers in out of school clubs are unqualified and only 2 of these (18%) are working towards a level 3 qualification; 23% are qualified to level 2, 45% are qualified to level 3 and 14% are qualified to level 4 or higher. 15 out of school childcare workers (23%) are currently working towards a higher level qualification.

- The most popular response in relation to additional training undertaken was Foundation Phase modules; this was followed by Manual Handling, First Aid at Work and Welsh courses. The majority of the other training mentioned related to additional needs or health & safety.
- There are approximately 100 childcare workers who will require First Aid training or Food Hygiene training in 2017 as their existing certificate will expire during the next 12 months; the figure for Child Protection training is 75 childcare workers. In 2018, there will be around 65 childcare workers requiring First Aid training or Food Hygiene training and 100 requiring Child Protection training.
- Although mandatory training is no longer funded by the Local Authority, a training programme is being developed to ensure that there are sufficient courses available across Monmouthshire that can be accessed by the childcare workforce. There are also a number of non-mandatory training courses that are being offered free of charge to enable childcare workers to continue their professional development.

## 14. Results of Consultation with Stakeholders (as outlined in section 2)

The key findings from consultation undertaken with key stakeholders is summarised below:

### Welsh Medium Education Forum

- Location, flexibility, affordability and quality of childcare provision on the whole is good.
- Range of Welsh medium / bilingual childcare provision is poor or satisfactory at best.
- There is a need for more Welsh medium childcare provision, in particular full day care to meet the needs of working parents especially in the south of the county.
- There is reasonably priced out of school childcare available on the site of both Welsh medium primary schools, as well as nearby schools and childminders. The Welsh medium primary school in the north of the county also provides affordable wrap around childcare on site for nursery aged pupils.
- Identifying suitably qualified Welsh speaking staff to work in Welsh medium childcare settings is a problem and more training is required.
- Links between organisations need to be developed to improve transition, particularly links with Health Visitors.
- Advertising is needed to ensure parents are aware of the availability and benefits of Welsh medium childcare and education.

### Play Monitoring Group

- Changes to the registration process have meant that it is not financially viable to run holiday play schemes as they were previously, particularly in relation to identifying suitably qualified staff to work in them.

### Umbrella Organisations

- Clybiau Plant Cymru Kids' Clubs were unable to provide a response specific to Monmouthshire but general comments were:
  - Continued funding is required to sustain current out of school childcare provision and to create new provision, where required.
  - In a recent survey conducted across Wales, 35% of respondents wished to access more holiday care, 30% claimed that suitable holiday childcare was not available and 17% identified cost as a barrier to them accessing childcare.
  - Sufficient training should be provided to enable settings to register with CSSIW so that parents can access tax credits.
  - Assisted places are required to enable low income families to access childcare provision.
  - 1:1 support is essential to support children with a disability and to integrate them within the childcare settings.
  - A national marketing campaign is needed to promote childcare and inform parents of the benefits.
- NDNA

- Quality, range, availability, location and suitability of childcare in Monmouthshire is good; affordability and flexibility is satisfactory whilst bilingual or Welsh provision is poor.
- Across Wales, occupancy rates have dropped from 69% in 2015 to 67% in 2016 and sustainability is an issue with rising costs and limited confidence in business.
- The Welsh Government free early years and childcare offer for 3 & 4 year olds would assist working families and low income families.
- Mudiad Meithrin
  - Even though Monmouthshire is on the border with England, this shouldn't prevent access to Welsh medium childcare and education.
  - The Eisteddfod had a positive response and it is important to continue to raise awareness of the benefits of bilingualism.
  - There is only one cylch meithrin in Monmouthshire at present but, before expanding, the first step is to develop successful Ti a Fi groups. There are currently five Ti a Fis in different areas of Monmouthshire and they are looking to open a sixth in the near future.
  - There needs to be a competent Welsh speaking workforce in readiness for the free childcare offer.
  - Welsh medium Flying Start provision should be available in the south of the county to support low income families.
- PACEY
  - PACEY Cymru believe that Monmouthshire LA recognises the importance of childminders in supporting the delivery of sufficient, accessible and quality childcare services for families across Monmouthshire, including providing unsocial hours for working parents and for families in need.
  - Support provided for childminders includes childminder briefing sessions, funding for CYPOP5 training, business start-up packs, £100 start up grant for health & safety equipment, child protection training and an advice line.
  - Childminders are able to advertise through the Family Information Service and have their own Facebook group.
  - Further funded CPD training and wider promotion of availability of grants would be beneficial.
  - No childminders are currently providing Foundation Phase Early Years Education or Flying Start childcare.

#### Relevant Local Authority Departments

- Monmouthshire Housing Association believe that the affordability, flexibility and suitability of childcare provision in Monmouthshire is less than satisfactory. Crèche facilities and bursaries are required in order for parents to access training opportunities.
- Monmouthshire Planning Department have had three applications for planning permission to convert existing premises into day nurseries since 2014, all in the Abergavenny area and all were successful and are now up and running. Planning

permission is generally not required for childminders in Monmouthshire.

- Primary Schools
  - Kymin View Primary in Monmouth have a playgroup and free breakfast club on site, there are also childminders collecting from the school but they are all at full capacity. Parents have requested an after school club and wrap around childcare for nursery but affordability may be an issue for some parents.
  - Magor VA Primary and Undy Primary in the Caldicot area both have a playgroup on site offering morning and afternoon sessions and wrap around childcare for the school nursery; they also have free breakfast clubs and Magor has fee paying before school care. Holiday childcare was available at both schools during the summer holidays. Childminders, a nearby after school club and two local day nurseries collect children from both school. Feedback from parents are around more flexibility for the school nursery and longer hours of childcare.
  - Ysgol Gymraeg Y Fenni in Abergavenny has a cylch meithrin on site offering morning sessions and wrap around childcare for the school meithrin; they also have a Welsh medium free breakfast club and after school club. Childminders, day nurseries and a nearby English medium after school club collect from their school, as their after school club is unable to operate at full capacity due to a shortage of suitably qualified Welsh speaking staff.
- Healthy Schools and Pre-schools
  - Provision in the majority of settings is good, if not excellent.
  - There is a good range of accessible, flexible childcare provision.
  - Welsh language provision is satisfactory to poor.

#### Family Information Service

- Monmouthshire Family Information Service (FIS) currently supplies information and advice about childcare, Early Years provision and local services for children and young people. The FIS continue to promote new and existing childcare providers and places through the telephone, email, website, social media and outreach with the majority of enquiries being received through the website and through facebook.
- Feedback is received through quick polls on contact us, have your say and submit a service website forms, through feedback forms sent via email and post and by direct contact at outreach events.
- The results of these enquiries are as follows:
  - 98.7% of enquirers are satisfied with the information they have received through the FIS.
  - 73% of enquirers use childcare that they found out about through the FIS.
  - 65.2% of enquirers have been able to make an informed choice about childcare and activities because of the information they have received through the FIS.
  - There have been no enquiries from people who have been unable to access some form of childcare.

### Local Employers

- Responses were only received from four local employers, ranging in size from 10 employees to 17 employees.
- All settings offer flexible working arrangements for parents/carers such as part time positions and flexible working hours, as well as time off to attend appointments and children's concerts.
- Two of the employers stated they have recruitment and retention issues due to childcare; these employers both employed shift workers and expected staff to work weekends.
- One employer stated that most employees use partners or family to look after children as the childcare provision is not available at the times they require it; another claimed that childcare was too expensive for their employees.

### Focus Groups with Children in Out of School Childcare Provision

- Focus groups were held in five different out of school childcare settings and a total of 142 children aged between 4 and 11 years of age contributed to this consultation activity; the results from this consultation were as follows:
  - 88% of children liked their setting and the majority of the activities provided.
  - 92% of children liked the staff working at their setting.
  - 82% of children enjoyed being with children of different ages.
  - 80% of children said they attended the setting because their parents told them they had to.
  - 62% of children confirmed that they wanted to attend.
  - 53% of children would prefer it if the sessions were longer.
  - 47% of children stated they would prefer to play at home than attend their childcare setting.
  - 82% of children attend out of school care because their parents have to work.
  - 34% of children knew they would have to attend alternative childcare provision if this wasn't available.
  - 69% of children also attend other childcare provision such as before school clubs, holiday clubs and childminders.
  - 42% of children attend a particular club because it is close to home.
  - 22% of children attend every day that it is open.
  - 24% of children are collected by someone other than their parents.
  - 54% of children thought their setting could be improved in some way.



## 15. Gap Analysis & Areas for Improvement

On the whole, the quality of childcare provision in Monmouthshire is very good and there is sufficient provision to meet the needs of most families; however, there are some gaps in provision that have been identified and need to be addressed.

### Types of Childcare Available

Based on the data provided by childcare settings through their SASS return, particularly in relation to vacancies and waiting lists, then comparing this with the demand for childcare as evidenced through parental surveys and consultation responses from stakeholders, there appears to be sufficient provision of childminders, full day care, sessional care and after school care throughout Monmouthshire. There is a good range of services offered by these settings and they are generally flexible enough to meet the needs of families.

There are free breakfast clubs at more than 90% of primary schools so there is very little demand for before school care and there is only one primary school in Caldicot that doesn't have some form of before school care on site.

Sessional care is not available in Usk & Raglan but there are full day care settings and childminders in this area providing sessional care, so it is not a significant gap.

There is only a limited supply of holiday clubs and they are not available in all areas of Monmouthshire; however, many childminders and full day care settings are also providing holiday care.

Open access play provision is only available during school holidays and there is no open access play provision in the Usk & Raglan area. None of the open access play provision is registered so it is limited to two hours in length.

There is only one registered crèche in Monmouthshire and this is restricted to children with a disability; according to consultation responses, this gap in provision is a particular issue for parents living on the army barracks just outside Chepstow and for parents wanting to access training opportunities.

There are no nannies in Monmouthshire registered through the voluntary approval scheme and we have no information relating to any nannies that are operating within the authority, although we know that there are parents using a nanny for childcare.

*Areas for Improvement:*

- *There needs to be an increase in the number of holiday clubs and the range of childcare available during school holidays.*
- *Open access play is required during term time, as well as school holidays, and this provision needs to be registered in order to increase the length of sessions offered.*
- *Crèche facilities are required throughout Monmouthshire.*
- *More information is needed in relation to nannies operating in Monmouthshire.*

Age of Children for whom Childcare is Available

Childminders are able to accommodate the largest age range of children, from 0 – 17 years; however, there is currently no demand for places for children aged 15 – 17 years and very little demand for children aged 12 – 14 years.

There are very few children aged under 5 accessing holiday clubs; nevertheless, most childminders and more than half of the full day care settings offer holiday care and there are places available in all areas of Monmouthshire for this age group for 12 weeks of the school holidays, with the exception of Christmas week.

*There are no significant areas for improvement.*

Affordability of Childcare

Affordability is highlighted by parents, employers and stakeholders as a barrier to childcare.

39% of out of school clubs and all open access play provision is unregistered, so parents are unable to access tax credits.

Take up of the childcare element of Working Tax Credits and Employer Supported Schemes is poor in Monmouthshire and 62% of respondents claimed that they didn't know where to go to access information relating to financial assistance for childcare.

*Areas for Improvement:*

- *Out of school clubs and open access play providers should be encouraged and supported to register with CSSIW.*
- *The availability of Working Tax Credits and Employer Supported Schemes for childcare need to be more widely promoted.*

### Times at which Childcare is Available

Many settings offer a range of setting lengths in order to meet the individual needs of families during the typical working day.

There are very few providers offering childcare before 8am and after 6pm and most of these are childminders; there is no childcare available after 10pm and only one childminder offers weekend care.

47% of respondents to the parental survey agreed that there was not childcare available at the times they required it and that this lack of flexibility was a barrier to accessing childcare. Two local employers with shift workers and staff working weekends confirmed that this caused them recruitment and retention issues.

#### *Area for Improvement:*

- *More provision is required during atypical hours such as before 8am, after 6pm, overnight and at weekends.*

### Location of Childcare

The geographical distribution of childcare provision in Monmouthshire is good and is relative to the population and characteristics of each area; this conclusion is reinforced by the opinions of stakeholders who assessed the location of childcare in Monmouthshire as good or excellent.

Where there are gaps, these tend to be in relation to the type of childcare, as referred to above, rather than the location of the childcare. In some areas there may appear to be a lack of a particular type of childcare, such as holiday care in Caldicot and Monmouth, but generally these services are provided in the area by another childcare type so the demand is still being met.

The only exception to this is the lack of open access play provision in the Usk & Raglan area during the school holidays.

#### *Area for Improvement:*

- *Open access play provision is required in the Usk & Raglan area during school holidays and in all areas during term time.*

### Welsh Medium Childcare Provision

Provision of Welsh medium childcare is described as being poor by the majority of stakeholders and 65% of parents responded that there was not enough Welsh medium childcare available.

There is a significant shortage of Welsh medium childcare in Monmouthshire; there is only one cylch meithrin in Abergavenny offering sessional care and one after school club attached to the Welsh school in Abergavenny. There is no full day care, childminders, holiday care or open access play provision operating through the medium of Welsh.

All full day care and sessional care providers, apart from the cylch meithrin, describe themselves as English with some bilingual elements. Nevertheless, the majority of childminders and out of school providers and all open access provision is described as being English only.

#### *Area for Improvement:*

- *More Welsh medium childcare of all types is required in all areas of Monmouthshire, particularly those providing full day care during term time and school holidays.*
- *All childcare settings should be encouraged to provide at least some bilingual elements.*

### Childcare Provision for Different Language Categories

Provision of childcare in languages other than English or Welsh is not available in Monmouthshire but neither is there a demand.

According to the 2011 Census, 98% of the population of Monmouthshire are British and only 2.1% of respondents to the parental survey spoke languages other than English or Welsh and these were varied, there was no particular pattern. Hence, it would be difficult to develop sustainable childcare provision in different languages and it is not necessary to meet the current demands of parents in the authority.

*There are no significant areas for improvement*

This gap analysis will be used to inform future work, to identify priorities and to allocate funding.

## 16. Childcare Sufficiency Assessment – Action Plan

The Action Plan has been drawn up in order to address highlighted gaps and to reduce barriers to accessing childcare that have been identified in this Childcare Sufficiency Assessment. Further detail is included within Annex 14.

Target	Why is it Required?	How will it be Achieved?	How will it be Monitored?	Timescale
Develop a Welsh medium childcare setting in the south of the county and increase the number of Welsh medium childcare places in the north of the county by 20%.	There is not sufficient Welsh medium childcare provision, in particular full day care, to meet the needs of working parents. We are required to actively promote Welsh medium education.	Monmouthshire Early Years will work closely with Mudiad Meithrin and the existing providers to expand the provision of Welsh medium childcare provision.	The number of Welsh medium childcare places is included in the Welsh Education Strategic Plan (WESP) and this is reviewed termly.	September 2017
Increase the opening hours of at least 1 existing childcare provider in each of the 5 areas to include atypical hours.	There is a lack of childcare available to meet the needs of parents who work atypical hours such as shift workers and those that work at weekends.	Offer financial incentives to encourage existing childcare providers to extend their opening hours and to provide childcare during atypical hours.	FIS will send update forms to childcare providers and the childcare supply will be updated accordingly and compared with the previous year.	March 2018
Register 5 new childminders across Monmouthshire and at least maintain the current level of provision.	There is a high turnover of childminders due to the transient nature of the job. Childminders are best placed to provide childcare during atypical hours.	Provide childminder briefing sessions and support through the registration process. Continue to offer financial support for CYPOP5 training and start-up grants.	Number of newly registered childminders as per CSSIW monthly reports will be monitored termly, along with the number of start-up grants awarded.	March 2018 and ongoing

Target	Why is it Required?	How will it be Achieved?	How will it be Monitored?	Timescale
Develop an additional 3 holiday childcare settings in different areas of Monmouthshire.	There is a need to increase the range of childcare available during school holidays to meet the needs of working parents.	Childcare Development Officer to work closely with existing providers to expand their provision. Offer development grants to cover start-up costs.	This will be included as a target for the Out of School Childcare Grant and monitored quarterly.	July 2017
Develop 2 registered crèches or encourage existing providers to offer crèche facilities.	There are no crèche facilities in most areas of Monmouthshire and there is a demand for this type of childcare.	Contact leisure facilities and existing providers to discuss the possibility of developing crèche facilities on site and offer financial support.	This will be included as a target for the Service Improvement Plan (SIP) and monitored quarterly.	March 2018
Increase the opening times of open access play provision to include half terms and Easter holidays.	Open access play is currently only available during the summer holidays and there is a demand for more of this type of childcare.	Work closely with the Play Monitoring Group to extend the provision of open access play across the authority.	This will be reviewed and monitored as part of the Play Sufficiency Assessment.	October 2017
Register 3 out of school clubs with CSSIW.	A significant number of out of school clubs are not registered with CSSIW so there is a limit to the number of hours they can operate each session and parents cannot claim Working Tax Credits.	Childcare Development Officer to work closely with existing out of school childcare settings to provide business advice and support them through the registration process.	This will be included as a target for the Out of School Childcare Grant and monitored quarterly.	March 2018

Target	Why is it Required?	How will it be Achieved?	How will it be Monitored?	Timescale
To provide Welsh training for 12 childcare workers.	To develop the Welsh language skills of childcare workers and to increase the number of childcare settings offering some bilingual elements.	Identify a suitable Welsh course, cover the cost of the training and promote with childcare providers	Attendance lists will be kept and follow up will be carried out to assess the impact this has had on their setting.	March 2018
Continue to promote the Family Information Service and advertise the availability of financial support to assist with the cost of childcare.	Affordability is the main barrier to accessing childcare. Take up of the childcare element of Working Tax Credits and Employer Supported Schemes is poor and some parents reported they didn't know where to find this financial information.	Monmouthshire Family Information Service will use the FIS website and social media such as facebook and twitter to promote tax credits and to provide information relating to financial assistance for childcare	The Family Information Officer produces monthly reports including details of promotional activities. Users of the FIS website complete evaluation forms.	December 2017 and ongoing
To include details of nannies on FIS website.	Monmouthshire Family Information Service currently holds no information relating to nannies.	Contact nanny organisations and use the FIS website and social media to enquire about nannies.	A review of childcare supply will take place on an annual basis and this will include nannies.	March 2018

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

<b>Adults Select Committee</b>				
<b>Meeting Date</b>	<b>Subject</b>	<b>Purpose of Scrutiny</b>	<b>Responsibility</b>	<b>Type of Scrutiny</b>
<b>20<sup>th</sup> March 2018</b>  <b>Joint Meeting with Adults Select</b>	<b>Use of Bed and Breakfast Accommodation</b>	Performance update on the use of Bed and Breakfast accommodation in supporting homelessness.	Ian Bakewell	Performance Monitoring
	<b>Consultation on the draft Autism (Wales) Bill</b>	Discussion with members on the implications of the bill ~ purpose to engage members and take feedback to for the council's formal response.	Shelley Welton Teresa James Claire Marchant	Consultation
	<b>National Report on School Categorisation 2017-18</b>	Report of the Education Achievement Service (EAS)	EAS Will Mclean	Performance Monitoring
	<b>Discussion on:</b>  • <b>School Placement/Capacity</b> <b>Free School Meals availability</b>	Brief update on issues raised by Members.	Will Mclean	Verbal Update
	<b>Update on Nursery provision</b>	Update report requested by Members.	Will Mclean	Brief Report
	<b>Update on the Donaldson report</b>	Update report requested by Members.	Will Mclean	Brief Report
<b>22<sup>nd</sup> May 2018</b>	<b>Supporting People Service Review 2018-19</b>	Usual reporting focusses on funding for the next financial year, however, this year we are delivering a status quo funding budget in line with Welsh Government's intention to maintain Supporting People budgets for the forthcoming year. A service review in 2018/19 will lead to the utilisation of the	Chris Robinson	Performance Monitoring

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

<b>Adults Select Committee</b>				
<b>Meeting Date</b>	<b>Subject</b>	<b>Purpose of Scrutiny</b>	<b>Responsibility</b>	<b>Type of Scrutiny</b>
		flexible funding options recently announced by Welsh Government.		
	<b>Local review of homelessness and related services</b>	Detail TBC	Ian Bakewell	Performance Monitoring
	<b>Care Closer to Home</b>	Discussion on Care Closer to Home and how this sits within Monmouthshire Integrated Services.	Julie Boothroyd	Performance Monitoring
	<b>Disability Transformation Work</b>	Detail TBC	Claire Robins	Performance Monitoring
<b>10<sup>th</sup> July 2018</b>	<b>ABUHB *TBC*</b>	Older Adults Mental Health		
<b>Special late June/early July</b>	<b>Chief Officers Annual Report (Social Services)</b>	To scrutinise the progress of social services and the future strategic direction.	Claire Marchant	Performance Monitoring
<b>Joint with CYP</b>				

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

- ✓ **Crick Road Care Development ~ Final Business Case**
- ✓ **Future Commissioning of Adults Services ~ linked to "Turning the World Upside Down"**
- ✓ **Budget Pressures within services and spend analysis**
- ✓ **Community Development and Well-being**
- ✓ **Welfare ~ Discussion with Monmouthshire Housing Association on current stock and new home development, support for welfare reform**
- ✓ **Housing Report: Local Housing Market Assessment**

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

- ✓ **Annual Complaints Report for Social Services**

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

- ✓ **"Information, Advice and Assistance Service ~ responsibility of the Social Services and Well-being Act 2014 ~ (January/February 2018)**
- ✓ **The implementation of the Social Services and Well-being Act 2014 ~ (October 2017)**
- ✓ **Mental Health and Learning Disabilities ~ linked to implications of the DOLS (Deprivation Liberty Safeguards) Grant**
- ✓ **Well-being ~ responsibilities of the Social Services and Well-being Act 2014 around connected communities and meeting needs**
- ✓ **Implementation of the Social Services and Well-being Act 2014 ~ review post 18 month together with the duties around prisons ~ (March 2018)**
- ✓ **Safeguarding Performance Reporting and Progress of Regional Safeguarding Boards ~ Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015**
- ✓ **Regional Integrated Autism Service**
- ✓ **Annual Report**

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

<b>Children and Young People's Select Committee</b>				
<b>Meeting Date</b>	<b>Subject</b>	<b>Purpose of Scrutiny</b>	<b>Responsibility</b>	<b>Type of Scrutiny</b>
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	<b>Consultation on the draft Autism (Wales) Bill</b>	Discussion with members on the implications of the bill ~ purpose to engage members and take feedback to for the council's formal response.	Shelley Welton Teresa James Claire Marchant	Consultation
	<b>National Report on School Categorisation 2017-18</b>	Report of the Education Achievement Service (EAS)	EAS Will Mclean	Performance Monitoring
	<b>Discussion on:</b>  <ul style="list-style-type: none"> <li>• School Placement/Capacity</li> <li>• Free School Meals availability</li> </ul>	Brief update on issues raised by Members.	Will Mclean	Verbal Update
	<b>Update on Nursery provision</b>	Update report requested by Members.	Will Mclean	Brief Report
	<b>Update on the Donaldson report</b>	Update report requested by Members.	Will Mclean	Brief Report
<b>Joint Informal Session with Strong Communities</b> Date TBC	<b>Support for Refugees TBC</b>	Progress report and invitation to young people to attend.	Shereen Williams	Policy Development
<b>17<sup>th</sup> May 2018</b>	<b>2<sup>nd</sup> Phase Family Support Review</b>	Detail TBC	Claire Marchant	Performance Monitoring

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

Children and Young People's Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
	<b>Budget Monitoring - Period 12</b>	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Mark Howcroft	Budget Monitoring
	<b>Disabled Facility Grants</b>	Report on the progress implementing disabled adaptations further to the additional funding received for 2017/18.	Ian Bakewell	Performance Monitoring
<b>28<sup>th</sup> June 2018</b>	<b>Education Achievement Service</b>	Report on performance 17/18 and briefing on regional financial policy.	Susan Radford, Blaenau Gwent CBC	Performance Monitoring
<b>Special late June/early July</b>	<b>Chief Officers Annual Report (Social Services)</b>	To scrutinise the progress of social services and the future strategic direction.	Claire Marchant	Performance Monitoring
<b>Joint with CYP</b>				

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

- **School Placement Capacity** ~ numbers in the south of the county considering the new housing developments planned.
- **Nursery provision** - the plans for welsh government to give 30 hours free childcare for nursery age - do we have capacity? What about our reliance on charities to run some of the 'state' provision.
- **Chief Officer's Self-evaluation Report** ~ Annual report of the Chief Officer on progress of the service and future strategic direction.
- **An update report regarding the process of issuing Free School Meals.**
- Update on the Donaldson report
- **Additional Learning Needs** - Review and provision/ALN Bill/Readiness and training
- **Schools** - quality indicators from new inspection framework/how categorisation works and actions taken to support improvement/EIB and Intervention Monitoring/ Donaldson Report on Successful Futures (Member suggestion to investigate how successfully pioneering schools are measuring their performance in line with curriculum). Review of 21<sup>st</sup> Century Schools.

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

- **Service Pressures** for the council and schools.
- **Inclusion updates** - wellbeing/attitudes to learning/supporting the pupil voice
- **Non-maintained/Early Years** - provision/outcomes/childcare offer
- **National Categorisation/Estyn outcomes** -Progress towards addressing recommendations
- **Post 16 education provision/Apprenticeships/Engagement and progression**
- **Welsh Education Strategic Plan** - annual update
- **Childcare sufficiency** - annual update
- **Play Sufficiency** - annual update
- **New Estyn framework** - suggested 'All Member Seminar'
- **External reference Group** - additional meeting
- **Children's Mental Health and Counselling Services**
- **Well-being reporting (obesity, eating disorders etc)**
- **Gwent Ethnicity Network Grant and support for refugees and asylum seekers**
- **Young Carers Strategy** ~ Implementation of the first year
- **Flying Start** ~ presentation for information

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

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

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## 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	05/09/18	Regional Safeguarding Board Annual Report		Claire Marchant		
Cabinet	04/07/18	Youth Enterprise - European Structure Fund (ESF) Programmes - Inspire2Work extension		Hannah Jones		
Cabinet	04/07/18	Chief Officer Annual Report		Claire Marchant		
Council	21/06/18	Safeguarding Evaluative Report		Claire Marchant		
ICMD	13/06/18	Children with Disability - Hierachy Update		Claire Robins	05/03/18	09/03/18
Council	10/05/18	Safeguarding Review		Claire Marchant		
Council	10/05/18	Childrens Services Report		Claire Marchant		
ICMD	09/05/18	Supporting People contract procurement exemptions		Chris Robinson	15/02/18	
Cabinet	02/05/18	Adoption of Road Safety Strategy		Paul Keeble		
Council	19/04/18	Chief Officer Report CYP		Will Mclean	25/01/18	
Council	19/04/18	Sale of old County Hall Site		Roger Hoggins	16/02/18	
ICMD	18/04/18	Adoption of highway management plan including appointment of Highway Asset inspector and changes to Asset Planning Officer posts		Paul Keeble		09/03/18
Cabinet	11/04/18	VAWDASV		Joe Skidmore	08/02/18	
Cabinet	11/04/18	<a href="#">S106 Procedure Note and S106 Guidance Note</a>		Mark Hand	Ca	
Cabinet	11/04/18	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 6 held on the 22nd February 2018	Dave Jarrett		
Cabinet	11/04/18	Crick Road Business Case		Claire Marchant		
Cabinet	11/04/18	Tree Policy		Roger Hoggins	19/02/18	
Cabinet	11/04/18	Disposal of County Hall		Roger Hoggins		
Cabinet	11/04/18	Civil Parking Enforcements		Paul Keeble		07/03/18
Cabinet	11/04/18	Kerbcraft Update	DEFERRED TO APRIL			07/03/18
Cabinet	11/04/18	The Knoll, Section 106 funding, Abergavenny	DEFERRED TO APRIL	Mike Moran		07/03/18
Cabinet	11/04/18	Chippenham Mead Play Area	DEFERRED TO APRIL	Mike Moran		07/03/18
ICMD	28/03/18	Section 106 Major Maintenance Capital for the repairs to the footbridge over the Gavenny at Penyval,		Nigel Leaworthy		
ICMD	28/03/18	Operational Changes to Trading Standards		Gareth Walters/Sara Jones	27/02/18	
ICMD	28/03/18	Staffing Restructure of SCH Workforce Development Team		Sian Sexton	05/03/18	
ICMD	28/03/18	Children's Services Business Support Team - Hierachy Update		Claire Robins	05/03/18	

ICMD	28/03/18	Social Care & Health - Business Support Post		Claire Robins	05/03/18	
ICMD	28/03/18	Property Maintenance Framework Agreement		Phil Kenney/P Murphy	06/03/18	
Council	19/03/18	LDP		Mark Hand		
Council	19/03/18	City Deal Business Plan		Paul Matthews		
ICMD	14/03/18	2nd Phase Families Support Review		Claire Marchant		
ICMD	14/03/18	Future of Melin Private Leasing Scheme		Ian Bakewell	15/02/18	
ICMD	14/03/18	Award Garden Waste Contract		Carl Touhig		
ICMD	14/03/18	\$106 Transport Projects		Richard Cope		
Cabinet	07/03/18	2018/19 Education and Welsh Church Trust Funds Investment and Fund strategies	To present to Cabinet for approval the 2018/19 Investment Fund Strategy for Trust Funds for which the authority acts as sole or custodian trustee for adoption and to approve the 2017/18 grant allocation to LA beneficiaries of the Welsh Church Fund	Dave Jarrett		
Cabinet	07/03/18	EAS Business Plan		Will Mclean		
Cabinet	07/03/18	Review of Additional Learning Needs and inclusion services	To seek cabinet approval to commence the statutory consultation process associated with proposed changes to ALN and Inclusion Services	Matthew Jones		
Cabinet	07/03/18	Turning the World Upside Down	DEFERRED	Claire Marchant		
Cabinet	07/03/18	Proposed changes to the schools mfunding formulafor the funding of building maintenance costs	To seek approval to reduce the funding of building maintenance costs for our new schools	Nikki Wellington		
Cabinet	07/03/18	Whole Authority Risk Assessment		Richard Jones		
Cabinet	07/03/18	Replacement document management system for revenues		Ruth Donovan		
Cabinet	07/03/18	Corporate Parenting Strategy		Claire Marchant		
Council	01/03/18	Council Tax Resolution 2018/19		Ruth Donovan		
Council	01/03/18	Approval of public service board well-being plan		Matt Gatehouse		
Council	01/03/18	Area Plan - Population Needs Assessment		Claire Marchant		
Council	01/03/18	Pooled fund for care homes		Claire Marchant		
Council	01/03/18	Social Justice Policy	ITEM DEFERRED	Cath Fallon		
Council	01/03/18	Treasury Strategy		Peter Davies	08/02/18	
ICMD	28/02/18	Charges in relation to the delivery of the auths private water supply responsibilities		Huw Owen		
ICMD	28/02/18	Gypsy and Traveller Pitch allocation policy report		Steve Griffiths		
ICMD	28/02/18	Fixed Penalty Notice charges for fly tipping offences		Huw Owen/Sara Jones		
ICMD	28/02/18	Re-designation of Shared Housing		Ian Bakewell/Greenland		
ICMD	28/02/18	Restructure of Mental health Social Work Staffing		John Woods	08/02/18	
ICMD	28/02/18	Staffing Restructure of Adult Disability Service		John Woods	08/02/18	
ICMD	28/02/18	Removal of under 18 burial charges		Deb Hill Howells		

ICMD	28/02/18	Recruitment for Maternity Cover: Development Management Team		Phil Thomas	08/02/18	
Cabinet	28/02/18	Borough Theatre		Tracey Thomas	19/02/18	
Cabinet	28/02/18	Final Budget Proposals		Peter Davies		
Council	15/02/18	Pay Policy		Sally Thomas		
Council	15/02/18	Corporate Plan		Kellie Beirne		
Council	15/02/18	Active Travel Plan and Civil Parking Enforcement		Roger Hoggins		
ICMD	14/02/18	Development Management Enhanced Services proposals		Phil Thomas		
ICMD	14/02/18	Residents only parking permit scheme Usk View, Merthyr Road, Abergavenny		Paul Keeble		
ICMD	14/02/18	Usk in Bloom		Cath Fallon		
ICMD	14/02/18	Loan to Foster Carers		Jane Rodgers		
ICMD	14/02/18	Public Health Wales Act - Intimate Piercing		David Jones		
ICMD	14/02/18	Personal Transport Budgets		Roger Hoggins		
ICMD	14/02/18	All Wales Play opportunities grant		Matthew Lewis/Cllr Greenland		
ICMD	08/02/18	Fixed Penalty Notice charges for fly tipping offences		Huw Owen		03/01/18
ICMD	31/01/18	Staffing changes in Policy and Governance		Matt Gatehouse		
ICMD	31/01/18	Seasonal Garden Waste Collections		Carl Touhig		
Cabinet	29/01/18	ADM		Kellie Beirne		
Cabinet	29/01/18	Corporate Plan		Kellie Beirne		
Council	18/01/18	Council Tax Reduction Scheme 2018/19		Ruth Donovan		
Council	18/01/18	Response to Older Adults Mental Health Consultation		Claire Marchant		
ICMD	17/01/18	Supporting People Programme Grant Spendplan 2018-19		Chris Robinson		03/01/18
ICMD	17/01/18	Trainee Accountant Regrade		Tyrone Stokes		
ICMD	17/01/18	Local Government (Wales) Act 1994 The Local Authorities (Precepts)9wlaes) Regulations 1995		Joy Robson/Mark Howcroft		
Cabinet	10/01/18	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 5 held on the 14th December 2017	Dave Jarrett		
Cabinet	10/01/18	Re-Use Shop at Ilanfoist Household Recycling Centre		Roger Hoggins		
Cabinet	10/01/18	Budget Monitoring Report	The purpose of this report is to provide members with information on the forecast outturn position of the authority at end of month reporting for 2016/17 financial year	Joy Robson/Mark Howcroft		
Cabinet	10/01/18	Chepstow Cluster - proposed distribution of Section 106 monies	To agree the distribution of section 106 to the cluster	Nikki Wellington		
Cabinet	10/01/18	Management of obstructions in the public highway		Roger Hoggins		

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