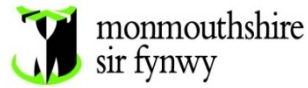


# Public Document Pack



County Hall  
Rhadyr  
Usk  
NP15 1GA

Monday, 28 October 2019

## Notice of meeting

### Adults Select Committee

**Tuesday, 5th November, 2019 at 10.00 am,  
Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA**

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

### AGENDA

Item No	Item	Pages
1.	Apologies for absence	
2.	Declarations of interest	
3.	Public Open Forum	
4.	Domiciliary Care: Scrutiny of the progress of the implementation of "Turning the World Upside Down" as a sustainable approach to Domiciliary Care	1 - 10
5.	Safeguarding Children Performance Report	11 - 36
6.	Revenue and Capital Outturn report: Budget monitoring report for quarterly scrutiny.	37 - 72
7.	To confirm the minutes of the previous meeting held on 30th July 2019	73 - 78
8.	Adult Select Committee Forward Work Programme	79 - 82
9.	Council and Cabinet Work Planner	83 - 124
10.	To confirm the date of the next meeting as 10th December 2019	

**Paul Matthews**

**Chief Executive / Prif Weithredwr**

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MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

F. Taylor  
L. Brown  
L. Dymock  
R. Edwards  
M. Groucutt  
R. Harris  
P. Pavia  
M. Powell  
S. Woodhouse

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### Watch this meeting online

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### Welsh Language

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# Aims and Values of Monmouthshire County Council

## Our purpose

Building Sustainable and Resilient Communities

### Objectives we are working towards

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

## Our Values

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

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

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

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

## Monmouthshire Scrutiny Committee Guide

### Role of the Pre-meeting

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

### Questions for the Meeting

#### Scrutinising Performance

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

#### Scrutinising Policy

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

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

- Do we have the necessary information to form conclusions/make recommendations to the executive, council, other partners? If not, do we need to:
- (i) Investigate the issue in more detail?
  - (ii) Obtain further information from other witnesses – Executive Member, independent expert, members of the local community, service users, regulatory bodies...
  - (iii) Agree further actions to be undertaken within a timescale/future monitoring report...

### General Questions....

#### Empowering Communities

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

#### Service Demands

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

#### *Financial Planning*

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

#### *Making savings and generating income*

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

**SUBJECT: DOMICILIARY CARE IN ADULT SOCIAL CARE & HEALTH**

**MEETING: Adult Select Committee**

**DATE: 5<sup>th</sup> November 2019**

**DIVISION/WARDS AFFECTED: All**

## 1. PURPOSE:

An overview on issues /developments in a specific area of adult services as requested by Adult Select - Domiciliary care.

## 2. RECOMMENDATIONS:

- 2.1 To inform the committee of the current situation in Domiciliary Care and the actions being taken to mitigate.
- 2.2 Committee to use this information to scrutinise the progress and performance of Domiciliary Care in Monmouthshire

## 3. KEY ISSUES:

- 3.1 The provision of Domiciliary Care is a recognised challenge across UK
- 3.2 Wales are working on various strategies to improve the situation – recruitment campaign -“We Care”, registration of the workforce to recognise the value of the roles within the care sector
- 3.3 Monmouthshire has area specific challenges due to rurality, demographics these are particularly evident in Central and South of the county, further information is provided in Appendices 1 &2.
- 3.4 . The ageing population in Monmouthshire continues to increase. By 2039 the population aged 65 and over is projected to increase by 61% and, more significantly, the number of people aged 85 and over will more than double, from 2804 in 2014 to 7999 in 2039 – an increase of 185%.
- 3.5 Adult Services have been working on a model (Turning the World Upside Down). The model has been developed and implementation is due to commence in April 2020.
- 3.6 Appendices 1 and 2 outlines the demand for domiciliary care.

### Key Points;

- Outstanding hours currently exceed 900 per week this has been an increasing situation throughout the course of the year
- Approximately 250 hours relate to hospital discharge

- Approximately 250 hours per week are waiting to be moved from reablement into longer term care provision
- The report attached is based on the end of August information, more recent data is not available in this format.

3.7 Appendix 3 outlines Turning the World Upside Down and the potential benefits of the new model.

Key Points;

- Traditional models of care have been based on the provision of care in a transactional way which meets personal needs but does not contribute to the longer term health and well-being needs of an individual and their families / carers.
- The new model is predicated on building meaningful relationships and comes together to design a genuinely co-produced model of support, which achieves better outcomes for people.
- We are developing twelve patches which include carer development and patch development, these patches will include in house care and care from independent providers.
- There will be regular patch evaluation sessions to check how things are working out and utilising a Common Measurement System
- Developing relationships between all stakeholders working within the patch.
- Changing the content of care plans and way they are generated so they are about what matters to the person and how they live their life.
- Proposes to make predictable payments by patch dependent on rurality.
- The model aspires to work in a way as outlined by the social Services and Well-being Act to suit individuals / families / communities, but also maintaining sustainability in Monmouthshire.

3.8 The model will be based on “place-based” working which will wrap services around a defined community from a whole system perspective.

3.9 Other services in social care and health will also work to adopt the model.

3.10 The model aims to improve the experience for service users / families / communities but also improve well-being of workforce. Improved recruitment and retention will improve sustainability.

#### **4. EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):**

This report is for information, a decision is not requested at this point

#### **5. REASONS:**

**To ensure committee are aware of the challenges / actions**



6. **AUTHOR:** Eve Parkinson

7. **CONTACT DETAILS:**

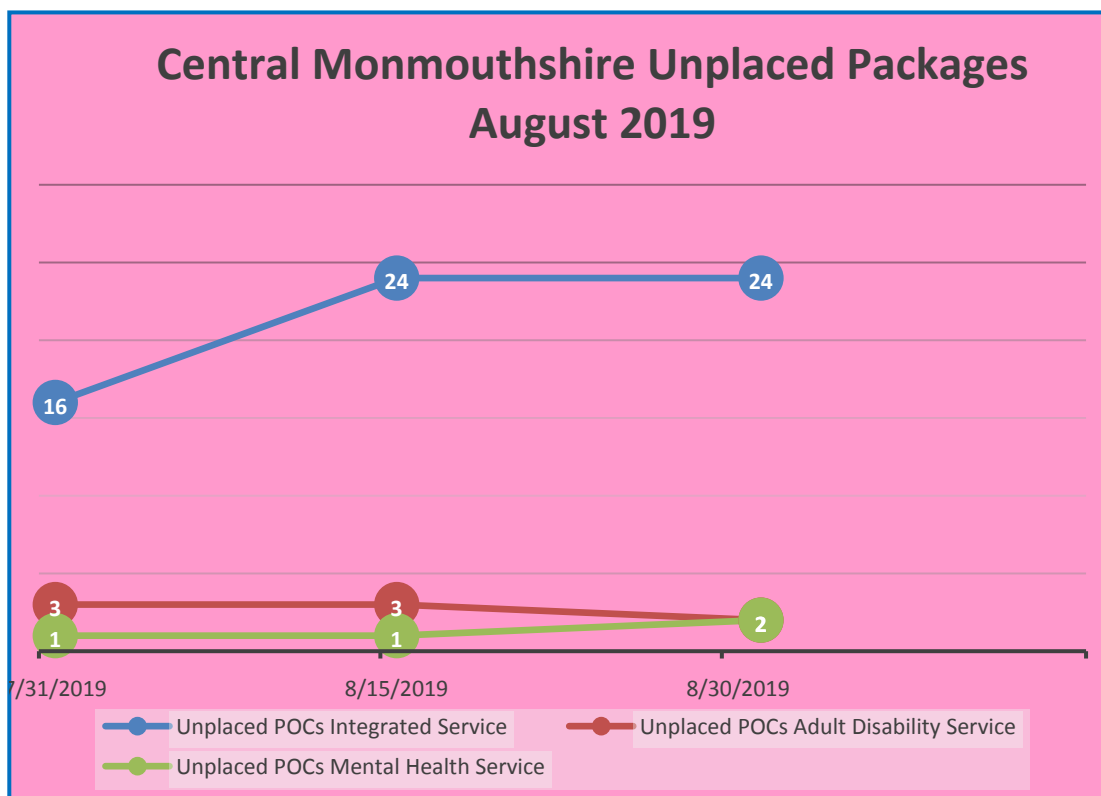
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E-mail: [eveparkinson@monmouthshire.gov.uk](mailto:eveparkinson@monmouthshire.gov.uk)

## Appendix 1

### Unplaced Packages of Care (POC) in Central Monmouthshire

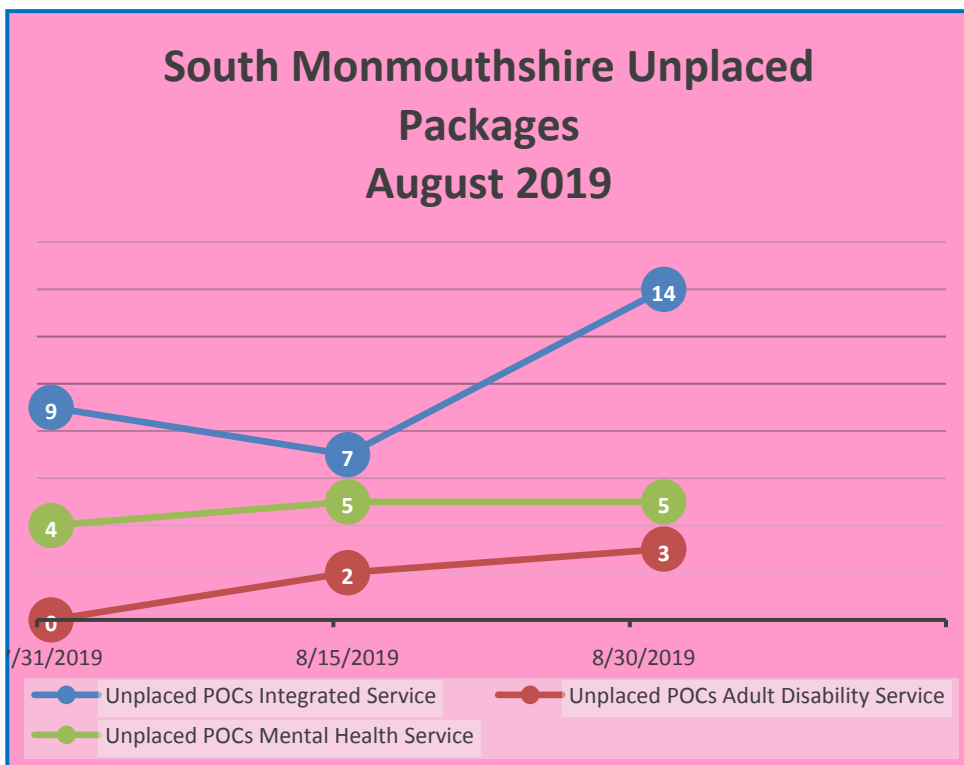
Date	31/07/2019	15/08/2019	31/08/2019
Unplaced POCs Integrated Service	16	24	24
Unplaced POCs Adult Disability Service	3	3	2
Unplaced POCs Mental Health Service	1	1	2
<b>Total Unplaced POCs</b>	<b>20</b>	<b>28</b>	<b>28</b>
<b>Total Unplaced Hours</b>	<b>217.25</b>	<b>372.5</b>	<b>334.75</b>



## Appendix 2

### Unplaced Packages of Care (POC) in South Monmouthshire

Date	31/07/2019	15/08/2019	31/08/2019
Unplaced POCs Integrated Service	9	7	14
Unplaced POCs Adult Disability Service	0	2	3
Unplaced POCs Mental Health Service	4	5	5
<b>Total Unplaced POCs</b>	<b>13</b>	<b>14</b>	<b>22</b>
<b>Total Unplaced Hours</b>	<b>100</b>	<b>166</b>	<b>215.25</b>





## **TURNING THE WORLD UPSIDE DOWN: BACKGROUND, THE JOURNEY SO FAR AND IMPLEMENTATION APPROACH**

This paper summarises the background to the transformation of care at home in Monmouthshire, the progress made to date in developing a new model of support and the implementation approach moving forward.

### **1. Turning the World Upside Down**

Domiciliary care across the UK is mainly a traditional model of care and support; providing time allocated personal care when a person can no longer manage independently. 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 carer recruitment and providers struggling to continue to operate.

This evidence made it clear that we needed to transform this traditional model so we embarked upon our programme of Turning the World Upside Down. We recognised that the Council could not and should not do this alone and needed to develop a new model with providers; requiring us to work in a fundamentally different way. We would need to build meaningful relationships and come together to design a genuinely co-produced model of support, which achieves better outcomes for people.

### **2. The Journey So far**

Significant investment has been made in building relationships with those wishing to Turn the World Upside Down. We have worked to secure the new approach in a very different way and have:

- Signalled change through a variety of Turning the World Upside Down events and workshops.
- Co-produced a way of making Turning the World Upside Down practically possible through a six day Vanguard Systems Thinking approach.
- Co-produced and agreed a System Design, a set of Operating Principles and Relationship Principles, which will underpin the Turning the World Upside Down approach.
- Established a Leadership Group of key Turning the World Upside Down providers, and key Council interfaces. We have started conversations with Turning the World Upside Down providers about the implementation approach with positive results.
- Held a Cultural Workout to understand how Turning the World Upside Down fits within wider transformation effort.

### **3. Progress against the Turning the World Upside Down Design**

We have also rigorously progressed and achieved key successes with the themes set out in the Turning the World Upside Down Design, including:

- Co-producing 12 patches through the Turning the World Upside Down Leadership Group.

- Using a rational approach; taking account of key factors affecting the costs of delivering care at home through the Turning the World Upside Down model, we have arrived at a price per patch and are now able to provide a price per patch based on contemporary data.
- Whilst we are yet to move to formal integration, across the integrated teams, providers meet regularly with the care team in a solution focused way to consider capacity issues and work together to address these. The Leadership Group has also agreed an approach which enables organisations to reduce and increase packages of care themselves if outcomes can still be met, families are willing and it is appropriate.
- Providers are piloting the use of FLO. This is underpinned with a co-produced Information Sharing Protocol.
- A Common Measurement System and an agreed means of measuring against this has been co-produced.

#### **4. The Implementation Approach**

Our reflections of progress towards the implementation of Turning the World Upside Down to date gives us confidence that we are making significant progress iteratively as we develop and understand the model better. The key remaining elements to implement are:

- Working in patches,
- Making predictable payments by patch
- Supporting people with what matters.

By implementing these three elements next, we will be able to fully test the whole Turning the World Upside Down concept in real time. We will do this over a reasonable period (three years) and during this will be able to tailor and refine the model and generate high levels of engagement.

Once we have proof of concept our intention is to articulate clearly and in detail what we would seek to procure for the long term. In essence, at this stage we will re-configure our current arrangements to test the new model with a view to procuring a new arrangement in the future.

#### **5. Practical Implementation Plan**

To pursue the above approach we will:

- Implement the Turning the World Upside Down design in full over a three-year period, as a prototype, by reconfiguring our arrangements.
- Hone and test the model to practically achieve 'proof of concept' with a view to securing an arrangement over the longer term.
- Proceed iteratively with the development work once partners are working in patches and receiving a predictable payment.
- Implement the model across Monmouthshire on the same date while recognising that each patch will move forward at a different rate in fully implementing all the model's design principles.
- Implement a relationship based model which results in the integrated development of patches including care management teams, in-house and independent providers.

## **6. Next Steps**

### **Stage One Theoretical Implementation – Providers in patches with predictable payments**

We will work out on paper what the reconfigured model could look like and operate. We will undertake an initial desktop exercise to establish providers in patches according to their current hours/people. This will be informed by a year's worth of patch data relating to providers' presence and configuration. We anticipate that where a provider has a significant presence in a patch this will remain under the reconfigured arrangements.

A series of individual conversations with providers will take place to share their patch profile. This will be an opportunity to understand better any anomalies or issues such as small volumes and gauge views etc.

Following the conversations, area meetings will be held to bring together all providers operating in a patch along with care management and in house care at home colleagues from the Integrated Services Teams. These meetings will further assist in developing relationships and co-producing the patches in a meaningful way.

Last year, using a rational approach, we developed a pricing methodology which takes account of key factors affecting the costs of delivering care at home through the Turning the World Upside Down model. This arrived at a price per patch based on contemporary data at the time. These historic costs will now be uplifted to reflect:

- Cost pressures e.g. NLW, pension auto-enrolment
- Rurality
- Market pressures
- Training
- Unmet need

A desktop exercise will then be undertaken to calculate a patch price per provider according to their census date % share. This will then form the basis of a predictable monthly patch payment to providers.

Once the desktop exercises, individual conversations with providers and area meetings have taken place we will review and move forward with reconfiguring the existing arrangements. This will enable us to put in place the patch based and predictable payment building blocks upon which we can change on the ground and deliver what matters to people.

### **Stage Two Practical Implementation – Working in patches delivering what matters**

Stage Two is about working in practical terms to make the change happen. The integrated teams and independent providers operating within each patch will evolve an integrated way of working to achieve what matters for the people we support. In essence making the Turning the World Upside Down design happen in each of the patches.

The key aspects of this stage include:

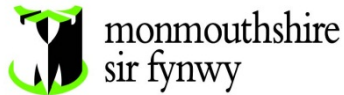
- Producing and implementing a 'patch development programme' across all twelve patches which includes carer development and patch development.
- Regular patch evaluations sessions to check how things are working out and utilising the Common Measurement System
- Developing relationships between all stakeholders working within the patch.
- Changing the content of care plans and way they are generated so they are about what matters to the person and how they live their life.

We believe that we are at an exciting juncture with a clear way forward for us to make Turning the World Upside a reality. Together we can change the way in which people in Monmouthshire are supported to live their lives in a way which matters to them and achieve their personal outcomes.

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**SUBJECT: SAFEGUARDING EVALUATION REPORT April 2018 – March 2019**

**MEETING: Adult Select Committee**

**DATE: 5<sup>th</sup> November 2019**

**DIVISION/WARDS AFFECTED: ALL**

## **1. PURPOSE:**

The purpose of this report is:

- To evaluate the progress of Monmouthshire County Council's key safeguarding priorities during 2018/19, highlighting progress, identifying risks and setting 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, amended January 2019 (see appendix 4).

## **2. RECOMMENDATIONS:**

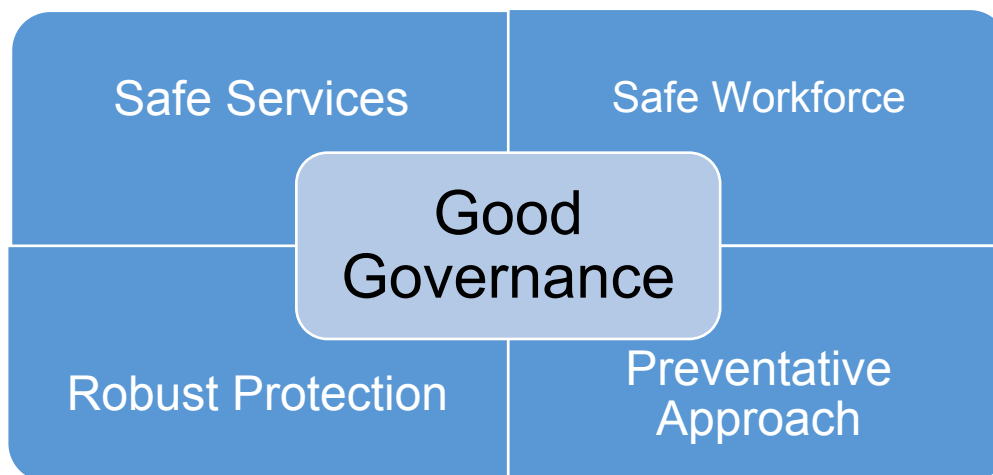
- 2.1 Following scrutiny, it is recommended that the Safeguarding Evaluation Report and Action Plan is presented to full council in December.

## **3. KEY ISSUES:**

- 3.1 This safeguarding evaluation (see appendix 2) is based on activity and information from April 2018 to March 2019. Where relevant we have taken an 'as is' position in terms of progress, given the time lag. Following the amended policy members should now expect an annual safeguarding report (rather than 6-monthly).
- 3.2 The report is developed within the context of the approved Monmouthshire County Council's Corporate Safeguarding Policy which covers duties for both children and adults at risk in line with the Social Services and Well Being (Wales) Act (2014). The analysis within the report reflects progress against priority areas set out within the policy and draws on data and information

concerning both groups. The 5 cornerstones of safeguarding within the Corporate Safeguarding Policy are set out below (Table 1).

**Table 1: The Cornerstones of safeguarding in Monmouthshire**



- 3.3 Embedding and sustaining the highest standards of safeguarding is a continuous endeavor. This evaluation report forms an integral part of the improvement of safeguarding practice across the Council, and drives the work of the Whole Authority Safeguarding Group. The report tries, wherever possible, to balance qualitative and quantitative data as well as drawing in other sources of information to support the evaluation. It asks critical questions about what are we trying to achieve, how well we are doing, what is the evidence to support our analysis and what are our next steps. The report is at appendix 2.
- 3.4 The self-assessment score has been agreed by the Whole Authority Safeguarding Group on the basis of evidence reviewed to date and critical challenge. It uses the corporate scoring framework (Appendix 1) to provide an overall judgement of effectiveness. The current self-assessment is at Table 2.

**Table 2: Self-assessment scores as at March 2019**

<b><u>Cornerstone of Safeguarding</u></b>	<b><u>April 17 -Sept 17</u></b>	<b><u>Oct 17- March 18</u></b>	<b><u>April 2018 – March 2019</u></b>
Good Governance	4	5	5
Safe Workforce	3	4	3
Preventative Approach	3	4	4
Robust Protection	4	4	4
Safe Services	2	3	3

- 3.5 Priority improvement actions arising from the evaluation form the basis of the WASG action plan which is implemented and monitored through the Whole Authority Safeguarding Group (see appendix 3).

**4. OPTIONS APPRAISAL**

Not applicable to this report

**5. EVALUATION CRITERIA**

Each ‘cornerstone’ section of the report opens with descriptors of ‘what good looks like’. These descriptors provide the basis of how we measure the standard over time using both qualitative and quantitative sources.

Safeguarding progress is now reported on an annual basis to CYP and Adult Select Committees and Council.

**6. REASONS:**

- 6.1 This evaluation report is completed within the context of Monmouthshire County Council’s background and history in respect of safeguarding as set out in brief below and represents a further opportunity for Members to consider the distance travelled by the Local Authority in improving safeguarding practice.

- 6.2 Council Members will be aware that in November 2012 the Local Authority was found to have inadequate safeguarding arrangements in place. Shortcomings included a lack of safeguarding policy as well as operational weaknesses particularly within a schools based context.
- 6.3 The Safeguarding and Quality Assurance Unit was established within Children's Services in 2012 quickly extending its role to supporting the Authority's improvement journey around children's safeguarding.
- 6.4 In February 2014 an Estyn monitoring visit recognised that the council had appropriately prioritised safeguarding and 'set the foundations well for recovery' particularly at service and practitioner. However, the authority still did not have 'effective enough management information systems and processes to enable it to receive appropriate and evaluative management information about safeguarding'. This criticism was echoed by a subsequent Welsh Audit Office review of safeguarding in March 2014.
- 6.5 In response to this the council established the Whole Authority Safeguarding Group (WASG) initially chaired by the Chief Executive with a focus specifically on children. The inaugural meeting took place in July 2014.
- 6.6 The Local Authority came out of Special Measures in November 2015 when strong progress in safeguarding was recognised.
- 6.7 A recommendation was subsequently made to Cabinet and endorsed in July 2016 allowing the work of the WASG to incorporate safeguarding for adults at risk so that good practice and learning could be mutually shared, and marking the statutory basis of adult safeguarding as a consequence of the Social Services and Wellbeing (Wales) Act 2014.
- 6.8 Members will also be aware that Wales Audit Office issued statutory recommendations in respect of safeguarding in respect of the Council's Kerbcraft service in January 2017. This was followed by a Wales Audit Office led inspection which took place in January 2018, in partnership with both CIW and Estyn. The report to this was issued in August 2018 and scrutinised by CYP Select in October 2018. There were 4 main proposals within the report including further strengthening of the policy framework; further steps to ensure a safe workforce and safeguarding within commissioning.
- 6.9 The WAO conducted a follow up 'light touch' inspection to this in September 2019. To date, we have not received the written outcome.

## **7. RESOURCE IMPLICATIONS:**

There are no resource implications to this report.

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

This report is critically concerned with the effectiveness of safeguarding in Monmouthshire County Council.

**9. CONSULTEES:**

Whole Authority Safeguarding Group  
Julie Boothroyd – Chief Officer  
Diane Corrister – Safeguarding Manager

Consultation feedback from the Joint Select Committee will be built in to the report as it is completed ready for full Council.

**10. BACKGROUND PAPERS:**

Corporate Safeguarding Policy (Appendix 4)

**11. AUTHOR:**

Jane Rodgers, Head of Children's Services

**12. CONTACT DETAILS:**

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[Janerodgers@monmouthshire.gov.uk](mailto:Janerodgers@monmouthshire.gov.uk)  
01633 644054

## Appendix 1

### The Corporate Evaluation Framework

<b>The evaluation score from 1-6</b>	<b>The evaluative context</b>
<b>Level 6 Excellent</b>	<b>Excellent or outstanding</b>
<b>Level 5 Very Good</b>	<b>Good Major strengths</b>
<b>Level 4 Good</b>	<b>Important strengths with some areas for improvement</b>
<b>Level 3 Adequate</b>	<b>Strengths just outweigh weaknesses</b>
<b>Level 2 Weak</b>	<b>Important weaknesses</b>
<b>Level 1 Unsatisfactory</b>	<b>Major weakness</b>

**APPENDIX 2**  
**The Evaluation**

**1). Good Governance**

**SELF-ASSESSED SCORE = 5**

**What does good look like?**

In Monmouthshire County Council, we ensure that safeguarding for children and adults at risk is understood as “everyone’s responsibility”. We work effectively with regional structures including the Gwent Safeguarding Board. There is continuous focus – and aligned systems and activities – to ensure safeguarding is being culturally embedded across the Council at a “hearts and minds” level. Safeguarding is supported by policies and operating procedures which are embedded within all settings and services.

**Progress and Evidence**

The Corporate Safeguarding Policy was reviewed and updated in Jan 2019 to include a clearer link to Data Protection issues and Whistleblowing.

The policy will be routinely reviewed 3 yearly.

The Whole Authority Safeguarding Group meets 6-weekly, chaired by the Statutory Director (Chief Officer) and minutes are retained. Every directorate is represented.

A safeguarding ‘self-assessment’ is undertaken every other year on a directorate basis via the Safeguarding Assessment Framework for Evaluation (SAFE). This is currently underway and will be completed over the next 6 months. The key development this year, has seen directorates sharing the outcomes of their SAFEs through a work-shop approach, using real case studies from their service areas to demonstrate safeguarding in action.

There continues to be full representation at all levels of the work of the regional safeguarding board and VAWDSV board.

There is strong engagement in regional approaches to Multi-Agency Sexual Exploitation meeting (MASE) Child Sex Exploitation (CSE), Violence Against Women Domestic Abuse and Sexual Violence (VAWDASV) and Contest (PREVENT anti radicalisation).

**Analysis**

The work of the WASG continues to be a major strength which is reflected in our self-assessment score as 5.

The key development this year, has seen directorates sharing the outcomes of their SAFEs through a work-shop approach, using real case studies from their service areas to demonstrate safeguarding in action. This reinforces that safeguarding is part of everyone’s day job, as well as increasing cross-directorate understanding and allowing any issues regarding safeguarding practice to be emerge and promoting a learning culture.

The previous use of the SBAR to report and record risks and the management of risk has been considered by the Whole Authority Safeguarding Group and different forms of reporting and management are being developed to support a learning culture as well a safe management of risk.

There continues to be a strong Monmouthshire engagement with regional safeguarding boards and involvement in the Strategic and Operational Safeguarding groups. Across GWENT Monmouthshire is leading in terms of the development of Exploitation and Modern Day Slavery processes and training, including Criminal Exploitation and “County Lines” Drug supply.

Monmouthshire has also had an active role in the new All Wales Child and Adult Protection Procedures consultation processes, and are preparing for their launch in November 19

### Key Next Steps for 2019 - 2020

Complete the SAFE process and evaluate learning and outcomes for future planning

Ensure that there is good awareness across the Council of the new All Wales Child and Adult Protection Procedures

## **2). Safe Workforce**

### SELF-ASSESSED SCORE = 3

#### What does good look like?

We ensure that safe recruitment and human resource practices operate effectively and are embedded across the Council for the whole workforce (on pay roll and volunteer). We ensure that the workforce working with children and adults at risk are suitable for the role they are employed to do and are focused on outcomes for people. The whole workforce is clear about their duty to report concerns and to keep children and adults at risk safe.

#### Progress and Evidence

##### Safe Recruitment

100% staff with DBS in this time period (Employee Services).

100% of volunteers undergone Safe Recruitment process

Further 4 managers undertook Safe Recruitment Training (Training Dept) this is a rolling program with new managers and is to be added to corporate induction programme

All 32 HR Business Partner school visits have been undertaken to check safe recruitment compliance. These are reporting 100% compliance.

##### Volunteers

In regards to volunteers, a Volunteer Kinetic digital management system is in place. This means we have a live central record of volunteer safe recruitment information and activity. The system is structured so dependent on the role the proportionate amount of safe recruitment checks are carried out and logged on the volunteers' profile, also training is logged on the system for example Safeguarding Level 1.

##### Training

Every Leisure Centre has appropriately trained Safeguarding Leads - 100% Compliance.

100% of volunteers recruited in this period undertook Safeguarding Training in this period.



At year end 1747 staff members had completed level 1 training and 48.21% of workforce were identified as requiring training at this level.

38 trainers within the council are trained to deliver Level 1 Safeguarding within their service areas.

Basic Awareness safeguarding training has been undertaken by 38 Council Members Level 1, 35 at Level 4, 7.

100% of schools have up to date whole school Safeguarding training plans in place

Governor specific safeguarding training is delivered each term as necessary by the Education Safeguarding Lead

#### Managing Professional Allegations

The Safeguarding and Quality Assurance Unit has managed the following professional allegations between April 18 and March 19:

Professional Strategy Meetings –

33 adult professionals discussed in relation to 33 children;

24 were concluded in this period.

10 Substantiated.

11 Unsubstantiated.

3 Unfounded.

In Relation to Professional Concerns in Adult Safeguarding new guidance is currently being drafted by the Protocols Group of the Safeguarding Board to support developing process.

#### Analysis

Safe recruitment under the Corporate Safeguarding Policy continues to be a priority. Processes to ensure that safe recruitment checks for paid and unpaid staff are undertaken prior to full employment and compliance levels around this shows a robust system, that is now thoroughly embedded. Systems are in place to support safe recruitment and an established risk assessment process is in place to review any anomalies within these processes.

The identification of role-related safeguarding training needs has informed the Safeguarding Training Plan, and processes for accessing training have been simplified and are working effectively. There is further opportunity for checking safeguarding training needs through the current SAFE process, with the Safeguarding Unit ensuring that staff appointed to the Designated Safeguarding Lead roles are trained to the correct level, and that the training plan is robust and resilient.

Monmouthshire is fully compliant with the management of Professional Concerns Guidance within Children and Adult Services. Changes to these processes are anticipated in the new Wales Adult and Children Protection Processes launched by the Welsh Assembly Government in November 19, and Monmouthshire are actively involved in the drafting of new protocols with the Gwent Safeguarding Boards.

The downward score of 3 from 4 represents the concerns of the WASG that achieving a watertight system for centrally recording and monitoring employee data regarding

safeguarding training from the point of recruitment onwards remains problematic. There is due to be a significant upgrade to the current data base, however, in the interim and during the upgrade it is an area of potential vulnerability.

**Key Next Steps for 2019 – 2020**

Collate training data from the outcomes of the SAFEs and revise the training plan accordingly

Implement the upgrade of the HR data base from safeguarding perspective

**3). Preventative Approach**

**SELF-ASSESSED SCORE = 4**

**What does good look like?**

We are working well with partners to identify emerging issues, risks and challenges to our communities. We are able to demonstrate clear multiagency approaches to developing protocols, processes and practice in how we are responding to these issues therefore reducing risks through early intervention and preventative approaches.

**Progress and Evidence**

Responding to Emerging Issues

Training plans are in place to ensure the right levels of training in VAWDASV and PREVENT including at staff induction.

PREVENT awareness raising has been delivered in all Monmouthshire Schools and continues to be a rolling program of training with a new Gwent funded PREVENT co-ordinator

Year end Figures March 2019 for delivery of VAWDASV level 1 training–

Enterprise -43%

Leadership 49%

Resources 79%

SC/H 55%

CYP 77%

Schools 62%

Child Sexual Exploitation, County Lines, and Modern Day Slavery is delivered as a Level 3 training, included in Level 2 training and training and included in Level 1 integrated Safeguarding training.

Working through multi-agency approaches to tackle safeguarding issues

During this period 17 children were subject to CSE Strategy Meetings and 7 made subject to Operation Quartz (45 meetings).

Local Safeguarding Networks Meetings were held in Sept 18, Jan 19 and March 19 with increased attendance from statutory and 3rd sector involvement.

Safeguarding Practitioner Forums in May 18 focused on Adult and Child Mental Health and in Nov 18 focused on Criminal Exploitation and Modern Day Slavery.

120 members of statutory and 3rd Sector services attended Practitioner Events May and November 2018.

Child Protection Co-ordinator attends monthly meetings with licencing to discuss arising regulation and community safeguarding issues.

Fortnightly MASE Meetings continue with Monmouthshire's CP Co-ordinator vice chair - (Multi Agency Sexual Exploitation meetings) with Police to identify patterns, locations and perpetrator identification.

This year has seen the Development of the Monmouthshire Exploitation Group which has representation from Safeguarding Unit, Public Protection, Partnerships, Police, Gwent Missing Children's Team, Education, Community Based teams.

This group has overseen the development of a Monmouthshire Protocol for responding to Modern Day Slavery and Exploitation. This protocol supports the links and the works of SAFER Monmouthshire Group, and the Monmouthshire Organised Crime Group. It continues to include collaborative working between Licencing and the Gwent Missing Children's team and Police in regard to Operation Make safe - CSE in Hotels, Pubs, Taxi's

The Safer Monmouthshire partnership Group now has clear lines of communication via membership and reporting lines to the newly developed Crime and Disorder Group, Serious Organised Crime Group and Monmouthshire Exploitation Group.

#### Providing Effective Early Help

The Information/ Advice and Assistance (IAA) facility at the front door of Children's and Adults (FISH) services are regularly monitored and reviewed.

Increase from 1515 to 1911 Adults received IAA Sept -March.

703 Children/families received IAA Sept- March.

The Early Help Panel within Children's Services has been operating since Jan 18 and continues to develop. This now includes Primary Mental Health Services and CAMHS.

#### Analysis

Preventative approaches remain a strong area of safeguarding practice within Monmouthshire. The score remains at 4 in recognition that there is always more to do in ensuring that all aspects of the council are equally informed about and can recognise safeguarding issues. Equally, safeguarding is an ever changing landscape and whilst there are mechanisms in place to recognise emerging issues (such as county lines) there is never room for complacency. The SAFE process this year, and the WASG meeting programme, is aimed towards supporting preventative approaches.

This period has seen the network and partnership approach embed structures and processes which identify and target vulnerabilities in our communities. Newly developed Exploitation protocols have built on the foundations of previous strengths within the authority, and the reporting and information sharing pathways between statutory services,

and operational partners have supported the early identification of concerns, and multiagency strategies to address these issues at an earlier point. Newly developing work streams will need to be monitored and adapted in order to develop baselines for reporting and working flexibly as themes and understanding evolve.

Community based resources identified previously (Community Hubs, Families First programs, and Community Wellbeing Development Officers) continue to support our communities and meet need and support information sharing in relation to risk.

Partnership working to link community safety and wellbeing to wider community based criminality has focused on the identification of persons of concern, locations and disruption activities

The Early Support Referral Pathway continues to work effectively in meeting need and outcomes for families and children, this continues to develop with new developing strands of work with health to consider early intervention with Child and Adolescent mental health.

#### **Key Next Steps for 2019 - 2020**

Support the on-going development of integrated approaches to exploitation through the MASE work

Ensure full roll-out of the Modern Day Slavery protocol

Review the outcomes from the Early Help Panel

WASG to retain oversight of the implementation of the Transport Programme board from a safeguarding perspective.

#### **4). Robust Protection**

##### **SELF-ASSESSED SCORE = 4**

##### **What does good look like?**

We operate best practice in protecting children and adults at risk and ensure that all concerns about possible abuse or neglect are recognised and responded to appropriately. Multi-agency plans and interventions reduce risks and needs for children and vulnerable adults including those at risk of significant harm.

##### **Progress and Evidence**

Within Children Services Assessments being completed within statutory timescales remain high, benefited by a more stable workforce.

In Children's services an initial decision a referral is made within 24 hours in 98.3% and 95% of assessments in children's services were completed within statutory timescales.

There is a continued upward trend in respect of both Child Protection Registrations and Children who are Looked After.

The number of children on the Child Protection Register at year end was 116.

The continued increase in children who are recorded as Looked After in Monmouthshire rose to a year end of 173.

Children's Services continues to work with partners to respond to children at risk of sexual exploitation. During this period 17 children were subject to Child Sexual Exploitation Strategy Meetings and 7 made subject to Operation Quartz (45 meetings).

76.79% (down from 84.73%) of Adult Protection enquires were completed within 7 days.

Practitioners in adult and children's services work with multi-agency partners in domestic abuse. Between Sept 2018 –March 2019 25 women, and 31 children in Monmouthshire were the subject of Multi Agency Risk Assessment Conference (MARAC) risk reduction plans.

### Analysis

Overall ensuring robust protection for people at risk of harm is a strength within the Council. There is a comprehensive range of mechanisms across children and adult services that allow for a robust approach to quality assurance.

These include:

- Managers monitor through live dashboards in Children's Services with weekly workforce meetings to check case-loads
- Weekly Performance Management Oversight Group in Children's Services using an RBA approach
- Children's Services Leadership Team receive 6-monthly reports from the Independent Reviewing Officer and Child Protection Co-ordinator
- Cases are reviewed regularly within the court process
- Front-line supervision is embedded
- DMT receives regular performance updates from service areas
- Adult Social Services practice improvement meetings are held regularly

Never-the-less, the continued upward trend in numbers within both children's and adults services puts services under pressure, and the current static score line at 4 reflects this.

A Review of Adult Safeguarding team performance and structure has demonstrated the significant increase in safeguarding concerns being referred to the department and an increased Safeguarding function with the demands of the Gwent Adult Safeguarding Board, and Corporate Safeguarding. This has impacted the timescales in which the safeguarding process can be completed and has led to recommendations in relation to structure, capacity and workload in order to meet current demand and prepare for the Wales Adult Safeguarding Procedures to be launched in Nov 2019.

Similarly, over the next 12 months children services will be looking at practice approaches around risk and strengths based working to support the practitioners to manage and report risk more effectively in order to protect but also work in partnership with children and families.

Both the introduction of the new All Wales Child and Adult Protection Procedures which launch in November, together with the services preparation for the change to WCCIS present a current a significant challenge to service stability. There are plans in place to ensure smooth implementation of both.

### Key Next Steps for 2019 - 2020

Ensure that plans are in place to implement new procedures and WCCIS without unnecessary disruption to operational issues / quality assurance processes

Consider capacity issues specifically for adult protection

Deliver risk assessment and strengths based practice across Children's Services

**5). Safe Services – delivered through commissioning arrangements, grants, partnerships and volunteering**

**SELF-ASSESSED SCORE = 3**

**What does good look like?**

We use our influence to ensure that services operating in Monmouthshire, both commissioned and those outside the direct control of the Council, do so in ways which promote the welfare and safety of children and adults at risk.

**Progress and Evidence**

The Corporate Safeguarding Policy has been updated to include the agreed Framework for Minimum Standards for Safeguarding Across Commissioned Services

Social Care and Health have completed Matrix for Minimum Standards and other directorate areas are to follow. This indicated that safe commissioning practice was complied with. The Internal Audit Report into commissioning of external placements (within children's services) published in June 2019 provided reasonable assurance that proper controls were in place.

There are well developed arrangements in public protection to ensure safeguarding is given due regard:

- safeguarding training is a requirement for licenced taxi /hackney and private hire.
- voluntary safeguarding training is offered to alcohol/ entertainment and late night refreshment licensees.

Monmouthshire Letting and Hiring process requires evidence of the hirer's Safeguarding processes as mandatory prior to letting council property. This is set out in the Taxi and Private Hire Policy & Conditions 2016.

During the reporting period we saw:

- 100% compliance new licences
- 100% previous licences
- 100% renewed licence

The Corporate Safeguarding Policy and Volunteering Policy set out clear guidelines and expectations for volunteers in commissioned services. This is reflected in individual service contracts.

**Analysis**

Progress has been made within Social Care and Health in respect of having clear operating process in place to ensure a robust approach for all social care commissioning for children and adults. A Commissioning Lead is in place and productive relationships

with commissioned providers have been established allowing any emerging concerns to be addressed through good partnership working. There has also been an improvement in statutory social work visits being undertaken (within Children's Services) and the review of placements within statutory timescales remains strong. This means that within social care there is a robust, risk-based, contract management and quality assurance process across all providers. This was recognised within the follow up review of external placements (children's services) by Internal Audit.

Initial review of the evidence from schools, and other parts of the Council for children/ adults at risk indicate there are robust arrangements in place for contracted services (including individual school contracts, transport, leisure services).

However, the evaluative score remains at 3 because of the need to complete the commissioning matrix for each directorate. This will provide a greater understanding and increased assurance of the baseline position across the Council in respect of commissioning. Commissioning has been agreed as a future area of focus for Internal Audit.

#### **Key Next Steps for 2019 - 2020**

All directorates to complete the Minimum Standards Self-Assessment Matrix, and evaluate outcomes.

## **Appendix 3**

### **Safeguarding Key Actions for 2019 – 2020**

<b>Action</b>	<b>Responsibility</b>	<b>Timeframe</b>
Complete the SAFE process and evaluate learning and outcomes for future planning	All directorate leads Chair of WASG	March 2020
Ensure that there is good awareness across the Council of the new All Wales Child and Adult Protection Procedures	Safeguarding Service Manager	March 2020
Collate training data from the outcomes of the SAFEs and revise the training plan accordingly	Safeguarding Service Manager	March 2020
Implement the upgrade of the HR data base and provide oversight from a safeguarding perspective	Head of Human Resources	March 2020
Support the on-going development of integrated approaches to exploitation through the MASE work	Safeguarding Service Manager	March 2020
Ensure full roll-out of the Modern Day Slavery protocol	Safeguarding Service Manager Head of Public Protection	March 2020
Review the initial outcomes from the Early Help Panel	Head of Children's Services	Jan 2020
WASG to retain oversight of the implementation of the Transport Programme board from a safeguarding perspective.	Chair of WASG Safeguarding Service Manager	March 2020
Ensure that plans are in place to implement new All Wales Procedures and WCCIS without unnecessary disruption to operational issues / quality assurance processes	Head of Children's and Adult's Services	Jan 2020
Consider capacity issues, specifically for adult protection	Chief Officer Health and Social Care	Jan 2020
Deliver risk assessment and strengths based practice across Children's Services	Head of Children's Services	Jan 2020
All directorates to complete the Minimum Standards Self-Assessment Matrix, and evaluate outcomes.	All directorate leads Chair of WASG	March 2020



## **Appendix 4**



Corporate  
Safeguarding Policy

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

<p><b>Name of the Officer</b> completing the evaluation Jane Rodgers</p> <p><b>Phone no:</b> <b>E-mail:</b>janerodgers@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>This is not a proposal, it is a statement of progress for Scrutiny</p>
<p><b>Name of Service:</b> Safeguarding – Social Care and Health</p>	<p><b>Date Future Generations Evaluation</b> form completed</p> <p>October 2019</p>

***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***

Page 29




**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>	A Neutral Contribution	
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	A Neutral Contribution	

<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	A Neutral Contribution	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Safeguarding, is central to cohesive communities, in so much the Council must ensure appropriate services and processes in place to protect people as much as possible	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Safeguarding is recognised regionally and nationally as a key component to wellbeing and this report demonstrates the progress made against National, Regional and Local Policies	
<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	A Neutral Contribution	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Safeguarding is a key part of ensuring that people can fulfil their potential no matter what their background. Equality is at the centre of the services the Authority provide and commission.	

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

<b>Sustainable Development Principle</b>	<b>Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.</b>	<b>Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?</b>

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>This report is based on the 5 Safeguarding Priorities of the Council and demonstrates progress made within Governance, Safe Workforce, Preventative Agenda, Robust Protection and Safe Services. It details how services work in partnership with agencies from different sectors, considers involvement and collaboration with communities and details the progress made in relation to Safeguarding in Monmouthshire.</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>As Above</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>As Above</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><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	As Above	
 <p><b>Integration</b></p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	As Above	

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	Development of Safeguarding Practice and Safer Services	None	

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?
Disability	Development of Safeguarding Practice and Safer Services	None	
Gender reassignment	Development of Safeguarding Practice and Safer Services	None	
Marriage or civil partnership	Development of Safeguarding Practice and Safer Services	None	
Pregnancy or maternity	Development of Safeguarding Practice and Safer Services	None	
Race	Development of Safeguarding Practice and Safer Services	None	
Religion or Belief	Development of Safeguarding Practice and Safer Services	None	
Sex	Development of Safeguarding Practice and Safer Services	None	
Sexual Orientation	Development of Safeguarding Practice and Safer Services	None	
Welsh Language	Development of Safeguarding Practice and Safer Services	None	

**4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information please see the guidance

<http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	This report is about the development of Safeguarding Practice in Monmouthshire	None	
Corporate Parenting	None	None	

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

Both Quantitative and Qualitative evidence presented throughout the report

Page 34

**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 Main benefit is sharing information, receiving feedback and development of the process of assuring Safeguarding Process in Monmouthshire

**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
CYP & Adult Scrutiny	Nov 2019		
Council	Dec 2019		

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

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

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration

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## REPORT

<b>SUBJECT</b>	<b>REVENUE &amp; CAPITAL MONITORING 2019/20 OUTTURN STATEMENT</b>
<b>DIRECTORATE</b>	<b>Resources</b>
<b>MEETING</b>	<b>Adults Select Committee</b>
<b>DATE</b>	<b>24<sup>th</sup> September 2019</b>
<b>DIVISIONS/ WARD AFFECTED</b>	<b>All Authority</b>

### **1. PURPOSE**

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

### **2. RECOMMENDATIONS PROPOSED TO CABINET**

- 2.1 That Members consider a net revenue forecast of £2.4m deficit, and evolving recovery plan necessary to return a balanced position prior to end March 2020.
- 2.2 That Members note the 88% delivery of the budget setting savings agreed by full Council previously and a need for remedial action/savings in respect of circa 12% savings (£748k) reported as delayed or unachievable by service managers.
- 2.3 That Members consider the capital outturn spend of £35.493m, introducing a £24k anticipated overspend, and the presumptions made around net financing consequences as per para 3.19.
- 2.4 Members note the extent of movements in reserve usage, including individual budgeted draws on school balances, and their effect on current prudent financial planning assumptions as outlined in para 5.2.

### 3. MONITORING ANALYSIS

3.1 Increasingly Scrutiny Committee feedback is that that monitoring report is getting more involved, detailed and as a result more difficult to follow. This isn't particularly unusual in periods of increasing deficit pressures and need for remedial savings to compensate for agreed savings not likely to be made. Further clarification has been requested to understand how best monitoring could be adjusted, but as an interim step, the ordering of the report has been altered in an attempt to provide a clearer holistic revenue and overall savings position and better organise Scrutiny Committee portfolio matters within the commentary for each Committee. Unfortunately part of the problem appears to be that Select portfolios bear limited relationship to organisation Directorate structures, but further feedback will be taken during month 2 interaction with Select Committees whether the adjustments made clarify the presentation adequately to make that less of an issue.

### 3.2 Holistic Revenue Position

Table 1: Council Fund 2019/20 Outturn Forecast Summary Statement at Month 2 (Period 1)

Service Area	Initial 2019-20 Annual Budget	Revised Forecast Outturn	Forecast Over/ (Under) @ Outturn based on Month 2 Activity	Over/ (Under) @ 2018-19 Outturn
	£'000	£'000	£'000	£'000
Adult Services	7,644	7,830	186	181
Children Services	11,937	14,233	2,296	1,451
Community Care	22,610	22,612	2	-1,073
Commissioning	1,604	1,605	1	-104
Partnerships	418	418	0	0
Public Protection	1,458	1,464	6	10
Resources & Performance	573	570	-3	7
<b>Total Social Care &amp; Health</b>	<b>46,244</b>	<b>48,732</b>	<b>2,488</b>	<b>472</b>
Individual School Budget	44,508	44,508	0	-67
Resources	1,252	893	-359	-33
Standards	5,429	6,130	701	737
<b>Total Children &amp; Young People</b>	<b>51,189</b>	<b>51,531</b>	<b>342</b>	<b>637</b>
Business Growth & Enterprise	1,590	1,583	-7	-152
Operations	15,498	15,575	77	321
Planning & Housing	2,193	2,197	4	-279
Tourism Life & Culture (Monlife)	3,324	3,584	260	177
<b>Total Enterprise</b>	<b>22,605</b>	<b>22,939</b>	<b>334</b>	<b>67</b>

Legal & Land Charges	701	721	20	33
Governance, Democracy and Support	3,952	3,962	10	-99
<b>Total Chief Executives Unit</b>	<b>4,653</b>	<b>4,683</b>	<b>30</b>	<b>-66</b>
Finance	2,630	2,507	-123	-220
Information Communication Technology	2,640	2,572	-68	-14
People	1,647	1,649	2	58
Future Monmouthshire	-14	193	207	17
Commercial and Corporate Landlord Services	622	498	-124	-31
<b>Total Resources</b>	<b>7,525</b>	<b>7,419</b>	<b>-106</b>	<b>-190</b>
Precepts and Levies	19,240	19,059	-181	5
Coroners Service	117	146	29	
Archives Service	182	182	0	
Corporate Management (CM)	158	212	54	-412
Non Distributed Costs (NDC)	595	657	62	32
Strategic Initiatives	442	0	-442	-424
Borrowing Cost Recoupment	-1,455	-1,455	0	0
Insurance	1,400	1,400	0	0
<b>Total Corporate Costs &amp; Levies</b>	<b>20,679</b>	<b>20,201</b>	<b>-478</b>	<b>-799</b>
<b>Net Cost of Services</b>	<b>152,895</b>	<b>155,505</b>	<b>2,610</b>	<b>121</b>
Fixed Asset disposal costs	119	119	0	0
Interest and Investment Income	-206	-240	-34	-187
Interest payable & Similar Charges	4,130	3,977	-153	83
Charges required under regulation	5,202	5,251	49	-29
Contributions to Reserves	444	444	0	30
Contributions from Reserves	-789	-789	0	-27
<b>Appropriations</b>	<b>8,900</b>	<b>8,762</b>	<b>-138</b>	<b>-130</b>
General Government Grants	-62,548	-62,548	0	0
Non Domestic rates	-30,682	-30,682	0	0
Council Tax	-75,124	-75,124	0	97
Council Tax Benefits Support	6,559	6,501	-58	-137

Financing	-161,795	-161,853	-58	-40
Net Council Fund (Surplus) / Deficit	0	2,414	2,414	-49

- 3.3 This outturn forecast is a significant deficit, such that SLT are currently considering their actions to resolve the situation. The pressure areas remain those that have been highlighted in previous reports e.g. additional learning needs, Children’s Services, passenger transport, car parking and Monlife activities where activity no longer reflects the budget provided and the savings volunteered by services colleagues.
- 3.4 The Authority continues to bear down on non-essential spend and continues to scrutinise vacant posts as they arise. Ongoing efforts are being made to recover the current overspend position.
- 3.5 The outturn variance of £2.4m equates closely to the full extent of Children’s Services pressure (£2.3m). Whilst there may be some contributory factors around local judiciary approach to Children’s services that impact the local situation, the position experienced within Monmouthshire echoes many of those being reported nationally.
- 3.6 [\*At the tipping point? Welsh local government and austerity\*](#), published by the Wales Centre for Public Policy drew relevant parallel conclusions that highlighted the significant increase in demand for social care in recent years, as has been widely reported. Councils offered multiple explanations which are consistent with the Authority’s current experiences in that:
- Demographic pressures were created by an ageing population.
  - An increased number of looked-after children were entering the care system - there has been a 146% increase in the number of court applications to remove children into care in Wales between 2008-09 and 2016-17 (Cafcass Cymru, 2018).
  - The impact of wage inflation
  - The increased complexity of care needed
- 3.7 Whilst education and social care have been relatively protected by local government to date, most councils feel unable to sustain this unless Welsh Government provide a fairer settlement for local government in Wales. The impact of protecting these services going forward will clearly have an adverse knock-on effect to other council services that are highly regarded and highly valued in our communities.
- 3.8 It would be fair to reason that as a whole, local councils have managed remarkably well to make deep spending reductions over the last seven years, without any major public outcry over service reductions or failure, but the national situation does feel increasingly acute when the Chair of Public Accounts Committee highlights that *‘the proportion of councils overspending on social care has increased from 63% in 2010-11 to 91% in 2017-18. The total national overspend on children’s social care in 2017-18 was £872m’*.
- 3.9 Senior officers and Cabinet members of the Authority are working closely with the Welsh Local Government and other authorities to provide evidence to Welsh Government to highlight the extent and severity of pressures faced and to lobby Welsh Government not just for a fairer local government settlement but also to consider further in-year funding directed towards acute pressures being faced in social care and schools in particular.

- 3.10 Senior management are considering their response to the financial forecast and have already identified circa £960k changes to bring the outturn down to £2.4m overspend, with circa £500k related to capitalising existing revenue expenditure rather than affecting front line service provision. Current recovery plan intentions appear to focus predominantly on ad hoc one-off changes, where as many of the pressures are longstanding in nature, suggesting that a one off permanent realignment to base budgets would provide a more sustainable budget monitoring basis. However, consideration will also have to be given to the MTFP and budget process that is being developed and where recurrent and more sustainable savings proposals are being considered.
- 3.11 It is also worthy of note that the Authority is currently seeking advice from its VAT Accountant and advisors as to whether the adoption of the Ealing ruling, which allows the authority to benefit from certain supplies of leisure services being treated as exempt from VAT, could open up the opportunity for a significant one-off reclaim of VAT and without adversely affecting its future VAT management arrangements.
- 3.12 Whilst advice continues to be sought this could be one means by which the Authority arrests the current overspend position. However, regardless of this, recovery efforts continue and in looking to curtail non-essential spend and secure opportunities to drive further savings.
- 3.13 A comparison of the Net Council fund line against previous years activity indicates the significance of the variance,

Net Council Fund Surplus	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15
	£'000	£'000	£'000	£'000	£'000	£'000
Period 1	2,414 deficit	379 deficit	164 deficit	1,511 deficit	867 deficit	219 deficit
Period 2		766 surplus	62 deficit	839 deficit	1,066 deficit	116 deficit
Period 3				79 surplus	162 deficit	144 deficit
Outturn		49 surplus	652 surplus	884 Surplus	579 surplus	327 surplus

- 3.14 Appreciating recent Select member feedback was to derive a less detailed understanding of the monitoring position, but also anticipating situations where individual members may still wish to explore a more detailed understanding outside the formal meeting, the traditional hyperlinks (in Section 8) showing the supporting monitoring reports have been de-activated in favour of encouraging members to contact the financial lead to be able to better facilitate their understanding in person.

### 3.15 Holistic 2019/20 Budget Savings Progress

This section monitors the specific savings initiatives and the progress made in delivering them during 2019-20 as part of the MTFP budgeting process.

In summary they are as follows,

<b>Disinvestment by Directorate 2019-20</b>	<b>2019/20 Budgeted Savings</b>	<b>Value of Saving forecast at Month 2</b>	<b>Delayed Savings</b>	<b>Savings deemed Unachievable YTD</b>
<b>REVENUE MONITORING 2019-20</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Children &amp; Young People</b>	<b>(1,234)</b>	<b>(1,208)</b>	<b>0</b>	<b>(26)</b>
<b>Social Care &amp; Health</b>	<b>(1,246)</b>	<b>(1,205)</b>	<b>0</b>	<b>(41)</b>
<b>Enterprise</b>	<b>(1,480)</b>	<b>(969)</b>	<b>(307)</b>	<b>(205)</b>
<b>Resources</b>	<b>(1,342)</b>	<b>(1,303)</b>	<b>(39)</b>	<b>0</b>
<b>Chief Executives Units</b>	<b>(106)</b>	<b>(96)</b>	<b>0</b>	<b>(10)</b>
<b>Corporate Costs &amp; Levies</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriations</b>	<b>(282)</b>	<b>(162)</b>	<b>0</b>	<b>(120)</b>
<b>Financing</b>	<b>(756)</b>	<b>(756)</b>	<b>0</b>	<b>0</b>
<b>DIRECTORATE Totals</b>	<b>(6,446)</b>	<b>(5,699)</b>	<b>(346)</b>	<b>(402)</b>

3.16 Anticipated mandated saving performance is running at 88% of budgeted levels, with currently £402,000 being deemed potentially unachievable, and a further £346,000 to be delayed to later years.

3.17 The emphasis of reporting savings is based on whether saving is forecast to be achieved, even if not manifest in Directorate management reports yet. Consequently the savings appendix (appendix 1) also has a traffic light system to indicate whether savings are likely to be achieved or have justifiable reasons explaining delayed implementation. The following summary of savings mandates are highlighted as requiring further work to crystallise or exhibit an anticipated degree of volatility.

### 3.18 **Scrutiny Committee Organised Revenue Monitoring Commentaries**

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

### 3.19 Stronger Communities Select Portfolio (£750k net underspend)

Chief Executives Unit (£30k overspend)

**Legal division** exhibit a £20k overspend, due to a shortfall in land charges income, and unanticipated software costs. **Governance, democracy and support** estimate a £10k deficit due to additional staff costs at Contact centre to resolve teething issues with revised waste arrangements.

Resources Directorate (£106k underspend)

**Finance Division predict an underspend of £123k**, predominantly predicted savings in Revenues and Exchequer sub division and saving in management cost. **IT** predicts an **£68k underspend**, due to laptop purchases being capitalised being more significant than the deficit



introduced by shortfall in annual SRS contribution. **People services** predicts **£2k deficit**, mainly the result of £12k additional staffing proposed from HR system visioning exercise compensated by staff savings in training £10k. **Corporate Landlord division** exhibited a net **£124k surplus** which hides large variances within monitoring, savings accrue from delay in staffing restructure, extra income from solar farm, and capitalisation of building maintenance costs, which compensate for pressures in cemeteries, industrial units and county farms. Also income from commercial investments is less than budgeted due to void levels currently. **Future Monmouthshire** exhibits a **£207k deficit**, being the proportion of digitisation, travel and agency cost savings not yet attributable to particular services. Future Monmouthshire and SLT colleagues have previously been advised to avoid such generic savings as they involve superficial assessment and traditionally they are not well owned by Directorates subsequently.

## Budget Savings Performance

### Resources Directorate & Corporate

- A shortfall (£39k) in the extent of income from Commercial investments returns against the amount presumed in revenue budget.

### Resources Directorate Recovery Activities

Resources Directorate has made £200k beneficial changes to initial monitoring to revise the outturn forecast to £106k surplus, capitalising £100k of computer replacement and £100k of corporate building maintenance. There is still an exercise to complete to apportion last year's "delayed" generic travel, agency and digital savings totalling £172k, and a further travel saving of £50k in 2019-20.

### Resources Director's Context & Commentary

The overall forecast overspend being faced is known and understood to the Directorate.

Steps have already been taken and the directorate forecast has already benefitted from being able to transfer eligible costs to capital where they will be funded from additional capital grant received from Welsh Government. This amounted to £200k and related to the cost of rolling laptop replacement (£100k) and eligible costs from within the corporate building maintenance budget (£100k).

Further steps are being taken to curtail all non-essential spend and vacancies are being reviewed and scrutinised as they arise. Any opportunities for further savings will be investigated to benefit the in-year position.

Finance division is forecasting an under spend of £123k at year-end. Vacancy savings of £107k are currently being forecast within finance and ahead of restructure proposals being brought to Cabinet and subsequently implemented. There is also an £18k under spend resulting from the delay in the implementation of the new cash system.

ICT is forecasting a £68k under spend comprising a £100k under spend resulting from the corporate laptop replacement budget being funded through capital, offset by a £33k over spend on the SRS core contribution and for which recovery options are being explored.

People Services are forecasting close to budget with a small £2k over spend.

Future Monmouthshire is forecasting a £207k over spend. However, and as mentioned above, this relates to corporate savings that have not yet been allocated against directorate

budgets. Chief Officers are aware that these savings will need to be managed and the Future Monmouthshire team will work with directorates to ensure savings can be delivered or any consequential impact mitigated.

Corporate Landlord division is reporting a net £124k under spend. Savings from a delay in restructure proposals being progressed (£70k) and extra income from the solar farm (£100k), together with the aforementioned savings from transferring corporate building maintenance costs to capital (£100k) are offset by pressures in cemeteries, industrial units and county farms. Income from commercial investments is currently less than originally budgeted due to current void levels. A sinking fund held in reserves to offset any shortfalls and any further in-year investments or acquisitions can still look to positively impact the budget.

Corporate (£478k underspend)

The net effect of the unutilised redundancy budget (£442k) and additional Fire pension costs being borne by central government (£180k) compensating for addition pension strain costs, extra coroners staffing, and loan brokerage fees. Please note the cost of redundancies unless subject to the traditional 2 stage approval process agreed with members show as overspends within service budgets.

Appropriations (£138k underspend)

Reserve usage is traditionally adjusted in both Appropriations and service Directorates to avoid any artificial variances, at month 2 service managers presume no slippage in reserve funded initiatives. The Council's Treasury budget presumed leaving the European union by now, the net surplus effect is caused by static rather than increasing interest rates and the continued benefit of short term recurrent borrowing.

Budget Savings Performance

- As part of 2019-20 budget deliberations it was planned to set aside sufficient receipts to reduce minimum revenue provision payments by £120k. However the Crick Road element of the receipts balance (£2.7m) is effectively fettered from use by a negotiated condition that compels, upon request, the Council to repay the receipt back to Melin should it not be in a position to facilitate a workable and affordable drainage solution for the site by September. Consequently it would be imprudent to set aside that balance or use it to afford capital expenditure until that condition has fallen away. As a result, the related net saving of £120k from receipts being used to replacing borrowing in affording purchase of short life assets and avoid resulting minimum revenue provision is no longer appropriate.

Financing (£58k underspend)

This results from a traditional and recurrent anticipated underspend in Council tax benefit payments. However going forward this is an area where activity is likely to be more volatile than traditionally given advertising campaign undertaken by Welsh Government and the advent of universal credit bringing focus to individual's financial circumstances.

### **3.20 Economy & development Select Portfolio (£340k net overspend)**

Enterprise Directorate (£334k net overspend)

**Business growth and enterprise** predict a net **£7k underspend**, being minor savings in staffing chargeable to specific grants. The forecast presumes no variance to Events or Borough theatre activities, but please note there is still no formal Events strategy to indicate how events income will contribute a holistic benefit in sustaining services. This remains similar to the Borough Theatre situation.

**Planning & Housing (net £4k overspend)** – caused by a minor variation to building control budget.

**Tourism, leisure & culture - Monlife (£260k overspend)** – The 2019-20 budget included £551k growth, to include salary growth, additional NNDR liability at Monmouth Leisure Centre caused by enhancing building works, and a variety of historic savings targets not delivered written out. The service also volunteered net £331k savings as a result of new structure/organisation. Now that the Council has concluded the business case doesn't sufficiently support outsourcing, an exercise is necessary to work through which savings are still viable to Council structure.

**Operations forecast a collective £77k deficit.** The position for each of main Operations areas is as follows, Transport Garage and car parks £150k net deficit (£200k income deficit from car parking compensated by £50k garage capitalised repairs), catering breakeven, cleaning £7k surplus, Passenger Transport £177k deficit (caused by inability to make budget savings and additional hire costs), Waste and Streetscene £54k surplus (caused by capitalisation of recycling bags and Highways £188k surplus (the net result of redirecting revenue expenses to be afforded by additional capital funding, and a mild winter prediction).

Budget Savings performance

Operations Division is in Enterprise Directorate

- Shortfall in waste and car parking savings (£102k) comes in the form of reduced (6month) income from changes to car parking arrangements and 10 months saving in respect of civic amenity savings agreed.
- The savings agenda within PTU were significant and wide ranging and involved significant officer time outside of core PTU team. Latest anticipation from a current retendering exercise still suggests a £192k shortfall against savings expectations.
- Monlife reported net £331k savings as a result of changing organisational structures, which require review as to whether still appropriate to internally provided services. The Council has originally suspected £126k central support pressures as a result of outsourcing Monlife. These have been offset against savings targets prior to the need for a more in depth review.

Enterprise Directorate Recovery Activities

As a result of initial month 2 information, SLT have made remedial changes designed to improve the outturn forecast by £400k, to end the year at £334k deficit.

The changes relate to,

- Reduced overspend forecast in respect of Tintern Station (£7k).

- Highways Development and flooding team predict a £74k improvement as a result of road closure income and capital project fees.
- Highways Ops is forecasting to under-spend by £114,000 due to increased capital income. The Highways 19/20 capital allocation has allowed us to rearrange our repair programme to better displace core costs with capital funding. As is evident from last year this budget is heavily influenced by the weather - we are currently assuming that we will have an average winter season so do not include any costs for any adverse weather. If this does materialise then the outturn position could change.
- Waste & Scene is forecasting to underspend by £54,000. The availability of an equipment budget in the capital programme has allowed us to passport the costs of long life bags to capital, this has provided an in year benefit to the revenue account.
- The Transport garage is forecasting to underspend by £50,000. This is due to the decision to set aside a capital budget to fund major repairs that are usually charged to revenue but are capital in nature.
- Housing £10k. No real change in narrative, more of a change to service based forecast based on a more detailed consideration of activity.
- Passenger transport £20k. No real change in narrative, , more of a change to service based forecast based on a more detailed consideration of activity.

The revised outturn forecast significantly reflects the need to still unpick the shadow accounting treatments for Monlife, this exercise will occur between month 2 and 7.

### Enterprise Director's Context & Commentary

Enterprise and MonLife is forecasting to overspend by £334,000. This position already includes £400,000 of changes as a result of displacing costs to our capital programme. It is clear that if this wasn't made available then we would have a material deficit. Departmental performance is as follows: -

### **Operations**

Operations is forecasting to overspend by £78,000. Our main areas of concern are Car Parks and PTU who are both overspending by £200,000 and £150,000 respectively. Car Park income continues to be an issue where pay & display income is down against budget, although we are hopeful that now our Civil Parking Enforcement team is up and running we will see an improvement in income as customers are driven back into our car parks and through additional fines. The passenger transport unit is overspending mainly due to unachievable savings built into the MTFP and additional hire costs, we were relying on £194k of Dynamic Purchasing System (DPS) tendering savings to help us balance the budget this year but unfortunately it appears that these will now not materialise. The authority has set up an officer programme board to review all aspects of PTU provision in the hope of driving through efficiencies – this might have a positive impact on year end outturn. It is good to see that all other services within Operations are forecasting to return an under spend although three of these areas have benefitted from our decision to move costs to capital, they are Highways (£188,000), Waste (£115,000) and Transport (£50,000).

### **Business Growth & Enterprise**

BGE is forecasting a small underspend of £7,000 due to grant windfalls. All other services are expecting to come in on budget.

## Planning & Housing

Planning & Housing is forecasting a small overspend of £4,000. All services are forecasting to break-even apart from Building control whose overspend will be charged to the Building Control Trading Reserve. The Housing section has also benefitted from £10,000 of capital funding.

## MonLife

The MonLife section is forecasting to overspend by £260,000. The service is still carrying within its budget a net £205,000 MTFP saving in relation to attaining charity status, now MonLife is staying in-house this has turned into a budget pressure that the unit is struggling to manage. We also have small overspends in Museums, Cultural Services, Attractions and Countryside as services cannot match budgeted vacancy factor savings. Tintern Station has benefitted from £7,000 of capital funding.

It is very early in the reporting period to gain an accurate understanding of how services will perform during the year and we will have a better idea at Month 7 as spending patterns emerge and more accurate forecasts made. Operations is heavily influenced by adverse weather and we have to be mindful of the impact this may have on budgets. We will continue to implement our recovery plans ensuring that disruption to front line services is kept to a minimum

Social Care & Health (£6k overspend)

**Public Protection (£6k overspend)** – predominantly the net effect of minor pressures across registrars, public health and trading standards.

### 3.21 Adult Select Portfolio (net £186k overspend)

Social Care & Health

**Adult Services (£186k overspend)** – resulting from net staffing pressures at Severn View and pressure within domiciliary care market that necessitates a greater degree of Council provided service, both of which are compensated in part by management savings and savings to individual support services arrangements and Budden Crescent costs.

**Community Care (£2k overspend)** – minor unreported variance against budget compensated by small saving in Resources section.

**Commissioning (£1k overspend)** – minor unreported variance against budget compensated by small saving in Resources section.

**Resources (£3k underspend)** – minor adhoc savings.

Budget Savings performance

- All savings are presumed by service colleagues to be delivered in full.

No explicit social care recovery activities have been identified to date

## Social Care & Health Director's Context & Commentary

At this early stage of the financial year we are predicting a £2.26M overspend, after accounting for a £738K Social Care Workforce and Sustainability Grant from Welsh Government and savings deducted from the budget totalling £1.246M as part of the budget setting process.

Within the Adult Services division the forecast outturn shows a £186K overspend with continued demand for domiciliary care placing pressure on Care at Home services. At the 31<sup>st</sup> May 2019, 309 weekly care hours were awaiting brokerage from reablement which presented an underspend on the domiciliary care budget, but this is hiding the additional need for residential and nursing placements, especially with the increased capital threshold limit. The Adults with Disabilities budget, which caters for younger adults with learning and physical disabilities, have seen an increased need for placements, with 4 this year and in total 17 in excess of £1,000 per week. The largest bulk of the directorate budgeted savings have been levied against the Adults budget which, at this early stage of the financial year, are predicted to be met.

At month 2 Children's Services are forecasting a £2.069M overspend, experiencing significant demands placing pressure on the placement budget, plus the knock on effect in the associated legal and transport provision to support care packages and the need to cover internal staff shortages. Since November 2018 there has been a 20% increase in LAC numbers, increasing from 148 to 178 at the end of May 2019. This financial year have seen 6 LAC enter the system; the month of May saw 4 new LAC which required external placement provision.

Public Protection continues to largely remain within its budget allocation showing a slight overspend of £6K at month 2, delivering a wide range of services such as Trading Standards, Environmental and Public Protection, Licensing, Health & Safety and Registrars.

### **3.22 Children & Young People Select Portfolio (net £2,638k overspend)**

Social Care & Health (£2.296m overspend)

This can be a fairly volatile area to manage budget wise, with individual placements potentially having a significant effect. In comparison to 2018-19 activity which was £1.45m overspend, the 2019-20 forecast indicates a worsening position. The service concludes pressures resulting from a greater volume of placements and related staff and transport costs. To assist members in more detailed understanding of the forecast the comparative volume of placements between 2018-19 and 2019-20 is,

<u>Service Area</u>	<u>Current Activity</u> M2	<u>Current Cost to</u> M2 £	<u>Average Annual Cost of</u> <u>Support</u> £	<u>Assumed Activity</u>	<u>Year End Forecast</u> £
In-house Fostering LAC	67	184,430	13,479	67	903,112
External Placements LAC	66	231,780	69,979	67	4,688,586
External Placements Non LAC	4	83,643	116,362	5	581,810
Young persons Accommodation - LAC	14	32,232	20,223	15	303,340
Child arrangement orders/special guardianship orders Non LAC	52	72,249	7,449	52	387,368
					6,864,216
<b>2018/19</b>					
<u>Service Area</u>			<u>Average Annual Cost of</u> <u>Support</u> £	<u>Activity at year end</u>	<u>Year End Outturn</u> £
In-house Fostering LAC			13,187	61	804,426
External Placements LAC			73,791	55	4,058,498
External Placements Non LAC			74,837	3	224,511
Young persons Accommodation - LAC			27,135	23	624,094
Child arrangement orders/special guardianship orders Non LAC			7,439	53	394,281
					6,105,810

This suggests the main reasons for increased costs are a forecast increase in the volume of looked after children placements (up 18 on 2018-19 outturn with limited variation in average unit costs), and in respect of non looked after placements, there is more limited case volume volatility but a far higher average unit cost in 2019-20.

The range of annual unit costs incurred per case can be highly variable depending upon the complexity of the presentation. To provide some context to the average unit costs table above, the range of unit costs per service activity is also provided as comparison for 2019-20.

<u>Service Area</u>	<b>Annual Equivalent - Individual Placement Cost Range (Lowest/Highest)</b>	
	£	£
In-house Fostering LAC	12,204	33,800
External Placements LAC	31,652	307,522
External Placements Non LAC	49,017	178,869
Young persons Accommodation - LAC	2,829	103,028
Child arrangement orders/special guardianship orders Non LAC	1,237	12,096
<b>2018/19</b>		
<u>Service Area</u>	<b>Annual Equivalent - Individual Placement Cost Range (Lowest/Highest)</b>	
	£	£
In-house Fostering LAC	12,150	33,800
External Placements LAC	31,565	308,056
External Placements Non LAC	48,950	136,037
Young persons Accommodation - LAC	3,219	199,892
Child arrangement orders/special guardianship orders Non LAC	4,773	12,096

**Youth offending team partnership (breakeven)** – this partnership is managed as a “trading entity such that any over or underspends accrue to a specific earmarked reserve. No variation in revenue budget activity is foreseen at month 2.

## Budget Savings Performance

- The service originally calculated that it would receive £41k from Welsh Government disaggregating £2.3m of additional resourcing in respect of Children's services. To date the service reports not having received such. Colleagues have been requested to confirm directly with Welsh Government whether such resourcing will be forthcoming.

No explicit social care recovery activities have been identified to date with a focus more on containment of cost and pressure.

### Social Care & Health Director's Context & Commentary

At this early stage of the financial year we are predicting a £2.26M overspend, after accounting for a £738K Social Care Workforce and Sustainability Grant from Welsh Government and savings deducted from the budget totalling £1.246M as part of the budget setting process.

Within the Adult Services division the forecast outturn shows a £186K overspend with continued demand for domiciliary care placing pressure on Care at Home services. At the 31<sup>st</sup> May 2019, 309 weekly care hours were awaiting brokerage from reablement which presented an underspend on the domiciliary care budget, but this is hiding the additional need for residential and nursing placements, especially with the increased capital threshold limit. The Adults with Disabilities budget, which caters for younger adults with learning and physical disabilities, have seen an increased need for placements, with 4 this year and in total 17 in excess of £1,000 per week. The largest bulk of the directorate budgeted savings have been levied against the Adults budget which, at this early stage of the financial year, are predicted to be met.

At month 2 Children's Services are forecasting a £2.069M overspend, experiencing significant demands placing pressure on the placement budget, plus the knock on effect in the associated legal and transport provision to support care packages and the need to cover internal staff shortages. Since November 2018 there has been a 20% increase in LAC numbers, increasing from 148 to 178 at the end of May 2019. This financial year have seen 6 LAC enter the system; the month of May saw 4 new LAC which required external placement provision.

Public Protection continues to largely remain within its budget allocation showing a slight overspend of £6K at month 2, delivering a wide range of services such as Trading Standards, Environmental and Public Protection, Licensing, Health & Safety and Registrars.

### Children and Young People (net £342k overspend)

Service colleagues reported **School Budget Funding being breakeven at month 2. Resources Divisions** are now anticipating a £309k surplus following remedial action identified below. This is largely to try to compensate **Standards subdivision** exhibited an **outturn overspend of £700k**, reflective of reduced recoupment income for Mounton House, increased out of county placement costs and additional support to schools. The pressure on ALN budgets is set to continue given impending widened statutory definition of additional learning needs.



## Budget Savings Performance

- Children and Young people Directorate colleagues reported a £26k shortfall in anticipated income from breakfast club income.

### Children and Young People Recovery Plan activities

Originally schools communicated a forecast outturn of £1.7m deficit to school reserves. Subsequently, conversations have reset likely reserve usage to end the year as £850k deficit, an improvement of £833k. Similarly as a result of initial month 2 monitoring, CYP directorate have put in place remedial action totalling £359k to derive £342k deficit forecast outturn.

These revised activities include,

- WJEC subscription saving £23k. Fee budget no longer required, as being paid by Welsh Local government Association
- A budget of £300k has been set for many years to support school based redundancies. The majority of these are as at the 31<sup>st</sup> August, to date we have only had notice that the support required is £126k. By releasing £100k as a one off for this year we should still be able to meet the commitment. This is non-recurring.
- Schools maternity reserve shows a surplus of £135k. 2018-19 was the end of the three year Service Level Agreements (SLA). All schools buy into this SLA, and a new SLA agreed for forthcoming 3 years. The outgoing surplus on reserve account has been agreed by SLT to transfer into CYP Directorate. This is non-recurring.
- A £53k efficiency saving accruing from a move to only incur essential spend for remainder of financial year. This is non-recurring.

### Children & Young People Director's Context & Commentary

The Directorate's Month 2 position is a forecasted overspend of £391,203 against the budget. The majority of this overspend relates to Additional Learning Needs (ALN), which is currently £617,995 over.

Within ALN: School Action Plus, £222,987 of the overspend relates to early identification of additional needs as a result of the ALN Act. It is hoped that over time these costs will reduce. However, it challenges the Welsh Government's assumption that the Act is cost neutral. In addition to this, recruitment income is showing a shortfall of £274,686. This is a result of reduced pupil numbers at Mounton House. A further paper to Cabinet will be taken in September, regarding the future of the school.

As part of the Cabinet paper for the inclusion review taken in December 2018, it was agreed that we would establish four inclusion centres in each of our secondary schools, commencing in September 2019, at a cost for this financial year of £170,191. The original proposal was that the resources would be found through savings made in the ALN review.

Within CYP, we currently hold a budget of £300,000 for school based redundancies. We are proposing to change the use of this to include workforce remodelling i.e. protection of salaries/teaching and learning responsibility allowances.

### 3.23 Capital Position

The summary forecast Capital position at outturn is as follows,

<b>MCC CAPITAL BUDGET MONITORING 2019-20 at Month 2 by SELECT COMMITTEE</b>						
<b>SELECT PORTFOLIO</b>	<b>Forecast Spend at Outturn</b>	<b>Slippage Brought Forward</b>	<b>Total Approved Budget 2019/20</b>	<b>Forecast Capital Slippage to 2020/21</b>	<b>Revised Capital Budget 2019/20</b>	<b>Capital Expenditure Variance</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Children &amp; Young People</b>	3,083	2,219	3,059	0	3,059	24
<b>Economic &amp; Development</b>	17,542	465	17,542	0	17,542	0
<b>Adult</b>	449	0	1,588	(1,139)	449	0
<b>Strong Communities</b>	14,419	7,165	14,419	(0)	14,419	0
<b>Capital Schemes Total 2019-20</b>	<b>35,493</b>	<b>9,849</b>	<b>36,608</b>	<b>(1,139)</b>	<b>35,469</b>	<b>24</b>

#### Additions

Additions to the capital programme can occur subsequent to Member approval of Capital MTFP, primarily in the form of actual rather than anticipated slippage, sc 106 projects being volunteered and an update of grant approvals communicated by Welsh Government

#### Reconciliation

##### Medium Term Financial Plan (v6)

Capital MTFP 2019-20	£26.971m
Assumed slippage	£675k
Less Vehicle Leasing	(£1.5m)
Total	£26.146m

Capital Programme	
Core	£25.471m
Revisions (Severn View care Home Year 2 of 3)	£1.288m
Actual Slippage	£9.849m
Total	£36.608m

Difference	£10.462m
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The difference equates to the difference in slippage £9,174m plus addition of Severn View Care Home replacement spend over 3 years, predominantly afforded by intermediate care funding, £300k capital receipt funding and balance to be afforded by Social Care savings in staffing and management).

Based on Council report, since month 2 the following scheme will be added afforded by unsupported borrowing,

<b>Project Code (T)</b>	<b>Budget £'000</b>
21st Century Schools' Developments - County Council 20.12.18	33

The following schemes have been considered in other fora of the Council but still require full Council endorsement as per Constitution requirements,

<b>Project Code (T)</b>	<b>Budget £'000</b>
S106 additional Gilwern Community Centre Heating (Cae Meldon) funding - old scheme lapsed from programme individual cabinet member decision	4
S106 Tudor Road/Woodland Road Replacement Play Area (Croft y Bwla) - Individual Members 13.03.19	18
S106 Sudbrook Sports and Social Club (Sudbrook Paper Mill) - Cabinet 03.04.19	10
S106 Portskewett Heritage Centre (Sudbrook Paper Mill) - Cabinet 03.04.19	10
S106 The Quest Play Area (Sudbrook Paper Mill) - Cabinet 03.04.19	10
S106 Sudbrook Play Park (Sudbrook Paper Mill) - Cabinet 03.04.19	10
Off Road Cycling Feasibility Study - Additional Grant Funding Sport Wales	100
New Street Lighting Enhancement Project Welsh Govt invest to save loan	1,667
Sudbrook Mill - Additional Community Council grant Funding	10
LTF Severn Tunnel Junction - Park & Ride - Funded through Regional LTF grant administered by Merthyr CBC	615
	<b>2,454</b>

## Capital Outturn

Capital expenditure at month 2 is predominantly being forecast to budget. It is increasingly unlikely that the previous pressure in respect 21<sup>st</sup> Century schools spends will be incurred in full, such that service colleagues report no variance in the asbestos remediation costs to demolished blocks or additional project management necessary in respect of Monmouth secondary school build now.

Total provisional slippage at Month 2 is £1,139k, which relates to the Crick Road Care Home project and is due to contractual delays which means the contractor cannot begin until later in the 2019/20 financial year than originally anticipated.

As part of senior leadership team revisions to month 2 revenue forecast, the capital outturn includes the capitalisation of revenue costs totalling £500k. This has been afforded in the capital programme by adjustment to the level of Highways capital maintenance works being proposed, appreciating that Highways derived the majority of the additional general capital

allocation provided by Welsh Government, which remains a choice for the Council to be allocated, as well as explicit Highways specific capital grant.

Members have subscribed to a policy whereby new capital schemes are only added to the capital programme on meeting one of two conditions, either it is self-affording, or it replaces an existing commitment within the programme as a higher priority. The effect of such revenue capitalisation is consistent with member agreed priorities, i.e.

Aspect	Indicative Rank
Health & safety (life and limb works)	1
Legal and Regulatory obligations	1
Allow a balanced revenue budget to be set and achieved	2
Deliver corporate plan priorities	2.5
Spend to save – transformational works,	3
Spend to earn net income – rents, interest and dividends	3
Create sustainable income streams – business rates and council tax	3
Attract significant 3 <sup>rd</sup> party or private match funding to the County	3
Asset management plan outcomes	4
Addresses major infrastructure investment	4
Deliver wider economic outcomes	5

Whilst the revenue position is considered by Cabinet periodically, the Constitution still requires that any capital programme additions underpinning it are endorsed by full Council. A report will be prepared for Council in September.

### 3.24 Capital Financing and Receipts

Given the anticipated capital spending profile reported in para 3.19, the following financing mechanisms are expected to be utilised.

<b>MCC CAPITAL FINANCING BUDGET MONITORING 2019-20 at Month 2 by FINANCING CATEGORY</b>						
<b>CAPITAL FINANCING SCHEME</b>	<b>Annual Financing</b>	<b>Slippage Brought Forward</b>	<b>Total Approved Financing Budget 2019/20</b>	<b>Provisional Budget Slippage to 2020/21</b>	<b>Revised Financing Budget 2019/20</b>	<b>Forecast Capital Financing Variance 2019/20</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Supported Borrowing	2,403	0	2,403	(0)	2,403	0
General Capital Grant	2,275	0	2,275	0	2,275	0
Grants and Contributions	975	0	1,814	(839)	975	0
S106 Contributions	1,316	1,316	1,316	(0)	1,316	(0)
Unsupported borrowing	25,832	6,956	25,808	(0)	25,808	24
Earmarked reserve & Revenue Funding	185	169	185	(0)	185	(0)
Capital Receipts	2,507	1,409	2,807	(300)	2,507	(0)
Low cost home ownership receipts	0	0	0	0	0	(0)
Unfinanced	0	0	0	0	0	0
<b>Capital Financing Total 2019-20</b>	<b>35,493</b>	<b>9,850</b>	<b>36,608</b>	<b>(1,139)</b>	<b>35,469</b>	<b>24</b>

### 3.25 Useable Capital Receipts Available

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

<b>TOTAL RECEIPTS</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022//23</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Balance b/f 1 <sup>st</sup> April	4,581	10,036	15,909	16,460
<b>Add:</b>				
Receipts received in YTD	1,000			
Receipts forecast received	7,164	6,332	1,098	100
Deferred capital receipts	98	100	102	104
<b>Less:</b>				
Receipts to be applied	(2,807)	(559)	(559)	(559)
Set aside	0	0	0	0
<b>Predicted Year end receipts balance</b>	<b>10,036</b>	<b>15,909</b>	<b>16,460</b>	<b>16,105</b>
<b>Financial Planning Assumption 2019/23 MTFP Capital Budget</b>	<b>4,925</b>	<b>6,251</b>	<b>1,160</b>	<b>160</b>
<b>Increase / (Decrease) compared to MTFP Capital Receipts Forecast</b>	<b>5,111</b>	<b>9,658</b>	<b>15,300</b>	<b>15,945</b>

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

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

### 3.26 Reserves

The Council has unallocated reserves in the form of Council fund balance and school reserves. Realistically the level of surplus/deficit affecting Council Fund will commonly fluctuate before the end of the year, but for estimating purposes we will commonly presume services' activities will be influenced to avoid material adverse effect. It also has earmarked reserves that are created for a specific purpose.

3.27 Revenue and Capital monitoring reflects an approved use of reserves. A specific analysis is undertaken at every formal periodic monitoring exercise to establish whether reserve cover conveyed to them by members will be fully utilised within the financial year. Where it is apparent this is not the case, both the reserve movement budget in appropriations budget and the expenditure within service directorate is adjusted. This is to prevent any imbalance in the bottom line position for net cost of services. This is to prevent any imbalance in the bottom line position for net cost of services.

Account	C/F	2019/20		C/F
		Contr from c/f from 1819 y/e	Proposed net movements	
Council Fund (Authority)	-7,111,078		2,414,000	-4,697,078
School Balances	232,404		618,034	850,438
<b>Sub Total Council Fund</b>	<b>-6,878,674</b>		<b>3,032,034</b>	<b>-3,846,640</b>
<b>Earmarked Reserves:</b>				
<b>Sub-Total Invest to Redesign</b>	<b>-1,083,167</b>	0	<b>-123,414</b>	<b>-1,206,581</b>
<b>Sub-Total IT Transformation</b>	<b>-479,139</b>	129,675	0	<b>-349,464</b>
<b>Sub-Total Insurance and Risk Management</b>	<b>-1,018,744</b>	0	0	<b>-1,018,744</b>
<b>Sub-Total Capital Receipt Generation</b>	<b>-278,880</b>	24,735	118,566	<b>-135,579</b>
<b>Sub Total Treasury Equalisation</b>	<b>-990,024</b>	0	0	<b>-990,024</b>
<b>Sub-Total Redundancy and Pensions</b>	<b>-332,835</b>	0	88,038	<b>-244,797</b>
<b>Sub-Total Capital Investment</b>	<b>-643,337</b>	0	0	<b>-643,337</b>
<b>Sub-Total Priority Investment</b>	<b>-405,000</b>	0	405,000	0
<b>Other Earmarked Reserves:</b>				
Museums Acquisitions Reserve	-52,885		0	-52,885
Elections Reserve	-83,183		-35,000	-118,183
Grass Routes Buses Reserve	-151,084		-5,000	-156,084
Youth Offending Team	-150,000		0	-150,000
Building Control trading reserve	-14,490		0	-14,490
Outdoor Education Centres Trading Reserve	0		0	0
CYP maternity	-135,795		0	-135,795
Plant & Equipment reserve (Highways)	-33,541		0	-33,541
Homeless Prevention Reserve Fund	-49,803		0	-49,803
Solar Farm Maintenance & Community Fund	-41,000		-23,000	-64,000

Newport Leisure Park Reserve	-61,899		0	-61,899
Castlegate Reserve	-79,500		0	-79,500
Local Resilience Forum Reserve (Gwent PCC Tfr)	-115,090		0	-115,090
Rural Development Plan Reserve	-413,190		0	-413,190
<b>Sub-Total Other Earmarked Reserves</b>	<b>-1,381,460</b>	0	<b>-63,000</b>	<b>-1,444,460</b>
<b>Total Earmarked Reserves</b>	<b>-6,612,587</b>	154,410	425,190	<b>-6,032,986</b>
<b>Total useable revenue reserves</b>	<b>-13,491,261</b>	<b>154,410</b>	<b>3,457,224</b>	<b>-9,879,626</b>

### 3.28 Schools Reserves

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

The net effect of an individual school's annual surplus or deficit is shown in a ring-fence reserve for the particular school. Details of which for each school are included in Appendix 2 based on their statutory section 52 budget submissions by end May 2019. In supplying such early information, there is no presumption of the Council (local education authority) having signed off on those submissions, and work progresses to evaluate the need, but it is of note that some schools having a previous recovery plan, haven't chosen to keep to such, so those are likely to get revised back to their previously agreed positions. Governors have also got out of the habit of making a request to set a deficit position.

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

	<b>Opening Reserves 2018-19 (surplus)/deficit</b>	<b>In year net usage 2018-19</b>	<b>Outturn Position 2018-19 (surplus)/deficit</b>	<b>Forecast in year usage 2019-20</b>	<b>Forecast outturn position 2019-20</b>
<b>Combined balance</b>	<b>(£175,225)</b>	<b>£407,629</b>	<b>£232,404</b>	<b>£618,034</b>	<b>£850,438</b>

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

3.30 15 schools started 2019-20 year in deficit. 14 schools are anticipated to be in deficit by end of financial year, with Our Lady and St Michael's RC Primary, Castle Park Primary, Pembroke Primary and Overmonnow primary schools all anticipated to come out of deficit and Chepstow Comprehensive, Osbaston Primary and pupil referral unit anticipated to go into a deficit reserve position during the year. The deficit position (£1.075m) remains



particularly acute and increasing for the 4 secondary schools. Monmouth Comprehensive is particularly significant at forecast £489k deficit, King Henry Comprehensive hasn't kept to recovery plan target agreed for the year with LEA colleagues and Cabinet members, and Chepstow Comprehensive have yo-yoed back into significant deficit without providing associated recovery plan.

- 3.31 Within the reserve balance movements, the most significant and advantageous replenishment within the year relates to Castle Park primary school which has moved from £24k deficit to £54k surplus by year end. Conversely Chepstow Governors are indicating a use of £191k pushing their reserve position back into significant deficit, which is disappointing given the efforts made during their recent recovery exercise to make situation more sustainable.
- 3.32 Select members are advised to adopt a heightened focus around those schools exhibiting red in the traffic light assessment in Appendix 2. The evaluation criteria reflects whether they are in deficit and the extent of such and whether they are within tolerance of an agreed recovery plan. Irrespective of the actions of officers, Scrutiny functions (CYP Select and Audit Committee) retain an ability to request a senior Governing Body representative to attend their meeting to discuss failing recovery plans to get a comfort of the extra actions proposed to get the situation back on track.
- 3.33 The local authority has funded teachers' pay award for the last 2 years and recent teachers pensions increases has been afforded by WG grant, so the use of reserves is borne by other factors. The original flexibility to plan for a deficit budget only extended as far as there being a collective schools reserve surplus. That changed again more recently to allow deficit budget planning irrespective of the collective position where an appropriate recovery plan was provided and agreed at same time as deficit budget. Once the recovery plan has been agreed future monitoring will be against that plan. In some cases, for valid reasons a school may be unable to meet the plan agreed in any one year. However schools will be expected to revisit the plan and agree to recover in the same time period. Any amendments will need to be agreed with the relevant cabinet member.
- 3.34 This doesn't feel a sustainable prospect and is one that is not being taken lightly by either schools or the LEA, however it is also one that is mirrored in other authorities in Wales, where schools are facing challenging financial positions. Schools have been reminded of the recovery plan process and the requirement to agree any deficit with the Chief Officer so that the appropriate challenge can be put in place. Further consideration is being given to further changes that need to be made to ensure that robust budget management arrangements are in place.

## **4 REASONS**

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

## **5 RESOURCE IMPLICATIONS**

- 5.1 It isn't particularly usual for a Senior Finance Officer to proffer symptomatic considerations as part of the periodic monitoring report in addition to Directors comments, but it would be sensible to highlight that the financial environment facing Councils over the next 4 years will be very challenging. It will be increasingly difficult to find additional remedial savings through the year in addition to those required to allow a balanced budget to be established every March. This volatility risk would be traditionally mitigated by a heightened accountability culture whereby service managers are reminded of the need to comply within the budget control totals established by members, and are more responsible for any variances to SLT and Cabinet and equally for Select Committees to exhibit a more focussed reflection upon the adequacy of budget monitoring being applied. Given the in-year position forecast recovery actions will continue to be taken and the situation assessed on an ongoing basis through the year and beyond the reporting periods to Cabinet.
- 5.2 Without the current forecast overspend being addressed the Council fund balance will end the financial year at a predicted £4.7million. As a financial planning assumption, the level of Council Fund reserves should be between 4% - 6% of net expenditure. Based on a budgeted net expenditure (excluding Police and Community Council precepts) and before financing totalling £147.3 million, the anticipated outturn Council fund reserve level equates to 3.19%, which is below the agreed acceptable levels. This reduces still further to 2.6% if net year end schools balances position remains as initially predicted above. Such a situation requires explicit address, the situation will also remain under close scrutiny as individual schools forecasting remains of variable quality, and certainly school reserve usage is likely to be more certain by period 2.

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

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

## **7 CONSULTEES**

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

## **8 BACKGROUND PAPERS**

## **9 AUTHOR**

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**Appendices (attached below)**

Appendix 1 Mandated Savings Progress Report

Appendix 2 School Reserves

## Appendix 1 – Savings Matrix

Disinvestment by Directorate 2019-20	2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable YTD	Traffic Light based Risk Assessment	ASSESSMENT of Progress	Risk of current forecast saving NOT being achieved ( High / Medium / Low )
REVENUE MONITORING 2019-20	£000	£000	£000	£000	£000		
Children & Young People	(1,234)	(1,208)	0	(26)			
Social Care & Health	(1,246)	(1,205)	0	(41)			
Enterprise	(1,480)	(969)	(307)	(205)			
Resources	(1,342)	(1,303)	(39)	0			
Chief Executives Units	(106)	(96)	0	(10)			
Corporate Costs & Levies	0	0	0	0			
Appropriations	(282)	(162)	0	(120)			
Financing	(756)	(756)	0	0			
<b>DIRECTORATE Totals</b>	<b>(6,446)</b>	<b>(5,699)</b>	<b>(346)</b>	<b>(402)</b>			

Page 62	Children & Young People	2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
CYP 1	Federated school model	(23)	(23)				Saving achieved	low
CYP 3	Investigate options to revise running and budgeting of Gwent Music - Schools	(40)	(40)				Close working with Gwent Music has identified where the savings can be achieved	Low
CYP 4	Fees and charges - Before School Club - Schools. Residual effect of 2018-19 budget proposal, reflecting 5 months activity at £1 pd	(72)	(46)		(26)		Lower take up of paid childcare element has resulted in a shortfall on the income	Medium
CYP 6	Continuation of inclusion review (incl Mounton Hse)	(275)	(275)				Full savings have been achieved	Low
CYP 7	Nursery Provision, double counting topped up schools Jan 19 - March, already provided every Sept	(40)	(40)				Full savings have been achieved	Low
CYP 11	Teachers Pension Scheme - increased rates - prudent assumption of funding from WG at 60%	(475)	(475)				Grant income has been received to offset this	Low
CYP 11	Teachers Pension Scheme - increased rates - prudent assumption of funding from WG at 40%	(309)	(309)				Grant income has been received to offset this	Low
<b>CHILDREN &amp; YOUNG PEOPLE Budgeted Savings Total 2019-20</b>		<b>(1,234)</b>	<b>(1,208)</b>	<b>0</b>	<b>(26)</b>			

Social Care & Health		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
SCH 1	Practice change- continue the transformation of practice. Early help, reablement, better life planning and realigning provision to meet personal outcomes .	(536)	(536)					Low
SCH 2	Fairer charging weekly threshold increases from £70 to £80 generating income following means test	(129)	(129)					Low
SCH 3	Respite Care - income generation from Fairer charging threshold.	(9)	(9)					Low
SCH 4	Increase income budget for Mardy Park to reflect additional income from new sc33 agreement	(36)	(36)					Low
SCH 5	Adults transport budget realignment as people use own transport solutions	(15)	(15)					Low
SCH 6	Realign Drybridge Gardens budget , based on M5 underspend position	(11)	(11)					Low
SCH 7	Reduce Individual support service (ISS) staffing costs following end of current two year detriment	(6)	(6)					Low
SCH 8	Efficient rota management @Budden Crescent following recent review	(20)	(20)					Low
SCH 9	Continuing Health Care (CHC) Adult - Health recoupment	(100)	(100)					Low
SCH 10	Budget to represent care home fee income from property sales	(160)	(160)					Low
SCH 11	Additional charges recovered from property	(90)	(90)					Low
SCH 12	Children, Welsh government (WG) additional grant funding for Looked after children (LAC)	(41)	0		(41)		Due to extra demand and the cost involved £41K goes very little way if any to allieviate the pressure	High
SCH 13	Discretionary fees & charges uplift	(93)	(93)					Low
<b>SOCIAL CARE &amp; HEALTH Budgeted Savings Total 2019-20</b>		<b>(1,246)</b>	<b>(1,205)</b>	<b>0</b>	<b>(41)</b>			

Enterprise		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
18-19	OPS Grounds/waste - 1 year freeze of Head of waste post	40	40				Achieved	Low
18-19	OPS Highways - displace core costs with grant	200	200				Achieved	Low
ENT001	PLANHOUS – Development Mgt – Increased income from discretionary services	(13)	(13)				Achieved	Low
ENT002	PLANHOUS - Development Mgt Press notice savings	(5)	(5)				Achieved	Low
ENT003	OPS - Waste - Move to Re-usable bags for recycling. Works on 3 year replacement	(45)	0	(45)			Cabinet decision to phase in this change so this saving is not achievable this year.	high
ENT004	OPS - Waste - Move to plastic bags instead of starch for food waste £30k per annum. Bags are going into Energy from Waste (EfW) regardless and contractor wants us to use plastic as easier to reprocess	(30)	(30)				Achieved	Low
ENT005	Household waste recycling centre Day closures – Usk 2 days, Troy 2 days, Llanfoist 1 day, Five Lanes 1 day, circa £72k consequence	(72)	(60)	(12)			Only 10 out of 12 mths savings achieved due to delays	high
ENT008	OPS - Waste - Issue "Tax Disc" style permits to all residents with council tax to reduce cross border traffic of waste	(24)	(20)	(4)			Only 10 out of 12 mths savings achieved due to delays	high
ENT009	OPS Grounds/waste - Head of waste post, permanent removal from base.	(40)	(40)				Achieved	Low
ENT010	OPS - Car Parks - Increase in charges - 10%	(90)	(60)	(30)			Only 6 months of savings currently achievable due to the length of consultation processes.	Low
ENT014	OPS - Car Parks - Identifying additional car parking sites. Severn Tunnel Junction (requires investment)	(15)	0	(15)			The plans for Severn Tunnel Junction have changed dramatically so this income will not be achievable this year.	Low
ENT015	OPS - Car Parks - changing charging times 08.00-18:00	(3)	(2)	(1)			Only 6 months of savings currently achievable due to the length of consultation processes.	Low
ENT016	OPS - Car Parks - Charging On a Sunday	(20)	(14)	(6)			Only 6 months of savings currently achievable due to the length of consultation processes.	Low
ENT010-017	First year implementation costs of car parking proposals	106	106				Currently formulating proposals on how this funding will be allocated, but assume full spend at M2.	Low
ENT018	OPS - Releasing spare budget funding from 18-19 Pay Award pressure.	(30)	(30)				Achieved	Low
ENT019	OPS - Highways - Generate additional turnover through expansion of workforce to undertake more private/grant work. Would require additional investment.	(50)	(50)				Achievable	Low
ENT020	OPS – Highways – Review of disposal of Highways arisings	(25)	(25)				Still undertaking review into proposal to achieve this. Delay could affect ability to fully meet target, although Highways will look at other means to manage shortfall.	Medium
ENT021	OPS - Streetlighting - rearranging of the funding of previous LED SALIX Loans	(38)	(38)				Achieved	Low
ENT022	OPS - PTU Dynamic purchasing system (DPS) Retendering Savings.	(194)	0	(194)			Early indications are that the changes required to make this saving will happen too late in the year to have any benefit in 19/20	high
ENT023	ECO - Community & Pships - Staff and Supplies & services savings	(30)	(30)				Achieved	Low

Enterprise (continued)		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
ENT024	ADM/MONLIFE savings	(205)	0		(205)		Net saving based on benefits gained by Mon Life moving into charity status (NNDR/Gift Aid/Vat), as this is no longer going ahead the savings are unachievable.	High
ENT025	ADM/MONLIFE fees & charges uplift	(59)	(59)				Achieved	Low
ENT025	Discretionary fees & charges uplift	(27)	(27)				Achieved	Low
ENT026	Headroom to capitalise Highways expenditure	(812)	(812)				Achieved	Low
<b>ENTERPRISE Budgeted Savings Total 2019-20</b>		<b>(1,480)</b>	<b>(969)</b>	<b>(307)</b>	<b>(205)</b>			


Chief Executive's Unit		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
CEO001	GOVDEMSUP - Releasing budget saving on Wales local government association (WLGA) Subscription	(3)	(3)				Achieved	Low
CEO002	GOVDEMSUP - Reduction in annual grant provided to Monmouth CAB (1k), releasing budget saving (3k)	(1)	(1)				Achieved	Low
CEO003	GOVDEMSUP - Additional Income from Caldicot Hub - Desk Leasing Scheme	(2)	(2)				Achieved	Low
CEO004	GOVDEMSUP - Policy - Net Staff Savings from not filling admin post	(3)	(3)				Achieved	Low
CEO005	GOVDEMSUP - Community Hubs - Cross-subsidy with new income from Com Ed external	(25)	(25)				Achieved	Low
CEO006	GOVDEMSUP – Contact Centre – Integrated Customer Communications	(60)	(50)		(10)		Not fully achieved	Low
CEO007	GOVDEMSUP - Members - Chairman's charity - Reduce/remove MCC Subsidy	(8)	(8)				Achieved	Low
CEO008	GOVDEMSUP – Make wider use of Chairmans car to enable a release of a pool car within MCC	(3)	(3)				Achieved	Low
CEO009	Discretionary fees & charges uplift	(1)	(1)				Achieved	Low
<b>CHIEF EXECUTIVES' UNIT Budgeted Savings Total 2019-20</b>		<b>(106)</b>	<b>(96)</b>	<b>0</b>	<b>(10)</b>			

Resources		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )	
		£000	£000	£000	£000	£000			
RES001	CORPLORD Estates RE-FIT Energy Savings (net after funding repayments)	(25)	(25)				Achieved	Low	
18-19	RES (Procurement - supplementary duplicate payment review) - one off saving in 18-19 - needs to come back out	25	25				Achieved	Low	
RES002	Central Services Recharge to Monlife (gross, £143k pressure accomodated in 2018-19 budget)	(704)	(704)				As MonLife is now staying in-house this has been offset with an opposite pressure so nil effect.	Low	
RES003	Commercial property income - additional acquisitions - rental income above borrowing and other costs	(400)	(400)				Achieved	Low	
RES004	Commercial property income - Castlegate - create sinking fund through wider reserve replenishment from one-off VAT savings to afford release of annual net income to revenue account	(170)	(131)	(39)			Saving assumed 100% rental, currently we have some vacant units that are not producing any income so an element of saving will be delayed until we fill all our units.	Medium	
Page 66	RES005	Further Travel cost reduction (10%) to be allocated via Future Mon	(50)	(50)		0		Total saving forecast be achieved by 31st March 2020.  Measures currently being implemented to reduce travel expenses across the authority comprise: Accommodation Review including reallocation of Social Care from Magor to Usk <ul style="list-style-type: none"> <li>• Accommodation rationalisation</li> <li>• Area based working</li> <li>• Route optimisation</li> <li>• Pool car review</li> <li>• Digital enabling for members and officers, including, Skype, laptops, smart phones, tablets, mobile apps etc.</li> <li>• Refocus on agile working and the ability to work seamlessly from any location.</li> </ul>	Medium
	RES006	Discretionary fees & charges uplift	(18)	(18)				Achievable	high
<b>RESOURCES Budgeted Savings Total 2019-20</b>		<b>(1,342)</b>	<b>(1,303)</b>	<b>(39)</b>		<b>0</b>			









Corporate Costs & Levies		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
		0	0					Low
<b>CORPORATE COSTS Budgeted Savings Total 2019-20</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
Appropriations		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
APP001	Interest Receivable	(162)	(162)					Low
APP002	Minimum revenue provision (MRP) savings from capital receipts set aside - to be confirmed	(120)			(120)			High
<b>APPROPRIATIONS Budgeted Savings Total 2019-20</b>		<b>(282)</b>	<b>(162)</b>	<b>0</b>	<b>(120)</b>			
Financing		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
FIN001	Council tax base increase - further increase anticipated beyond CT1 taxbase	(40)	(40)					Medium
FIN001	Council Tax Reduction Scheme activity saving	(110)	(110)					Low
FIN002	Anticipated "floor" change to Aggregate external funding (AEF) (0.5% improvement)	(468)	(468)					Low
FIN003	Final "floor" change to 0.3%	(138)	(138)					Low
<b>FINANCING Budgeted Savings Total 2019-20</b>		<b>(756)</b>	<b>(756)</b>	<b>0</b>	<b>0</b>			

## Appendix 2 – Individual Schools Reserves

Outturn movement on reserves									
	Opening Reserves 2019-20 (Surplus)/Deficit	In Year position at Month 2 (Surplus)/Deficit	Projected carry forward at year end 2019-20 (Surplus)/Deficit	Notes	Traffic Light Risk against recovery plan	Recovery Plan Y/E target balance 2019- 20 (in 18-19)	Recovery Plan Y/E target balance 2020- 21	Recovery Plan Y/E target balance 2021- 22	Recovery Plan Y/E target balance 2022- 23
<b>Abergavenny cluster</b>									
E003 King Henry VIII Comprehensive	82,797	141,199	223,996	Additional income for Leadership Team pension increase plus savings on a Support Staff Maternity Leave absence.		71,901	(7,045)	(77,960)	
E073 Cantref Primary School	(88,391)	57,656	(30,736)			N/A			
E072 Deri New Primary School	(80,000)	30,667	(49,333)	Savings on supply compensation premium.		(30,402)	(7,690)		
E035 Gilwern Primary School	(55,251)	(26,318)	(81,569)	A senior teacher is on Maternity Leave in the new academic year, the School has generated additional income due to its Pioneer status and is in receipt of Additional Learning Needs Funding with support costs already in place.		N/A			
E037 Goytre Fawr Primary School	(2,737)	(14,505)	(17,242)			N/A			
E093 Llanfoist Fawr Primary School	(14,342)	(961)	(15,302)			N/A			
E044 Llantillio Pertholey CiW Primary School (VC)	9,643	15,759	25,402	Leadership staff absence covered by a secondment from another Local Authority.		(2,866)	(17,755)		
E045 Llanvihangel Crucorney Primary School	(34,341)	(12,192)	(46,533)			N/A			
E090 Our Lady and St Michael's RC Primary School (VA)	14,170	(36,435)	(22,265)	Member of staff leaving and being replaced at a lower point on the scale, from 1/9/19.		10,182	(1)		
E067 Ysgol Gymraeg Y Fenni	(51,306)	45,481	(5,826)	Teacher remaining on a part time basis from 1/9/19		N/A			

	Opening Reserves 2019-20 (Surplus)/Deficit	In Year position at Month 2 (Surplus)/Deficit	Projected carry forward at year end 2019-20 (Surplus)/Deficit	Notes	Traffic Light Risk against recovery plan	Recovery Plan Y/E target balance 2019- 20 (in 18-19)	Recovery Plan Y/E target balance 2020- 21	Recovery Plan Y/E target balance 2021- 22	Recovery Plan Y/E target balance 2022- 23
<b>Caldicot cluster</b>									
E001 Caldicot School	65,013	155,964	220,977	Saving on ICT		30,645			
E068 Archbishop Rowan Williams CiW Primary School (VA)	(73,406)	(11,212)	(84,618)	Additional Income: Lettings, NAPL, LNS and Local Authority Funding (Teachers Pensions for Leadership and Support Staff Assimilation). Executive Head arrangement continues to reduce Leadership costs. Deputy head secondment also increases savings.		N/A			
E094 Castle Park Primary School	23,772	(77,660)	(53,888)	Additional Income: NAPL, ALN and Local Authority Funding (Teachers Pensions for Leadership and Support Staff Assimilation). Leadership saving due to new headship in September 2019. Staff savings via the use of supply rather than contracts.		(1,422)	(19,802)	(25,229)	
E075 Dewey Primary School	(108,642)	50,976	(57,666)	Conservative estimate of Additional Learning Needs Band Funding made at budget build. This funding has now been confirmed.		N/A			
E034 Durand Primary School	(29,087)	12,401	(16,686)	Additional Income: Lettings, NAPL, Student Teacher Placements, ALN and Local Authority Funding (Teachers Pensions for Leadership and Support Staff Assimilation). Increase in support staff including covering illness		N/A			
E048 Magor CiW Primary School (VA)	54,651	(18,647)	36,003	Staff costs included for pupil support but awaiting confirmation of Additional Learning Needs Band Funding .		13,348			
E056 Rogiet Primary School	(20,015)	19,466	(549)	Appointment of substantive Head teacher from 1/9/19 not 1/1/20 as originally budgeted has meant that savings linked to internal cover sends four months earlier.		N/A			
E063 Undy Primary School	129,534	(42,661)	86,872	Unbudgeted Teacher costs from 1/9/19, two Teaching Assistants employed due to Additional Learning Needs support requirements, plus 3 new Lunchtime Supervisors to keep within the 60:1 ratio		55,358	39,123	9,808	
E069 Ysgol Gymraeg Y Ffin	32,979	48,256	81,235	Savings due to staffing related costs		N/A			

	Opening Reserves 2019-20 (Surplus)/Deficit	In Year position at Month 2 (Surplus)/Deficit	Projected carry forward at year end 2019-20 (Surplus)/Deficit	Notes	Traffic Light Risk against recovery plan	Recovery Plan Y/E target balance 2019- 20 (in 18-19)	Recovery Plan Y/E target balance 2020- 21	Recovery Plan Y/E target balance 2021- 22	Recovery Plan Y/E target balance 2022- 23
<b>Chepstow cluster</b>									
E002 Chepstow School	(50,661)	191,596	140,934	Staffing changes has resulted in a saving		N/A			
E091 Pembroke Primary School	13,239	(20,364)	(7,125)	Additional income anticipated in relation to pension increases		(209)	(3,760)		
E057 Shirenewton Primary School	(132,093)	(10,426)	(142,519)						
E058 St Mary's Chepstow RC Primary School (VA)	63,593	(21,175)	42,417	Interim Head teacher from 1/9/19 will be employed at 80%		N/A			
E060 The Dell Primary School	(16,389)	8,679	(7,710)	Staffing changes has resulted in a saving		N/A			
E061 The Dell Primary School	53,722	(41,302)	12,421	Revised Additional Learning Needs Band Funding		(645)	(24,372)	(25,417)	

	Opening Reserves 2019-20 (Surplus)/Deficit	In Year position at Month 2 (Surplus)/Deficit	Projected carry forward at year end 2019-20 (Surplus)/Deficit	Notes	Traffic Light Risk against recovery plan	Recovery Plan Y/E target balance 2019- 20 (in 18-19)	Recovery Plan Y/E target balance 2020- 21	Recovery Plan Y/E target balance 2021- 22	Recovery Plan Y/E target balance 2022- 23
<b>Monmouth cluster</b>									
E004 Monmouth Comprehensive	538,326	(48,893)	489,433	Additional income anticipated in relation to pension increases, as well as receiving more funding than expected for ALN		487,767	324,012	193,172	24,949
E032 Cross Ash Primary School	(54,150)	17,737	(36,413)	Two job share teachers retiring on 31/8/19 plus a teacher on Maternity Leave from 1/9/19		N/A			
E092 Kymin View Primary School	(5,607)	(39,556)	(45,164)	Additional Income: Lettings, Supply Compensation, NAPL, EWC and Local Authority Funding (Teachers Pensions for Leadership and Support Staff Assimilation). Reduction in ALN total, however large saving due to associated costs.		N/A			
E039 Llandogo Primary School	83,516	76,870	160,386	Additional supply compensation received		(1,141)			
E074 Osbaston CiW Primary School (VC)	(6)	10,970	10,964	Additional staffing to cover maternity and sickness		N/A			
E051 Overmonnow Primary School	18,473	(23,519)	(5,046)	Additional Education Achievement Service and Local Authority (Teachers Pensions for Leadership and Support Staff Assimilation) Income. Also reductions in support staff hours to reflect required provision.		N/A			
E055 Raglan CiW Primary School (VC)	108,451	(46,565)	61,887	£15.6k Residential Trip income relates to 2018/19. £3.2k journalled out of cost centre, as charges were incorrectly posted to cost centre in 2018/19 for the Village Hall. Staffing changes has resulted in a saving of £3.7k		62,644	35,366	17,177	(24,921)
E062 Trellech Primary School	(71,983)	29,353	(42,629)	A member of staff was overpaid in 2018/19 and this has been paid back		N/A			
E064 Usk CiW Primary School (VC)	(9,911)	(9,868)	(19,779)	Member of SLT leaving and will be backfilled by a member of staff on a lower point on the scale		N/A			
	393,562	410,769	804,331						
<b>Special Schools</b>									
E020 Mounton House Special School	(141,505)	126,988	(14,518)			4,947	(39,683)		
E095 Pupil referral unit	(19,652)	80,277	60,625	Overspend re EOTAS staff		N/A			
	(161,157)	207,265	46,107						
	232,404	618,034	850,438						

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# Public Document Pack Agenda Item 7

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Adults Select Committee held  
at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 30th  
July, 2019 at 10.00 am**

**PRESENT:** County Councillor F. Taylor (Chairman)  
County Councillor L. Brown (Vice Chairman)

County Councillors: R. Edwards, M.Groucutt, M. Powell and  
S. Woodhouse

### **OFFICERS IN ATTENDANCE:**

Eve Parkinson	Head of Adult Services
Hazel Ilett	Scrutiny Manager
Wendy Barnard	Democratic Services Officer
John Woods	Community Care Accountant
Louise Corbett	Strategy & Policy Officer - Affordable Housing

### **APOLOGIES:**

County Councillors L.Dymock, R. Harris and P.Pavia

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

County Councillor F. Taylor declared a personal, non-prejudicial interest in Item 9 Adults Select Committee Forward Work Programme as a Member of the Aneurin Bevan University Health Board.

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

No members of the public were present.

#### **3. Social Housing Grant Report: Performance report on spending of grant monies.**

Members discussed the Social Housing Programme Delivery Report and the presentation which provided examples of case studies demonstrating how the grant is able to impact upon people's wellbeing as well as housing need. The officer explained that key issues for Monmouthshire in respect of affordable housing are:

- Affordability for people wishing to purchase their own home, the average house price in Monmouthshire being £301,900. This is in comparison with the Wales average of £185, 529 and means that affordability in the lower quartile of earners would require borrowing of 9 times their salary. Purchasing a property is out of
- There is pressure on housing waiting lists, with 3,269 people registered on the Homesearch waiting list for affordable housing, this including social rented housing and intermediate housing (low cost home ownership and intermediate rents). During a 1 year period between 2018-19, there were 1711 new applications registered on Homesearch, with only 630 properties available and from the 3,269 people registered, only 471 were housed.
- We have seen a year on year increase in homeless presentations and last year, we received 835 presentations by people who were at risk of homelessness, with 304 households being threatened with homelessness within 56 days. 244 of the 304 households were found to be actually homeless and needing assistance and support.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Adults Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 30th July, 2019 at 10.00 am

The officer advised that just over £5.2 million had been received in social housing grant monies and that most of this had been spent, with a small underspend of £194,376k being returned to Welsh Government, due to land prices posing challenges for delivery of schemes. The money has enabled the delivery of 84 new builds, has helped 10 people buy a property of their choice on the open market, has financed 17 ex-council house buy back properties and 1 rent to own property. The committee was advised that schemes with different funding streams have particular stipulations and that following a recent review of Social Housing Grant monies grant monies may decrease and changes cannot be predicted at this time.

#### Challenge:

- Members questioned the use of the Rural Allocations Policy for a new build developments rather than existing properties that may become available. The committee recommend that the officer explores the application of the policy to properties that are not solely new-build. A review of Homesearch is being undertaken and this will be taken into consideration as part of this review.
- The Committee highlighted that some bungalows provided by Monmouthshire Housing Association (MHA) for older people are unsuitable due to steps ~ this would be discussed with MHA.
- Can Social Housing Grant monies be used to assist people with deposits ~ Unfortunately there are stipulations with the funding and it cannot be used in this way, however there are other new products available through Welsh Government that can assist people with deposits.
- If funding is to be reduced, what proposals do we have to meet the gap? Welsh Government have reduced the funding, but the substantial money available to date was specifically for the delivery of new housing targets and was expected to drop, but initiatives such as the 'Innovative Housing Scheme', 'Rent to Own' and 'Self-build programmes' are different new funding streams that will be available.
- Members queried the Joint Project for accommodation for people with high level needs that is a joint initiative between the council and the health board and how this would be managed. The project would be managed by the health board as its funding derives from the Integrated Care Fund. Whilst the council would be responsible for the planning aspects, the health board would be responsible for the care and support required and the housing association would be the responsible landlord.
- The extent to which the housing register was reviewed was discussed and the officer confirmed that people are contacted annually to assess whether circumstances have changed.

#### Outcome:

- Members clarified the options appraisal within the report and agreed the importance of having a Programme Delivery Plan in place (option 1) given that affordable housing is a key priority for the council.
- Members recommend the officer explores the wider application the Rural Allocations Policy, not solely for new builds.
- The Committee advocates exploration of land ownership and the use of council land ownership for creative uses of land to deliver affordable housing as part of the Local Development Plan renewal.
- Members highlighted the need to raise awareness of the different available options for people, including 'Rent to Buy' schemes.

#### **4. Revenue and Capital Outturn report: Budget monitoring report for quarterly scrutiny.**

Revenue and Capital Outturn Report: Budget Monitoring



## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Adults Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 30th July, 2019 at 10.00 am

The budgetary outcome position for 2018/2019 was presented and the relevant parts within the committee's remit were discussed. Members challenged the 989k underspend in the Adults Select portfolio as follows:

Challenge:

Members requested explanation of the 989k underspend and were advised these related to:

- Adult Services (£181k overspend) – resulting from a significant drop off in community meals income, together with £155k staffing pressures, a £120k net pressure caused by limited capacity in the external domiciliary care provider market, compensated for by vacancies and management savings of £97k.
- Community Care (£1.073m underspend) – savings within Mental Health Care team budget and Frailty pooled budget (collective £1.4m) compensate for an inherent pressure to adult disability care provider costs and client needs (£323k overspend).
- Commissioning (£104k underspend) – predominantly the effect of reviewing service contracts, and a staffing saving, compensating for Drybridge Gardens income shortfall caused by a tenancy vacancy.
- Resources (£7k overspend) – net effect of increased transport costs.

Members challenged officers on the following:

- The Number of agency staff in domiciliary care ~ they were advised that agency workers are employed for times when there sickness or maternity cover required, not as part of the longer term operating structure and that certain projects such as the Integrated Care Fund project may require agency staff for short term projects.
- The reduction in take up of Community Meals and the fact that if there is a lower take up, there are fewer people who will be benefiting from the social interaction that would take place and whether that poses a concern for the department. Members were advised that the Success of reablement has meant that some people are more independent and together with the luncheon clubs at Mardy Park and the marketing of Wiltshire farm foods (where the costs are comparable) has led to a reduction in take up of the service. The committee heard that the Community Meals Team undertook a review in which they asked if people would like the driver to spend some time with people when delivering the meal, to have a chat and that the team is now working on how this can be factored into the timetable to make the experience more of a social interaction in which relationships can be developed.
- Members challenged officers as to whether they can confirm that nobody is being disadvantaged by the cost increase. Members asked whether service users have been asked why they are not taking up meals and whether a socio- economic assessment has been undertaken to ensure that people are not suffering due to financial reasons. Members were advised that as far as we know, people are not being disadvantaged and that when asked, if finance has been identified as a problem, options are considered to help them.
- Members expressed that the social interaction aspect is crucial and that if people decide not to have meals, they may not realise the impact on their loneliness and isolation. There were questions relating to whether consideration is given to the size of the meals and the amount of time given to the visit. Officers confirmed that a trial has been completed which found that not everyone wants their meal at a certain time, which was something they hadn't anticipated. People can order smaller meals and make choices. The aim would be that visits would be at least 15 mins if the person was happy with the contact and that this is being explored further.
- Members asked finance officers whether they feel the budget monitoring process is robust enough to identify underspends and overspends. The officer advised that a move to

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Adults Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 30th July, 2019 at 10.00 am

monthly budget monitoring as opposed to quarterly because of the fluctuations in the budgets will assist significantly in terms of timelier monitoring.

- Members queried whether the underspends that have occurred through using internal reablement staff as opposed to external domiciliary care is something that should be encouraged. The committee was advised that reablement staff have had to provide additional support because there hasn't been the availability in the private sector and that this has had an impact on the teams' ability to support other people. Members heard that whilst this has provided a short term saving, this would not be achieved over the long term and would not be a desirable position to be in. A shortfall of 250 hours in the Usk area has had a huge impact on people living in Usk. In rural areas, we have had to give an external provider 'guaranteed hours' in order to provide them with reassurance in order for them to recruit and lease cars for their staff. Members heard that specifying guaranteed hours has proven very successful in terms of providing service stability.

Outcome:

- The Committee would like oversight of the Monmouthshire Meals report, together with detail on whether pricing has been identified as an issue for the lower take up in meals. Members are looking for reassurance that people are not being disadvantaged on price, so information such as the previous take up figures compared to currently and the reasons identified through the audit/survey of service users. Members supported the new proposals in relation to visits and increased social interaction.
- The Committee approved the move to monthly budget monitoring which will assist in monitoring variances in underspends and overspends.
- The Committee would like oversight of the Monmouthshire Meals report, together with detail on whether pricing has been identified as an issue for the lower take up in meals. Members are looking for reassurance that people are not being disadvantaged on price, so information such as the previous take up figures compared to currently and the reasons identified through the audit/survey of service users. Members supported the new proposals in relation to visits and increased social interaction.
- Members requested that a full report on the fragility of domiciliary care market be brought back to the committee.

#### **5. Adult Services Co-option Report: To consider potential options for co-option onto the Select Committees. E.g. Access for All Forum, Mind, Age UK, GAVO, Carers' Group.**

Co-option onto Adults Select Committee Report

The Scrutiny Manager presented a report which highlighted an opportunity for the committee to consider co-opting individuals onto the committee to offer insight and expertise. There was broad support for the proposal which will enhance the effectiveness of the scrutiny, whilst there will still be an opportunity to engage with stakeholders on a topic by topic basis and ensure democratic input to decision-making.

Outcome:

- Agreement to proceed with a report to council to co-opt individuals in a non-voting capacity, with a review at end of administrative term.

#### **6. To confirm the minutes of the previous Ordinary meeting held on 18th June 2019**

The minutes of the previous meeting held on 18<sup>th</sup> June 2019 were confirmed as a true record.

## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the meeting of Adults Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 30th July, 2019 at 10.00 am**

#### **7. List of actions following the last meeting**

- Housing Policy: The Select Committee recommended a hybrid approach. The Cabinet Member, Enterprise, decided to pursue Option 1 but acknowledged the point made by the Adults Select Committee.
- Impact of Rollout of Universal Credit: A letter (circulated to Members) was written to Cabinet Members to reaffirm our approach and to consider an increase to discretionary housing payment. An acknowledgement was received from County Councillor S. Jones, Cabinet Member for Social Justice and Community Development requesting a meeting to consider options. The Chair will meet with the Cabinet Member and will advise Committee of progress.
- Annual Housing Performance Report: Regarding the link to the LDP – look at what information needed and the role of housing in social care. This work is in progress.

#### **8. Adults Select Committee Forward Work Programme**

Adults Select Work Programme:

- An update report to be requested from Aneurin Bevan University Health Board (ABUHB) on the Critical Care Centre ~ clarification on services and the distribution of public information. Report to include the impact on other hospitals and a list of current inpatient and outpatient services before and after the changes, with timescales.
- A workshop to be requested with the health board during October on 'How can we engage with communities better? What are we doing well together to deliver a healthy wales? What aren't we doing well?'
- A request for ABUHB to present the position on 'Pooled Budgets and Joint Working' ~ a snapshot paper on how we can best hold that work to account.
- Future scrutiny item on Mental Health Services, the challenges and aftercare arrangements when someone leaves the Mental Health Service.
- To request the publicised information on the take up of flu vaccines.
- For the 24th September, a report on Domiciliary Care, inviting some providers to discuss how 'Turning the World Upside Down' is implemented and how we sustain this going forward, how we move away from a task orientated service to a more relationship focussed service and respond to challenges, future proofing services, ensuring that employment in these services is attractive. Members would be invited to attend Mardy Park to have discussions with service users in advance of the scrutiny activity.
- For the October Select Committee ~ scrutiny of a report on the impact of Disabled Facilities Grants and the interface between housing and social care.

#### **9. Council and Cabinet Work Planner**

The Council and Cabinet Work Planner was noted.

#### **10. Next Meeting: 24th September 2019**

**The meeting ended at 12.10 pm**

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*Monmouthshire's Scrutiny Forward Work Programme 2019-20*

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
5 <sup>th</sup> November 2019	<b>Domiciliary Care</b>	Scrutiny of the progress of the implementation of 'Turning the World Upside Down' as a sustainable approach to Domiciliary Care.	Julie Boothroyd	Policy Development/Performance Monitoring
	<b>Safeguarding Children Performance Report</b>	Scrutiny of the performance of safeguarding children.	Jane Rodgers Diane Corrister	Performance Monitoring
	<b>Budget Monitoring report - Month 2</b>	Budget monitoring report for quarterly scrutiny.	Mark Howcroft	Budget Monitoring
Special Meeting TBC	<b>Local Hospital and health service provision</b>	A performance update on the new service provision across Gwent and implications for Monmouthshire, to include: <ul style="list-style-type: none"> <li>• An update on the Critical Care Centre</li> <li>• Clarification on services and the distribution of public information.</li> </ul>	Aneurin Bevan University Health Board	Performance Monitoring
	<b>Workshop with Health Board</b>	To hold a workshop on joint working: <ul style="list-style-type: none"> <li>• 'How can we engage with communities better?</li> <li>• What are we doing well together to deliver a healthy Wales? What aren't we doing well?</li> </ul>	ABUHB	Collaborative Scrutiny
TBC	<b>The Impact of Disabled Facilities Grant monies</b>	Scrutiny of how the council is utilising Disabled Facilities Grants monies, developing an effective interface between housing and social care to achieve critical outcomes for service users.	Ian Bakewell	Policy Development/Performance Monitoring
	<b>Regional Homeless Strategy Update</b>	An annual performance review.	Stephen Griffiths Ian Bakewell	Performance Monitoring

*Monmouthshire's Scrutiny Forward Work Programme 2019-20*

<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>10<sup>th</sup> December 2019</b>	<b>Adults and Children's social services performance reporting</b>	Reporting of performance of Adults and Children's social services for 2019-20 (6 monthly)	Richard Jones Julie Boothroyd	Performance Monitoring
	<b>Mental Health Services (To be confirmed)</b>	Scrutiny of the services provided and the aftercare arrangements and any future challenges in service delivery.	ABUHB Julie Boothroyd Eve Parkinson	Policy Development/Performance Monitoring
	<b>'Pooled Budgets and Joint Working'</b>	Request a report to provide a snapshot on how the council's scrutiny function can best hold the work to account.	ABUHB Julie Boothroyd Eve Parkinson	Performance Monitoring
<b>21<sup>st</sup> January 2020</b>	<b>Budget Monitoring report - Month 7</b>	Budget monitoring report for quarterly scrutiny.	Mark Howcroft	Budget Monitoring

## ***Monmouthshire's Scrutiny Forward Work Programme 2019-20***

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

- ✓ **Future Commissioning of Adults Services ~ linked to "Turning the World Upside Down" ~ performance service change**
- ✓ **Domiciliary Care**
- ✓ **Community Development and Well-being ~ results of most significant change ~ possible workshop**
- ✓ **Older Adults Inspection**
- ✓ **Market place for social care ~ better understanding of services, play space community staff, integrated workspace, hub services, Turning the world upside down. Housing element.**
- ✓ **Performance reporting (normal plus other things Homefirst)**
- ✓ **Annual Complaints Report for Social Services**
- ✓ **Empty Homes ~ Autumn 2019**
- ✓ **DFG and the role of housing in social care and wellbeing ~ September**
- ✓ **Housing register allocations policy ~ Nov/December**
- ✓ **Affordable housing ~ Louise Corbett**
- ✓ **G&T training ~ late September**
- ✓ **Housing Support Grant ~ replaces the supporting people grant (children and communities grant ~ Sharran Lloyd) ~ how is the money used (homeless prevention ~ difficult places) ~ homelessness ~ ;ate autumn (discussion with Sharran Lloyd)**

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

- ✓ **Mental Health capacity Act and Learning Disabilities ~ linked to implications of the DOLS (Deprivation Liberty Safeguards) Grant**
- ✓ **Safeguarding Performance Reporting and Progress of Regional Safeguarding Boards ~ Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015**
- ✓ **Regional Integrated Autism Service ~ now Gwent-wide**
- **Regional partnership boards and integrated care fund transformation funding and impact, risk of funding being pulled away**

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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
Council	14/05/2020	LDP Preferred Strategy	Endorsement of final preferred strategy	Mark Hand	19/09/2019	
Cabinet	03/06/2020	Budget Monitoring report - month 12 (period3) - outturn	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2019/20 financial year	Mark Howcroft	18/04/2019	
Cabinet	01/04/2020	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 9 held on 5th March 2020.	Dave Jarrett	18/04/2019	
Council	05/03/2020	Strategic Equality Plan		Alan Burkitt	26/09/2019	
Council	05/03/2020	Council Tax Resolution	To set budget and Council Tax	Ruth Donovan	18/04/2019	
Cabinet	04/03/2020	Budget Monitoring report month 10		Mark Howcroft	18/04/2019	
Cabinet	04/03/2020	2019/20 Education and Welsh Church Trust Funds Investment and Fund Strategies	The purpose of this report is to present to Cabinet for approval the 2019/20 Investment and Fund Strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2018/19 grant allocation to Local Authority beneficiaries of the Welsh Church Fund	Dave Jarrett	18/04/2019	
Cabinet	12/02/2020	Strategic Review of Outdoor Education		Marie Bartlett	18/10/2020	

Cabinet	19/02/2020	Consideration of Final Revenue and Capital Budget Proposals		Peter Davies	03/10/2019	
Cabinet	12/02/2020	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 8 held on 23rd January 2020.	Dave Jarrett	18/04/2019	
Council	23/01/2020	Constitution Review		Matt Phillips	14/08/2019	
Council	23/01/2020	Council Tax Reduction Scheme		Ruth Donovan	18/04/2019	
ICMD	15/01/2020	Archaeology Planning Advice	Adoption post-guidance	Mark Hand	19/09/2019	
Cabinet	08/01/2020	Rights of Way Improvement Plan (ROWIP) review/ Policy Statement - Results of statutory consultation and proposed Final Plan	To seek approval of the Review of the ROWIP and associated policies	Matt Lewis	18/07/2019	
Cabinet	08/01/2020	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 7 held on 5th December 2019	Dave Jarrett	18/04/2019	
Cabinet	08/01/2020	Budget Monitoring report - month 7 (period 2)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2019/20 financial year.	Mark Howcroft	18/04/2019	
Cabinet	18/12/2019	Draft Revenue and Capital Budget Proposals		Peter Davies	26/09/2019	

ICMD	18/12/2019	SPG Landscape	To provide guidance on landscape character to inform planning decisions	Mark Hand/Amy Longford	02/05/2019	
ICMD	18/12/2019	SPG archaeology	To identify three new Archaeologically Sensitive Areas	Mark Hand/Amy Longford	01/05/2019	
Cabinet	18/12/2019	Council Tax Base 2020/21 and associated matters	To agree the Council Tax Base figure for submission to the Welsh Government, together with the collection rate to be applied for 2020/21 and to make other necessary related statutory decisions	Sue Deacy/Ruth Donovan	18/04/2019	
Council	05/12/2019	Mid Term Review of the Corporate Plan		Peter Davies	26/09/2019	
Council	05/12/2019	Local Development Plan Preferred Strategy		Mark Hand	06/09/2019	
Council	05/12/2019	Constitution Review		Matt Phillips	14/08/2019	
Council	05/12/2019	Safeguarding - Annual Report to Council		Jane Rodgers	20/06/2019	
Council	05/12/2019	Proposed Development Company		Deb Hill-Howells	16/09/2019	
Cabinet	04/12/2019	Primary School Places Reiview in Caldicot		Matthew Jones	02/10/2019	
Cabinet	04/12/2019	Conclusion of the statutory processes concerning Mounon House Special Schoo		Matthew Jones	09/10/2019	

Cabinet	04/12/2019	Tree management Strategy Update		Carl Touhig	16/09/2019	
Cabinet	04/12/2019	Green Infrastructure Strategy	To approve the Green Infrastructure Strategy	Matt Lewis	18/07/2019	
Cabinet	04/12/2019	Road Safety Strategy		Frances O'Brien	16/09/2019	
Cabinet	04/12/2019	Home to School Transport Policy		Frances O'Brien	16/09/2019	
Cabinet	04/12/2019	Long Term Household Recycling		Carl Touhig	29/01/2019	
Cabinet	04/12/2019	Statutory consultation to establish a new Welsh Medium Primary School in Monmouth		Debbie Morgan	15/08/2019	
ICMD	27/11/2019	SPG S106 guidance note	To clarify how S106 contributions are calculated	Mark Hand	01/05/2019	
ICMD	27/11/2019	Infill Development Supplementary Planning Guidance	For adoption post-consultation	Mark Hand	19/09/2019	
ICMD	13/11/2019	CYP staffing structure – ALN Team		Nikki Wellington		
ICMD	13/11/2019	MONLIFE AMENDMENTS TO TEAM CONFIGURATIONS		Marie Bartlett		

Cabinet	06/11/2019	Climate Emergency Action Plan	Deferred	Matt Gatehouse	16/09/2019	
Cabinet	06/11/2019	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 5 held on 19th September 2019 and meeting 6 held on 24th October 2019	Dave Jarrett	18/04/2019	
Cabinet	06/11/2019	Section 106 Funding – The Hill, Abergavenny		Mike Moran	20/02/2019	
Cabinet	06/11/2019	Caldicot Leisure Centre		Ian Saunders	16/09/2019	
Cabinet	06/11/2019	Economic Growth		Cath Fallon	16/09/2019	
Cabinet	06/11/2019	Section 106 Funding – Penperlleni		Mike Moran	20/02/2019	
Cabinet	06/11/2019	Croesonen S106 Off-Site Recreation Funding		Mike Moran	30/09/2019	
Cabinet	06/11/2019	Monmouth S106 Off-Site Recreation Funding		Mike Moran	30/09/2019	
Council	24/10/2019	Corporate Parenting Annual Report		Jane Rodgers	28/08/2019	
Council	24/10/2019	Re-appointment of Monmouthshire Local Access Forum	To secure the appointment of members to the Monmouthshire Local Access Forum (LAF) for its next 3 year period	Matt Lewis	18/07/2019	

Council	24/10/2019	Change to Terms of Reference of PSB Select	To approve a wider remit for the PSB Select Committee to enable it to focus on broader public service activity within Monmouthshire	Hazel Ilett	01/08/2019	
Council	24/10/2019	National Development Framework		Mark Hand	06/09/2019	
Council	24/10/2019	Modern Day Slavery & Exploitation Protocol		Dave Jones	11/09/2019	
ICMD	23/10/2019	Museums - Collections rationalisation	Cllr Paul Jordan	Rachael Rogers	07/08/2019	
ICMD	23/10/2019	SPG S106 guidance note	To clarify how S106 contributions are calculated	Mark Hand	01/05/2019	deferred to 27/11/19
ICMD	09/10/2019	VARIOUS ROADS, COUNTY WIDE AMENDMENT NO.1 OF CONSOLIDATION ORDER 2019		Paul Keeble	20/09/2019	
ICMD	09/10/2019	Archaeology Planning Advice	Endorsement to consult on this advice note, which includes designating new Archaeologically sensitive Areas	Mark Hand	19/09/2019	
ICMD	09/10/2019	Planning Report		Rachel Lewis	11/09/2019	
ICMD	09/10/2019	Planning Services - Annual Performance Report 2018/19		Phil Thomas	11/09/2019	
Council	19/09/2019	Capital Strategy Approval		Mark Howcroft	09/08/2019	

Council	19/09/2019	Rights of Way Orders Decision Making	To review rights of way order decision making and remove the need for objected public rights of way Section 53 Wildlife and Countryside Act and 1980 Highway Act applications to be approved by ICMD	Matt Lewis	18/07/2019	
Council	19/09/2019	MCC Audited Accounts and ISA 260	To notify Council of completed Audit process and resultant accounts - To go to Audit Committee	Mark Howcroft	18/04/2019	
Council	19/09/2019	SE Wales Strategic Development Plan		Mark Hand	18/06/2019	
Council	19/09/2019	Corporate Plan Annual Report		Richard Jones	19/06/2019	
Council	19/09/2019	Director of Social Services Annual Report		Julie Boothroyd	04/06/2019	
Council	19/09/2019	MonLife		Tracey Thomas	03/05/2019	
Cabinet	18/09/2019	Decision on the closure of Mounton House School	Special Meeting	Matthew Lewis	20/05/2019	
Cabinet	18/09/2019	VAT Management arrangements		Peter Davies	08/08/2019	
Cabinet	18/09/2019	MTFP and Budget Process	To outline the context and process within which the MTFP over the next 4 years and the budget will be developed.	Mark Howcroft	18/04/2019	
ICMD	11/09/2019	Proposed acquisition of MOD railway line.		Deb Hill Howells/ P Murphy	222/08/19	

ICMD	11/09/2019	Property Appreciation	Equity Release Scheme	Ian Bakewell	07/08/2019	
ICMD	11/09/2019	SPG Landscape	To provide guidance on landscape character to inform planning decisions	Mark Hand/Amy Longford	02/05/2019	WITHDRAWN
ICMD	11/09/2019	<a href="#">Skills @ Work Programme</a>	To seek approval for Monmouthshire's approach to delivering this pan-Wales, fully funded, scheme designed to enhance skills and increase productivity in the workplace, providing opportunities for employers in all sectors to gain accredited qualifications for their workforce.	Richard Drinkwater/Nikki Jones	05/08/2019	
ICMD	11/09/2019	SPG archaeology	To identify three new Archaeologically Sensitive Areas	Mark Hand/Amy Longford	01/05/2019	WITHDRAWN
ICMD	11/09/2019	Sale of land for Garden use Llanfair Discoed	To seek consent for the sale of the section of the land at Llanfair Discoed to the existing leaseholder for use as garden land.	Gareth King/Cllr P Murphy	08/08/2019	
Cabinet	04/09/2019	Public Services Ombudsman Annual Report		Paul Matthews	07/08/2019	
Cabinet	04/09/2019	Sec 106 Funding; Countryside Sites	To seek approval for section 106 expenditure on various countryside sites	Matthew Lewis	18/07/2019	
Cabinet	04/09/2019	Digital Infrastructure Action Plan		Cath Fallon	01/04/2019	
Cabinet	04/09/2019	Windows 10 Laptop Replacement	This report seeks funding for the replacement or upgrade of workplace laptop stocks, bringing them up to a minimum of Windows 10 operating system and meeting our ICT security requirements	Sian Hayward	01/08/2019	
Cabinet	04/09/2019	Digital Infrastructure Action Plan		Cath Fallon	08/05/2019	



Cabinet	04/09/2019	School Partnership Agreement		Cath Sheen	01/07/2019	
Cabinet	04/09/2019	Restructure of Resources Directorate	deferred	Peter Davies	07/06/2019	
Cabinet	04/09/2019	Brexit Preparedness		Cath Fallon		
ICMD	21/08/2019	Modern Day Slavery and Exploitation Protocol'		David Jones	01/08/2019	
ICMD	21/08/2019	Insourcing of Engineering Design Service	DEFERRED	Paul Keeble	01/08/2019	
ICMD	21/08/2019	MonLife - Learning Staffing Establishment	To approve an adjustment to the staffing establishment in order to provide business support to the MonLife Learning Manager to deliver additional courses to a range of groups and individuals	Matt Lewis	18/07/2019	
ICMD	07/08/2019	EMERGENCY PLANNING – BUSINESS CONTINUITY MANAGEMENT POLICY STATEMENT .		Julia Detheridge	10/07/2019	
ICMD	07/08/2019	Collaborative Heritage Services Provision		Amy Longford		
ICMD	07/08/2019	Rural Landscape Development Officer	DEFERRED	Desiree Mansfield	03/07/2019	
ICMD	07/08/2019	Collaborative Heritage Services		Amy Longford	11/07/2019	

Cabinet	31/07/2019	SPG Affordable Housing commuted sums pre consultation	To revise guidance on affordable housing contributions, specifically to amend when commuted sums are required on small scale developments	mark Hand	01/05/2019	
Cabinet	31/07/2019	Apprentice, Graduate and Intern Strategy		Hannah Jones	07/06/2019	
Cabinet	31/07/2019	Restructure of Enterprise Directorate		Frances O'Brien	07/06/2019	
Cabinet	31/07/2019	Section 106 monies concerning Gilwern Primary School		Matthew Jones	12/07/2019	
Cabinet	31/07/2019	2. Section 106 monies concerning Ysgol Gymraeg Y Fenni		Matthew Jones	12/07/2019	
Cabinet	31/07/2019	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 4 held on 18th July 2019	Dave Jarrett	18/04/2019	
Cabinet	31/07/2019	Budget Monitoring report - month 2 (period 1)	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 2019/20 financial year.	Mark Howcroft	18/04/2019	
ICMD	24/07/2019	Proposed disposal of land and foul drainage easement' to Edenstone Homes at Penlanlas Farm, Old Hereford Road, Abergavenny.	Cllr P Murphy	Ben Thorpe	20/06/2019	
ICMD	24/07/2019	The expansion of the Shared Service to include Revenues		Ruth Donovan	18/06/2019	
ICMD	24/07/2019	The Social Housing Grant Programme		Louise Corbett	02/05/2019	deferred

ICMD	24/07/2019	SPG S106 guidance note	To clarify how S106 contributions are calculated	Mark Hand	01/05/2019	deferred
ICMD	24/07/2019	SPG Infill Development	To provide planning guidance for dealing with infill and backland development	Mark Hand/David Wong	01/05/2019	
Council	18/07/2019	Statement of Accounts	The purpose of this report is to volunteer a pilot change in the approval process for Statement of Accounts, recognising earlier publication deadlines are not conducive with existing meeting cycles.	Mark Howcroft	09/07/2019	
Council	18/07/2019	Audit Committee Annual Report		Phillip White	10/06/2019	
ICMD	10/07/2019	Proposed disposal of land and foul drainage easement' to Edenstone Homes at Penlanlas Farm, Old Hereford Road, Abergavenny.	Cllr P Murphy	Ben Thorpe	20/06/2019	
ICMD	10/07/2019	PTU Structure		John McConnachie		
ICMD	10/07/2019	Collections Review		Rachael Rogers	27/03/2019	
Cabinet	03/07/2019	Replacement LDP Issues, Vision and Objectives		Rachel Lewis	11/06/2019	
Cabinet	03/07/2019	Social Justice Strategy Annual Update		Cath Fallon	08/05/2019	
Cabinet	03/07/2019	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 1 & 3 held on 11th April and 20th June 2019	Dave Jarrett	18/04/2019	

Cabinet	03/07/2019	LDP Growth Options	From ICMD	Mark Hand	01/05/2019	
Cabinet	03/07/2019	Guaranteed Interview Scheme for Service Leavers, Veterans and Spouses		Joe Skidmore	07/06/2019	
ICMD	26/06/2019	Training/PTU Structure		John McConnacie	14/05/2019	
ICMD	26/06/2019	SWTRA agreement signature - May 19	Jane Pratt	Roger Hoggins	04/06/2019	
ICMD	26/06/2019	Household Waste Duty of Care Fixed Penalty Notices	Sara Jones	Huw Owen	04/06/2019	
ICMD	26/06/2019	LDP Growth Options	<b>Going to Cabinet 3 July</b>	Mark Hand	01/05/2019	
ICMD	12/06/2019	PROPOSED 30 MPH SPEED LIMIT STATION ROAD AND OLD TRAP ROAD, GILWERN	DEFERRED PENDING FURTHER WORK ON COSTINGS	Paul Keeble	02/05/2019	
ICMD	12/06/2019	Interim arrangements - transfer of the GIS from SRS	to outline the interim arrangements for provision of the GIS function in collaboration with Newport City Council	Sian Hayward	16/05/2019	
ICMD	12/06/2019	Non Domestic Rates application for hardship relief	To determine whether it is appropriate to give discretionary rate relief on the grounds of hardship to a ratepayer in Monmouth town	Ruth Donovan	23/05/2019	
ICMD	12/06/2019	Structural Changes in Policy and Governance Section		Matt Gatehouse/P Jordan	02/05/2019	

ICMD	12/06/2019	Volunteering Update	DEFERRED	Cath Fallon	08/05/2019	
ICMD	12/06/2019	Eco-Flexi Statement of Intent	To scrutinise the Council's "Statement of Intent" regarding access to Energy Company	Steve Griffiths	01/05/2019	
ICMD	12/06/2019	Training/PTU Structure	DEFERRED TO 26/6	John McConnacie/Bryan Jones	14/05/2019	
ICMD	12/06/2019	Monmouthshire Local Toilet Strategy	From Cabinet Planner	Dave Jones	21/05/2019	
Cabinet	05/06/2019	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 2 held on 16th May 2019	Dave Jarrett	18/04/2019	
Cabinet	05/06/2019	Revenue and Capital Monitoring Outturn	To provide Members with information on the outturn position of the Authority for the financial year	Mark Howcroft	18/04/2019	
Cabinet	05/06/2019	Local Toilet Strategy		Dave Jones	06/03/2019	
Cabinet	05/06/2019	Section 106 funding – Forensic Science Laboratory Site, Chepstow		Mike Moran	20/02/2019	
Cabinet	05/06/2019	LDP Issues, Objectives & Vision		Mark Hand		
ICMD	22/05/2019	SWTRA Agreement - Singature & Seal		Roger Hoggins	02/05/2019	

ICMD	22/05/2019	APPEARANCE OF LOCAL AUTHORITIES IN LEGAL PROCEEDINGS		Matt Phillips/ Paul Jordan	30/04/2019	
ICMD	22/05/2019	(ENRaW) Funding: Gwent Green Grid Partnership		Matthew Lewis	24/04/2019	
ICMD	22/05/2019	PROPOSED PROHIBITION OF WAITING AT ANY TIME, NEWTOWN ROAD, PENPERLLENI.		Paul Keeble	18/04/2019	
ICMD	22/05/2019	PROPOSED PROHIBITION OF WAITING AT SPECIFIED TIMES ONLY, LAUNDRY PLACE, ABERGAVENNY		Paul Keeble	18/04/2019	
Council	16/05/2019	Chief Officer CYP Annual Report		Will Mclean	26/03/2019	
Council	16/05/2019	Proposed Off-Road Cycling Centre, Llanfoist		Mike Moran	20/02/2019	
Council	16/05/2019	Speed Management		Roger Hoggins	29/01/2019	
ICMD	08/05/2019	Delivering Excellence in Children's Service: Establishment update in line with setting the structure for 2019/20.	To establish a fit for purpose structure for Children's Services for the forthcoming financial year of 2019/2020 and beyond.	Jane Rodgers	17/04/2019	
ICMD	08/05/2019	Museum Service Interim Reduction in hours		Matt Lewis	11/04/2019	
Cabinet	01/05/2019	Cabinet to agree to commence statutory consultation to open a new Welsh Medium Primary School in Monmouth.	Deferred to ?	Debbie Morgan	05/03/2019	

Cabinet	01/05/2019	Recruitment & Selection Policy		Sally Thomas	26/02/2019	
Cabinet	01/05/2019	Play Sufficiency Audit and Action Plan 2019		Mike Moran	20/02/2019	
Cabinet	01/05/2019	Proposed changes to the membership of the school budget finance forum	This paper is to propose changing the membership of the school budget forum to allow wider representation	Nikki Wellington	15/02/2019	
ICMD	24/04/2019	ROWIP DRAFT PLAN		Ruth Rourke	02/0/19	
ICMD	24/04/2019	Review of Collections Development Policy		Rachael Rogers	27/03/2019	
Council	11/04/2019	Monmouthshire Citizen Advice Bureau Annual Report	To provide members with an opportunity to discuss the work and ask questions of the Chief Executive of CAB Monmouthshire which provides advice to local people and its contribution to the council's purpose of building sustainable and resilient communities.	Matt Gatehouse	05/10/2018	
Council	11/04/2019	Mon Life		Peter Davies		
Council	11/04/2019	Development Company		Peter Davies		
ICMD	10/04/2019	Supplementary Planning Guidance on Affordable Housing commuted sums	endorsement to consult for 6 weeks	Mark Hand / Cllr Sara Jones	15/03/2019	
ICMD	10/04/2019	Housing Options Staffing Report		Ian Bakewell / Cllr Sara Jones	14/03/2019	

ICMD	10/04/2019	Consolidated Traffic Order		Roger Hoggins	29/01/2019	
Cabinet	03/04/2019	catchment review / admissions policy		Matthew Jones	19/03/2019	
Cabinet	03/04/2019	Agency and Self Employed Workers Policy		Sally Thomas	26/02/2019	
Cabinet	03/04/2019	Section 106 Funding – Sudbrook Paper Mill		Mike Moran	20/02/2019	
Cabinet	03/04/2019	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 9 held on the 7th March 2019.	Dave Jarrett	17/04/2018	
ICMD	27/03/2019	BLAENAVON INDUSTRIAL LANDSCAPE WORLD HERITAGE SITE MANAGEMENT PLAN (2018 - 2023)	To seek approval of the Blaenavon Industrial Landscape World Heritage Site Management Plan (2018-2023).	Matthew Lewis	08/03/2019	
ICMD	27/03/2019	DRAFT INFILL DEVELOPMENT SUPPLEMENTARY PLANNING GUIDANCE		MARK HAND	06/03/2019	
ICMD	27/03/2019	DEFINITIVE MAP MODIFICATION ORDER, PRICES BRIDGE, WHITELYE, TRELLECH		Ruth Rourke	05/03/2019	
ICMD	27/03/2019	Weekend Traffic Orders	NO LONGER REQUIRED - RH	Roger Hoggins	29/01/2019	
ICMD	27/03/2019	Future Housing Management Register	NO LONGER REQUIRED	Mark Hard	29/01/2019	



ICMD	27/03/2019	Youth Support Grant Additional Funding	Cllr Richard John	Hannah Jones	21/01/2019	
ICMD	13/03/2019	Non Domestic Rates:High Street and Retail Rates Relief		Ruth Donovan	01/03/2019	
ICMD	13/03/2019	Use of S106 funding in Wyesham	Cllr Bryan Jones	Mike Moran	20/02/2019	
ICMD	13/03/2019	Proposed prohibition of waiting at any time Capel Y Ffin to Llanvihangel Crucorney Rd		Paul Keeble	19/02/2019	
ICMD	13/03/2019	Restructure of Housing Options Scheme	DEFERRED	Ian Bakewell	04/02/2019	
ICMD	13/03/2019	PSPO Consider Condition of all MCC car parks		Andrew Mason	08/01/2019	
ICMD	13/03/2019	Formula Change for Mounton House		Nikki Wellington		
Council	07/03/2019	Road Safety Strategy		Rogger Hoggins	29/01/2019	
Council	07/03/2019	Final Budget Proposals	Combined with Council Tax Resolution Report	Peter Davies	11/09/2018	
Council	07/03/2019	Treasury Management Strategy 2019/20	To accept the annual treasury Management	Peter Davies	11/09/2018	

Council	07/03/2019	Council Tax Resolution 2019/20	To set budget and Council tax for 2019/20	Ruth Donovan	11/09/2018	
Cabinet	06/03/2019	Future Options for Mounton House School		Will Mclean	27/09/2018	
Cabinet	06/03/2019	2019/20 Education and Welsh Church Trust Funds Investment and Fund Strategies	The purpose of this report is to present to Cabinet for approval the 2019/20 Investment and Fund Strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2018/19 grant allocation to Local Authority beneficiaries of the Welsh Church Fund	Dave Jarrett	17/04/2018	
Cabinet	06/03/2019	Report to Federate the Governing Bodies of Llanfoist Fawr and Llanvihangel Crucorney Primary Schools.		Cath Saunders		
Cabinet	06/03/2019	Investment Case to Deliver next phase of procurement strategy		Peter Davies		
ICMD	27/02/2019	ESTABLISHMENT OF URBAN AND PHYSICAL REGENERATION TEAM		Cath Fallon	29/01/2019	
Council	21/02/2019	Addressing our lack of a five year housing land supply: a review of Monmouthshire's approach to unallocated housing sites		Mark Hand	29/01/2019	
Council	21/02/2019	REGENERATION OF SEVERNSIDE & THE FUTURE ROLE OF CALDICOT TOWN TEAM.		Cath Fallon	29/01/2019	
Council	21/02/2019	Capitalisation of Revenue Costs		Mark Howcroft	29/01/2019	

Cabinet - Special	20/02/2019	Final Revenue and Capital Budget Proposals		Peter Davies	20/09/2018	
ICMD	13/02/2019	Lido facility in Bailey Park		Deb Hill Howells	21/01/2019	
ICMD	13/02/2019	Prohibition of waiting at anytime, Lansdown Road, Abergavenny		Paul Keeble	15/01/2019	
Cabinet	06/02/2019	Local Housing Market Assessment		Mark Hand	29/01/2019	
Cabinet	06/02/2019	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 8 held on the 17th January 2019.	Dave Jarrett	17/04/2018	
ICMD	30/01/2019	Data Protection & GDPR Officer for Schools		Sian Hawyard		
ICMD	30/01/2019	Social Care & Health Senior Leadership Review Follow up		Tyrone Stokes		

Council	17/01/2019	Council Tax Reduction Scheme 2018/19		Ruth Donovan	11/09/2018	
ICMD	16/01/2019	IN-HOUSE SENIOR CARE & SUPPORT WORKER RE-GRADING		Colin Richings	31/12/2018	
ICMD	16/01/2019	DOMESTIC ASSISTANT POST RE-GRADE		Sian Gardner	31/12/2018	
ICMD	16/01/2019	Monmouthshire LDP Sustainability Appraisal Scoping Report and Habitats Regulations Appraisal Initial Screening		Mark Hand/Rachel Lewis	21/12/2018	
ICMD	16/01/2019	<b>LOCAL GOVERNMENT (WALES) ACT 1994</b>	THE LOCAL AUTHORITIES (PRECEPTS) (WALES) REGULATIONS 1995	Jonathan S Davies	18/12/2018	
Cabinet	09/01/2019	Final Draft Budget Proposals or recommendation to Council.		Joy Robson	17/04/2018	
Cabinet	09/01/2019	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 7 held on the 13th December 2018.	Dave Jarrett	17/04/2018	

Cabinet	09/01/2019	Budget Monitoring report - month 7 (period 2)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2018/19 financial year.	Joy Robson/Mark Howcroft	17/04/2018	
Cabinet	19/12/2018	Gwent Homelessness Strategy	Moved to Council 13 December	Steve Griffiths	05/11/2018	
Cabinet	19/12/2018	Draft Revenue Capital Budget Proposals	To outline the proposed capital budget for 2019/20 and indicative capital budgets for the 3 years 2020/21 to 2022/23	Joy Robson/Peter Davies	19/09/2018	
Council	13/12/2018	Gwent Homelessness Strategy		Steve Griffiths	13/11/2018	
Council	13/12/2018	Capital Budget Report on 3rd Lane on Wye Bridge	Defer to December	Paul Keeble	20/09/2018	
Council	13/12/2018	Final approval of MonLife and MonLife Plus		Tracey Thomas	09/08/2018	
ICMD	12/12/2018	PROHIBITION OF WAITING AT ANY TIME (CHAPEL ROAD, STANHOPE STREET, CANTREF ROAD, AVENUE ROAD, HAROLD ROAD) ABERGAVENNY		Paul Keeble	21/11/2018	
ICMD	12/12/2018	Local Government (Wales) Act 1994 The Local Authorities (Precepts)9wlaes) Regulations 1995		Jonathan S Davies	20/11/2018	
Cabinet	05/12/2018	Implementation of NJC revised payspine April 2019			09/10/2018	

Cabinet	05/12/2018	LA and Schools Partnership Agreement		Cath Saunders	26/09/2018	
Cabinet	05/12/2018	Corporate Plan: Progress Report		Matthew Gatehouse	10/07/2018	
Cabinet	05/12/2018	Reorganisation of ALN and Inclusion Services update	Cabinet consider objections received on the Reorganisa	Debbie Morgan	25/05/2018	
Cabinet	05/12/2018	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 6 held on the 25th October 2018.	Dave Jarrett	17/04/2018	
Cabinet	05/12/2018	Council Tax Base 2019/20 and associated matters	To agree the Council Tax Base figure for submission to the Welsh Government, together with the collection rate to be applied for 2019/20 and to make other necessary related statutory decisions	Sue Deacy/Ruth Donovan	17/04/2018	
Cabinet	05/12/2018	Reviews of Fees and Charges	To review all fees and charges made for services across the Council and identify proposals for increasing them in 2019/20	Mark Howcroft	17/04/2018	
ICMD	28/11/2018	Panel Fees for Foster Carers		Jane Rodgers	17/10/2018	
ICMD	14/11/2018	Review of Mardy Local Lettings Policy		Ian Bakewell	24/10/2018	
ICMD	14/11/2018	Rural Allocations Policy		Shirley Wiggam	23/10/2018	
ICMD	14/11/2018	Social Housing Grant Programme		Shirley Wiggam	23/10/2018	

ICMD	14/11/2018	Family Support within 'Statutory' Children's Services - Re-design of the Contact Service		Jane Rodgers	17/10/2018	
ICMD	14/11/2018	Proposal to extend supporting people contracts in 2019/20		Chris Robinson	10/09/2018	
Cabinet	07/11/2018	Targeted Regeneration Investment Programme, The Cross, Caldicot			Cath Fallon	12/10/2018
Cabinet	07/11/2018	21st Century Schools - Band B project Team		Will Mclean	12/10/2018	
Cabinet	07/11/2018	Cadetship Programme		Tracey Harry	20/09/2018	
Cabinet	07/11/2018	Structure Report		Roger Hoggins	20/09/2018	
Cabinet	07/11/2018	Project 5: Development of a Therapeutic Foster Care Service for Complex Young People		Jane Rodgers	30/08/2018	
Cabinet	07/11/2018	MTFP and Budget Process for 2019/20 to 2022/23	To outline the context and process within which the MTFP over the next 4 years and the budget for 2019/20 will be developed.	Joy Robson	17/04/2018	
Council	25/10/2018	Statement of Gambling Policy and proposals for Casinos		Linda O'Gorman	10/09/2018	
Council	25/10/2018	County Hall Accommodation	Seeking approval to undertake borrowing to fund the refurbishment works to County Hall	Deb Hill-Howells	17/07/2018	

Council	25/10/2018	Proposal to create a development company		Deb Hill-Howells		
ICMD	24/10/2018	Additional Service Offer at Usk Hub	To seek approval for the development of a business case to site a Post Office within Usk Hub following the announcement of the planned closure of the current facility on Bridge Street	Matt Gatehouse / Richard Drinkwater	04/10/2018	
ICMD	10/10/2018	Register of Priority Services		Ian Hardman	18/09/2018	
ICMD	10/10/2018	Joint Heritage Services with Torfaen		Mark Hand	05/09/2018	
ICMD	10/10/2018	Extension of Lease for Gilwern Library	To seek approval to extend the council's lease of space within Gilwern Community Centre for the continued provision of a library service beyond the end of the current agreement which expires in March 2019	Matthew Gatehouse	03/08/2018	
Cabinet	03/10/2018	Welsh Church Funding Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of applications 2018/19, Meeting 5 held on the 20th September 2018.	Dave Jarrett	17/04/2018	
ICMD	26/09/2018	Joint Heritage Services with Torfaen	DEFERRED TO 10 OCTOBER	Mark Hand	05/09/2018	12/09/2018
ICMD	26/09/2018	Amendments to cemeteries management practice to withdraw burial plot reservations.		Deb Hill-Howells	17/07/2018	
Council	20/09/2018	Abergavenny Hub	Final business case to proceed with the creation of a Hub at Abergavenny Town Hall	Deb Hill Howells	17/07/2018	
Council	20/09/2018	A40 Wyebridge Highway Improvement Scheme		Paul Keeble	12/07/2018	



Council	20/09/2018	Well-being Objectives and Statement Annual Report 2017/18	For Council to approve the Annual Report 2107/18 on MCCs wellbeing objectives and statement	Richard Jones	30/05/2018	
Council	20/09/2018	Fairtrade		Hazel Clatworthy	24/05/2018	
Council	20/09/2018	MCC Audited Accounts 2017/18 (formal approval)	To present the audited Statement of Accounts for 2017/18 for approval by Council	Joy Robson/Mark Howcroft		
Council	20/09/2018	ISA 260 report - MCC Accounts - attachment above	To provide external audits repor on the Statement of Accounts 2017/18	WAO		
Council	20/09/2018	J Block Proposals		Deb Hill-Howells		
ICMD	12/09/2018	Colleague Volunteering Pilot	To seek approval to establish a Colleague Volunteering Pilot for 30 staff across directorates.	Owen Wilce		
Cabinet	05/09/2018	NEET		Hannah Jones	09/08/2018	
Cabinet	05/09/2018	Management of obstructions in the public highway	For Cabinet to approve recommendations made by Strong Communities Select on 30th July	Roger Hoggins	09/08/2018	
Cabinet	05/09/2018	ICM Phase 2 Implementation of Family Support Services - post statutory threshold		Jane Rodgers	01/08/2018	
Cabinet	05/09/2018	Targeted Regeneration Investment - South Monmouthshire		Cath Fallon	13/07/2018	

Cabinet	05/09/2018	Childcare Offer		Rebecca Davis	12/06/2018	
Cabinet	05/09/2018	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 4 held on the 26th July 2018	Dave Jarrett	17/04/2018	
Cabinet	05/09/2018	Recommendations on the review of ALN & Inclusion Services	Cabinet to receive recommendations based on the con	Debbie Morgan	25/05/2001	
Cabinet	05/09/2018	Regional Safeguarding Board Annual Report	Deferred	Claire Marchant		
Cabinet	05/09/2018	S106 Procedure Note and S106 Guidance Note	DEFERRED from May	Mark Hand		
ICMD	22/08/2018	Anti-Social Behaviour, Crime and Policing Act 2014		Andrew Mason	03/08/2018	
ICMD	08/08/2018	Children's Services – Supporting First Years in Practice		Jane Rodgers	19/07/2018	
ICMD	08/08/2018	Safeguarding Business Support Update		Diane Corrister	19/07/2018	
ICMD	08/08/2018	Financial Systems support team - change of role and job description		Ruth Donovan	03/07/2018	
Council	26/07/2018	Shadow Board recruitment for the ADM		Cath Fallon	15/06/2018	

Council	26/07/2018	Stock Transfer – Promises Kept/Missed & Added Value	PRESENTATION ONLY	Ian Bakewell	08/06/2018	
Council	26/07/2018	Audit Committee Annual Report		Wendy Barnard	24/05/2018	
Council	26/07/2018	Strategic Development Plan (SDP) Responsibility Authority Report	DEFERRED	Mark Hand	09/05/2018	
Council	26/07/2018	Chief Officer Annual Report		Claire Marchant		
Council	26/07/2018	Safeguarding Evaluative Report		Claire Marchant		
ICMD	25/07/2018	Private Sector Housing Loan Schemes - Change of Terms.		Steve Griffiths	21/06/2018	
Cabinet	25/07/2018	Youth Enterprise			20/06/2018	
Cabinet	25/07/2018	Borough Theatre			20/06/2018	
Cabinet	25/07/2018	Events			20/06/2018	
Cabinet	25/07/2018	Month 2 Budget Report			20/06/2018	

ICMD	25/07/2018	Housing Renewal Policy		Ian Bakewell	17/05/2018	
ICMD	25/07/2018	B&B Policy		Ian Bakewell	17/05/2018	13/06/2018
ICMD	25/07/2018	'Disposal of land adjacent to A40 at Monmouth for highway improvements'	DEFERRED from June	Gareth King/Cllr P Murphy	03/05/2018	
Cabinet	25/07/2018	Resource Strategy	To comprise Commercial; Procurement; People; Digital; Financial strategies	Peter Davies	23/04/2018	
Cabinet	25/07/2018	Budget Monitoring report - Month 2 (period 1)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2018/19 financial year.	Joy Robson/Mark Howcroft	17/04/2018	
Cabinet	25/07/2018	The delivery of budget savings for 2018/19.	To provide Cabinet with a level of comfort and reassurance around the delivery of Budget savings for 2108/19	Peter Davies	15/04/2018	
ICMD	25/07/2018	Care Homes Fees – Fair Rate for Care Exercise	Cllr P Jones	Nicola Venus- Balgobin		
ICMD	11/07/2018	FLOOD and Water Management Act 2010 - Schedule 3 IMPLEMENTATION of the Sustainable Drainage Systems (SuDS) Approving Body (SAB)		Paul Keeble	22/06/2018	
ICMD	11/07/2018	RECRUITMENT OF BSSG ADMIN OFFICER		Christian Schmidt	22/06/2018	
ICMD	11/07/2018	Workforce Update Report - Children's Services	DEFERRED	Claire Robins	07/06/2018	

Cabinet	04/07/2018	Disposal of Land between Llanishen and Trellech	To declare approx 36 acres of land between Llanishen and Trellech surplus to requirements and to seek consent for its disposal	Gareth King	15/06/2018	
Cabinet	04/07/2018	Care Leavers Report		Ruth Donovan	07/06/2018	
Cabinet	04/07/2018	Restructure of attractions services in TLCY		Tracey Thomas	07/06/2018	
Cabinet	04/07/2018	Review of ALN & Inclusion Services	Cabinet to consider the results of the statutory consulta	Debbie Morgan	25/05/2018	
Cabinet	04/07/2018	School Meal Debt Management		Roger Hoggins	17/05/2018	
Cabinet	04/07/2018	Draft NEET Reduction Strategy		Hannah Jones	08/05/2018	
Cabinet	04/07/2018	Inspire Programmes (Inspire2Achieve and Inspire2Work)	DEFERRED	Hannah Jones	08/05/2018	
Cabinet	04/07/2018	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 3 held on the 21st June 2018.	Dave Jarrett	17/04/2018	
Cabinet	04/07/2018	Crick Road Business Case	ITEM DEFERRED	Colin Richings		07/03/2018
Cabinet	04/07/2018	The Knoll, Section 106 funding, Abergavenny	DEFERRED from June	Mike Moran		

Cabinet	04/07/2018	Chippenham Mead Play Area	DEFERRED from 6/6/18	Mike Moran		
ICMD	27/06/2018	REALLOCATION OF SECTION 106 FUNDING, MONMOUTH		Mike Moran	08/06/2018	
ICMD	27/06/2018	Definitive Map Modification Order Section 53 (C) (i) Wildlife & Countryside Act 1981 Restricted Byway (53-16) Great Panta Devauden		Paul Keeble/Cllr B Jones	31/05/2018	Report deleted from Planner 7/6/18
ICMD	27/06/2018	Planning advice charges for LDP candidate sites.		Mark Hand	24/05/2018	
ICMD	27/06/2018	Early help Duty and Assessment – Hierarchy Update – Service Manager		Claire Robins	24/05/2018	
Council	21/06/2018	Corporate Parenting Strategy		Claire Marchant	07/06/2018	
Council	21/06/2018	Plastic Free County		Hazel Clatworthy	24/05/2018	
Council	21/06/2018	Joint Scrutiny of the City Deal		Hazel Ilett	30/04/2018	
ICMD	13/06/2018	Housing Restructure		Ian Bakewell	17/05/2018	
ICMD	13/06/2018	Re-fit Cymru programme	To seek approval to enter into a contract with Local Partnerships to utilise their framework to access energy efficient technologies.	Deb Hill Howells/Phil Murphy	10/05/2018	

ICMD	13/06/2018	Supporting People contract procurement exemptions		Chris Robinson	10/04/2018	15/02/2018 Report deleted from planner
ICMD	13/06/2018	Children with Disability - Hierachy Update		Claire Robins	05/03/2018	
Cabinet	06/06/2018	<a href="#">Twr Mihangel Section 106 Funding</a>		Mike Moran	18/05/2018	
Cabinet	06/06/2018	<a href="#">Section 106 Off-Site Play Contributions</a>		Mike Moran	18/05/2018	
Cabinet	06/06/2018	ADM Update		Tracey Thomas	18/05/2018	
Cabinet	06/06/2018	Proposed 25 year lease of Former Park Primary , Abergavenny, to Abergavenny Community Trust		Nicola Howells	15/05/2018	
Cabinet	06/06/2018	Council Response to the LGR Green Paper		Matt Gatehouse	14/05/2018	09/03/2018
Cabinet	06/06/2018	Revenue and Capital Monitoring 2017/18 Outturn Forecast Statement	To provide Members with information on the outturn position of the Authority for the 2017/18 year.	Mark Howcroft	17/04/2018	
Cabinet	06/06/2018	Welsh Church Fund Working Group	The purpose of this combined report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 1 held on 19th April and meeting 2 held on 10th May 2018	Dave Jarrett	17/04/2018	
Cabinet	06/06/2018	Corporate Parenting Strategy		Jane Rodgers	22/03/2018	07/03/2018

Cabinet	06/06/2018	Welsh Language Monitoring Report	Moved to Strong Communities Select	Alan Burkitt		
Cabinet	06/06/2018	Kerbcraft Update	DEFERRED from May			
ICMD	23/05/2018	Creation of an Asset Officer Post, Estates		Deb Hill Howells/Cllr P Murphy	03/05/2018	
ICMD	23/05/2018	Letting of Penarth Farm, Llanishen		Gareth King/Cllr P Murphy	03/05/2018	07/03/2018
ICMD	23/05/2018	High Street Rate Relief Scheme for 2018/19	To adopt the scheme of 2018/19 in accordance with Welsh Government Guidance	Ruth Donovan	26/04/2018	
ICMD	23/05/2018	Proposed 30mph Speed Limit, Llandeenny Road, Llandeenny, Mill		Paul Keeble/Cllr B Jones	25/04/2018	
ICMD	23/05/2018	Transfer to Torfaen - Assessment of free school meal entitlement for MCC		Nikki Wellington/Cllr Murphy	10/04/2018	
Council	10/05/2018	Strategic Asset Management Plan		Peter Davies	23/04/2018	
Council	10/05/2018	To agree update on the Safeguarding Policy		Cath Sheen	16/04/2018	
Council	10/05/2018	Local Development Plan Delivery Agreement		Mark Hand	11/04/2018	



Council	10/05/2018	Boundary Review		John Pearson		
ICMD	09/05/2018	Rural Programmes Team – ICT and Finance Apprentice Post		Michael Powell	23/04/2018	
ICMD	09/05/2018	GDPR Data Protection Policy		Rachel Trusler	20/04/2018	
ICMD	09/05/2018	Trellech Speed Limits		Paul Keeble	18/04/2018	
ICMD	09/05/2018	Civil Parking Enforcements	Moved from Cabinet 11/04/18	Paul Keeble	13/04/2018	
ICMD	09/05/2018	PROHIBITION OF WAITING AT ANY TIME (CHAPEL ROAD, STANHOPE STREET, CANTREF ROAD, AVENUE ROAD, HAROLD ROAD) ABERGAVENNY		Paul Keeble/Cllr B Jones	13/04/2018	
ICMD	09/05/2018	Creation of fixed term Senior Planning Policy Officer Post for 3.5 years		Mark Hand/Cllr Greenland	12/04/2018	
ICMD	09/05/2018	Amendment to existing fixed term Senior Landscape and Urban Design Officer post to make it a permanent post;		Mark Hand/Cllr Greenland	12/04/2018	
ICMD	09/05/2018	Creation of fixed term Apprentice Planner post (exact job title tbc)		Mark Hand/Cllr Greenland	12/04/2018	
ICMD	09/05/2018	Re-evaluation of Post of Lead - Community Improvement Supervisor		Nigel Leaworthy	10/04/2018	

ICMD	09/05/2018	Supporting People contract procurement exemptions	DEFERRED TO 13 JUNE	Chris Robinson	15/02/2018	09/03/2018
ICMD	09/05/2018	Adoption of highway management plan including appointment of Highway Asset inspector and changes to Asset Planning Officer posts		Paul Keeble		
Cabinet	02/05/2018	Adoption of Road Safety Strategy		Paul Keeble		
Cabinet	02/05/2018	Social Justice Srtategy		Cath Fallon		
Council	19/04/2018	Bryn Y Cwm Change of name		Matt Gatehouse	21/03/2018	12/03/2018
Council	19/04/2018	Council Diary 2018/19		John Pearson	12/03/2018	
Council	19/04/2018	Sale of old County Hall Site		Roger Hoggins	16/02/2018	
Council	19/04/2018	Chief Officer Report CYP		Will Mclean	25/01/2018	
ICMD	18/04/2018	Communities for Work		Hannah Jones	22/03/2018	
ICMD	18/04/2018	Disposal of easement at Wonastow Road		Ben Winstanley	14/03/2018	

Cabinet	11/04/2018	Tree Policy		Roger Hoggins	19/02/2018	
Cabinet	11/04/2018	VAWDASV		Joe Skidmore	08/02/2018	
Cabinet	11/04/2018	Disposal of County Hall		Roger Hoggins		
Cabinet	11/04/2018	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		
ICMD	28/03/2018	Property Maintenance Framework Agreement		Phil Kenney/P Murphy	06/03/2018	
ICMD	28/03/2018	Children's Services Business Support Team - Hierachy Update		Claire Robins	05/03/2018	
ICMD	28/03/2018	Social Care & Health - Business Support Post		Claire Robins	05/03/2018	
ICMD	28/03/2018	Staffing Restructure of SCH Workforce Development Team		Sian Sexton	05/03/2018	
ICMD	28/03/2018	Operational Changes to Trading Standards		Gareth Walters/Sara Jones	27/02/2018	
ICMD	28/03/2018	Section 106 Major Maintenance Capital for the repairs to the footbridge over the Gavenny at Penyval,		Nigel Leaworthy		

Council	19/03/2018	City Deal Business Plan		Paul Matthews		
Council	19/03/2018	LDP		Mark Hand		
ICMD	14/03/2018	Future of Melin Private Leasing Scheme		Ian Bakewell	15/02/2018	
ICMD	14/03/2018	2nd Phase Families Support Review		Claire Marchant		
ICMD	14/03/2018	Award Garden Waste Contract		Carl Touhig		
ICMD	14/03/2018	S106 Transport Projects		Richard Cope		
Cabinet	07/03/2018	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	07/03/2018	Corporate Parenting Strategy		Claire Marchant		
Cabinet	07/03/2018	EAS Business Plan		Will Mclean		
Cabinet	07/03/2018	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	07/03/2018	Replacement document management system for revenues		Ruth Donovan		
Cabinet	07/03/2018	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	07/03/2018	Turning the World Upside Down	DEFERRED	Claire Marchant		
Cabinet	07/03/2018	Whole Authority Risk Assessment		Richard Jones		
Council	01/03/2018	Treasury Strategy		Peter Davies	08/02/2018	
Council	01/03/2018	Approval of public service board well-being plan		Matt Gatehouse		
Council	01/03/2018	Area Plan - Population Needs Assessment		Claire Marchant		
Council	01/03/2018	Council Tax Resolution 2018/19		Ruth Donovan		
Council	01/03/2018	Pooled fund for care homes		Claire Marchant		
Council	01/03/2018	Social Justice Policy	ITEM DEFERRED	Cath Fallon		

Cabinet	28/02/2018	Borough Theatre		Tracey Thomas	19/02/2018	
ICMD	28/02/2018	Recruitment for Maternity Cover: Development Management Team		Phil Thomas	08/02/2018	
ICMD	28/02/2018	Restructure of Mental health Social Work Staffing		John Woods	08/02/2018	
ICMD	28/02/2018	Staffing Restructure of Adult Disability Service		John Woods	08/02/2018	
Cabinet	28/02/2018	Final Budget Proposals		Peter Davies		
ICMD	28/02/2018	Charges in relation to the delivery of the auths private water supply responsibilities		Huw Owen		
ICMD	28/02/2018	Fixed Penalty Notice charges for fly tipping offences		Huw Owen/Sara Jones		
ICMD	28/02/2018	Gypsy and Traveller Pitch allocation policy report		Steve Griffiths		
ICMD	28/02/2018	Re-designation of Shared Housing		Ian Bakewell/Greenland		
ICMD	28/02/2018	Removal of under 18 burial charges		Deb Hill Howells		

Council	21/02/2018	Widening of Investment definition		Mark Howcroft	29/01/2019	
Council	15/02/2018	Active Travel Plan and Civil Parking Enforcement		Roger Hoggins		
Council	15/02/2018	Corporate Plan		Kellie Beirne		
Council	15/02/2018	Pay Policy		Sally Thomas		
ICMD	14/02/2018	All Wales Play opportunities grant		Matthew Lewis/Cllr Greenland		
ICMD	14/02/2018	Development Management Enhanced Services proposals		Phil Thomas		
ICMD	14/02/2018	Loan to Foster Carers		Jane Rodgers		
ICMD	14/02/2018	Personal Transport Budgets		Roger Hoggins		
ICMD	14/02/2018	Public Health Wales Act - Intimate Piercing		David Jones		
ICMD	14/02/2018	Residents only parking permit scheme Usk View, Merthyr Road, Abergavenny		Paul Keeble		

ICMD	14/02/2018	Usk in Bloom		Cath Fallon		03/01/2018
ICMD	08/02/2018	Fixed Penalty Notice charges for fly tipping offences		Huw Owen		
ICMD	31/01/2018	Seasonal Garden Waste Collections		Carl Touhig		
ICMD	31/01/2018	Staffing changes in Policy and Governance		Matt Gatehouse		
Cabinet	29/01/2018	ADM		Kellie Beirne		
Cabinet	29/01/2018	Corporate Plan		Kellie Beirne		
Council	18/01/2018	Council Tax Reduction Scheme 2018/19		Ruth Donovan		
Council	18/01/2018	Response to Older Adults Mental Health Consultation		Claire Marchant		
ICMD	17/01/2018	Local Government (Wales) Act 1994 The Local Authorities (Precepts) (Wales) Regulations 1995		Joy Robson/Mark Howcroft		03/01/2018
ICMD	17/01/2018	Supporting People Programme Grant Spendplan 2018-19		Chris Robinson		



ICMD	17/01/2018	Trainee Accountant Regrade		Tyrone Stokes		
Cabinet	10/01/2018	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	10/01/2018	Chepstow Cluster - proposed distribution of Section 106 monies	To agree the distribution of section 106 to the cluster	Nikki Wellington		
Cabinet	10/01/2018	Re-Use Shop at Ilanfoist Household Recycling Centre		Roger Hoggins		
Cabinet	10/01/2018	Management of obstructions in the public highway		Roger Hoggins		
Cabinet	10/01/2018	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		Play Efficency			29/01/2019	

		Museums (need workshop first)		Frances Williams	29/01/2019	
		LDP		Mark Hand	29/01/2019	
Council		Growth Option		Mark Hand	29/01/2019	
Council		Future Econ			29/01/2019	