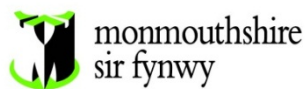


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County Hall  
Rhadyr  
Usk  
NP15 1GA

Monday, 13 January 2020

## Notice of meeting

### Adults Select Committee

**Tuesday, 21st January, 2020 at 10.00 am**  
**The 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.	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.	1 - 14
5.	Reporting of performance of Adults Social Services for 2019-20.	15 - 28
6.	Budget Monitoring Report Month 7 - Report for quarterly scrutiny.	29 - 62
7.	<p>Scrutiny of the draft Capital and Revenue proposals for 2020-21 within the context of the four year Medium Term Financial Plan (reports to follow).</p> <p>Refer to the link below for details – Cabinet Agenda 20<sup>th</sup> December 2019:</p> <ul style="list-style-type: none"><li>• Draft Capital Budget Proposals 2020/21 to 2023/24.</li><li>• Draft Revenue Budget Proposals 2020/21.</li></ul> <p><a href="https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CId=144&amp;MIId=4192">https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CId=144&amp;MIId=4192</a></p>	

<b>8.</b>	<b>To confirm and sign the following minutes:</b>	
<b>8.1.</b>	<b>Joint Adults and Children and Young People Select Committee - 5th September 2019.</b>	<b>63 - 66</b>
<b>8.2.</b>	<b>Adults Select Committee - 5th November 2019 (to follow).</b>	
<b>9.</b>	<b>Adults Select Committee Forward Work Programme.</b>	<b>67 - 70</b>
<b>10.</b>	<b>Council and Cabinet Forward Work Planner.</b>	<b>71 - 86</b>
<b>11.</b>	<b>Next Meeting: 10th March 2020 at 10.00am.</b>	

**Paul Matthews**

**Chief Executive**

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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# 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?

<b>SUBJECT:</b>	<b>CAPITAL FUNDING - DISABLED FACILITIES &amp; SAFETY AT HOME GRANTS</b>
<b>MEETING:</b>	<b>ADULTS SELECT COMMITTEE</b>
<b>DATE:</b>	<b>21<sup>st</sup> January 2020</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>ALL</b>

**1. PURPOSE:**

- 1.1 To provide an update on the provision of disabled facilities grants (DFGs) and Safety at Home (SaH) grants and the outcomes achieved for both service users and Social Care. The report also seeks to assure members that the service is aligned with the Council's Safeguarding Policy.

**2. RECOMMENDATIONS:**

- 2.1 The Committee consider how the disabled adaptation programme is supporting residents to remain living safely and independently at home, reflect on performance and make recommendations as appropriate.
- 2.2 Continue to refine internal procedures and identify additional opportunities to speed up the delivery of DFG's.

**3. KEY ISSUES:**

- 3.1 The Council has a statutory duty to provide DFG's within six months of receiving an application. DFG's are subject to means testing to establish if the applicant needs to make a financial contribution towards their adaptation. All DFGs are capped at £36,000 and while the average adult award was £4812.95, each year a number of larger, complex grants are provided to meet the needs of both adults and children with complex disabilities. Children's DFG's aren't means tested as per the regulations. Nor are they capped as per the Council's policy.
- 3.3 The Council also provides discretionary SaH's, which are intended for smaller works such as handrails and other minor alterations. The average cost for 2018/19 was £205.33 and is a relatively small expenditure to make a dwelling safer for a disabled resident. SaH's often facilitate hospital discharge or reduce the risk of falls and injuries, which might necessitate hospitalisation. SaH are administered on behalf of the Council by Care & Repair alongside the Welsh Government funded Rapid Response Adaptations Programme. There is a budget in Monmouthshire for WG Rapid Response of £69,000 which to date has a commitment of £59,835.57 against it. This budget has been reduced by WG from £79,000.00 in 2018/19, which is believed to be contributing to the increased demand on the SaH programme.
- 3.4 In previous years a lack of capital funding has impacted upon the Council's ability to meet the annual demand for disabled adaptations resulting in a backlog at the end of financial years. This also impacted upon the time some clients have needed to wait for DFG's together with a need to prioritise individual SaH referrals. Increased funding by the Council since 2017/18 has significantly improved the situation. There is no backlog of disabled adaptations, it hasn't been necessary to prioritise SaH and timescales have improved.

- 3.5 The average time to complete a DFG has successfully reduced from 386 days in 2016/17 to 193 days in 2017/18 and 191 days in 2018/19. The Quarter 3 average completion time is 187 days against the target of 180 days, which at present projects an improvement on 2018/19 and 2019/20 turnaround.
- 3.6 In addition, the Council has delivered increased complexity of adaptations and, therefore, assisted the complex needs of applicants. Not only has this improved the quality of life for more applicants, carers and their families, it helps to deliver business efficiencies for Social Care. The success is also applicable to the SaH minor adaptation programme. 482 were completed in 2018/19 and due to increased demand in 2019/20, 525 SaH were completed by Quarter 3. A more detailed overview of service activity and performance is detailed in **Appendix 1**.
- 3.7 To facilitate improved completion times a number of changes to procedure and monitoring have been implemented, including changes to increasing the engagement with clients and contractors and the arrangements for acquiring contractor quotations. Also, from April 2019, the budget is also now managed on actual expenditure rather than committed expenditure.
- 3.8 For applicants in receipt of certain benefits, such as pension credit, if the value of their DFG is under £10,000 the Council will passport their application to also facilitate quicker completion. This is currently being reviewed to ensure the approach is offering good value for money and indeed contributes to quicker completion times.
- 3.9 Alternatives to DFGs and SAHs do exist, including annual ENABLE funding from Welsh Government, which offers a fully flexible option with simplified approval's which can be used for minor and major adaptations. The 2019/20 budget is £105,600 which is very much utilised in a partnership with Care & Repair, which is encouraged by Welsh Government. The Care & Repair Rapid Response Adaptation Programme is another option for minor adaptation. Other options to fund adaptations are available but are significantly less utilised, largely due to the attractiveness of DFG's from a financial perspective. Nevertheless, some potential applicants do opt to proceed with the necessary works at their own cost. Please see **Appendix 2** for other options.
- 3.10 Customer satisfaction is excellent and feedback from 31 applicants has provided a 97% satisfaction rate. There was one dissatisfied client, which related to the occupational health outcome and the adaptation prescribed,
- 3.11 A key challenge for the service is the operational staffing resource of two part-time staff available to deliver the service – a Grants Surveyor x 0.6 and a Business Support Officer x 0.6.
- 4. REASONS:**
- 4.1 The Council has a duty to consider all applications for Mandatory Disabled Facilities Grants (DFG) which are administered under the Housing Grants, Construction and Regeneration Act 1996 (as amended).
- 5. RESOURCE IMPLICATIONS:**
- 5.1 In 2017/18 the Council agreed to increase the budget to £900,000, which has been maintained since. The additional funding has mitigated against the

previous need to put some applications on hold due to lack of funding. There is currently no backlog of applications relating to the budget.

5.2 Broadly, the budget allocation is split £800,000 for DFGs and £100,000 for SaHs. Current forecasting predicts a £130,000 spend on SaH's due to an increased demand for preventative minor adaptations to date, although this will not impact on overall budget outturn position.

5.3 Historical budget spend since 2017/18 is:

	DFG Budget	DFG Slippage	Enabling Grant	Total Budget	Total Spend	Over/Under spend
2017-18	900,000		97,862	997,862	949,584	-48,278
2018-19	900,000	48,278		948,278	782,341	-165,937

The current year budget profile is:-

	DFG Budget	DFG Slippage	Enabling Grant	Total Budget
2019-20	900,000	165,937		1,065,937

- Actual expenditure to date is £602,000.
- Committed expenditure to date is £845,535.
- Estimated value of pending DFG's awaiting approval x 31: £155,000 (assuming an indicative value of £5000 each)

Therefore, using current available figures we have enough budget in 19/20 to cover actual and potential spend through to financial year end.

5.4 The Cabinet is in the process of considering the level of continued investment in relation to the Medium Term Financial Plan (it is currently reduced back to £600,000). The impending recommendation in respect of the budget for 2020/21 will be informed by an imminent review of service activity data.

## 6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

6.1 DFG's and SAH grants are predominantly awarded to older people, who are a protected group under the Equalities legislation, as are disabled children. See **Appendix 3**.

## 7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

7.1 While the majority of grant recipients are adults, a small number are children, often with profound and complex disabilities. The adaptations that are carried out not only improve the lives and wellbeing of the disabled child, they often make significant improvements to the wellbeing and safety of the whole family. However, prior to an adaptation being completed, Social Care ensure any risks to adults or children are managed and mitigated against through routine processes. **See Case Study in Appendix 4.**

- 7.2 It is a priority for the Council to DBS check contractors who are sign-posted to install DFG adaptations, in line with the Council's Safeguarding Policy, although clients can utilise any contractor of their choice in practice this does not really occur. In addition all of the current contractors that carry out DFG adaptations received MCC Safeguarding Level 1 training in December 2018 which also extended to some contractors used by Care & Repair.
8. **CONSULTEES:**  
Cabinet Member for Enterprise; Cabinet Member for Social Care, Public Health & Safeguarding; Chief Officer Social Care; Head of Children's Services; Head of Adult Services; Head of Planning, Housing & Place Shaping; Chief Officer Enterprise
9. **BACKGROUND PAPERS:** None
10. **AUTHOR:** Sarah Turvey-Barber, Strategic & Sustainable Living Manager
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## Appendix 1

### Overview of Disabled Adaptation Service Activity & Case Studies

Activity	Target	2018/19	Q3 19/20	Projection 19/20
No. of DFG Referrals		142	106	142
No. of Children's Referrals		7	4	4
No. of DFG Approvals		113	78	104
No. of Children's Approvals		4	3	4
No. of DFG Completions		95	61	82
No. of Children's DFG Completions		5	4	4
No. of outstanding approved DFG's		23	26	26
No of outstanding approved Children DFG's		3	0	0
Average DFG Completion time*	180 days	191	187	187
Average Children's DFG Completion time*		284	240	240
No. of SaH grants		487	525 + MCC	700
No. of ENABLE Grants		67	8	
Client Satisfaction			97%	97%

\* In order to produce a reportable Key Performance Indicator for the Welsh Government the time taken to process DFGs is recorded from the first point of contact a client has with the Occupational Therapy service within Social Care, to the certified date of completion of the works.

Housing & Community Services has direct control of the process for only a part of the overall time with the remainder being with the OT, the client and the contractor(s). In addition some of the more complex DFGs which involve building extensions requiring time with Planning Department, Building Control and possibly Welsh Water all of which add to the overall processing time. There are no issues, however, with this part of process and the associated timescales are in line with routine target times.

Several factors can cause the average processing time to increase and these include:-

- Time with the OT for assessment. OT's consider all options for an applicant and a DFG is typically a last resort. Sometimes it is necessary for the Grant Surveyor and the OT to undertake joint visits.
- Time with the client while legal and financial information is acquired. Some applicants, due to their vulnerability, can have difficulty providing such information. The Council will provide support wherever possible.
- Illness or bereavement of clients or relatives/family.
- Time to process grants, such as undertake surveys, draft schedules of work, sign off works and arrange payment.
- Client choice for timing of works (any time within 12 months). Clients can sometimes request dates in the future eg after Christmas or after a holiday or a period of illness.
- Unexpected problems arising in relation to particular jobs
- The need for planning permission and building control consent

- The need for Welsh Water to give building over sewers permission
- Availability of bespoke equipment
- Availability of specialist contractors. Eg the specialist contractor currently recommended to clients batches jobs for completion. An alternative contractor has been investigated but it was concluded that a lower standard/quality of product.
- Contractor capacity
- Past lack of capital funding. This is not an issue at present

For completed DFG's up to Q3, the main reason for delay related to internal processing, which includes occupational therapist assessments. Other reasons for delay this year are large, complex adaptations; applicant health, bereavement and contractor related issues, applicants undertaking other structural works and the support needs of applicants resulting in paper-work not being returned in a timely manner.

### Alternative Options to Disabled Facilities Grants

Alternative options which can be pursued include:

- **Interest free Home Improvement Loans** – a Welsh Government funded scheme is available through Housing & Communities. Although interest free, attracts an administrative fee of £500 per application
- **Moving house to suitable accommodation** – an option which may in any case be necessary if a resident's present home is not suitable for adaptation. Moves can also be supported through DFG's. Experience is that most applicants are reluctant to move. In the case of private rented properties many landlords will not permit significant adaptations to be carried out as this may affect the value and marketability of the property.
- **Application for social housing** – this option is open to anyone but the shortage of RSL properties to rent, particularly bungalows and in the desired location, is a major obstacle.
- **Housing Options advice** - if in the absolute situation staying isn't an option the Council's Housing Options Service can consider an application under the homeless related duties to assist a resident to find more suitable accommodation. This, however, would be challenging and possible landlord resistance to adaptations can be problematic.
- **Equity release** – while the Council no longer offers such a scheme, various private sector providers are available. Experience is that this is regarded as a very unattractive option.
- **Care & Repair Monmouthshire** – may be able to assist in a number of ways including making an application for benevolent funding from various charities.
- **RSL purchase of existing home and subsequent adaptation** – in very limited circumstances privately owned properties may be purchased by RSLs to address a bespoke need. This option is reliant on the RSL being able to fund the purchase and/or the availability of Social Housing Grant.
- **Self or family funding** the most common way (other than DFG/SAH) of funding necessary adaptations, and, in the case of large projects exceeding £36,000 the resident would in any case have to fund the balance.
- **Different use of existing accommodation** – eg a ground floor living room being used as a bedroom.

## Appendix 4

### Case Study 1

<b>Case Study Child W</b>
<b>Background</b>
<p>Child W is 12 years old and lives with parents and siblings. Child W has a right side hemiplegia and has difficulty carrying out personal care tasks.</p>
<b>Involvement</b>
<p>Recommendation from the Children's Social Worker was to provide level access showering facilities in an existing ground floor shower room. Additional recommendations were to remove the existing WC and to replace with a self-cleaning WC. Previous Safety at Home Grants had provided stair rails in 2011.</p> <p>Child W has a diagnosis of cerebral palsy, a right sided hemiplegia, epilepsy and global developmental delay. The child was described as having some speech difficulties plus being able to walk slowly but not very far.</p> <p>Mum states that 'the home toilet is not really satisfactory and he can often require showering after using the toilet.' The Occupation Therapist wanted to work with the disabled facilities team to pursue options with regard to adaptations being carried out to maximise his independence.</p> <p>The OT visited with the Grants Surveyor to discuss options in June 2019 and the surveyor worked to write up a schedule to the specialist toilet provider and building contractors immediately and was able to prioritise to ensure the adaptation request was at formal approval stage in 17 days on the 16<sup>th</sup> July 2019.</p> <p>A local contractor was able to facilitate the work to fit in with the family's request and specialist equipment provision as soon as possible and the grant was certified as complete on the 30<sup>th</sup> October 2019 which equates to 130 calendar days from the initial visit of the Children's OT and Grant Surveyor.</p>
<b>Conclusion</b>
<p>The Grants Support Service Officer was able to complete a review with Child W mother regarding the outcomes experienced since the completed adaptation. She reported that she was very happy with the builder and would recommend him to anyone requiring work. On the questions of increased independence, quality of life and impact on family life she stated that all of the above had been improved with a response of very satisfied. The impact on her child being able to complete his own personal care is massively beneficial and he is now improving by showering and attempting to wash his hair, she went on to score the service as excellent.</p> <p>Social Worker SG also confirmed that she had spoken to his Mum and confirmed that the work has made an enormous difference to Child W's life in terms of independence and dignity.</p> <p>Children's with disabilities Occupational Therapist further added:</p>

‘WOW! We have really helped to improve his independence on a massive scale! For a child of 12, not being able to use the toilet or shower himself independently has really impacted his self-esteem and confidence as well as being physically detrimental. Now Child W is doing that all for himself – he was very proud of it all when he showed me yesterday and his mum is so pleased. He can have friends around now and not have to worry about dealing with the toilet etc. Honestly it reminded me of what can be achieved and why I do this job – I wanted to share with you as obviously you were an integral part of this too so thank you!! Also mum was very impressed with the company that did the work so I felt that was also worth letting you know’

## Case Study 2

### Case Study Mrs A

#### Background

Mrs A has recently moved to the area to live with her daughter. Mrs A has a progressive neurological condition which impacts on mobility and her ability to independently maintain her hygiene. Her daughter is currently assisting with strip washing. Mrs A is currently housebound as she is wheelchair dependent. Mrs A's living accommodation will be on the ground floor of the property as the rest of the house is occupied by her daughter and her family.

#### Involvement

Recommendation from the Occupational Therapist was to provide level access showering facilities in an existing ground floor bedroom with ramped access to the rear of the property to enable wheelchair access/egress.

Mrs A has Multiple Sclerosis and Parkinson's Disease, since the move she had been low in mood due to the need to be dependent on her daughter and frustration at not being able to leave the property to engage in the community activities she enjoys. Due to the progressive nature of the conditions consideration needed to be given to the impact of further deterioration to ensure that the property not only meets Mrs A's current needs and wishes but also in the future.

OT visited with the Grants Surveyor to discuss options and the above recommendations were made. From date of initial assessment to completion of the works took approx. 12 weeks.

#### Conclusion

A review following the completion of the works with Mrs A identified that she was extremely happy with the works completed particularly the wet room facility. Mrs A advised that the completed works had achieved the following:

1. Mrs A able to shower herself independently resulting in reduced dependence on her family.
2. Mrs A could toilet in her new bathroom without having to use a commode which she felt was more dignified.
3. Mrs A has been able to access the community and her garden with her family and return to social activities.
4. Mrs A reports feeling less guilt in relation to the level of support her daughter no longer has to give.
5. Mrs A reports feeling better in mood and has a sense of hope for the future as she recognises her home will now meet her needs for the foreseeable future.


## **Case Study Mr S**

### **Background**

Mr S has COPD which impacts on his mobility and ability to manage stairs at home. He becomes very breathless on any physical exertion. He lives with his wife and grown up children in their own private house. The property has x3 bedrooms upstairs and kitchen/lounge downstairs. The bathroom/toilet is upstairs.

### **Involvement**

Recommendation from the Occupational Therapist was to provide a stairlift. Previously a Safety at Home Grants had provided Stair Rails a number of years ago but even with these in place due to his breathlessness and his general frailty he is unable to safely negotiate the stairs. The impact of doing so makes Mr S very fatigued which has a detrimental impact on him performing other activities during the day. A recommendation was made to fit straight stairlift to enable Mr S to access his bathroom/bedroom safely.

Mr S had a number of medical condition to include COPD, kidney disease and arthritis. He can mobilise with a zimmer frame short distances, currently negotiating the stairs with his wife physically assisting him and 'pushing' up the stairs. Due to fatigue his wife assists with meals and personal care.

Mr S advised he was unable to self-fund a stairlift due to limited finances.

OT referred to the housing department for a DFG. The stairlift was fitted in a timely manner. As a result, Mr S was able to access his bedroom and bathroom independently and provision of the stairlift reduced demands on his wife who prior to the fitting of the stairlift had to assist.

### **Conclusion**

Both Mr and Mrs S were very happy and satisfied with the new stairlift, they commented on how well organised and timely the process from assessment to provision/fitting of the stairlift had been. They advised the housing department where prompt and informative with sending correspondence and communicating the process. They feedback that the stairlift company were efficient and professional.

Mr S advised now the stairlift was in place he was able to access upstairs himself, increasing his independence and wellbeing. He was therefore able to choose when to go to bed and shower and did not have to rely on his wife. Mrs S advised this reduced the stress and demands on her.

It was noted that having had the stairlift fitted Mr S felt like he was less fatigued in the day, and having conserved his energy was able to engage more in occupations he enjoyed to include returning to his art work. As a consequence,

this had enhanced his self-esteem and wellbeing. Both Mr and Mrs complimented the service they received.

## **Case Study Mr T**

### **Background**

Mr T lives with his wife and was initially assessed as an inpatient following a second lower limb amputation. Mr T was a sociable man who enjoyed playing a part in his community where he had lived all his life.

### **Involvement**

Mr T was assessed by occupational therapy and recommendations made for ramping to his property to enable him to access the community using his powered wheelchair. The existing access comprised steps and therefore was not suitable. The internal layout of the property did not require adaptation via the DFG process.

Mr T had a history of vascular disease which resulted in his first amputation which was followed swiftly by his second amputation a few weeks later. The second amputation was not anticipated leaving Mr T low in mood and feeling he would never return to his previous level of social activity.

A referral was made for a DFG to provide PARS ramping to the front of the property to enable Mr T to access the community in his powered wheelchair and this was completed shortly after.

### **Conclusion**

The completion of the ramping enabled Mr T to leave his property in his powered wheelchair and return to the community independently but also with his wife and family. This ability to return to an activity that was so important to him gave him a sense of achievement and improved his self-esteem which in turn lifted his mood. Mr T felt that he was no longer dependent on others to get out into his garden and see his street.

Mrs T reported a feeling of some normality returning to their lives, which had been so dramatically changed following her husband's surgery.





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**SUBJECT: Performance report Q2 2019/20 – Adults Social Services**  
**MEETING: Adult Select Committee**  
**DATE: 21<sup>st</sup> January 2020**  
**DIVISIONS/WARDS AFFECTED: All**

## **1. PURPOSE**

- 1.1 To present the committee with latest, quarter 2 2019/20, performance of Adults Social Services.

## **2. RECOMMENDATIONS**

- 2.1 That Members use this report to scrutinise how well the authority is performing and seek clarity from those responsible on whether performance can improve in any areas of concern identified.

## **3. KEY ISSUES**

- 3.1 This report card sets out the performance of Adult social services during the first half of 2019/20 alongside the latest available performance benchmarking data. This comprises of performance data from the performance measurement framework introduced in 2016/17 as part of the Social Services and Well-being Act and further information that is used to evaluate performance.
- 3.2 This year the Statutory Director of Social Services Annual Report, presented to the committee in September 2019, took a different approach. The report combined evidence from a range of sources including performance data and stories to provide an extensive analysis of performance covering many aspects of Social Services. This report continues to build on this approach of utilising wider evidence sources to assess performance so far during 2019/20, alongside the performance measures set in the framework.
- 3.3 The performance measures are a blend of quantitative (numerical) data and qualitative data which includes asking people about their experience of social services and whether this has contributed to improving their well-being. It has been advised that there is no longer a requirement to complete the qualitative data in the set format for 2019/20. Qualitative measures are derived from questionnaires to users of adults social services which have continued to be collated, while questionnaires to carers are no longer completed in this format although understanding carers experience remains imperative. The Annual Directors Report set out a range of evidence that is currently utilised to achieve this and some further examples are included in the report.
- 3.4 Welsh Government have again not published local authority level performance data for 2018/19. Wales level means and quartile data for 2018/19 have been published and are included in this report. Qualitative benchmarking data for 2018/19 was not published by Welsh Government for a second year.
- 3.5 Officers have continued to participate in ongoing discussions and workshops with Welsh Government on revising the standards and measures as part of the Social

Services and Well-being Act performance framework in the future. In the summer of 2019 Welsh Government consulted on a revised code of practice for measuring the performance of social services. This included; how local authorities performance should be measured, the quality standards that all local authorities should be working towards and a new performance and improvement framework that local authorities will be required to collect. The outcome of which is likely to change the mechanism and information we are required to utilise to give account of our performance in future. While this work continues nationally, we continue to develop our approaches and the information we utilise locally in Monmouthshire to assess our performance and understand the impact on the lives of people we support, as exemplified by the Annual Directors Report.

**4. REASONS:**

- 4.1 To ensure that members have an understanding of current Adult Social Services performance and how we compared during 2018/19.

**5 RESOURCE IMPLICATIONS**

- 5.1 None

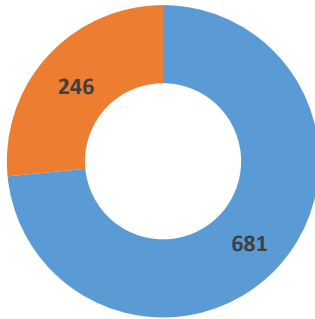
**6 WELL-BEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, CORPORATE PARENTING AND SAFEGUARDING)**

- 6.1 There are no specific implications identified as a result of this report although some of the performance indicators relate to our safeguarding responsibilities.

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Adults Social Services 2019/20 Quarter 2 Performance Report							
Corporate Plan Goal Contributed to : Lifelong well-being							
Why we focus on this	<p>The Social Services and Well-being (Wales) Act 2014 came into force in April 2016 and is transforming the way care and support is delivered. The Act is ambitious in its desire to change the way in which we provide Social Services with a focus on improving the well-being of people who come to Social Services for support. The Act shares similar principles with a number of key national, regional and local strategies which all influence our direction of travel, in particular, the Well-being of Future Generations (Wales) Act 2015, A Healthier Wales, and Monmouthshire's Corporate plan.</p> <p>Monmouthshire Social Services has, over the last few years, been developing a model of delivery which is based around a relational and strengths based approach. We want to help people to take control of their own lives and that any contact with us enhances the opportunity for greater wellbeing. Overall, in Adult Services the focus remains on transforming practice through placing relationships at the heart of everything we do.</p> <p>The Act introduced a performance measurement framework for local authorities in relation to their social services functions. This framework forms the basis of information in the report, supported by further data and information that is used to evaluate performance. The information is used to assess how we are progressing in delivering against the quality standards as set by the Social Services &amp; Wellbeing Act.</p>						
	What progress are we making?	<div><p>People receiving advice or assistance who did not contact the service again for 6 months</p><table><tr><th>Category</th><th>Count</th></tr><tr><td>No contact for 6 months</td><td>681</td></tr><tr><td>Contact received within 6 months</td><td>246</td></tr></table><p>■ No contact for 6 months ■ Contact received within 6 months</p><p><i>Figure 1: People receiving advice or assistance who did not contact the service again for 6 months</i></p></div> <div><p><b>Front Door</b></p><p>The Act puts an emphasis on early intervention and prevention and introduced the requirement for local authorities to provide information, advice and assistance to people that need it.</p><p>Monmouthshire is developing a place based approach where advice and assistance will be delivered in people’s communities through a range of providers. The aim is for this to happen early and <i>before</i> people reach the front door of social services. In turn, early advice or assistance should help prevent, reduce or delay traditional care and support needs and promote independence.</p><p>The Care Navigation approach was developed to train a variety of front line staff such as GP receptionists to direct people to relevant services. This is now being built on by piloting enhanced training for identified Practice Based Wellbeing Co-ordinators and colleagues from Integrated and Community services. This is co-ordinated and funded via the Gwent Transformation Programme. The approach is being piloted in the South of the county and will roll out to other hubs in due course.</p></div>	Category	Count	No contact for 6 months	681	Contact received within 6 months
Category	Count						
No contact for 6 months	681						
Contact received within 6 months	246						

		<p>Integrated health and social care hubs are the cornerstone of place based delivery. At the front door of adult social care and health, integrated teams of nurses, therapists, community well-being officers and social workers provide a first point of response from hospital and community bases.</p> <p>The provision of information, advice and assistance (IAA) continues to grow across Monmouthshire, with the number of access points expanding not just within social care and health but also across other sectors. Of those people receiving advice or assistance between October 2018 and March 2019, 73.5% did not contact the service again for 6 months (measure 23) see figure 1.</p> <p>Responses to questionnaires this year tell us that 84% of adults receiving care and support feel they have had the right information or advice when they needed it.</p> <p>“Most significant change” stories have helped capture the impact the approaches we are developing are having on people’s lives. Stories have been systematically collected from individuals and groups and are a way of ensuring the voice of individuals supported help shape and develop our approach. Two examples were included in the Director of Social Services annual report “Fast &amp; Furious” from an individual and “Collaboration not Competition” is from one of the agencies. Most significant change stories will continue to be collected through the place based work and other suitable areas of work are being considered.</p> <p>Close working with the Wales School of Social Care Research continues in the pursuit of best practice in:</p> <ul style="list-style-type: none"> <li>• Measuring Activity and Performance</li> <li>• Understanding user experience and outcomes</li> <li>• Using research and evidence to drive improvement</li> </ul> <p>The learning is being used to inform the development of the Qualitative and Research and Evidence elements of the National Performance and Improvement Framework and the regional Integrated Wellbeing Networks.</p>
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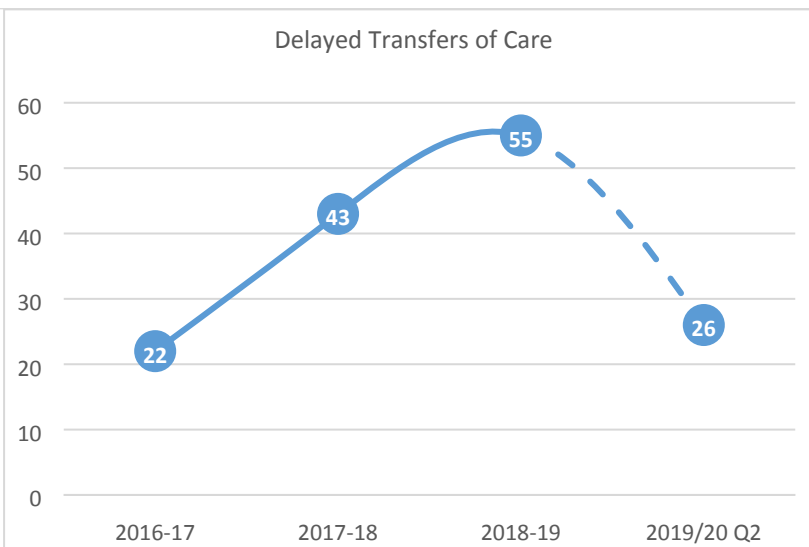


Figure 2: Total number of Monmouthshire delayed transfers of care for social care reasons (aged 75+) per year

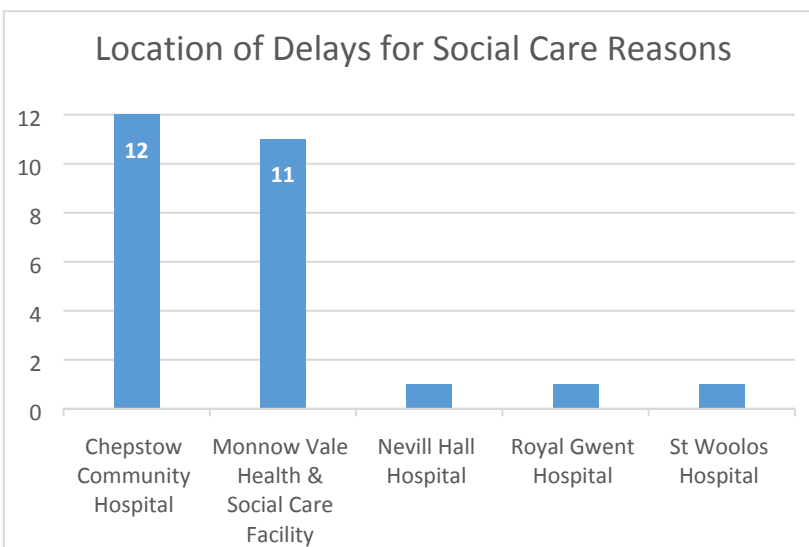


Figure 3: Location of Delayed transfers of care for social care reasons for Monmouthshire residents April – Sept 2019

## Adults and carers receiving care and support

### Reablement

Reablement provides intensive short term interventions aiming to restore people to independence following a crisis. The intention is to avoid or reduce hospital admissions by intensively supporting people at home. At the end of the six week reablement period the goal is for people to be independent and not necessarily need long term services in the immediate future.

Of the 13 *existing service users* who completed a period of reablement between October 2018 and March 2019 38.5% had a reduced package of care and support 6 months later (measure 20a). 71.1% of *all* reablement clients had no package of care and support 6 months later (measure 20b) and were considered independent.

### Delayed Transfers of Care

Delayed transfers of care arise for a variety of reasons which results in longer than necessary hospital stays for some people. During the first half of 2019/20 there were 26 delays for social care reasons for patients aged 75 and over (measure 19). This is an increase on the 23 delays recorded at the same point in time in 2018/19.

Three-year trend data for delayed transfers for patients aged 75+ is available and is shown in figure 2. The chart shows that 2018/19 was a 3-year peak in the number of delays experienced. Given the winter months are ahead, and the quarter 2 increase, the number of delays this year is likely to be higher this year than last year.

Figure 3 shows the location of delayed transfers of care and that the majority of delays are in community hospitals. The reason for over half of these delays was while waiting for a new home care package to be provided.

Brokerage data shows there is an increasing trend in the number of people waiting for a package of care, for example recent data for the week commencing 22<sup>nd</sup> of November shows there were 970 unbrokered hours of care.

An application for winter monies has been successful and care has been brokered via agencies for approximately 500 hours. This initiative is due to start on 9<sup>th</sup> December and should alleviate some of

the issues and potentially the pressures in the community hospitals which can result in delayed transfers of care.

### **Domiciliary and residential care**

It is recognised that the domiciliary care sector is under considerable pressure, Monmouthshire has specific challenges due to rurality and demographics, these are particularly evident in Central and South of the county.

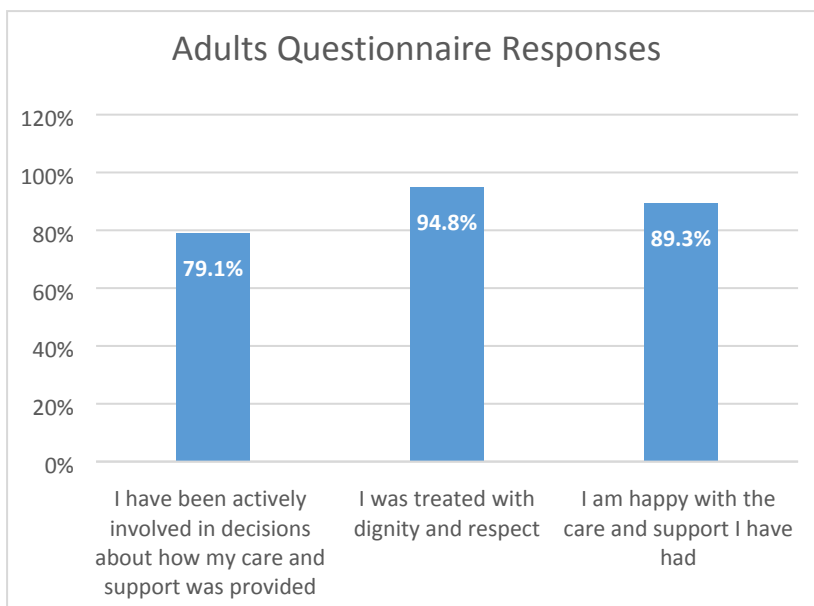
Work is underway to raise the profile of care work as part of a national programme called “We Care” which aims to recruit 20,000 care workers across Wales by 2030. We have been using a coordinated approach to ensure we attract people to consider this very valuable role. This will be an on-going process.

Adult social services have a well-established programme looking at transformational approaches to the delivery of care at home. The ethos behind the Care at Home service is relationship based, this model of care moves away from a traditional time and task approach and places the importance on social and emotional needs.

In relation to building a more sustainable care at home sector for the future Adult social services have been working with providers across Monmouthshire in a programme called 'Turning the world upside down'. This approach seeks to provide long-term solutions to address many factors including the current difficulties in securing care.

This way of working will enable providers to have predictable payments on a locality basis. All providers will be able to work more collaboratively with each other and we expect a greater ability to meet the current gaps in provision. The vision is that we are able to have a more sustainable sector where we are able to meet on going demand whilst really meeting people's outcomes. The model has been developed and implementation is due to commence in April 2020.

The average length of time Monmouthshire adults (aged 65 or over) are supported in residential care homes during this year is 890 days (measure 21). While it is not apparent ‘what good looks like’ for this measure the Act is clear that the right service should be available to people at the right time and that people's views are at the centre of decisions about their care and support. 61% of questionnaire



*Figure 4: Adults questionnaire responses*

respondents living in a residential care home agreed it was their choice to live in a residential care home.

Monmouthshire has the highest life expectancy in Wales and one of the highest healthy life expectancy so it seems likely that Monmouthshire residents enter residential care later in life. Additionally, the aim is to support people to remain in their own home for as long as they are able or choose to. The average age of Monmouthshire adults entering residential care homes (measure 22) is 89 years old.

### **Service user views and outcomes**

Measurement of personal outcomes is being embedded within teams as a means of understanding whether we are able to support people to achieve the things that matter most to them. The quality and progress of recording personal outcomes is being monitored so that this could develop into a more robust measure of progress in future.

Questionnaires are sent monthly to adults receiving care and support. 96% of people responding felt they were treated with dignity and respect and 90% were happy with their care and support, see figure 4.

Work continues to engage with and hear the views of carers. All 1131 carers registered on the Carers Database receive regular newsletters and have been informed of their right to a carers needs assessment and the opportunity to have a reassessment of their needs as well as the opportunity to access events and training. A range of events were run during carers week. 145 Carers engaged in these events feedback from carers has been extremely positive "What a great week, a time to remember, as we have started to make new friends inside the group".

Monmouthshire and Caerphilly held a joint Young Carers Rights Day at Hilston Park Outdoor Centre where 40 young carers attended.

On Carers Rights Day five carers shared their experiences of what being a young carer and carer meant to them. For the carers who shared their experiences it gave them the opportunity to be heard and provided valuable knowledge for professionals.

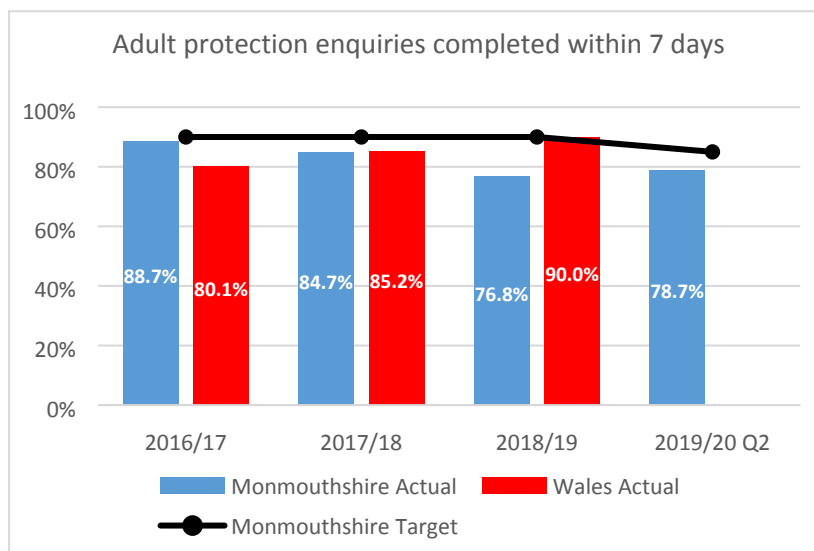


Figure 5: Percentage of adult protection enquiries completed within 7 working days

## Adult Safeguarding

The introduction of the statutory duty to report under the Social Services and Well-being Act, as well as the lower threshold for reporting concerns (which can be based on reasonable cause to suspect) have led to a 256% increase in the number of safeguarding concerns reported via safeguarding referral between 2013/14 and 2018/19.

During 2018/19 714 safeguarding reports were made on 470 adults. During the first six months of 2019/20 287 reports were made on 223 adults which is a slight decrease compared to last year.

Safeguarding enquires should normally be completed within 7 working days. During the first six months of 2019/20, 78.7% of adult protection enquiries were completed within 7 days (measure 18), below our target and the Welsh average of 2018/19 as shown in Figure 5.

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.

81% of adults receiving care and support who completed the questionnaire agree they feel safe. Respondents to this question most commonly refer to falling and/or the fear of falling, for example, "I live in my own home. I do worry a lot about falling".

## Service Comments

### Head of Service Comments:

The development of place based care continues to be the focus of the social care and health workforce across Monmouthshire. Further development of Information, Advice and Assistance across all sectors including primary care continues to focus on social inclusion, well-being and prevention. Continued expansion of community resources through third sector and volunteering continues to support this way of working.

The roll out of Turning the World Upside Down is planned for April of 2020 but a pilot in Usk has seen benefits in provision of domiciliary care in the area. Usk is an area that has particular issues in the provision of Domiciliary Care, but working with a specific provider has seen some real benefits for residents. This way of working in turn underpins the model of person centred care.

Usk is also the current focus for a project on digital inclusion, whereby we are working with certain residents to look at utilising

	<p>technology to increase their independence and reduce isolation and loneliness.</p> <p>Delayed Transfers of Care continue to be a challenge and is in the main linked to capacity in Domiciliary Care, although complexity is also a factor in particular with regards to mental capacity issues and vulnerability. We have also experienced some issues in identifying and securing appropriate housing for individuals.</p> <p>The introduction of Homefirst in the acute hospitals has realised benefits with appropriate discharges of people at the front of the hospitals, ensuring people's needs are met in the community and reducing unnecessary hospital admissions.</p> <p>Practice change continues to be progressed and all staff have been trained in "collaborative communication", this is underpinned by a robust mentors framework. What matters, asset based assessments and interventions focus on personal outcomes and reduce long term dependency on services.</p> <p><b>Eve Parkinson</b></p>
Collaboration/ Partners we are working with	South East Wales Emergency Duty Team, Aneurin Bevan Health Board, Gwent Police, Gwent Association of Voluntary Organisations, Gwent Wide Adult Safeguarding Board.
What we have spent on this objective	<p>The 2019/20 net budget for Adult Services is £32.4m, of which, around 70% relates to community care.</p> <p>At month 2 Adult Services are forecast a £186K overspend with continued demand for domiciliary care placing pressure on Care at Home services.</p>

How are we performing?

### Quantitative Performance Measures:

Performance Indicators	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Q2	2019/20 Target	Performance Against Target	Performance Trend	2018/19 Wales Av	2018/19 Quartile
18: The percentage of adult protection enquiries completed within 7 days	88.67%	84.7%	76.8%	<b>78.7%</b>					
<i>Numerator: The number of adult protection enquiries completed within seven working days</i>	274	455	450	<b>211</b>	85%	✖	↑	90.0%	Bottom
<i>Denominator: Total number of adult protection enquiries completed in the year</i>	309	537	586	<b>268</b>					
19: The rate of delayed transfers of care for social care reasons per 1,000 population aged 75 or over	2.24	4.28	5.31	<b>2.43</b>					
<i>Numerator: The number of delayed transfers of care for social care reasons</i>	22	43	55	<b>26</b>	43 4.02	✖	↑	4.9	Middle
<i>Denominator: Monmouthshire population aged 75 or over</i>	9,821	10,050	10,352	<b>10,705</b>					
20: The percentage of adults ( <b>existing service users</b> ) who completed a period of reablement a) and have a reduced package of care and support 6 months later	21.43%	23.1%	59.1%	<b>38.5%</b>					
<i>Numerator: The number of existing service users completing reablement who had a reduced package of care and support 6 months later</i>	*	6	13	<b>5</b>	25%	✓	↓	N/A	N/A
<i>Denominator: The number of existing service users completing reablement</i>	*	26	22	<b>13</b>					
20: The percentage of adults who completed a period of reablement b) have no package of care and support 6 months later	73.33%	71.3%	74.3%	<b>71.08%</b>					
<i>Numerator: The total number of people completing reablement who had no package of care and support 6 months later</i>	187	243	246	<b>118</b>	75%	✖	↓	66.8%	Middle
<i>Denominator: The total number of people completing reablement</i>	255	341	331	<b>166</b>					
21: The average length of time adults (aged 65 or over) are supported in residential care homes	833.55	807.85	808.62	<b>890.66</b>	Not Set	N/A	N/A	833.1	N/A
<i>Numerator: The total number of days from the</i>	122,532	131,680	143,934	<b>166,554</b>					

admission date to a residential care home, to the end of the period									
Denominator: The number of people who were placed in a residential care home on or after their 65th birthday	147	163	178	187					
22: Average age of adults entering residential care homes	79.21	83.78	85.10	89.38					
Numerator: The sum of the ages of each adult entering a residential care home during the year	8,238	7,792	8,170	2,592	Not Set	N/A	↑	84.3	Middle
Denominator: The total number of adults entering residential care homes during the year	104	93	96	29					
23: The percentage of adults who have received advice and assistance from the information, advice and assistance service and have not contacted the service for 6 months	76.60%	78.3%	73.8%	73.5%					
Numerator: Number of adults who received advice and assistance from the information, advice and assistance service and did not contact the service again for 6 months	419	1,388	1,449	681	77%	×	↓	62.5%	N/A
Denominator: Number of adults who received advice and assistance from the information, advice and assistance service	547	1,773	1,964	927					

\*Numerator and Denominator removed due to small numbers.

**Qualitative Performance Measures:**

### Adults responses to questionnaires:

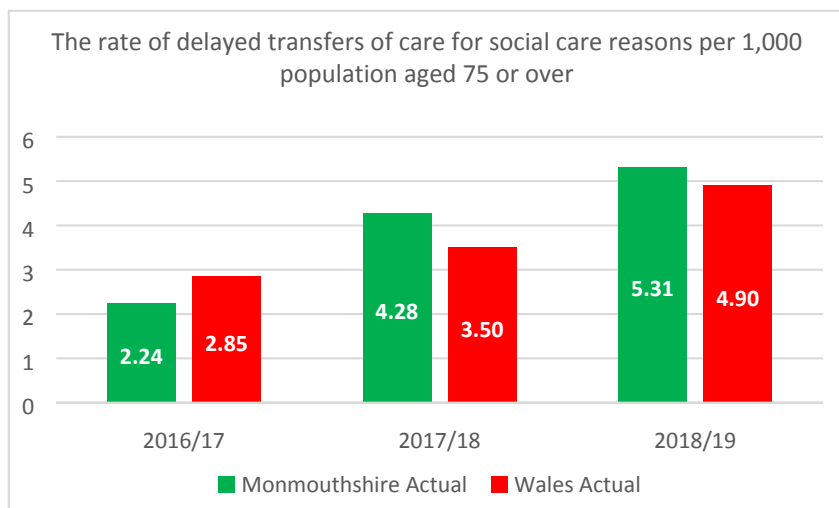
For many years adult services have undertaken questionnaires to understand service user's views. This is now a requirement of the performance framework measuring the effectiveness of the Social Services and Well Being Act. Below is feedback from adults receiving care and support during the first half of 2019/20.

This is based on 328 responses:

Adults Questionnaire	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Q2 Yes	2019/20 Q2 Sometimes	2019/20 Q2 No
I live in a home that best supports my well-being	87.4%	86.4%	88.2%	89.5%	5.9%	4.5%
I can do the things that are important to me	52.8%	54.1%	55.4%	55.7%	33.6%	10.7%
I feel I am part of my community	52.7%	52.8%	53.5%	55.8%	27.3%	16.9%
I am happy with the support from my family, friends and neighbours	84.4%	88.3%	87.5%	88.6%	9.0%	2.4%
I feel safe	77.1%	79.1%	81.8%	80.8%	14.0%	5.1%
I know who to contact about my care and support	86.0%	84.4%	83.5%	86.0%	7.0%	7.0%
I have had the right information or advice when I needed it	81.7%	84.0%	81.8%	83.8%	13.1%	3.1%
I have been actively involved in decisions about how my care and support was provided	78.6%	81.4%	81.4%	82.7%	9.7%	7.6%
I was able to communicate in my preferred language	96.9%	97.5%	97.7%	97.7%	1.3%	1.0%
I was treated with dignity and respect	93.6%	93.0%	95.8%	95.7%	3.9%	0.3%
I am happy with the care and support I have had	85.4%	85.7%	88.3%	90.3%	8.4%	1.3%
If you live in a residential care home : It was my choice to live in a residential care home	61.5%	66.7%	73.2%	60.6%	6.1%	33.3%

## National Performance Indicators – How we compare:

Limited comparable data for 2018/19 was released, what is available has been used to show how our current performance compared to Wales in 2018/19. Below are the indicators of Adults Services which are also included in the Public Accountability Measures set by Data Cymru



How do we  
compare  
other areas

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## REPORT

<b>SUBJECT</b>	<b>REVENUE &amp; CAPITAL MONITORING 2019/20 FORECAST OUTTURN STATEMENT – MONTH 7</b>
<b>DIRECTORATE</b>	<b>Resources</b>
<b>MEETING</b>	<b>Adult Select Committee</b>
<b>DATE</b>	<b>21st January 2020</b>
<b>DIVISIONS/ WARD AFFECTED</b>	<b>All Authority</b>

### 1. PURPOSE

- 1.1 The purpose of this report is to provide Adult Select Members with information on the revenue and capital outturn position of the Authority, accommodating capital slippage and approved reserve usage.
- 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 £3.99m deficit, and the one off adjustments designed to return a balanced position (£245k surplus) prior to the end of March 2020.
- 2.2 That Members note the 85% delivery of the budget setting savings agreed by full Council previously and a need for remedial action/savings in respect of circa 15% savings (£994k) reported as delayed or unachievable by service managers.
- 2.3 That Members consider the capital outturn spend of £39.38m, introducing a £384k anticipated underspend, and the presumptions made around net financing consequences as per para 4.4.
- 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.(para 5.2 onwards).

### 3. REVENUE MONITORING ANALYSIS

3.1 Increasingly Scrutiny Committee feedback is that monitoring reports are getting more involved, detailed and as a result more difficult to follow. This isn't particularly unusual in periods of increasing service overspends and pressures and the consequential 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 enhanced, 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.

### 3.2 Overall Revenue Position

Table 1: Council Fund 2019/20 Outturn Forecast Summary Statement at Month 7 (Period 2)

Service Area	Initial 2019-20 Annual Budget	Virements to budget Mth2	Virements to budget Mth 3-7	Revised Annual Budget	Revised Forecast Outturn	Forecast Over/ (Under) @ Outturn based on Month 7 Activity	Forecast Over/ (Under) @ Outturn based on Month 2 Activity
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	(+ net exp,-net income)	(+ net exp, -net income)	(+ net exp, -net income)	(+ net exp, - net income)	(+ net exp, -net income)	(+ deficit, - surplus)	(+ deficit, - surplus)
Adult Services	7,644	0	17	7,661	7,872	211	186
Children Services	11,937	0	22	11,959	14,733	2,774	2,296
Community Care	22,610	0	32	22,642	23,318	676	2
Commissioning	1,604	0	74	1,678	1,626	-52	1
Partnerships	418	0	0	418	418	0	0
Public Protection	1,458	0	0	1,458	1,482	24	6
Resources & Performance	573	0	-42	531	532	1	-3
<b>Total Social Care &amp; Health</b>	<b>46,244</b>	<b>0</b>	<b>103</b>	<b>46,347</b>	<b>49,981</b>	<b>3,634</b>	<b>2,488</b>
Individual School Budget	44,508	0	125	44,633	44,495	-138	0
Resources	1,252	0	0	1,252	894	-358	-359
Standards	5,429	0	0	5,429	6,796	1,367	701
<b>Total Children &amp; Young People</b>	<b>51,189</b>	<b>0</b>	<b>125</b>	<b>51,314</b>	<b>52,185</b>	<b>871</b>	<b>342</b>
Business Growth & Enterprise	1,590	0	126	1,716	1,659	-57	-7
Operations	15,498	0	999	16,497	16,745	248	77
Planning & Housing	2,193	0	-244	1,949	2,262	313	4
Tourism Life & Culture (Monlife)	3,324	0	141	3,465	3,574	109	260

<b>Total Enterprise</b>	<b>22,605</b>	<b>0</b>	<b>1,022</b>	<b>23,627</b>	<b>24,240</b>	<b>613</b>	<b>334</b>
Legal & Land Charges	701		0	701	763	62	20
Governance, Democracy and Support	3,952	0	-16	3,936	3,984	48	10
<b>Total Chief Executives Unit</b>	<b>4,653</b>	<b>0</b>	<b>-16</b>	<b>4,637</b>	<b>4,747</b>	<b>110</b>	<b>30</b>
Finance	2,630	0	-73	2,557	2,510	-47	-123
Information Communication Technology	2,640		185	2,825	2,780	-45	-68
People	1,647	0	60	1,707	1,713	6	2
Future Monmouthshire	-14		-20	-34	145	179	207
Commercial and Corporate Landlord Services	622	0	187	809	811	2	-124
<b>Total Resources</b>	<b>7,525</b>	<b>0</b>	<b>339</b>	<b>7,864</b>	<b>7,959</b>	<b>95</b>	<b>-106</b>
Precepts and Levies	19,240	0	0	19,240	19,060	-180	-181
Coroners Service	117			117	145	28	29
Archives Service	182			182	182	0	0
Corporate Management (CM)	158	0		158	162	4	54
Non Distributed Costs (NDC)	595	0	0	595	675	80	62
Strategic Initiatives	442	0	0	442	0	-442	-442
Borrowing Cost Recoupment	-1,455		1,455	0	0	0	0
Insurance	1,400	0	-17	1,383	1,432	49	0
<b>Total Corporate Costs &amp; Levies</b>	<b>20,679</b>	<b>0</b>	<b>1,438</b>	<b>22,117</b>	<b>21,656</b>	<b>-461</b>	<b>-478</b>
<b>Net Cost of Services</b>	<b>152,895</b>	<b>0</b>	<b>3,011</b>	<b>155,906</b>	<b>160,768</b>	<b>4,862</b>	<b>2,610</b>
Fixed Asset disposal costs	119	0	-28	91	91	0	0
Interest and Investment Income	-206	0	0	-206	-318	-112	-34
Interest payable & Similar Charges	4,130	0	84	4,214	4,062	-152	-153
Charges required under regulation	5,202	0	512	5,714	5,687	-27	49
Borrowing Cost Recoupment			-3,425	-3,425	-3,425	0	
Contributions to Reserves	444	0	-103	341	341	0	0
Contributions from Reserves	-789	0	-51	-840	-840	0	0
<b>Appropriations</b>	<b>8,900</b>	<b>0</b>	<b>-3,011</b>	<b>5,889</b>	<b>5,598</b>	<b>-291</b>	<b>-138</b>
General Government Grants	-62,548		0	-62,548	-62,548	0	0
Non Domestic rates	-30,682		0	-30,682	-30,682	0	0

Council Tax	-75,124	0	0	-75,124	-75,591	-467	0
Council Tax Benefits Support	6,559		0	6,559	6,442	-117	-58
<b>Financing</b>	<b>-161,795</b>	<b>0</b>	<b>0</b>	<b>-161,795</b>	<b>-162,379</b>	<b>-584</b>	<b>-58</b>
<b>Net Council Fund (Surplus) / Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,987</b>	<b>3,987</b>	<b>2,414</b>

- 3.3 This outturn forecast presents a significant and increased overspend. The pressure areas remain those that have been highlighted in previous reports e.g. additional learning needs, social care generally and children's services specifically, passenger transport, car parking, Monlife and authority wide savings held against Future Monmouthshire no longer anticipated to be apportioned to services to deliver.
- 3.4 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	3,987 deficit	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

- 3.5 Discussion amongst SLT has identified a limited opportunity for immediate in year recovery action and any such action is already factored into the forecast, so their focus has been upon mitigating the bottom line effect. The Council anticipates one off windfalls in respect of vat receipt from HMRC, an in year grant contribution from WG, and has received guidance from WG concerning a capitalisation directive and the ability to have flexible use of capital receipts to meet the costs associated with service reform.

### Explanation of Capitalisation Directive eligibility

- 3.6 The direction correspondence reminds that local authorities cannot borrow to finance the revenue costs of service reform. Local authorities can only use capital receipts from the disposal of property plant and equipment assets received in the years in which this flexibility is offered.
- 3.7 Welsh Ministers believe that individual authorities and groups of authorities are best placed to decide which projects will be most effective for their areas. The key criterion to use when deciding whether expenditure can be funded by the capital receipts flexibility is that it is forecast to generate ongoing savings or reduce revenue costs or pressures over the longer term to an authority, or several authorities, and/or to another public body.

3.8 Welsh Government guidance indicates a wide range of projects that could generate qualifying expenditure and the list below is not prescriptive. Examples of projects include:

- Preparatory work necessary to support local authority mergers as part of the programme to reform local government in Wales;
- Sharing back-office and administrative services with one or more other council or public sector body;
- Investment in service reform feasibility work, e.g. setting up pilot schemes;
- Collaboration between local authorities and central government to free up land for economic use;
- Funding the cost of service reconfiguration, restructuring or rationalisation (staff or non-staff), where this leads to ongoing efficiency savings or service transformation;
- Sharing Chief Executives, management teams or staffing structures;
- Driving a digital approach to the delivery of more efficient public services and how the public interacts with constituent authorities where possible;
- Aggregating procurement on common goods and services where possible, either as part of local arrangements or using the National Procurement Service, Crown Commercial Services or other central purchasing bodies which operate in accordance with the Wales Procurement Policy Statement;
- Improving systems and processes to tackle fraud and corruption in line with the Local Government Fraud and Corruption Strategy – this could include an element of staff training;
- Setting up alternative delivery models to deliver services more efficiently and bring in revenue (for example, through selling services to others); and
- Integrating public facing services across two or more public sector bodies (for example children's social care, trading standards) to generate savings or to transform service delivery.
- Investment which supports economic growth projects which are also designed to reduce revenue costs or pressures over the longer term, across one or more local authorities and/or other public sector bodies.

3.9 Officers have drawn up the following draft list of expenditure that accords with Welsh government guidance

		£'000	Justification
<b>Children &amp; Young People</b>			
Mounton House Recoupment Income reduction caused by reduced demand for service following anticipated closure		300	Service reconfiguration
Preparing for new ALN bill		121	Service reform
Revision to Education Psychology service to cover early years and wellbeing in schools		40	Service reconfiguration
SEND ALN portal costs		17	Driving a digital approach
<b>Social Care &amp; Health</b>			
Joint Local authority working (GWICES, Sc. 33, Frailty, regional safeguarding board, Gwent foster fee		113	Integrated services

harmonisation & care home pooling			
IT scheme costs		50	Driving a digital approach
"Turning World Upside Down" on boarding		183	Service reconfiguration
<b>Chief Executives and Resources</b>			
Redundancy costs associated with Council Tax service redesign and merger with TCBC provision		26	Service restructuring
Atebion Procurement Review		16	Investment in service reform feasibility work
Digital programme office – recharge time to facilitate new Wales wide Social Care IT system		38	Driving a digital approach
Market Hall Income loss whilst facility being renovated		56	Service/facility transformation
Shared Chief internal Auditor provision		36	Shared staffing structure
Provision of My Mon app, chat bot and contact Centre refinements		25	Driving a digital approach
Digital programme office recharge in respect of improving efficiency of local authority services		305	Driving a digital approach
<b>Enterprise</b>			
City Deal 10 authority collaboration, annual revenue contribution		62	Integrated services
Project Gwrdd residual waste partnership contribution		35	Integrated services
Facilitating waste polypropylene bag roll out		10	Service reconfiguration
Apprentice, graduate, intern coordinator post		14	Service reconfiguration
Highways restructure redundancy cost		39	Service restructuring
Car parking redundancy cost		30	Service restructuring
Waste recycling review – agency, vehicle hire, additional staff costs		249	Service reconfiguration
Waste – HWRC permit introduction facilitation		40	Service reconfiguration

Introduction of Waste re-use shop		30	Service reconfiguration
Waste officer recharge in respect of facilitating above		80	Service reconfiguration
Shared PTU management with Newport bus		38	Shared staffing structure
Staff costs of PTU core strategic board		69	Service reconfiguration
TOTAL		2,022	

- 3.10 The addition of such costs to the capital programme still requires full Council approval. This approval will be requested as part of the revenue outturn and accounts closure process. Their effect together with other use of one off funding to mitigate the bottom line position would illustratively provide the following revised forecast outturn.

		£'000
Net Council Fund forecast in year deficit		3,987
<b>Less</b> WG ad hoc contribution to afford pay, already provided for in full.		(310)
<b>Less</b> one off VAT receipt – Ealing judgement, decision to exempt Leisure services income, claims cover period Jan 07 – Mar 19 and total £2.1m, and settlement range is anticipated to be between £1.7m -£2.1m		(1,900)
<b>Less</b> capitalisation directive		(2,022)
Revised Surplus		(245)

### 3.11 Overall 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 7</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>(1,115)</b>	<b>(90)</b>	<b>(41)</b>
<b>Enterprise</b>	<b>(1,480)</b>	<b>(930)</b>	<b>(152)</b>	<b>(399)</b>
<b>Resources</b>	<b>(1,342)</b>	<b>(1,236)</b>	<b>(106)</b>	<b>0</b>
<b>Chief Executives Units</b>	<b>(106)</b>	<b>(46)</b>	<b>(60)</b>	<b>0</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>(5,453)</b>	<b>(408)</b>	<b>(586)</b>

- 3.12 Anticipated mandated saving performance has changed materiality from month 2 and is running at 85% of budgeted levels (down 3%), largely the consequence of anticipated delayed savings £408k (was £39k at month 2), being more significant than the favourable movement in those savings deemed unachievable, month 7 indicates £586k being deemed potentially unachievable (was £709k at month 2).
- 3.13 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 2) also has a traffic light system to indicate whether savings are likely to be achieved or have justifiable reasons explaining delayed implementation.
- 3.14 In a new attempt to give practical effect to an aspiration of Scrutiny Committee members to derive a simpler presentation that only captures their portfolio area, Appendix 1 provides a more detailed commentary of the main pressures and underspends in the Adult Select portfolio.

However the situation is by definition complicated and will not be balanced within Select portfolios appreciating the overall budget is managed holistically, and it is necessary to give Select members the same quality of information as Cabinet to be able for them to take an informed view on the robustness of Cabinet budget management activities which remains a fundamental purpose of the report.

## 4 CAPITAL POSITION

4.1 The summary forecast Capital position at outturn is as follows,

<b>MCC CAPITAL BUDGET MONITORING 2019-20 at Month 7 by SELECT COMMITTEE</b>						
<b>SELECT PORTFOLIO</b>	<b>Forecast Spend at Outturn</b>	<b>Slippage Brought Forward</b>	<b>Total Approved Budget 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>	<b>3,267</b>	<b>2,219</b>	<b>3,852</b>	<b>201</b>	<b>3,651</b>	<b>(384)</b>
<b>Economy &amp; Development</b>	<b>18,495</b>	<b>465</b>	<b>18,495</b>	<b>0</b>	<b>18,495</b>	<b>0</b>
<b>Adult</b>	<b>319</b>	<b>0</b>	<b>490</b>	<b>171</b>	<b>319</b>	<b>0</b>
<b>Strong Communities</b>	<b>17,297</b>	<b>7,165</b>	<b>18,697</b>	<b>1,400</b>	<b>17,297</b>	<b>0</b>
<b>Capital Schemes Total 2019-20</b>	<b>39,378</b>	<b>9,849</b>	<b>41,534</b>	<b>1,772</b>	<b>39,762</b>	<b>(384)</b>

4.2 Capital expenditure at month 7 is forecast to underspend by £384k at month 7 primarily at Caldicot (£208k) and Monmouth (£176k) 21c Schools due to Asbestos environmental removal costs being lower than expected as well as reduced snagging expenditure.

### **Slippage to 2020/21**

4.3 Total Provisional Slippage at Month 7 is £1,772k (an increase of £633k since month 2). This comprises,

- Car Park redevelopment costs of £1,000k including the County Hall car park £688k; Granville Street Car Park £162k and £150k for general car park upgrades delayed due to a County wide car park review.
- Crick Road Care Home project exhibits £171k slippage following a review of the construction timescales
- £365k slippage is evident in S106 schemes due to £164k worth of contract delays in the Clydach Gorge, Environmental surveys and Planning considerations
- The deferral of new ALN Provision at Overmonnow School (£201k) due to the schemes' project costs being under review.
- It is anticipated that costs in respect of following schemes will also fall into 2020-21; Abergavenny Community Hub (£124k), Property Maintenance schemes (£99k) and £13k for an IT improvement scheme within financial systems.

## Capital Financing and Receipts

4.4 Given the anticipated capital spending profile reported in para 4.1, the following financing mechanisms are expected to be utilised.

MCC CAPITAL FINANCING BUDGET MONITORING 2019-20 at Month 7 by FINANCING CATEGORY						
CAPITAL FINANCING SCHEME	Annual Financing	Slippage Brought Forward	Total Approved Financing Budget 2019/20	Provisional Budget Slippage to 2020/21	Revised Financing Budget 2019/20	Forecast Capital Financing Variance 2019/20
	£000	£000	£000	£000	£000	£000
Supported Borrowing	2,403	0	2,403	(0)	2,403	0
General Capital Grant	3,681	0	3,681	0	3,681	0
Grants and Contributions	2,169	0	2,194	(25)	2,169	0
S106 Contributions	1,321	1,316	1,662	(341)	1,321	0
Unsupported borrowing	24,784	6,956	26,299	(1,131)	25,168	(384)
Earmarked reserve & Revenue Funding	343	169	447	(104)	343	0
Capital Receipts	3,010	1,409	3,181	(171)	3,010	0
Interest Free Financing	1,667	0	1,667	0	1,667	0
<b>Capital Financing Total 2019-20</b>	<b>39,378</b>	<b>9,850</b>	<b>41,534</b>	<b>(1,772)</b>	<b>39,762</b>	<b>(384)</b>

## Useable Capital Receipts Available

- 4.5 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. The table also models the anticipated use of capitalisation directive in current year and next year (captured from 2020-21 capital budget proposals). Both of which still require endorsement by Members.

Movement in Available Useable Capital Receipts Forecast at outturn

<b>TOTAL RECEIPTS</b>	<b>2019/20 £000</b>	<b>2020/21 £000</b>	<b>2021/22 £000</b>	<b>2022/23 £000</b>
Balance b/f 1 <sup>st</sup> April	4,581	6,531	10,224	10,865
<b>Add:</b>				
Receipts received in year	1,468			
Receipts forecast received	5,416	6,713	1,098	1,300
Deferred capital receipts	98	100	102	104
<b>Less:</b>				
Receipts to be applied	(3,010)	(1,704)	(559)	(559)
Anticipated capitalisation directive application	(2,022)	(1,416)		
Set aside	0	0	0	0
<b>Predicted Year end receipts balance</b>	<b>6,531</b>	<b>10,224</b>	<b>10,865</b>	<b>10,710</b>

- 4.6 At Month 7, a total of £171k of Capital receipts will be slipped which relates to the new Crick Road Care Home project due to the contractors starting later in this financial year due to a delay in awarding the contract.. This project has a 3 year project timeframe ending 2020-21, and condenses a very significant build programme into last financial year. Much of the project spend is underpinned by grant funding which disappears if not drawn down in full by end of next financial year. This places additional significance upon the quality and extent of project management within the Social Care Directorate to ensure sufficient eligible expenditure is incurred within necessary timescales.

## 5 RESERVES

- 5.1 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.
- 5.2 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 services 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.

The table overleaf provides summary analysis of reserve balances based on approvals and progress anticipated through the revenue and capital monitoring exercise.

Account	Balance brought forward	Slippage usage from 2018-19	2019-20 anticipated net movements	Balance carried forward
	(-surplus)/ deficit			(-surplus)/ deficit
Council Fund (Authority)	-7,111,078		0	-7,111,078
School Balances	232,404		650,241	882,645
<b>Sub Total Council Fund</b>	<b>-6,878,674</b>	<b>0</b>	<b>650,241</b>	<b>-6,228,433</b>
<b>Earmarked Reserves:</b>				
Sub-Total Invest to Redesign	-1,083,167	0	-73,113	-1,156,280
Sub-Total IT Transformation	-479,139	129,675	62,143	-287,321
Sub-Total Insurance and Risk Management	-1,018,744	0	0	-1,018,744
Sub-Total Capital Receipt Generation	-278,880	24,735	118,566	-135,579
Sub Total Treasury Equalisation	-990,024	0	0	-990,024
Sub-Total Redundancy and Pensions	-332,835	0	88,038	-244,797
Sub-Total Capital Investment	-643,337	0	15,999	-627,338
Sub-Total Priority Investment	-405,000	0	300,000	-105,000
	-5,231,127	154,410	511,633	-4,565,083
<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		135,795	0
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>	<b>0</b>	<b>72,795</b>	<b>-1,308,665</b>
<b>Total Earmarked Reserves</b>	<b>-6,612,587</b>	<b>154,410</b>	<b>584,428</b>	<b>-5,873,748</b>
<b>Total useable revenue reserves</b>	<b>-13,491,261</b>	<b>154,410</b>	<b>1,234,669</b>	<b>-12,102,182</b>

## Schools Reserves

- 5.3 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 6 based on their latest anticipation supplementing their statutory section 52 budget submissions at end May 2019.

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

	<b>Opening Reserves 2019-20 (surplus)/deficit</b>	<b>Forecast year 2019-20</b>	<b>Forecast in usage</b>	<b>Forecast outturn position 2019- 20</b>
<b>Combined balance</b>	<b>£232,404</b>	<b>£650,241</b>		<b>£882,645</b>

In the previous forecasting period (month 2) the use of reserves was £618,034, the current forecast indicates that this will increase to £650,241, leaving a deficit balance of £882,645.

- 5.5 15 schools started 2019-20 year in deficit. 14 were anticipated to end the year in deficit at month 2. Indications are 16 schools will end the year in deficit based on month 7 forecasts, with Pembroke Primary and Overmonnow primary schools no longer anticipating coming out of deficit. The deficit position remains particularly acute for the 4 secondary schools. Monmouth Comprehensive is particularly significant at forecast £480k, however there is an agreed recovery plan in place and the school is following this. King Henry is currently developing a sustainable recovery plan and this will be agreed in the New Year. Chepstow School had a recovery plan previously, and this saw the school return to a surplus budget. The school is currently in a deficit budget, but has recently agreed a further recovery plan. Caldicot School also has agreed a recovery plan and are meeting the balances agreed.
- 5.6 The local authority has funded teachers' pay award for last 2 years and recent teachers' pensions fund rate changes has been afforded by WG grant. School balances have been declining over a number of years and for the year end 2018-19, balances were in a collective deficit. This forecast deficit has increased in the current financial year which is a concern. Schools are working closely with the Local Authority to minimise any overspends and agree recovery plans. Details of any individual schools movements are provided in the movement on reserve shown in appendix 6. The current arrangement allows for deficit budget planning irrespective of the collective position where an appropriate recovery plan was provided and agreed at the same time as a deficit budget. Five schools are in the process of agreeing recovery plans, in the majority of cases a slightly extended period of time has been allowed for this due to changes in the leadership or where the deficit is not material or improving.
- 5.7 This position is a concern to the Local Authority, if the deficit balances for schools continue to increase this could over time have an impact on the overall reserves for MCC. To help manage this situation Cabinet is considering the offer of a loan to schools as part of the draft budget proposals for 2020-21. Should it be approved there will be strict criteria around the offer, including the criteria that schools who take a loan cannot enter a deficit

position and must be able to manage the repayments from the funding delegated to the school.

- 5.8 Members should maintain a heightened focus around those schools exhibiting red in the traffic light assessment in appendix 3. Irrespective of the actions of the Executive, Scrutiny functions (CYP Select and Audit) to ensure that school maintain balances which are within the tolerance agreed in a recovery plan.

## **6 REASONS**

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

## **7 RESOURCE IMPLICATIONS**

- 7.1 The Council's operating model particularly around social care isn't a sustainable model. That isn't unique to Monmouthshire, but is perhaps more acute given poor annual settlement awards. Management have addressed such pressures and un-achievability of savings through their 2020-21 budget proposals, and accommodation of circa £9.7m pressures.
- 7.2 In the short term to avoid the Council fund balance falling below acceptable financial planning parameters (4-6% of net expenditure), the Council is intent to utilise one-off funding to assist with its bottom line outturn position in the form of additional WG grant, use of capital receipts and VAT recovery from HMRC from the implementation of Ealing ruling to treat previously standard rated services as an exempt supply.
- 7.3 It will be increasingly difficult to find additional remedial savings through the year in addition to those required to allow a balanced budget to be established every February. This volatility risk 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. Members may wish to re-enforce such accountabilities and review any remedial action proposed by service managers to resolve adverse situations.

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

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

## **9 CONSULTEES**

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

## **10 BACKGROUND PAPERS**

None

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

Appendix 1 Adult Select Revenue Monitoring

Appendix 2 Mandated Savings Progress Report

Appendix 3 School Reserves

**Adult Select Portfolio Revenue Monitoring Commentary**  
**(Net £836k overspend)**

1.1 Social Care & Health

**Adult Services (£211k overspend)** – resulting from net staffing pressures at Severn View, a reduced demand for Community meals, 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 (£676k overspend)** – net effect of adult disability services that was compensated by adhoc WG grant at month 2, but now introduces £536k net pressure, alongside a £140k continuing health care case that service colleagues anticipate won't now be afforded by Health budget..

**Commissioning (£52k underspend)** – caused predominantly by staff vacancies.

**Resources (£1k overspend)** – minor adhoc costs.

1.2 The 2019-20 budget process assigned £1.2m savings to Adult related social care. All are anticipated to be achieved, other than the following exception.

- Colleagues had volunteered recovery of additional costs through subsequent property sales. They are currently obtaining legal counsel opinion about such and record the saving as delayed.

1.3 Social Care & Health Director's Perspective

We are predicting a £3.635M overspend, after accounting for a one off £738K Social Care Workforce and Sustainability Grant from Welsh Government, use of Intermediate Care Funding to the tune of £234K and savings deducted from the budget totalling £1.246M as part of the budget setting process. In real terms the overspend position, if not for this one off funding, would be £4.7M.

The Adult Services division is forecast to overspend by £837K, with continued demand for domiciliary care placing pressure on Care at Home services and an emerging pressure of £1.2M within the Adult with Disabilities service. At the 31<sup>st</sup> October 2019, 773 weekly care hours were awaiting brokerage from reablement which presented a reduced spend on the domiciliary care budget, but hides the additional need for residential and nursing placements, especially with the increased capital threshold limit, and that domiciliary care is being accommodated within the internal care at home division. The Adults with Disabilities budget, which caters for younger adults with learning and physical disabilities, have seen an increased need for placements, with 8 this year and in total 36 in excess of £1,000 per week. The demand on the Adults with Disabilities services stems from a variety of reasons such as an ageing carer population now requiring the cared for person to have services, a move towards independence and demand for residential and/or college placements, coupled with transitional movement of clients from Children's to Adults as they move through the care system. 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 mainly predicted to be met.














At month 7, Children's Services are forecasting a £2.774M overspend (£2.296M at month 2) as the service is experiencing significant demands which is placing continuing pressure on the placement budget, plus the subsequent knock on effect in the provision of associated legal and transport costs to support care packages and the need to cover internal staff shortages. Since the start of this financial year there has been a 14% increase in LAC numbers, increasing from 173 to 197 at the end of October 2019. With the increased demand comes added pressures on other services such as legal and transport provision, contact and staffing, with extended reliance on agency staffing as a consequence.



Public Protection continues to strive to remain within its budget allocation, predicting a £24K overspend at month 7, mainly as a result of an inability to meet the 2% staff efficiency saving on its employee budgets.









**Savings Matrix**






<b>Disinvestment by Directorate 2019-20</b>	<b>2019/20 Budgeted Savings</b>	<b>Value of Saving forecast at Month 7</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>(1,115)</b>	<b>(90)</b>	<b>(41)</b>
<b>Enterprise</b>	<b>(1,480)</b>	<b>(930)</b>	<b>(152)</b>	<b>(399)</b>
<b>Resources</b>	<b>(1,342)</b>	<b>(1,236)</b>	<b>(106)</b>	<b>0</b>
<b>Chief Executives Units</b>	<b>(106)</b>	<b>(46)</b>	<b>(60)</b>	<b>0</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>(5,453)</b>	<b>(408)</b>	<b>(586)</b>

	Children & Young People	2019/20 Budgeted Savings £000	Value of Saving forecast at Month 7 £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000	ASSESSMENT of Progress
CYP 1	Federated school model	(23)	(23)				Saving achieved
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
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
CYP 6	Continuation of inclusion review (incl Mounton Hse)	(275)	(275)				Full savings have been achieved
CYP 7	Nursery Provision, double counting topped up schools Jan 19 - March, already provided every Sept	(40)	(40)				Full savings have been achieved
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
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
	<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 £000	Value of Saving forecast at Month 7 £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000	ASSESSMENT of Progress
SCH 1	Practice change- continue the transformation of practice. Early help, reablement, better life planning and realigning provision to meet personal outcomes .	(536)	(536)				
SCH 2	Fairer charging weekly threshold increases from £70 to £80 generating income following means test	(129)	(129)				
SCH 3	Respite Care - income generation from Fairer charging threshold.	(9)	(9)				
SCH 4	Increase income budget for Mardy Park to reflect additional income from new sc33 agreement	(36)	(36)				
SCH 5	Adults transport budget realignment as people use own transport solutions	(15)	(15)				
SCH 6	Realign Drybridge Gardens budget , based on M5 underspend position	(11)	(11)				
SCH 7	Reduce Individual support service (ISS) staffing costs following end of current two year detriment	(6)	(6)				
SCH 8	Efficient rota management @Budden Crescent following recent review	(20)	(20)				
SCH 9	Continuing Health Care (CHC) Adult - Health recoupment	(100)	(100)				
SCH 10	Budget to represent care home fee income from property sales	(160)	(160)				
SCH 11	Additional charges recovered from property	(90)	0	(90)			Awaiting Counsel direction
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
SCH 13	Discretionary fees & charges uplift	(93)	(93)				
	<b>SOCIAL CARE &amp; HEALTH Budgeted Savings Total 2019-20</b>	<b>(1,246)</b>	<b>(1,115)</b>	<b>(90)</b>	<b>(41)</b>		






	Enterprise	2019/20 Budgeted Savings  £000	Value of Saving forecast at Month 7 £000	Delayed Savings  £000	Savings deemed Unachievable  £000	Traffic Light based Risk Assessment  £000	ASSESSMENT of Progress
18-19	OPS Grounds/waste - 1 year freeze of Head of waste p	40	40				Achieved
18-19	OPS Highways - displace core costs with grant	200	200				Achieved
ENT001	PLANHOUS – Development Mgt – Increased income from discretionary services	(13)	(13)				Achieved
ENT002	PLANHOUS - Development Mgt Press notice savings	(5)	(5)				Achieved
ENT003	OPS - Waste - Move to Re-usable bags for recycling. V	(45)	0	(45)			Cabinet decision to phase in this change so this saving is not achievable this year.
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
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
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
ENT009	OPS Grounds/waste - Head of waste post, permanent removal from base.	(40)	(40)				Achieved
ENT010	OPS - Car Parks - Increase in charges - 10%	(90)	(30)	(60)			Only 3 months of savings currently achievable due to the length of consultation processes.
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.



	Enterprise	2019/20 Budgeted Savings  £000	Value of Saving forecast at Month 7 £000	Delayed Savings  £000	Savings deemed Unachievable  £000	Traffic Light based Risk Assessment  £000	ASSESSMENT of Progress
ENT015	OPS - Car Parks - changing charging times 08.00-18:00	(3)	(1)	(2)			Only 3 months of savings currently achievable due to the length of consultation processes.
ENT016	OPS - Car Parks - Charging On a Sunday	(20)	(6)	(14)			Only 3 months of savings currently achievable due to the length of consultation processes.
ENT010-017	First year implementation costs of car parking proposals	106	106				Achieved
ENT018	OPS - Releasing spare budget funding from 18-19 Pay .	(30)	(30)				Achieved
ENT019	OPS - Highways - Generate additional turnover through expansion of workforce to undertake more private/grant work. Would require additional investment.	(50)	(50)				Achievable
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.
ENT021	OPS - Streetlighting - rearranging of the funding of previous LED SALIX Loans	(38)	(38)				Achieved
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







	Enterprise	2019/20 Budgeted Savings  £000	Value of Saving forecast at Month 7 £000	Delayed Savings  £000	Savings deemed Unachievable  £000	Traffic Light based Risk Assessment  £000	ASSESSMENT of Progress
ENT023	ECO - Community & Pships - Staff and Supplies & servi	(30)	(30)				Achieved
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.
ENT025	ADM/MONLIFE fees & charges uplift	(59)	(59)		0		Achieved
ENT025	Discretionary fees & charges uplift	(27)	(27)				Achieved
ENT026	Headroom to capitalise Highways expenditure	(812)	(812)				Achieved
	<b>ENTERPRISE Budgeted Savings Total 2019-20</b>	<b>(1,480)</b>	<b>(930)</b>	<b>(152)</b>	<b>(399)</b>		



	Chief Executive's Unit	2019/20 Budgeted Savings  £000	Value of Saving forecast at Month 7 £000	Delayed Savings  £000	Savings deemed Unachievable  £000	Traffic Light based Risk Assessment  £000	ASSESSMENT of Progress
CEO001	GOVDEMSUP - Releasing budget saving on Wales local government association (WLGA) Subscription	(3)	(3)				Achieved
CEO002	GOVDEMSUP - Reduction in annual grant provided to Monmouth CAB (1k), releasing budget saving (3k)	(1)	(1)				Achieved
CEO003	GOVDEMSUP - Additional Income from Caldicot Hub - Desk Leasing Scheme	(2)	(2)				Achieved
CEO004	GOVDEMSUP - Policy - Net Staff Savings from not filling admin post	(3)	(3)				Achieved
CEO005	GOVDEMSUP - Community Hubs - Cross-subsidy with new income from Com Ed external	(25)	(25)				Achieved
Page 53 CEO006	GOVDEMSUP – Contact Centre – Integrated Customer Communications	(60)	0	(60)			Delays in restructuring the service and increases in calls have meant that any potential savings have been negated by the requirement to bring in agency staff to cover staff sickness and vacant posts. This saving will not be made this financial year
CEO007	GOVDEMSUP - Members - Chairman's charity - Reduce/remove MCC Subsidy	(8)	(8)				Achieved
CEO008	GOVDEMSUP – Make wider use of Chairmans car to enable a release of a pool car within MCC	(3)	(3)				Achieved
CEO009	Discretionary fees & charges uplift	(1)	(1)				Achieved
	<b>CHIEF EXECUTIVES' UNIT Budgeted Savings Total 2019-20</b>	<b>(106)</b>	<b>(46)</b>	<b>(60)</b>	<b>0</b>		

	Resources	2019/20 Budgeted Savings £000	Value of Saving forecast at Month 7 £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000	ASSESSMENT of Progress
RES001	CORPLORD Estates RE-FIT Energy Savings (net after funding repayments)	(25)	(25)				Achieved
18-19	RES (Procurement - supplementary duplicate payment review) - one off saving in 18-19 - needs to come back out	25	25				Achieved
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.
RES003	Commercial property income - additional acquisitions - rental income above borrowing and other costs	(400)	(400)				Achieved
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)	(114)	(56)			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.

	Resources	2019/20 Budgeted Savings £000	Value of Saving forecast at Month 7 £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000	ASSESSMENT of Progress
RES005	Further Travel cost reduction (10%) to be allocated via Future Mon	(50)	0	(50)	0		<p>Total saving forecast be achieved by 31st March 2020.</p> <p>Measures currently being implemented to reduce travel expenses across the authority comprise:</p> <p>Accommodation Review including reallocation of Social Care from Magor to Usk</p> <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>
RES006	Discretionary fees & charges uplift	(18)	(18)				Achievable
	<b>RESOURCES Budgeted Savings Total 2019-20</b>	<b>(1,342)</b>	<b>(1,236)</b>	<b>(106)</b>	0		

	Corporate Costs & Levies	2019/20 Budgeted Savings £000	Value of Saving forecast at Month 7 £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000	ASSESSMENT of Progress
		0					
	<b>CORPORATE COSTS Budgeted Savings Total 2019-20</b>	0	0	0	0		
	Appropriations	2019/20 Budgeted Savings £000	Value of Saving forecast at Month 7 £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000	ASSESSMENT of Progress
APP001	Interest Receivable	(162)	(162)				
APP002	Minimum revenue provision (MRP) savings from capital receipts set aside - to be confirmed	(120)	0		(120)		The proposal involved use of Crick Road receipt, however legal agreement fetters its use until drainage solution secured
	<b>APPROPRIATIONS Budgeted Savings Total 2019-20</b>	(282)	(162)	0	(120)		
	Financing	2019/20 Budgeted Savings £000	Value of Saving forecast at Month 7 £000	Delayed Savings £000	Savings deemed Unachievable £000	Traffic Light based Risk Assessment £000	ASSESSMENT of Progress
FIN001	Council tax base increase - further increase anticipated beyond CT1 taxbase	(40)	(40)				
FIN001	Council Tax Reduction Scheme activity saving	(110)	(110)				
FIN002	Anticipated "floor" change to Aggregate external funding (AEF) (0.5% improvement)	(468)	(468)				
FIN003	Final "floor" change to 0.3%	(138)	(138)				
	<b>FINANCING Budgeted Savings Total 2019-20</b>	(756)	(756)	0	0		

Appendix 3

**Individual Schools Reserves**

		Opening	Estimated	Forecast		Recovery	
		Balance	usage	Closing		Plan	
		2019-20	based on	Balance		Yr end	
		(surplus)/	Month 7	2019-20		Target	
		deficit	(surplus)/	(surplus)/		2019-20	
		deficit	deficit	deficit		(surplus)/	
						deficit	
<b><u>Abergavenny cluster</u></b>							
E003 King Henry VIII Comprehensive		82,797	136,804	219,601		71,901	
E073 Cantref Primary School		(88,391)	(412)	(88,803)			
E072 Peri View Primary School		(80,000)	7,056	(72,944)			
E035 Cilwern Primary School		(55,251)	(9,228)	(64,479)			
E037 Goytre Fawr Primary School		(2,737)	(24,932)	(27,669)			
E093 Llanfoist Fawr Primary School		(14,342)	(7,522)	(21,864)			
E044 Llantillio Pertholey CiW Primary School (VC)		9,643	15,542	25,185		25,185	
E045 Llanvihangel Crucorney Primary School		(34,341)	(2,003)	(36,344)			
E090 Our Lady and St Michael's RC Primary School (VA)		14,170	(28,628)	(14,458)			
E067 Ysgol Cymraeg Y Fenni		(51,306)	48,616	(2,690)			

		Opening	Estimated	Forecast		Recovery	
		Balance	usage	Closing		Plan	
		2019-20	based on	Balance		Yr end	
		(surplus)/	Month 7	2019-20		Target	
		deficit	(surplus)/	(surplus)/		2019-20	
		deficit	deficit	deficit		(surplus)/	
						deficit	
<b>Caldicot cluster</b>							
E001 Caldicot School		65,013	120,372	185,385		188,407	
E068 Archbishop Rowan Williams CiW Primary School (VA)		(73,406)	(10,903)	(84,309)			
E094 Castle Park Primary School		23,772	(26,923)	(3,150)		(1,422)	
E075 Dewstow Primary School		(108,642)	20,258	(88,384)			
E034 Durand Primary School		(29,087)	16,493	(12,594)			
E048 Magor CiW Primary School (VA)		54,651	(15,949)	38,702		13,348	
E056 Nogiet Primary School		(20,015)	19,982	(33)			
E063 Undy Primary School		129,534	3,008	132,542		126,424	
E069 Ysgol Cymraeg Y Ffin		32,979	30,280	63,259		Pending	

		Opening	Estimated	Forecast		Recovery	
		Balance	usage	Closing		Plan	
		2019-20	based on	Balance		Yr end	
		(surplus)/	Month 7	2019-20		Target	
		deficit	(surplus)/	(surplus)/		2019-20	
		deficit	deficit	deficit		(surplus)/	
						deficit	
<b><u>Chepstow cluster</u></b>							
E002 Chepstow School		(50,661)	216,054	165,393		165,393	
E091 Pembroke Primary School		13,239	(989)	12,250		(209)	
E057 Shirenewton Primary School		(132,093)	41,810	(90,283)			
E058 St Mary's Chepstow RC Primary School (VA)		63,593	(6,463)	57,130		Pending	
E060 The Dell Primary School		(16,389)	(3,560)	(19,949)			
E061 Thornwell Primary School		53,722	(48,779)	4,943		(645)	

		Opening	Estimated	Forecast		Recovery
		Balance	usage	Closing		Plan
			based on	Balance		Yr end
		2019-20	Month 7	2019-20		Target
		(surplus)/	(surplus)/	(surplus)/		2019-20
		deficit	deficit	deficit		(surplus)/
						deficit
<b>Monmouth cluster</b>						
E004 Monmouth Comprehensive		538,326	(58,749)	479,577		487,767
E032 Cross Ash Primary School		(54,150)	11,616	(42,534)		
E092 Kymin View Primary School		(5,607)	(23,245)	(28,852)		
E039 Llandogo Primary School		83,516	94,142	177,658		(1,141)
E074 Osbaston CiW Primary School (VC)		(6)	27,411	27,405		Pending
E051 Overmonnow Primary School		18,473	602	19,075		Pending
E055 Raglan CiW Primary School (VC)		108,451	(59,955)	48,496		64,622
E062 Trellech Primary School		(71,983)	29,864	(42,119)		
E064 Usk CiW Primary School (VC)		(9,911)	(22,096)	(32,007)		

		Opening	Estimated	Forecast		Recovery	
		Balance	usage	Closing		Plan	
		2019-20	based on	Balance		Yr end	
		2019-20	Month 7	2019-20		Target	
		(surplus)/	(surplus)/	(surplus)/		2019-20	
		deficit	deficit	deficit		(surplus)/	
						deficit	
<b>Special Schools</b>							
E020 Mounton House Special School		(141,505)	66,950	(74,555)		4,947	
E095 PRU		(19,652)	93,717	74,065		Pending	

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# Monmouthshire Select Committee Minutes

**Meeting of Joint Select Committee held  
at Council Chamber, County Hall, The Rhadyr USK - County Hall, The Rhadyr, Usk on Thursday,  
5th September, 2019 at 10.00 am**

## Councillors Present

County Councillor Tudor Thomas (Chairman)  
County Councillor Frances Taylor (Vice  
Chairman)

County Councillors: L.Brown, R. Edwards,  
M.Groucutt, R. Harris, D. Jones, M.Lane,  
T.Thomas, S. Woodhouse and P. Clarke

## Officers in Attendance

Will McLean, Chief Officer for Children and Young  
People  
Matthew Gatehouse, Head of Policy and  
Governance  
Julie Boothroyd, Chief Officer Social Care,  
Safeguarding and Health  
Richard Jones, Performance Manager  
Eve Parkinson, Head of Adult Services  
Jane Rodgers, Head of Children's Services  
Sophie Cook, Business Support

**APOLOGIES:** County Councillors A.Davies, M. Powell and M Fowler (Parent Governor Representative)

### 1. Election of Chair

Nominations for chair were sought. Cllr Tudor Thomas was the sole nominee and was duly elected to the position of chair.

### 2. Appointment of Vice-Chair

Nominations for vice-chair were sought. Cllr Frances Taylor was the sole nominee and was duly elected to the position of chair.

### 3. Declarations of Interest

There were no declarations of interest

### 4. Public Open Forum

No members of the public addressed the Committee as part of the public open forum.

### 5. Corporate Plan: To hold Cabinet Members to account on performance and alignment of service delivery to the Corporate Plan

#### 3. Corporate Plan Goals and National Performance Measures

- The report was introduced by the Performance Manager. It was explained that the report covers the 22 things that Council has committed to delivering by 2022 as part of its five well-being objectives within the Corporate Plan.
- The report covers progress against the objectives of greatest relevance to the Adult and Children and Young People Select Committees and shows how they contribute to the national goals set out under the Well-Being of Future Generations Act. There are assessments against the overall objectives and the individual steps in the report.

### Members Challenge

- There was challenge about process for determining the level of assessment. It was explained that these judgements were arrived at using the council's self-evaluation framework. Each action of assessed and then the assessment of individual actions was aggregated to give an overall assessment which acts as a higher level summary judgement.
- The assessed level of performance of 'adequate' assigned to the Best Possible Start in Life goal was challenged. Members heard that while Foundation Phase and Key Stage 4, were not where we had wanted to be in 2018, the overall performance at foundation phase remained high while improvement has been made in levels 2 and 3 at expected level and expected level +1. Members were reminded that a report on Mounton House would be coming back to the committee later in September. Members also heard that there had not been a reduction in LEA funding for teaching assistants and will remain so where children present with a clear assessed level of need.
- Members asked whether there were problems in links between education and health in the area of young peoples' mental health. Member heard about the 'Iceberg Model' of provision for early assessment and intervention which has been funded from the transformation fund.
- Members sought further detail about why performance in 2018 was not at the expected level and were reminded that this data has been scrutinised over the course of the past twelve months in a number of arenas. Members also heard from the Cabinet Member who explained some of the activity that had been delivered to support vulnerable learners for targeted support in year 11.
- A challenge was raised about whether the corporate plan could be amended to support Mounton House School. The Cabinet member responded that Cabinet will ensure that pupils with social, emotional and behavioural difficulties and ensure they are educated in the most appropriate environment.
- Members challenged the assessment of objective on Lifelong Well-being as 'good', for example there are fewer young people participating in sporting activity. Members heard from the Cabinet member that we have a responsibility to make opportunities available, for example through our leisure centres which have been maintained, and in some cases upgraded and also run events such as the Monmouthshire Games.
- Members challenged the decision to keep tourism, leisure and culture services in house following the amount of resource used to prepare the business case. Members heard from the Cabinet Member that the authority should not be afraid to innovate and try different things but sometimes you pursue options, weight them up and decide not to take a certain path. The example of Monmouth Leisure Centre was cited as an example of how services can thrive in-house.
- Members raised a question about whether cabinet members were as challenging on officers as they could be. The Cabinet for Social Care and Safeguarding responded that challenge does take place and that more feedback from selects would be welcomed and reminded committee that Cabinet is also held to account in full council. The Cabinet member for Children and Young People also made reference to regular meetings with the Education Achievement Service and Schools to challenge performance and ensure focus on learner outcomes.
- There was challenge about the selection of measures chosen to evidence progress. Members heard that there were a broad range of measures drawn from national frameworks prescribed by Welsh Government and service business plans and included based on their relevance to the corporate plan.

### Outcomes

- That the committee express a concern to Cabinet members that a judgement of 'good' can sometimes been applied too soon when we are still in the process of change and before improvements have become evident.
- That scrutiny chairs have an opportunity to sit with the performance team to ensure an understanding of how the evaluation scores is applied and how the evidence leads to judgements using the self-evaluation framework
- The Committee wish to see evidence, where it is available, that additional money put in to support vulnerable learners is having the desired effect.

**6. Chief Officer, Social Care, Safeguarding and Health, Annual Report: Scrutiny of the Annual Report (Annual Report can be accessed by clicking "Go to this Sway" in the cover report).**

- This is a new approach to the annual report. The headings used are standard across Wales, however the Chief Officer explained that she used Microsoft Sway to produce a more interactive document while contained a broad range of evidence supplied by all sections of the workforce to give evidence to illustrate how the six quality standards outlined in the report are met. These are supplementary to the core narrative produced by the Chief Officer.
- The Chief Officer talked through the chapter headings and highlighted a number of specific sections.

**Members Challenge**

- There was challenge around how members will know what the differences are when they look back on progress this time next year and whether this format made scrutiny more difficult. Members heard that the report contains a mix of quantitative and qualitative evidence. Conventional measures are still part of the report and can be found via a link. It was also explained that the embedded slide decks and short films can be shared easily with the community and service users. Sway also has tools which make the content more accessible
- The committee wanted a more detailed explanation about the work taking place to turn around the current rising numbers in childrens' services. It was explained that social workers can refer to a specialist team to get a focused intervention which should turnaround a case. This is an intensively resourced team that work with small numbers of people and works to keep children within a family.
- Members sought an explanation about the links between poverty and those entering the care system. It was explained that there is a correlation between the data, however while poverty can place incredible pressure on families there is not a proved causal link. Some of these issues are also inter-generational.
- There was a challenge whether the broad priorities made it harder to see the detail of what was being delivered and for members to hold officers to account, for example fostering. It was explained that there is a huge amount of detail and this has been lifted into broad themes but the detail beneath these is covered within the report with even more details available in teams service plans
- Members challenged the level of delayed transfers of care and the difficulties of providing services in some areas and whether this resulted in a postcode lottery. It was explained that the situation is more problematic than in previous years. There are links to difficulties with the independent market for domiciliary care where it is more difficult to secure provision. These areas have been targeted with specific projects, for example 'Turning the World Upside Down'.
- Members challenged whether the fee levels paid by local authorities to private care providers created a risk that care providers were not sustainable; sought assurance that

providers are economically sound and the impact on people if they go out of business. Members heard that officers meet with providers in each locality on a regular basis to explore recruitment, retention and viability. The ongoing work as part of the Turning the World Upside Down project which will mean commissioning in a placed based way which makes the sector more sustainable and recognises the different costs in different parts of the county.

#### Outcomes

- Members requested that the measures and targets be included as an appendix to make them more accessible with clear links to the standards when this is taken to council.
- Members identified that training may need to be provided on Sway if this is to be used more in future
- Members asked whether it was possible to gather further data on the socio-economic background of children going into care to better understand the links between care and poverty
- The current situation with delayed transfers of care was noted and full report on domiciliary care will be brought to the next full meeting of Adult Select Committee
- The chair will write to the Cabinet Member ask for any further reflections

**The meeting ended at 4.25 pm**

## Monmouthshire's Scrutiny Forward Work Programme 2020-21

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
21 <sup>st</sup> January 2020  Extended Meeting	The Impact of Disabled Facilities Grant monies	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
	Adults social services performance reporting	Reporting of performance of Adults social services for 2019-20 (6 monthly)	Richard Jones Julie Boothroyd	Performance Monitoring
	Short Break			
	Budget Monitoring report - Month 7	Budget monitoring report for quarterly scrutiny.	Mark Howcroft	Budget Monitoring
	Scrutiny of the 2020/21 draft budget proposals	Scrutiny of the draft Capital and Revenue proposals for 2020-21 within the context of the 4 year Medium Term Financial Plan.	Peter Davies	Budget Scrutiny
Workshop TBC	Gypsy and Travellers Needs Assessment	Workshop on the findings of the assessment ahead of formal scrutiny.	Stephen Griffiths Ian Bakewell Mark Hand Rachel Lewis	Policy Development
Workshop March 2020  TBC	Workshop with Health Board on: <ul style="list-style-type: none"> <li>Local Hospital and health service provision</li> <li>Joint Working</li> </ul>	<u>Workshop:</u> <ul style="list-style-type: none"> <li>What will the service redesign look like?</li> <li>Raising public awareness of new services provision</li> <li>'How can we engage with communities better?</li> <li>What are we doing well together to deliver a healthy Wales? What could we do better?</li> </ul>	Aneurin Bevan University Health Board	Collaborative Scrutiny

## Monmouthshire's Scrutiny Forward Work Programme 2020-21

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
10 <sup>th</sup> March 2020	Gypsy and Travellers Needs Assessment	Scrutiny of the assessment ahead of Cabinet decision and submission to Welsh Government.	Stephen Griffiths Ian Bakewell	Policy Development
	Older Adults Inspection Report	Scrutiny of the report's findings and proposed actions.	Julie Boothroyd Eve Parkinson	Performance Monitoring
TBC	Mental Health Services (To be confirmed)	Joint scrutiny with Children and Young People's Select Committee.	ABUHB Julie Boothroyd Eve Parkinson	Policy Development/Performance Monitoring
21 <sup>st</sup> April 2020	Homesearch Allocations Review and Policy Amendments	To review the allocations policy.	Louise Corbett	Policy Development/Performance Monitoring
	Regional Homeless Strategy Update	An annual performance review.	Stephen Griffiths Ian Bakewell	Performance Monitoring

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

- ✓ Community Development and Well-being ~ results of most significant change ~ possible workshop
- ✓ 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
- ✓ Housing register allocations policy ~ Nov/December
- ✓ Housing Support Grant ~ replaces the supporting people grant (children and communities grant ~ Sharran Lloyd) ~ how is the money used (homeless prevention ~ difficult places) ~ homelessness ~ late autumn (discussion with Sharran Lloyd)

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

## ***Monmouthshire's Scrutiny Forward Work Programme 2020-21***

- ✓ **Mental Health Capacity Act and Learning Disabilities ~ linked to implications of the DOLS (Deprivation Liberty Safeguards) Grant**
- ✓ **Adults Carers Strategy and Children and Young People's Carers Strategy.**
- ✓ **Safeguarding Performance Reporting and Progress of Regional Safeguarding Boards ~ Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015**
- ✓ **Regional Integrated Autism Service**
  - Regional partnership boards and integrated care fund transformation funding and impact, risks associated with funding stream

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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	19/09/19	
Cabinet	03/06/20	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	18/04/19	
Cabinet	01/04/20	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	18/04/19	
Council	05/03/20	Strategic Equality Plan		Alan Burkitt	26/09/19	
Council	05/03/20	Council Tax Resolution	To set budget and Council Tax	Ruth Donovan	18/04/19	
Council	05/03/20	Constitution Review		Matt Phillips	14/08/19	
Cabinet	04/03/20	Budget Monitoring report month 10		Mark Howcroft	18/04/19	
Cabinet	04/03/20	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	18/04/19	

Cabinet	19/02/20	Consideration of Final Revenue and Capital Budget Proposals		Peter Davies	03/10/19	
Cabinet	12/02/20	Strategic Review of Outdoor Education		Marie Bartlett	18/10/20	
Cabinet	12/02/20	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	18/04/19	
Council	16/01/20	Council Tax Reduction Scheme		Ruth Donovan	18/04/19	
Council	16/01/20	Mid Term Review of the Corporate Plan		Peter Davies	26/09/19	
Council	16/01/20	Local Development Plan Preferred Strategy		Mark Hand	06/09/19	
Council	16/01/20	Constitution Review		Matt Phillips	14/08/19	
Council	16/01/20	Safeguarding - Annual Report to Council		Jane Rodgers	20/06/19	
Council	16/01/20	Proposed Development Company		Deb Hill-Howells	16/09/19	

ICMD	29/01/20	Various roads, county wide Amendment No. 1 of consolidation order 2019 (part 2)		Paul Keeble	13/01/20	
ICMD	15/01/20	Archaeology Planning Advice	Adoption post-guidance	Mark Hand	19/09/19	
ICMD	15/01/20	SPG S106 guidance note	To clarify how S106 contributions are calculated	Mark Hand	01/05/19	
Cabinet	08/01/20	Ethical Employment code of practice - Approval Paper Draft		Scott James	08/11/19	
Cabinet	08/01/20	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	18/07/19	
Cabinet	08/01/20	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	18/04/19	
Cabinet	08/01/20	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	18/04/19	
Cabinet	08/01/20	Redundancy implications within MonLife		Marie Bartlett	07/11/20	
Cabinet	08/01/20	Homelessness Report		Deb Hill-Howells	07/11/19	
Cabinet	08/01/20	Primary School Places Reiview in Caldicot		Matthew Jones	02/10/19	

Cabinet	20/12/19	ARUP Report		Cath Fallon	07/11/19	
Cabinet	20/12/19	Draft Revenue and Capital Budget Proposals		Peter Davies	26/09/19	
Cabinet	20/12/19	Tree management Strategy Update		Carl Touhig	16/09/19	
Cabinet	20/12/19	Green Infrastructure Strategy	To approve the Green Infrastructure Strategy	Matt Lewis	18/07/19	
Cabinet	20/12/19	Road Safety Strategy		Frances O'Brien	16/09/19	
Cabinet	20/12/19	Home to School Transport Policy		Frances O'Brien	16/09/19	
Cabinet	20/12/19	Long Term Household Recycling		Carl Touhig	29/01/19	
Cabinet	20/12/19	Statutory consultation to establish a new Welsh Medium Primary School in Monmouth		Debbie Morgan	15/08/19	
IMCD	18/12/19	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	18/04/19	

ICMD	18/12/19	SPG Landscape	To provide guidance on landscape character to inform planning decisions	Mark Hand/Amy Longford	02/05/19	
ICMD	18/12/19	SPG archaeology	To identify three new Archaeologically Sensitive Areas	Mark Hand/Amy Longford	01/05/19	
ICMD	27/11/19	Museum Review	To seek agreement to implement a staffing restructure and new public opening hours following a review of the Museums Service	Matthew Lewis		
ICMD	27/11/19	Infill SPG		Phil Thomas	06/11/19	
ICMD	27/11/19	Structure Change - Outdorr Education Service		Ian Saunders	08/11/19	
ICMD	27/11/19	Strategic Lead for Youth Enterprise & Skills		Cath Fallon	06/11/19	<b>ITEM WITHDRAWN</b>
ICMD	27/11/19	New Posts within MonLife		Marie Bartlett	01/11/19	<b>ITEM WITHDRAWN</b>
ICMD	27/11/19	LANDSCAPE SPG		Andrew Nevill	31/10/19	
ICMD	27/11/19	Sale of land at Llanvair Discoed for use as garden land'	To seek consent to dispose of two sections of land in Llanvair Discoed to current occupiers for use as garden land'	Gareth King/Cllr P Murphy	31/10/19	
ICMD	27/11/19	Infill Development Supplementary Planning Guidance	For adoption post-consultation	Mark Hand	19/09/19	

ICMD	13/11/19	CYP staffing structure – ALN Team		Nikki Wellington		
ICMD	13/11/19	MONLIFE AMENDMENTS TO TEAM CONFIGURATIONS		Marie Bartlett		
Cabinet	06/11/19	Climate Emergency Action Plan	Deferred	Matt Gatehouse	16/09/19	
Cabinet	06/11/19	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	18/04/19	
Cabinet	06/11/19	Section 106 Funding – The Hill, Abergavenny		Mike Moran	20/02/19	
Cabinet	06/11/19	Caldicot Leisure Centre		Ian Saunders	16/09/19	
Cabinet	06/11/19	Economic Growth		Cath Fallon	16/09/19	
Cabinet	06/11/19	Section 106 Funding – Penperlleni		Mike Moran	20/02/19	
Cabinet	06/11/19	Croesonen S106 Off-Site Recreation Funding		Mike Moran	30/09/19	
Cabinet	06/11/19	Monmouth S106 Off-Site Recreation Funding		Mike Moran	30/09/19	

Council	24/10/19	Corporate Parenting Annual Report		Jane Rodgers	28/08/19	
Council	24/10/19	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	18/07/19	
Council	24/10/19	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	01/08/19	
Council	24/10/19	National Development Framework		Mark Hand	06/09/19	
Council	24/10/19	Modern Day Slavery & Exploitation Protocol		Dave Jones	11/09/19	
ICMD	23/10/19	Museums - Collections rationalisation	Cllr Paul Jordan	Rachael Rogers	07/08/19	
ICMD	23/10/19	SPG S106 guidance note	To clarify how S106 contributions are calculated	Mark Hand	01/05/19	deferred to 27/11/19
ICMD	09/10/19	VARIOUS ROADS, COUNTY WIDE AMENDMENT NO.1 OF CONSOLIDATION ORDER 2019		Paul Keeble	20/09/19	
ICMD	09/10/19	Archaeology Planning Advice	Endorsement to consult on this advice note, which includes designating new Archaeologically sensitive Areas	Mark Hand	19/09/19	
ICMD	09/10/19	Planning Report		Rachel Lewis	11/09/19	

ICMD	09/10/19	Planning Services - Annual Performance Report 2018/19		Phil Thomas	11/09/19	
Council	19/09/19	Capital Strategy Approval		Mark Howcroft	09/08/19	
Council	19/09/19	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	18/07/19	
Council	19/09/19	MCC Audited Accounts and ISA 260	To notify Council of completed Audit process and resultant accounts - To go to Audit Committee	Mark Howcroft	18/04/19	
Council	19/09/19	SE Wales Strategic Development Plan		Mark Hand	18/06/19	
Council	19/09/19	Corporate Plan Annual Report		Richard Jones	19/06/19	
Council	19/09/19	Director of Social Services Annual Report		Julie Boothroyd	04/06/19	
Council	19/09/19	MonLife		Tracey Thomas	03/05/19	
Cabinet	18/09/19	Decision on the closure of Mounton House School	Special Meeting	Matthew Lewis	20/05/19	
Cabinet	18/09/19	VAT Management arrangements		Peter Davies	08/08/19	

Cabinet	18/09/19	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	18/04/19	
ICMD	11/09/19	Proposed acquisition of MOD railway line.		Deb Hill Howells/ P Murphy	222/08/19	
ICMD	11/09/19	Property Appreciation	Equity Release Scheme	Ian Bakewell	07/08/19	
ICMD	11/09/19	SPG Landscape	To provide guidance on landscape character to inform planning decisions	Mark Hand/Amy Longford	02/05/19	WITHDRAWN
ICMD	11/09/19	<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	05/08/19	
ICMD	11/09/19	SPG archaeology	To identify three new Archaeologically Sensitive Areas	Mark Hand/Amy Longford	01/05/19	WITHDRAWN
ICMD	11/09/19	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	08/08/19	
Cabinet	04/09/19	Public Services Ombudsman Annual Report		Paul Matthews	07/08/19	
Cabinet	04/09/19	Sec 106 Funding; Countryside Sites	To seek approval for section 106 expenditure on various countryside sites	Matthew Lewis	18/07/19	
Cabinet	04/09/19	Digital Infrastructure Action Plan		Cath Fallon	01/04/19	

Cabinet	04/09/19	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	01/08/19	
Cabinet	04/09/19	Digital Infrastructure Action Plan		Cath Fallon	08/05/19	
Cabinet	04/09/19	School Partnership Agreement		Cath Sheen	01/07/19	
Cabinet	04/09/19	Restructure of Resources Directorate	deferred	Peter Davies	07/06/19	
Cabinet	04/09/19	Brexit Preparedness		Cath Fallon		
ICMD	21/08/19	Modern Day Slavery and Exploitation Protocol'		David Jones	01/08/19	
ICMD	21/08/19	Insourcing of Engineering Design Service	DEFERRED	Paul Keeble	01/08/19	
ICMD	21/08/19	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	18/07/19	
ICMD	07/08/19	EMERGENCY PLANNING – BUSINESS CONTINUITY MANAGEMENT POLICY STATEMENT .		Julia Detheridge	10/07/19	
ICMD	07/08/19	Collaborative Heritage Services Provision		Amy Longford		

ICMD	07/08/19	Rural Landscape Development Officer	DEFERRED	Desiree Mansfield	03/07/19	
ICMD	07/08/19	Collaborative Heritage Services		Amy Longford	11/07/19	
Cabinet	31/07/19	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	01/05/19	
Cabinet	31/07/19	Apprentice, Graduate and Intern Strategy		Hannah Jones	07/06/19	
Cabinet	31/07/19	Restructure of Enterprise Directorate		Frances O'Brien	07/06/19	
Cabinet	31/07/19	Section 106 monies concerning Gilwern Primary School		Matthew Jones	12/07/19	
Cabinet	31/07/19	2. Section 106 monies concerning Ysgol Gymraeg Y Fenni		Matthew Jones	12/07/19	
Cabinet	31/07/19	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	18/04/19	
Cabinet	31/07/19	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	18/04/19	
ICMD	24/07/19	Proposed disposal of land and foul drainage easement* to Edenstone Homes at Penlanlas Farm, Old Hereford Road, Abergavenny.	Cllr P Murphy	Ben Thorpe	20/06/19	

ICMD	24/07/19	The expansion of the Shared Service to include Revenues		Ruth Donovan	18/06/19	
ICMD	24/07/19	The Social Housing Grant Programme		Louise Corbett	02/05/19	deferred
ICMD	24/07/19	SPG S106 guidance note	To clarify how S106 contributions are calculated	Mark Hand	01/05/19	deferred
ICMD	24/07/19	SPG Infill Development	To provide planning guidance for dealing with infill and backland development	Mark Hand/David Wong	01/05/19	
Council	18/07/19	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	09/07/19	
Council	18/07/19	Audit Committee Annual Report		Phillip White	10/06/19	
ICMD	10/07/19	Proposed disposal of land and foul drainage easement* to Edenstone Homes at Penlanlas Farm, Old Hereford Road, Abergavenny.	Cllr P Murphy	Ben Thorpe	20/06/19	
ICMD	10/07/19	PTU Structure		John McConnachie		
ICMD	10/07/19	Collections Review		Rachael Rogers	27/03/19	
Cabinet	03/07/19	Replacement LDP Issues, Vision and Objectives		Rachel Lewis	11/06/19	

Cabinet	03/07/19	Social Justice Strategy Annual Update		Cath Fallon	08/05/19	
Cabinet	03/07/19	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	18/04/19	
Cabinet	03/07/19	LDP Growth Options	From ICMD	Mark Hand	01/05/19	
Cabinet	03/07/19	Guaranteed Interview Scheme for Service Leavers, Veterans and Spouses		Joe Skidmore	07/06/19	
ICMD	26/06/19	Training/PTU Structure		John McConnacie	14/05/19	
ICMD	26/06/19	SWTRA agreement signature - May 19	Jane Pratt	Roger Hoggins	04/06/19	
ICMD	26/06/19	Household Waste Duty of Care Fixed Penalty Notices	Sara Jones	Huw Owen	04/06/19	
ICMD	26/06/19	LDP Growth Options	<b>Going to Cabinet 3 July</b>	Mark Hand	01/05/19	
ICMD	12/06/19	PROPOSED 30 MPH SPEED LIMIT STATION ROAD AND OLD TRAP ROAD, GILWERN	DEFERRED PENDING FURTHER WORK ON COSTINGS	Paul Keeble	02/05/19	
ICMD	12/06/19	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	16/05/19	

ICMD	12/06/19	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	23/05/19	
ICMD	12/06/19	Structural Changes in Policy and Governance Section		Matt Gatehouse/P Jordan	02/05/19	
ICMD	12/06/19	Volunteering Update	DEFERRED	Cath Fallon	08/05/19	
ICMD	12/06/19	Eco-Flexi Statement of Intent	To scrutinise the Council's "Statement of Intent" regarding access to Energy Company	Steve Griffiths	01/05/19	
ICMD	12/06/19	Training/PTU Structure	DEFERRED TO 26/6	John McConnacie/Bryan Jones	14/05/19	
ICMD	12/06/19	Monmouthshire Local Toilet Strategy	From Cabinet Planner	Dave Jones	21/05/19	
Cabinet	05/06/19	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	18/04/19	
Cabinet	05/06/19	Revenue and Capital Monitoring Outturn	To provide Members with information on the outturn position of the Authority for the financial year	Mark Howcroft	18/04/19	
Cabinet	05/06/19	Local Toilet Strategy		Dave Jones	06/03/19	
Cabinet	05/06/19	Section 106 funding – Forensic Science Laboratory Site, Chepstow		Mike Moran	20/02/19	

Cabinet	05/06/19	LDP Issues, Objectives & Vision		Mark Hand		
ICMD	22/05/19	SWTRA Agreement - Singature & Seal		Roger Hoggins	02/05/19	
ICMD	22/05/19	APPEARANCE OF LOCAL AUTHORITIES IN LEGAL PROCEEDINGS		Matt Phillips/ Paul Jordan	30/04/19	
ICMD	22/05/19	<b>(ENRaW) Funding: Gwent Green Grid Partnership</b>		Matthew Lewis	24/04/19	
ICMD	22/05/19	PROPOSED PROHIBITION OF WAITING AT ANY TIME, NEWTOWN ROAD, PENPERLLEN.		Paul Keeble	18/04/19	
ICMD	22/05/19	PROPOSED PROHIBITION OF WAITING AT SPECIFIED TIMES ONLY, LAUNDRY PLACE, ABERGAVENNY		Paul Keeble	18/04/19	
Council	16/05/19	Chief Officer CYP Annual Report		Will Mclean	26/03/19	
Council	16/05/19	Proposed Off-Road Cycling Centre, Llanfoist		Mike Moran	20/02/19	
Council	16/05/19	Speed Management		Roger Hoggins	29/01/19	
ICMD	08/05/19	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	17/04/19	

ICMD	08/05/19	Museum Service Interim Reduction in hours		Matt Lewis	11/04/19	
Cabinet	01/05/19	Cabinet to agree to commence statutory consultation to open a new Welsh Medium Primary School in Monmouth.	Deferred to ?	Debbie Morgan	05/03/19	
Cabinet	01/05/19	Recruitment & Selection Policy		Sally Thomas	26/02/19	
Cabinet	01/05/19	Play Sufficiency Audit and Action Plan 2019		Mike Moran	20/02/19	
Cabinet	01/05/19	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	15/02/19	