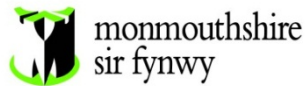


# Public Document Pack



County Hall  
Rhadyr  
Usk  
NP15 1GA

Monday, 1 July 2019

## Notice of meeting

### Children and Young People Select Committee

**Tuesday, 9th July, 2019 at 10.00 am,  
Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA**

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

## AGENDA

Item No	Item	Pages
1.	Apologies for Absence	
2.	Declarations of Interest	
3.	Public Open Forum	
4.	Maintained Schools Partnership Agreement	1 - 56
5.	Revenue & Capital Monitoring 2018/19 Outturn Statement	57 - 96
6.	To confirm the minutes of previous meetings:	
6.1.	8th May 2019 Minutes	97 - 104
6.2.	21st May 2019 Minutes	105 - 110
7.	Actions arising from the previous meeting	111 - 114
8.	Children and Young People Select Committee Forward Work Plan	115 - 116
9.	Council and Cabinet Work Planner	117 - 152
10.	To confirm the date and time of the next meeting as 17th September 2019	

**Paul Matthews**

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## Chief Executive

MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

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

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

Vacant Seat (Roman Catholic Church)  
Michael Fowler (Co-opted Member)  
Vacant Seat (Co-optee)  
Elizabeth Thomas

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

Peter Strong NEU  
Fay Middleton (Trade Union)

## Public Information

### Access to paper copies of agendas and reports

A copy of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copy from Democratic Services on 01633 644219. Please note that we must receive 24 hours notice prior to the meeting in order to provide you with a hard copy of this agenda.

### Watch this meeting online

This meeting can be viewed online either live or following the meeting by visiting [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk) or by visiting our Youtube page by searching MonmouthshireCC.

### Welsh Language

The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.

# Aims and Values of Monmouthshire County Council

## 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?

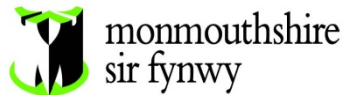
### *Making savings and generating income*

- 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?



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<b>SUBJECT:</b>	<b>MAINTAINED SCHOOLS PARTNERSHIP AGREEMENT</b>
<b>MEETING:</b>	<b>CYP SELECT</b>
<b>DATE:</b>	<b>9<sup>th</sup> July 2019</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>ALL</b>

**1. PURPOSE:**

The purpose of the report is for members to agree the Statutory Partnership Agreement having taken on board comments made by the Committee during its meeting in January 2019.

**2. RECOMMENDATIONS:**

It is recommended that members agree the Statutory Partnership Agreement.

**3. KEY ISSUES:**

3.1 The Partnership Agreement includes those statutory functions that must be included which are:

- How the Local Authority (LA) will promote high standards and support schools in particular those giving cause for concern, in special measures or requiring significant improvement and the factors the LA will take into account in identifying schools giving cause for concern.
- The support the LA will provide for governing bodies where the authority has exercised its powers of intervention or suspended the right to a delegated budget, and in instances where an inspection of a school causes concern or the LA appoints additional governors.
- Responsibility of the Local Authority to provide governors with support
- The reports which the governing body provides to the LA on discharge of its functions
- The responsibility of the school and LA for Health and Safety matters and their duties to employees and other persons in respect of these matters
- The responsibility of the school and LA for the control of school premises and their maintenance and repairs and how the governing body may exercise its powers to provide community facilities; and
- The LA duties regarding the defrayment of expenses and maintaining schools.

In addition, for schools providing primary education the Agreement must include:

- The exercise by the LA and governing body of functions that will promote high standards and secure effective transition of pupils from Key stage 2 to 3 and;
- LA target setting in relation to education plans and governing body target setting in relation to pupil performance and absence.

For schools providing secondary education the Agreement must include

- The exercise by the LA and governing body of functions that will promote high standards and secure effective transition of pupils from Key stage 2 and 3 and from key stage 3 to 4; and
- LA target setting in relation to education plans and governing body target setting in relation to absence.

3.2 Headteachers and Monmouthshire Association of School Governors have been consulted on the Partnership Agreement and views and comments will be included in the final document that will be submitted to Cabinet in due course.

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

##### **Option 1: Do Nothing**

This option was discounted, as it is a legislative requirement to have a partnership Agreement in place.

There is a risk that the roles and responsibilities of the partners will not be clearly defined, resulting in blurring of accountabilities that may inhibit the required improvements in educational standards and non-compliance with the Maintained Schools (Partnership Agreements) (Wales) Regulation 2007.

##### **Option 2: Local Authority drafts Partnership Agreement for Governing Bodies to agree**

This is the preferred option as it is a legal requirement to have a Partnership Agreement in place as defined by the Education Act 2002.

However, if the LA fails to reach an agreement with a school governing body the LA may draw up a statement setting out how it and the governing body are to discharge their respective functions in relation to the school

#### **5. EVALUATION CRITERIA**

The Partnership Agreement captures the way in which the local authority and schools work in partnership. It should ensure effective working across a broad range of areas and there are no simple quantitative measures of this. The evaluation of the effectiveness of the agreement will be through the successful delivery and operation of the items listed in paragraph 3.1 above. It is not proposed that a specific evaluation be produced annually, however the agreement will be evaluated at the end of the agreement and can be scrutinised by the committee at any time during its operation that will run from 2018 until 2021.

**6. REASONS:**

The Maintained Schools Partnership Agreement is a statutory document designed to enhance and sustain partnership working between the LA and schools.

The Agreement provides a formal, legal basis that will make clear the roles of the LA and schools by setting out how the LA and governing body of a school will discharge their respective functions on specified matters. By setting out in one document, the matters on which the LA and a school must agree, the Partnership Agreement provides a firm basis for working together and promoting higher standards in schools.

**7. RESOURCE IMPLICATIONS:**

There are no financial implications associated with the report

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

The significant equality impacts identified in the assessment (Appendix 1) are summarised below for members' consideration:

The actual impacts from this report's recommendations will be reviewed every 3 years

**9. CONSULTEES:**

- Directorate Management Team - December 2018. No comments and supportive of the document
- Monmouthshire Association School Governors – May 2018. The meeting did not like the format of the Agreement and commented that the document should include the difference between the Governors responsibilities and Headteachers. A further meeting was held with representatives of MASG and agreement was reached as to changes to the wording and layout of the document.
- Headteachers Meeting – March 2018. The document has also been circulated via email inviting comments from Head teachers. Two head teachers responded and their comments have been included within the attached document.

**10. BACKGROUND PAPERS:**

Welsh Government Maintained Schools (Partnership Agreements) (Wales) Regulations 2007

11. **AUTHOR:**  
Cath Saunders, Governance Manager, CYP
  
12. **CONTACT DETAILS:**  
Tel: 07595647637  
E-mail: [cathsaunders@monmouthshire.gov.uk](mailto:cathsaunders@monmouthshire.gov.uk)

<p><b>Name of the Officer</b> completing the evaluation Cath Saunders</p> <p><b>Phone no: 07595647637</b> <b>E-mail: cathsaunders@monmouthshire.gov.uk</b></p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>To enhance and sustain partnership working between the Local Authority and Schools.</p>
<p><b>Name of Service</b></p>	<p><b>Date Future Generations Evaluation</b> form completed</p> <p>July 2019</p>

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

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

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Yes – The Partnership Agreement will help raise standards of achievement</p>	<p>N/A</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>N/A</p>	<p>N/A</p>

<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Yes - The Partnership Agreement will help raise standards of achievement	N/A
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Yes -	N/A
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Yes -	N/A
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Yes -	N/A
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Yes - The Partnership Agreement will help raise standards of achievement	N/A

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

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	Yes	N/A
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	Yes - The Agreement is to highlight statutory responsibilities of the Governing Body and the Local Authority to raise standards of achievement	N/A
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	Yes - Headteachers and Monmouthshire Association of School Governors have been consulted on this document. Following Cabinet approval the Agreement will be sent to all Governing Bodies with a recommendation to adopt	N/A
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	Yes – the Partnership Agreement clarifies statutory roles and responsibilities	N/A
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	Yes – Partnership Agreement will support the improvement of children and young people’s learning and wellbeing	

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this

link:<http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The proposal has an equally positive outcome for all groups.		
Disability	The proposal has an equally positive outcome for all groups.		
Gender Reassignment	The proposal has an equally positive outcome for all groups.		
Marriage or civil partnership	N/A		
Pregnancy or maternity	N/A		
Race	The proposal has an equally positive outcome for all groups.		
Religion or Belief	The proposal has an equally positive outcome for all groups.		
Sex	The proposal has an equally positive outcome for all groups.		



<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Sexual Orientation	The proposal has an equally positive outcome for all groups.		
Welsh Language	The proposal has an equally positive outcome for all groups.		

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

<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	The proposal has an equally positive outcome for all groups	
Corporate Parenting	The proposal has an equally positive outcome for all groups	

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

- This is a statutory requirement in line with Section 197 of the Education Act 2002. It is a Wales only provision in which Welsh Ministers require all Local Authorities in Wales to enter into individual Partnership Agreements with the Governing Bodies of schools they maintain.

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

This is a statutory requirement on the Local Authority, it will have an equally positive impact on all and will enhance and sustain existing partnership working between the LA and Governing Bodies and will provide clarity on expectations of each other.

There is a requirement for the Partnership Agreement to be reviewed every 5 years.

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

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

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

The impacts of this proposal will be evaluated on:	January 2024
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9. **VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
	<i>e.g. budget mandate, DMT, SLT, Scrutiny, Cabinetetc</i>		<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>

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monmouthshire  
sir fynwy

MONMOUTHSHIRE COUNTY COUNCIL  
AND  
MAINTAINED SCHOOLS PARTNERSHIP  
AGREEMENT  
SEPTEMBER 2019 TO SEPTEMBER  
2022

July 2019

Review date July 2022

## **The Maintained Schools (Partnership Agreements) (Wales) Regulations 2007**

Monmouthshire County Council (the Council) has a duty to 'promote high standards of education'. The Council also has a duty in law to ensure that pupils' special education needs are identified and appropriately met (Education Act 1996 and SEN Code of Practice for Wales 2002). This is defined by Estyn and the Welsh Government into particular functions that are expected to be delivered. Estyn inspect these functions at regular intervals.

Section 197 of the Education Act 2002, requires councils to enter into a partnership agreement with the governing body of each school maintained by the Local Authority (the LA). The 2007 Regulations impose duties upon all Councils in Wales and Governing Bodies of schools maintained by them, including maintained nursery schools, but excluding pupil referral units, to enter into Partnership Agreements.

The agreement must set out how Monmouthshire County Council and a school will carry out their respective functions in relation to a school. The purpose of Partnership Agreements is therefore to sustain and enhance existing partnership working between the Council and its schools.

Partnership Agreements last for three years, however an individual Partnership Agreement may be reviewed should a serious concern about the school arise during the year.

In the case where the Council and school cannot reach agreement then the Council is entitled to draw up a statement setting out how it and the school are to discharge their respective functions.

### **Council/LA Schools Partnership Agreement**

This agreement sets out how Monmouthshire County Council (the Council) and maintained school Governing Bodies (schools) will carry out their respective functions. The purpose of the agreement is to sustain and enhance partnership working between the Council and its schools to raise standards, improve wellbeing and deliver the Council's vision for education.

The Governing Body of a maintained school is responsible for the conduct and standards of the school. The Council shares responsibility for standards in schools, for school improvement (including the use of statutory powers of intervention), for the organisation of schools and for the overall provision of education services in Monmouthshire.

**The LA recognises the significant role that headteachers, school leadership teams and all school staff play in the provision of education in Monmouthshire.**

**However, the purpose of this partnership agreement is to set out respective responsibilities of the Council and Governing Bodies only.**

**The headteacher, senior school management teams and school staff responsibilities form a partnership agreement with the Governing Body and school employees**

This Partnership Agreement applies to all maintained schools. Governing Bodies of voluntary aided and foundation schools will have additional responsibilities in relation to governance, admissions, staffing and buildings and will have a relationship with the Diocese or Trust. Voluntary aided schools (VA) Schools are distinct from community schools in that the Governing Body is both the employer and the admissions authority. The premises are held in trust by a Foundation, usually a church, and the Governing Body employs the staff and is responsible for the religious education. Due regard will, therefore, need to be taken of the responsibilities of the Governing Body of a VA school in respect of the Government of Maintained Schools Regulations (2005) and the Staffing of Maintained Schools (Wales) Regulations (2006) and of the particular role of Foundation Governors in this context.

**The Essential Duties of the Partners.**

<b>Council's role</b>	<b>Schools to respond by</b>
<ul style="list-style-type: none"> <li>• To assist the sharing of good practice between schools, and through opportunities for professional development</li> <li>• To provide schools with appropriate and transparent funding</li> <li>• To ensure effective leadership, management and governance in schools</li> <li>• To support improvements in teaching and learning through local and national initiatives</li> <li>• To provide schools with high quality comparative information on performance</li> <li>• To make an informed view on this data and to share this view with schools</li> <li>• To agree challenging targets for pupil/student achievement, attainment, attendance and exclusions with schools</li> </ul>	<ul style="list-style-type: none"> <li>• Embedding a process of self-evaluation through which the school challenges itself to improve</li> <li>• Determining spending priorities to reflect the needs of the school</li> <li>• The Governing Body, as required by the Minister/ Cabinet Secretary, making an informed view on data and sharing that view with the Council</li> <li>• Setting challenging targets for pupil/student achievement, attainment, attendance and exclusions and agreeing these with the local authority and finalising these with the local authority within agreed timescales</li> <li>• Maintaining a School Improvement Plan and sharing that plan with the Local Authority</li> </ul>

<ul style="list-style-type: none"> <li>• To challenge and support all schools to improve, but targeting support in proportion to need</li> <li>• To intervene in schools to secure improvement when appropriate</li> <li>• To undertake the regional processes for school improvement</li> <li>• To make arrangements for the identification of those pupils with additional learning needs (ALN) and to ensure suitable provision for pupils who have identified needs so they are included and have equality of opportunity to help them achieve their potential</li> <li>• To provide an adequate number of places in a suitable learning environment for all pupils according to their parents' stated preference, and to provide free transport in accordance with the stated policy of the Council</li> <li>• To support schools in maintaining good attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Being prepared to share its good practice with other schools in ways that are not unduly onerous</li> <li>• Harnessing local and national initiatives in ways best suited to the school and its needs</li> <li>• Ensuring that all staff have access to professional development</li> <li>• Undertaking the regional processes for school improvement</li> <li>• Ensuring pupils who have special educational needs or additional learning needs have their needs identified and appropriately met so they are included and have equality of opportunity to achieve their potential</li> <li>• Maintaining good pupil attendance and minimizing the need to exclude</li> <li>• Ensuring the needs of the majority of learners with social, emotional and behavioural difficulties are met through mainstream education and exclusions kept to a minimum.</li> <li>• Maintaining a positive and well-kept learning environment</li> <li>• Maintaining a positive and well-kept learning environment</li> </ul>
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The essential education duties and responsibilities rest within the remit of the Chief Officer Children and Young People and with the relevant Head of Service in his/her absence.

**Community maintained, foundation, voluntary aided and voluntary controlled schools**

The respective functions of the Council and Governing Bodies vary according to the school category. The main differences are summarised below:



	<b>Staffing</b>	<b>Admissions</b>	<b>School Premises and Capital</b>
<b>COMMUNITY AND COMMUNITY SPECIAL</b>	For schools with delegated budgets, the Governing Body has responsibility for staff recruitment, pay, discipline and dismissal. Some obligations remain with the Council e.g. statutory redundancy pay.	Council	Premises owned by Council Capital funding provided by Council.
<b>VOLUNTARY CONTROLLED</b>	As community and community special schools	Council	Premises held on trust by a Foundation. Capital funding provided by Council.
<b>FOUNDATION</b>	Staff employed by Governing Body.	Governing Body	Premises held on trust by a Foundation. Capital funding provided by Council.
<b>VOLUNTARY AIDED</b>	Staff employed by Governing Body.	Governing Body	Premises held on trust by a Foundation. Capital funding provided by Council and or WG.

The Council commissions' statutory school improvement functions such as monitoring, support, challenge and intervention through the South East Wales Education Achievement Service (EAS). The Council monitors work carried out by the EAS very closely however, under these commissioning arrangements, accountability for effective school improvement remains with the Council.

Each school has an allocated Challenge Adviser who delivers the statutory school improvement function on behalf of the Council.

The school's Challenge Adviser will work closely with the Governing Body, the headteacher and the school's senior leadership team to deliver effective school improvement functions in inverse proportion to the success of the school.

A dedicated Principal Challenge Adviser within the EAS is allocated to work closely with the Head of Standards and Achievement to keep the performance of schools under review.

The Council works closely with EAS to ensure that a differentiated programme of challenge, support, monitoring and intervention is delivered to schools in Monmouthshire.

The School Standards and Organisation Act (Wales) 2103 and the National Model for Regional working underpins operational arrangements across Monmouthshire and the EAS.

## **1. Targets for pupil progress, attendance and exclusions**

### **Pupil Progress (Statutory Function)**

There are a number of statutory performance indicators determined by the Welsh Government (WG) that must be reported on each year. These underpin the core functions of the Council to promote standards, continuous improvement and best practice. In addition, the Council has a number of local indicators used to monitor performance. The Council relies on schools to forward their targets so that information reported to WG is based on actual and reliable performance data at school level.

Targets must:

- Provide appropriate challenge for all children and young people
- Be based on reliable and secure evidence of performance and prior attainment of children and young people individually and as a cohort, and
- Inform the school improvement process.

<b>What the Council will do</b>	<b>What the school will do</b>
<ul style="list-style-type: none"> <li>• Promote standards, continuous improvement and best practice across all school, challenging underperformance where appropriate</li> <li>• Agree targets with Governing Bodies for pupil attainment at the end of each Key Stage against a range of WG specified indicators and non-specified targets identified by the school to reflect their contextual priorities</li> <li>• Facilitate training for governors and school staff on raising attainment and sharing good practice;</li> <li>• Promote school-to-school working and support</li> <li>• Through EAS, provide differentiated support, challenge and intervention to schools for raising attainment in line with the Council's policy for monitoring, support and intervention in schools</li> <li>• Monitor and work with partners to reduce the number of young people becoming NEET (Not in Education,</li> </ul>	<ul style="list-style-type: none"> <li>• Approve appropriate, sufficiently challenging and ambitious targets</li> <li>• In line with statutory processes and guidance, agree targets with the Council by 31<sup>st</sup> December each year, and use the performance data to support school improvement initiatives</li> <li>• Ensure that whole school targets are provided to the Council electronically within the agreed timescales.</li> <li>• Continuously monitor, discuss and analyses performance to review targets for improvement</li> <li>• Ensure consistent focus on delivery of agreed targets.</li> <li>• Ensure that key personnel attend relevant timely professional development activities</li> <li>• Publish school performance data via the school prospectus and Governors Annual Report to parents in line with statutory requirements,</li> <li>• Ensure that individual pupil data is shared using the appropriate electronic system in a timely manner</li> </ul>

Employment or Training) after leaving Year 11	<ul style="list-style-type: none"> <li>Engage with school networks for improvement and actively contribute to Cluster working.</li> </ul>
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### **Attendance (Statutory Function)**

<b>What the Council will do</b>	<b>What the school will do</b>
<ul style="list-style-type: none"> <li>Approve whole Council targets for attendance at Primary and Secondary phase</li> <li>Discuss targets with headteachers for attendance against a range of national indicators and local performance indicators using latest available quartile data</li> <li>Monitor, analyse and discuss attendance data with partners to secure improvements to attendance levels</li> <li>Set 3 year rolling targets with schools, to be reviewed annually</li> <li>Monitor discuss and analyse attendance data for schools on the Council's agreed electronic system</li> <li>Undertake register inspections in schools</li> <li>Provide data on progress to EAS challenge advisor as part of the programmed meeting cycle</li> <li>Provide advice to schools on attendance data</li> <li>Facilitate training for governors and school staff on raising attendance and sharing good practice</li> <li>Provide support, guidance and intervention for schools to improve attendance</li> </ul> <p>Implement statutory changes to the law e.g. fixed penalty notices.</p>	<ul style="list-style-type: none"> <li>Ensure that systems are in place and used for the school to enter data on the register</li> <li>Ensure that the school provides data for the Council weekly for secondary and half termly for primary schools.</li> <li>Agree and provide 3 year rolling targets in an electronic format to the Council within agreed timeframes</li> <li>Monitor, discuss and analyse attendance data to support targeted interventions to raise attendance at schools</li> <li>Implement Council and national policies in accordance with the prescribed time frames</li> <li>To ensure that a pupil who transfers schools is enrolled immediately following admission by the Local Authority</li> </ul>

### **Exclusions (non- statutory function)**

<b>What the Council will do</b>	<b>What the school will do</b>
<ul style="list-style-type: none"> <li>Approve whole Council targets for reducing exclusion for all schools;</li> </ul>	<ul style="list-style-type: none"> <li>Work with the Council to ensure that governors have a correct understanding of the use of</li> </ul>

<ul style="list-style-type: none"> <li>• Provide training, advice and support on the correct use of the exclusion process and the promotion of alternative strategies to exclusion, including managed move meetings</li> <li>• Support schools in setting appropriate and realistic targets for the reduction of exclusions</li> <li>• Support schools in carrying out managed moves as a recognised strategy for managing behaviour in line with principles of WG managed move guidance</li> <li>• Support Governing Bodies in their consideration of exclusions and provide further support once the decision is made to exclude; and,</li> <li>• Collate and report exclusions statistics as required to the WG</li> <li>• Support schools by providing outreach behaviour support, respite care and highly effective interventions to minimise exclusions</li> </ul>	<ul style="list-style-type: none"> <li>• exclusions and the procedures involved through relevant training</li> <li>• Ensure that exclusion data is monitored regularly and school have in place arrangements to minimise exclusions</li> <li>• Ensure that all incidents of exclusions are recorded immediately on the school's database and report all exclusions within one day to the Council's Lead Officer for Exclusions</li> <li>• Ensure that accurate information is transferred to a pupil's new school via the agreed transfer system in accordance with relevant guidelines and timeframes set</li> </ul>
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## **2. Targets for Learner Participation and Attainment for Schools**

The Challenge Adviser will agree progress targets with each school annually. Targets should only be used to support self-evaluation, it is no longer appropriate for targets to be aggregated up to a school, Local Authority or regional measure of performance.

## **3. Monitoring, Challenge, Support and Intervention.**

### **Monitoring schools (statutory function)**

The Council has a statutory role in monitoring the quality of education provision and standards of performance in all educational establishments. In 2012, the Council commissioned the Education Achievement Service (EAS) to deliver these functions to schools on their behalf. Whilst the EAS has no statutory responsibilities, it undertakes a broad range of school improvement activities on behalf of the statutorily accountable Council and is commissioned and funded in part by the Council to contribute to the raising of standards wellbeing in accordance with the Council's vision.

The EAS produces, in collaboration with the Council, a business plan and an annex with specific priorities pertaining to Monmouthshire on an annual basis. The plan is

scrutinised by the Children and Young People Standing Select Committee and agreed by the Cabinet.

The National Categorisation System takes account of a range of school performance indicators to determine an overall support category. The system is based on a model that evaluates how well a school is meeting national priorities which determines the support category for the school. The category for each school is discussed and agreed with the Council.

The categorisation colour indicates the level of support a school requires – green, yellow, amber or red (with the schools in the green category needing the least support and those in the red category needing the most intensive support). Each school will receive a tailored programme of support, challenge and intervention based on this category.

The EAS outlines the categorisation process and arrangements for monitoring, evaluation and challenge for schools in each support category through the SEWC Peer Review Programme and Schools Causing Concern Protocol 2018/19. In addition to the national categorisation model, the Council has developed similar processes to address the agreed wellbeing priority; these include attendance/absence, fixed and permanent exclusions and anti-bullying and discriminatory incidents. Since September 2018, the Council has extended these processes to include the financial management of schools.

The region implements a Schools Causing Concern Register which is used to review the actions taken by the EAS, Council and religious authority (if appropriate) for each school identified at risk in order to ensure that appropriate support and challenge has been provided to secure the necessary improvement and to improve regional consistency, particularly the use of statutory powers. Schools listed on the register are agreed with the Council. The Headteacher and Governing Body will be notified if they are placed on, or removed from, the Schools Causing Concern Register.

The EAS and Council, working in partnership with schools, play a key role in monitoring the quality of education provision and standards of performance and in providing support necessary to improve the school and achieve the Council's vision for Education. This process will be school led and will feature school to school support and cluster collaboration where this adds value.

However, the Council has a statutory responsibility for intervening where necessary when the school presents as a cause for concern, where there are concerns about school standards and/or leadership, or where urgent health and safety issues are apparent. The School Standards Organisation (Wales) Act 2013 details the six grounds for intervention.

Where the Council is satisfied that one or more of grounds 1 to 6 exist, the Council may give a Warning Notice to the Governing Body of the school which they have a statutory duty to accept. Further, where a school is judged to require significant

improvement or special measures, the Council has the power to intervene in order to bring about the required improvement.

The use of these statutory powers is applied in exceptional circumstances. Moreover, the Council's statutory role of monitoring will be effectively discharged through professional dialogue, close partnership work with the school, the commissioned EAS, and in the case of schools with a religious character, the relevant Diocesan Director of Education.

What the Council will do	What the school will do
<ul style="list-style-type: none"> <li>• The Council will agree strategic priorities that will be included in the EAS Business Plan</li> <li>• The production, analysis and timely distribution of a range of school performance information including academic standards, attendance, inclusion and financial information</li> <li>• Sharing of analysis and commentary on performance including the identification of issues and their relative significance through the meetings Challenge Adviser reports and correspondence with schools</li> <li>• Monitoring of progress towards agreed performance targets</li> <li>• Evaluation of school documentation as appropriate to the monitoring activity</li> <li>• Evaluation of a range of reports from agencies such as Estyn and audit reports when required</li> <li>• Commissioning whole school reviews in collaboration with the school/Governing Body to review areas requiring improvement and provide support</li> <li>• Agreeing a programme of Council commissioned targeted support in individual schools which is based on data analysis and is inversely proportional to success</li> <li>• Supporting a programme of moderation activities, usually cluster based, to establish consistency in teacher assessment and understanding of end of key stage teacher assessment levels in relation to pupils' work</li> </ul>	<ul style="list-style-type: none"> <li>• Develop an effective Self – Evaluation Review (SER) and monitor processes as a means of identifying strengths and areas of improvement</li> <li>• Discuss and evaluate aspects of school provision with Officers and Challenge Advisors</li> <li>• Ensure that the school has an up to date and School Improvement Plan (SIP) meeting statutory requirements in place by 1<sup>st</sup> September each year improvement, implement and monitor the action plan</li> <li>• Monitor, review and update the SIP on a regular basis</li> <li>• Update the SER at regular intervals to reflect progress and emerging priorities</li> <li>• Provide a range of data for relevant audiences/ meetings</li> <li>• Attend meetings at the request of the Chief Officer</li> <li>• Evaluate the performance of all staff, including induction arrangements for newly qualified teachers in line with local and national arrangements;</li> <li>• Provide, in an electronic format, all relevant policies and key documents in a timely manner to the Council in accordance with the list published by Estyn</li> <li>• Consider and develop proposals that enhance opportunities for school-to-school support and collaboration where this enables the sharing of good practice and effective deployment of resources</li> <li>• Participate in the cluster working and other self-development networks</li> </ul>

<ul style="list-style-type: none"> <li>• Promoting a programme of professional development for practitioners and school leaders this is the professional Learning Offer from the EAS</li> <li>• Implement the agreed Regional Schools Causing Concern Protocol</li> <li>• Promote school to school improvement networks and initiatives which reduce dependence on Council and EAS support - see above comment linked to building capacity and resilience</li> </ul>	<p>that reduce dependence on Council and EAS support</p>
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### **Identifying and Responding to Schools Causing Concern (Statutory Function)**

The Council has a duty of care for all its schools and will provide support for its schools relative to their need. This will necessitate a differentiated programme of support, delivered in partnership with the school and EAS and supportive of identified need. This work is commissioned through the EAS.

The National Categorisation Model identifies the nature and extent of the differentiated programme of support to schools, dependent on their needs.

The Council and EAS are mindful of the criteria provided by Estyn through the inspection framework relating to schools causing concern and of its duties as described in legislation for schools in need of significant improvement and schools requiring special measures and the specific arrangements for managing schools causing concern.

#### **Support the Council will offer to schools giving cause for concern.**

The Council has agreed a regional EAS Schools Causing Concern Protocol that details the arrangements governing the Council's work with schools causing concern. This is aligned to the WG statutory guidance for schools and Councils in respect of schools causing concern.

As such, the full implementation and close monitoring of the School's Intervention Plan (support plan, or Post Inspection Action Plan dependent upon the circumstances and category of support required) is a central feature of the work that the school, the Council and EAS will undertake to secure the required improvement.

Support Plans are required when the school is judged to be a school that is presenting as a cause for concern (SCC) , is usually categorised as red (but not always), and/or schools requiring significant improvement or special measures are required either as recognised by Estyn, or by the Council and EAS.

A Support Plan is agreed by the Council and is monitored through regular meetings with the Headteacher, Chair of Governors, Principle Challenge Adviser, Head of

Service and Chief Officer for Children and Young People Directorate (or representative), as well as by the Cabinet Member for Children and Young People in the Council.

The regionally agreed protocol for Schools Causing Concern and the termly School Causing Concern Risk Register meetings guide operational activity and support for schools presenting as such.

What the Council will do	What the school will do
<ul style="list-style-type: none"> <li>• Ensure all schools fully understand the nature and extent of support they will receive in order for them to improve. Support may be through an Education Improvement Board and/or an Intervention Board approach. Regional policies will guide all activity in this area of work</li> <li>• Through the EAS, assist the school in drawing up an action plan and approve it prior to submission to Estyn. This may be a Post Inspection Action Plan or a Support Plan as appropriate</li> <li>• Ensure these plans set out the nature and extent of support to be provided by the EAS, the LA and other providers. It will include the LAs plans of support for the school and detail the half-termly monitoring schedule</li> <li>• The Challenge Adviser will produce a progress report on behalf of the LA prior to any Estyn re-visit and after Intervention Panel meetings</li> <li>• The Challenge Adviser will update the Plans and provide an up-dated progress report to the Chief Officer Children and Young People</li> <li>• The Chief Officer Children and Young People will work closely with the Challenge Adviser to coordinate LA based support such as Finance, Human Resources, Governor Support, premises and ALN</li> <li>• The Intervention Panel will monitor the progress by schools in addressing concerns raised and/or progress towards Estyn recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Work with LA and EAS to produce an effective School Improvement Plan, which will be reported to the full Governing Body</li> <li>• Explore and engage in all available options to build capacity including school to school support or the sharing of resources in accordance with the Council's vision</li> <li>• Establish a rigorous monitoring system to ensure that the action plan is operational with the agreed timescales and the school make the required progress</li> <li>• Provide regular updates in line with the Plan to the LA on progress made, identifying any barriers to the successful implementation of actions to achieve the desired outcomes</li> <li>• The school, specifically the Chair of the Governing Body and headteacher will attend regular meetings of the Intervention Board to evidence progress made by the school</li> <li>• The Chair of the Governing Body and Headteacher will report progress against the Action Plan and any areas of slippage to the Governing Body along with the recommended remedial actions</li> <li>• Should the Council issue a Warning Notice to Improve to the school and implement certain interventions, the Governing Body will comply in full with the conditions as set out in the Warning Notice</li> <li>• The Chair of Governors shall make all school governors aware of the Warning Letter and its full contents</li> </ul>



<ul style="list-style-type: none"> <li>• The Council may consider using its powers of intervention in order to improve the school. Should this be the case, the Council will advise the school in writing that statutory powers to address the needs of a school causing concern are to be invoked, explaining reasons for the intervention and actions arising</li> <li>• Should statutory powers of Council intervention be invoked, the Council will monitor progress half-termly through the agreed process</li> <li>• The Council will lift the conditions pertinent to the Warning Notice when the required improvements have been made by the school</li> <li>• The Council will inform the school and Governing Body and Welsh Government in writing when the Warning Letter is to be lifted.</li> </ul>	<ul style="list-style-type: none"> <li>• The Chair of the Governing Body will make all governors aware of the interventions that the Council is invoking</li> <li>• The Governing Body will comply with all interventions as listed</li> </ul>
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The Chief Officer Children and Young People will meet all School Governors to fully explain the contents of the Warning Letter and respond to any questions.

### **Providing, Maintaining and Using Data**

The Council will provide services working in partnership with schools and outside agencies to promote the effective and efficient use of Capita SIMS and the provision of support for both statutory and non-statutory data.

<b>What the Council will do</b>	<b>What the school will do</b>
<ul style="list-style-type: none"> <li>• Advice on compliance with the GDPR and Freedom of Information Acts</li> <li>• Provision of advice and support to schools on the use of Capita SIMS and ONE</li> <li>• Provision of data via the school to school (s2s) website</li> <li>• Advice on hardware specification requirements to host SIMS software</li> <li>• Installation of Capita Sims/ ONE upgrades and patches as required</li> <li>• The administration and management of performance data</li> <li>• The administration of standardised assessment programme(s) where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure compliance with any statutory obligations relating to information or data e.g. Freedom of Information Act; GDPR</li> <li>• Ensure entry and maintenance of all pupil data in a secure, timely and accurate manner on the School Information Management System including LAC, ALN status, religion, ethnicity, language, and other vulnerable groups</li> <li>• At least annually, and upon admission to the school, verify with parents/ carers pupils' personal details including legal and preferred names and maintain accurate</li> </ul>

<ul style="list-style-type: none"> <li>• Compliance with GDPR and Freedom of Information for all data that is held by the Council</li> <li>• Provide relevant and agreed data to regional partners</li> <li>• Analyse school and setting data to determine quality and standards, and to identify emerging trends</li> </ul>	<p>addresses (pupils and other contacts)</p> <ul style="list-style-type: none"> <li>• Ensure that anti-discriminatory monitoring and analysis by minority group type (e.g. religion, ethnicity, language) is recorded accurately and in a timely manner and returned to the LA every half term</li> <li>• Ensure the school maintains its computer systems, taking reasonable precautions against malicious software hackers. This includes using only software which is current, supported by its supplier and properly licensed and implementing suitable protocols around the use of personal devices</li> </ul>
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**Supporting Staff Development to achieve School Improvement and High Standards.**

As part of its regular programme of work and in conjunction with the EAS, the Council will monitor and support effective staff development and performance management. The Council is clear that the quality of support to develop the quality of teaching and learning is a fundamental aspect of the school improvement agenda. Whilst the prime responsibilities for development rest with the school, the Council and EAS also have a role in promoting school to school sharing of best practice, helping schools and clusters to create effective development opportunities and being consistent in their commitment to build self-reliant and self-improving networks of schools.

What the Council will do	What the school will do
<ul style="list-style-type: none"> <li>• Ensure effective Performance Management arrangements are in place for all headteachers</li> <li>• Through the EAS, support schools in making effective use of the school and cluster EIG, PDG and other grants to address priority areas and bring about sustainable improvements</li> <li>• Through Challenge Adviser visits and school financial, monitoring, evaluate the use of</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that performance management and other systems are appropriate and comply in full with statutory requirements including those for the headteacher</li> <li>• Explore and establish relevant cluster based staff development opportunities</li> <li>• Ensure all staff have opportunities within and beyond the school to share and access</li> </ul>

<p>the grant and its impact on pupil outcomes and wellbeing</p> <ul style="list-style-type: none"> <li>• Provide schools with authority-wide performance priorities and strategic objectives to secure further improvement e.g. reduce the FSM/ non FSM achievement gap, improve L2+, reading, writing and maths in combination, and standards in KS3 and KS4</li> <li>• Through the EAS, offer a suitable range of professional development opportunities through the Professional Learning Offer and bespoke packages of support including early intervention and catch up strategies</li> <li>• Keep Governing Bodies informed of school performance and school performance priorities across the LA</li> <li>• Liaise with schools and the EAS to secure an appropriate level of delegated grant funding for schools</li> <li>• Ensure all schools are aware of LA priorities through regular discussion at headteacher meetings</li> <li>• Provide opportunities for sharing and promoting best practice between schools in partnership with the EAS</li> <li>• Provide a suitable range of support and development programmes to support inclusion and ALN</li> <li>• Evaluate the impact of the support to schools and identify priority areas for development</li> </ul>	<p>best practice to develop their skills and knowledge</p> <ul style="list-style-type: none"> <li>• Ensure all staff have opportunities within and beyond the school to share and access best practice to develop their skills and knowledge</li> <li>• Evaluate the impact of staff development on school improvement standards and value for money</li> <li>• Provide regular opportunities for dissemination of skills and expertise derived from staff development</li> </ul>
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## **5. Governing Body Training and Reports**

Although the Governing Body of a maintained school is responsible for the conduct and standards of the school, the Council shares responsibility for standards and discharges strategic responsibilities for the overall provision of education services within Monmouthshire. In discharging some of its Governors Support functions the Council commissions the EAS to fulfil the delivery of the Governor Support Service.

Council in the way in which they conduct themselves and in the decisions that they take. The role of the governor is demanding but can be a crucial factor in building school capacity and improving school performance. As illustrated by this Partnership Agreement, governors fulfil an essential role and it is incumbent upon the Council to help ensure that they have access to the support and training needed to be effective, and to play their part in delivering the Council's vision for education as part of a self-improving system less dependent on Council intervention. Governing Bodies need, therefore, to have regard to the roles and responsibilities of the County Council.

<b>What the Council will do</b>	<b>What the school will do</b>
<ul style="list-style-type: none"> <li>• Provide advice and guidance to Governing Bodies on their role and responsibilities in respect of the discharge of their duties and aligned to identified training needs</li> <li>• Provide appropriate bespoke support and challenge for all schools</li> <li>• Support governors in the development of school to school support and self-improving governor networks</li> <li>• Maintain and share sources of best practice via publications i.e. various guidance booklets, handbooks</li> <li>• Devise and coordinate an annual governor training programme that includes the mandatory element of induction, Chair, Clerk and data sessions where necessary as well as legislative updates and topical issues as identified in the Monmouthshire governor training needs</li> <li>• Recruit, train, support and performance manage all Clerks to Governing Bodies</li> <li>• Support the Monmouthshire Association of School Governors and termly governor meetings with the Chief Officer CYP and his representatives</li> </ul>	<ul style="list-style-type: none"> <li>• Provide the following reports to the Council on the discharge of its function:               <ul style="list-style-type: none"> <li>▪ Signed minutes for all meetings of the full Governing Body and all committees, statutory and non-statutory</li> <li>▪ Targets for pupil performance and attendance</li> <li>▪ School self-evaluation</li> <li>▪ School Development Plan</li> <li>▪ Annual Finance Report</li> <li>▪ Annual Health and Safety Report</li> <li>▪ Private fund account statement</li> <li>▪ Governors' Annual Report to Parents</li> <li>▪ Post Inspection Action Plan following Estyn inspection</li> <li>▪ Governing Bodies must make available to the Council on request copies of all statutory and non-statutory policies and document (full list on the Governors Wales website)</li> <li>▪ Information regarding any incidents that have to be recorded e.g., racial, substance misuse, bullying and child protection</li> </ul> </li> </ul>

- Facilitate all Local Authority governor recruitment and appointment processes
- Support schools with the recruitment and appointment process for Parent Governors
- Establish Governing Bodies, prepare and update the Instrument of Government
- Ensure appropriate arrangements are in place to facilitate DBS checks;
- Maintain a record of attendance at training and development events
- Enable Governing Bodies to undertake annual self-evaluation of its performance and impact in order to further improve governance
- Provide advice and support in respect of legal issues as required. Where the advice is not taken, the Governing Body is responsible for any resultant costs
- Seek to maintain a very low governor turnover rate
- Ensure that all secondary schools have an Associate Pupil Governor on the governing body
- To liaise with Diocesan Authorities re specific areas of governance in the Voluntary Aided and Voluntary Controlled Schools

- Respond to written concerns raised by the Council regarding the performance of the school or the headteacher and notify the Council of any action the Governing Body proposes to take in light of such reports
- To consider how governors can best contribute to school performance and identify the knowledge and skills which will support their development
- Build relationships with cluster and network governors to share experiences and good practice.
- Identify the skills and abilities needed by the Governing Body to fulfil their obligations under this Partnership Agreement through the self-evaluation toolkit
- Ensure appropriate Governing Body consideration of their obligations as detailed in this partnership agreement including performance, wellbeing, financial management, pay policy and complaints procedures
- To promote attendance of governors at training courses
- To ensure that appropriate agenda items and documents are received in accordance with the timeframes prescribed by the EAS governor support function
- As part of self-evaluation identify training needs of individual governors and the governing body as a whole and arrange support/ training as appropriate
- Facilitate the induction of new governors
- Ensure that the attendance/ disqualification of governors is managed in accordance with regulations, and
- Notify the LA of the named governors for ALN, Health and Safety, Safeguarding and Governor Training

## **6 Responsibility of the school and Council for Premises and Buildings**

It is the responsibility of the Governing Body to ensure a safe and secure working environment for school staff and pupils; as detailed in Section 40, schedule 13 of the Schools Standards and Framework Act 1998. The Control of School Premises (Wales) Regulation 2008 set out the arrangements for the control of school premises.

In delivering its vision for education and promoting wellbeing, the Council is clear that school premises must be viewed as a resource not only for pupils, but also for the wider community. The role of schools is integral to community provision. Schools are expected to promote and maximise availability for community use, including continued use and further development of school buildings within the local community to cost effectively increase levels of community activity.

The Council and schools will seek out opportunities to develop their community role. This will help improve pupils' attainment and instill a sense of ownership and engagement with the school amongst parents/ guardians, carers and the wider community.

The Council and schools will give priority to activities that support and promote pupils' learning, health, well-being, and that of the wider community generally.

The Council also encourages multi-agency use of school facilities so that adults and children and young people will have better access to local services such as primary health, social care, childcare, early learning and other leisure and community learning activities.

<b>What the Council will do</b>	<b>What the school will do</b>
<ul style="list-style-type: none"> <li>• Manage strategic and operational investment into the school estate- both capital and revenue;</li> <li>• Monitor the effectiveness of the school estate, particularly with reference to changes to: school capacity calculations and plans in terms of room usage and development; management of surplus and sufficiency issues in line with the provision of pupil places; suitability and condition of premises; and, facilities management in terms of repairs, maintenance, Health and Safety/Fire Risk Assessment action planning and resolution</li> </ul>	<ul style="list-style-type: none"> <li>• Control over the occupation and use of the school premises for all categories of school, both during and outside of school hours (subject to any provisions of a school's trust deed conferring rights on trustees or others). This does not include caretaker houses</li> <li>• Develop arrangements to make premises available for community use outside of school hours</li> <li>• Seek Council advice on transfer of control agreements giving third parties control of premises to promote community use</li> </ul>

<ul style="list-style-type: none"> <li>• Produce, review and administer the Division of Responsibilities Guidance, linked to ensuring appropriate financial accountability for property maintenance- along with the timely resolution of property-based issues</li> <li>• Undertake annual facilities reviews in informing minor and planned work programming;</li> <li>• Provide directions and advice about the use of school premises,</li> <li>• Provide of health and safety advice and monitoring.</li> <li>• Manage school capacities, planning reductions of surplus places to reflect pupil projections and to ensure sufficiency of school places;</li> <li>• Support the engagement of partners such as Early Years providers in Community Schools:</li> <li>• Seek to avoid any conflict with activities already planned by the school for that academic year;</li> <li>• Issue any tenancy agreements and or licenses to occupy premises as required; and,</li> <li>• Support in the drafting of agreements for the use of school premises</li> </ul>	<ul style="list-style-type: none"> <li>• Recognise the legal right of the Council to make directions in accordance with Council policies about community use</li> <li>• Comply with the Councils' policy for the use of and charging for school premises</li> </ul>
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### **Repairs and Maintenance of School Premises**

School premises and building stock must be maintained to an acceptable level in order to complement education provision and ensure an effective and appropriate teaching and learning environment. Where a significant improvement is made to a school and/ or additions to a building or school site, capital monies prioritised and allocated by the Council may assist.

For maintenance and repair work, guidance on responsibilities is detailed in the document on division of responsibilities between the Council and schools.

What the Council will do	What the school will do
<ul style="list-style-type: none"> <li>• Produce, review and administer the Division of Responsibilities Guidance linked to ensuring appropriate financial accountability for property maintenance - along with the timely resolution of property-based issues</li> <li>• Undertake annual facilities reviews in informing minor and planned work programming</li> <li>• Facilities management in terms of Health and Safety/ Fire Risk Assessment action resolution</li> <li>• Provide clear advice on school obligations for property maintenance</li> <li>• Provide advice and support to schools on the expenditure and management of their delegated budget for property maintenance</li> <li>• Manage, monitor, deliver and inform the direction of future capital investment into the school estate, via both the Council's Capital Programme and Welsh Government's 21<sup>st</sup> Century Schools Programme</li> <li>• To undertake a rolling programme of condition surveys also assessing suitability of buildings</li> <li>• Issue specific advice on School Asbestos Management, ensuring Asbestos Registers are in place, communicated and monitored.</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of responsibilities for maintenance, as detailed in the Council's division of responsibility document</li> <li>• Be responsible for all repairs as detailed in the division of responsibility document</li> <li>• Ensure that emergency repairs are dealt with promptly to prevent the problem from escalating and costs rising;</li> <li>• Undertake routine building maintenance to secure acceptable standards of accommodation for teaching and learning</li> <li>• Maintain the asbestos register and to ensure that all staff and contractors are made aware of the asbestos register</li> <li>• Ensure contractors sign the asbestos register before undertaking any work</li> <li>• Consult the Council before progressing any proposals for new build or structural change to the school premises</li> <li>• Advise the Council in the event of a caretaker's house becomes vacant or the caretaker's contact terminating</li> </ul>

## **7. Effective Transition Arrangements**

Effective transition of pupils between each key phase of learning has been recognised by Welsh Government, Estyn, and Councils as having a major impact on the wellbeing and standards of achievement of all pupils. This is crucial when pupils transfer between schools and other learning providers and particularly for vulnerable pupils and those with ALN

The following provides an outline of the roles of schools and the Council, working in partnership, to ensure effective management of transition between the key stages.

### **Roles of school and Council to develop effective transition for pupils from nursery to primary school.**



Children enter the Foundation Phase from the age of three. The school is responsible for ensuring that an effective transition plan is in place in line with the Council's admissions process and ensuring appropriate links with non-maintained and early year's settings, in providing effective transition opportunities.

<b>What the Council will do</b>	<b>What the School will do</b>
<ul style="list-style-type: none"> <li>• Publish an admissions policy compliant with legislation for nursery and statutory education</li> <li>• Strategically manage school places</li> <li>• Undertake annual assessments of school capacities to determine admission numbers</li> <li>• Facilitate the Monmouthshire Admissions Forum and strategic support for voluntary aided arrangements</li> <li>• Administer the published Admission Arrangements, in line with the School Admissions Code 2013</li> <li>• Publish an annual composite prospectus for parents / carers setting out the determined admission arrangements and process to apply for school places</li> <li>• Publish details, and advise parents who have been refused a place, of their legal right to appeal and present the case for refusal at Appeals Panel hearings</li> <li>• For community maintained schools, process school admission requests in accordance with the Council's admission policy within the required timeframes detailed within the Council's Policy</li> <li>• Share admission/ pupil data and transfer information with schools;</li> <li>• Administer in-year transfers in line with the Council's Policy, ensuring the relevant processing timescales and requirements are met</li> <li>• Provide training for Foundation Phase pedagogy and philosophy;</li> </ul>	<ul style="list-style-type: none"> <li>• Following notification from the Council of a new admission, ensure enrollment is managed promptly and in line with the Council policy</li> <li>• Provide the Council with up-to-date information on pupil movement and changes to numbers on roll</li> <li>• Provide the Council with up to date information on class organisation</li> <li>• Provide the Council with regular updates on changes to pupil information e.g. a change of address</li> <li>• Where the Council is unable to offer a school place at the preferred school, support the decision that has been made by the Council where determined in line with the agreed admissions policy</li> <li>• Provide the Council with supportive information in respect of school admissions appeal hearings, whereby the team are arguing on behalf of the school</li> <li>• Establish links with feeder schools, Flying Start settings and non-maintained settings</li> <li>• Follow best practice to ensure a smooth transition by providing information about the child, including interests and areas for development, to the relevant school</li> <li>• Use pupil portfolios, if appropriate, to individualise each pupils progress, including like and dislikes</li> <li>• Set up visits to build up personal relationships</li> <li>• Invite parents to events</li> </ul>

<ul style="list-style-type: none"> <li>• Provide specialist support, advice and guidance to pre-school settings and schools for pupils with additional learning needs</li> </ul>	<ul style="list-style-type: none"> <li>• Provide parents with an information pack</li> <li>• Promote self-confidence and positive attitudes to learning in all children</li> <li>• In addition to the above, governors of foundation and voluntary aided schools must provide timely admission information to the Council</li> </ul>
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**Roles of school and Council to develop effective transition for pupils from Key Stage 2 to Key Stage 3 (statutory function)**

<b>What the Council will do</b>	<b>What the school will do</b>
<ul style="list-style-type: none"> <li>• Publish an Admissions Policy compliant with legislation for statutory education</li> <li>• Publish an annual composite prospectus for parents / carers setting out the determined admission arrangements and process to apply for school place</li> <li>• Facilitate the Monmouthshire Admissions Forum and strategic support for voluntary aided arrangements</li> <li>• Undertake annual assessments of school capacities to determine admission numbers</li> <li>• Strategically manage school places</li> <li>• Administer the published admissions arrangements, in line with the School Admissions Code (2013)</li> <li>• Publish details, and advise those who have been refused a place, of parents' legal rights to appeal and to present the case against refusal at Appeals Panel hearings</li> <li>• For community maintained schools, process school admission requests in accordance with the Council's admission policy within the required timeframes detailed within the Council's policy</li> </ul>	<ul style="list-style-type: none"> <li>• Following notification from the Council of a new admission, ensure enrollment is managed promptly and in line with the Council policy</li> <li>• Provide the Council with up-to-date information on pupil movement and changes to numbers on roll</li> <li>• Provide the Council with up to date information on class organization</li> <li>• Provide the Council with regular updates on changes to pupil information, e.g. a change of address</li> <li>• Where the Council is unable to offer a school place at the preferred school, support the decision that has been made by the Council where determined in line with the agreed admissions policy</li> <li>• Provide the Council with supportive information in respect of school admissions appeal hearings, when the team are arguing on behalf of the school</li> <li>• Produce a transition plan in accordance with Welsh Government guidance;</li> <li>• Identify and develop cluster based models for transition as part of the School Development Planning process</li> </ul>

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| <ul style="list-style-type: none"> <li>• Share admission/ pupil data and transfer information with schools; administer in-year transfers in line with the Council's policy, ensuring that the relevant processing timescales and requirements are met</li> <li>• Work with clusters of schools to develop, monitor and review transition plans and practice to ensure transition is managed effectively</li> <li>• Facilitate the transfer of performance, attendance and other appropriate information in order that secondary schools meet the needs of learners</li> <li>• Support and develop curricular initiatives which create continuity of experiences for learners moving across phases and via the EAS professional learning offer to enable schools to access a range of programmes to support effective teaching and learning</li> <li>• Provide targeted support through agreed plans in partnership the commissioned EAS where there are significant challenges in raising standards</li> <li>• Facilitate, through the commissioned EAS cross phase cluster, assessment and moderation meetings, and promote the sharing of subject expertise and continuity in curriculum planning from Key Stage 2 to Key Stage 3</li> <li>• Use data tools such as the NEET Early Identification Tool to identify learners needing support and, where appropriate, provide additional support through the Youth Service</li> </ul> | <ul style="list-style-type: none"> <li>• Recognise and secure the school's obligations to provide a transition plan for every pupil progressing to secondary education</li> <li>• Ensure continuity and progression in the delivery and planning of the curriculum across Key Stages</li> <li>• Ensure proper availability and use of pupil transfer data</li> <li>• Identify and target specific support at those pupils considered vulnerable.</li> <li>• Ensure parents/carers are fully informed of the transfer process</li> <li>• Monitor and evaluate the impact if improved transition arrangements on learners' progress and standards</li> <li>• Provide opportunities to maximise seamless transition for the pupil and their parents/carers</li> </ul> |
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**Roles of school and Council to develop effective transition for pupils from Key Stage 3 to Key Stage 4 (non-statutory function)**

What the Council will do	What the school will do
<ul style="list-style-type: none"> <li>• Through the EAS, work with schools, and other relevant agencies, coordinate the production of an options menu for 14-16 opportunities</li> <li>• Through the EAS, support and develop curricular activities which create continuity of experiences for learners moving across phases and offer advice support to individual needs and priorities; and</li> <li>• Provide targeted support through agreed plans in partnership the commissioned EAS where there are significant challenges in raising standards</li> <li>• Use a range of data tools, such as the NEET Early Identification Tool, to identify learners needing support at the earliest opportunity and, where appropriate, provide additional support via Youth Service</li> </ul>	<ul style="list-style-type: none"> <li>• Make available a full options menu of qualifications and learning opportunities in line with statutory requirements</li> <li>• Ensure effective arrangements so that parents are fully involved in discussion and decisions relating to options</li> <li>• Encourage the planning of an Individual Learning Pathway for each pupil entering year 10 and have mechanisms in place to support and amend this Pathway</li> <li>• Ensure continuity and progression in the delivery and planning of curriculum across Key Stages 3 and 4; and</li> <li>• Identify, target and provide specific support for all pupils considered to be vulnerable</li> </ul>

**Roles of school and Council to develop effective transition for pupils from Key Stage 4 to post-16 provision (non-statutory function)**

What the Council will do	What the school will do
<ul style="list-style-type: none"> <li>• Work with schools, the FE sector and other relevant agencies to coordinate the production of a post-16 prospectus of opportunities on an annual basis</li> <li>• Facilitate and promote a preventative agenda to reduce levels of NEET</li> <li>• Promote relationships between the school, careers' service and the pupil that is central to maintaining in education or training particularly for those learners who are likely to reject formal learning post-16</li> <li>• Encourage post-16 providers to offer access to ongoing support and coaching for young people with the</li> </ul>	<ul style="list-style-type: none"> <li>• Make available access for pupils in Years 10 and 11 to independent careers advice and guidance. This should include collective information sessions on post-16 opportunities as part of delivered curriculum and one to one interviews with careers professionals at the request of the pupil</li> <li>• Arrange access for all pupils to Careers Wales Online through school IT systems and Local Authority information centres</li> <li>• Arrange access for all pupils in Years 10 and 11 to the full options menu at post-16 across the Authority area which includes information on</li> </ul>

<p>aim of improving retention or providing direction into better-matched provision</p>	<p>possible access routes to the FE sector and training providers</p> <ul style="list-style-type: none"> <li>• Provide access to a trained Learning Coach for pupils as a source of guidance and learning support</li> <li>• Encourage the planning of an Individual Learning Pathway from each pupil from Year 10 onwards and have mechanisms in place to support and amend the Pathway choice</li> <li>• Liaise with relevant agencies and the voluntary sector in identifying y</li> <li>• Year 10 and 11 pupils unlikely to continue in education or training post-16 prior to the end of formal education and adopt strategies that forge links between these pupils and these groups;</li> <li>• Promote access to HE and FE institutions, training providers and employers through programmes of visits, careers fairs etc. and strive to provide pupils with the maximum amount of information on post 16 opportunities.</li> <li>• Work with other schools to share resources and improve access to post-16 opportunities.</li> <li>• Continue to monitor and track individual and groups of post 16 pupils in the same way as pre-16 pupils</li> </ul>
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## 8. Wellbeing

### **Commitment to Secure Wellbeing**

The Council and all schools have signed up to a vision statement for education which includes a collective commitment to provide children and young people with the best possible start in life to help them achieve better outcomes. The wellbeing of children and young people has a direct and tangible impact on their achievements in school.

The Council and schools recognise that the inclusion of a commitment to secure wellbeing as a core element of our vision statement for education represents a significant challenge and unavoidable obligation. In partnership with schools, the Council will seek to evaluate the effectiveness of the impact of approaches and interventions to promote children and young people's wellbeing

The following accountabilities reflect progress to date in developing our response to the many challenges involved in promoting, evaluating and monitoring wellbeing. However, a key accountability of the Council and schools will be to continue to work together to identify, develop and implement the improvements necessary to secure wellbeing.

What the Council will do	What the school will do
<ul style="list-style-type: none"> <li>• Develop, in partnership with schools, a comprehensive strategy and advice to schools on measures to promote good wellbeing</li> <li>• The Council will work with schools to establish a framework to map how aspects of learner well-being are explicitly promoted through the curriculum and how the community, outside agencies and partners can help augment school provision to provide comprehensive and meaningful experiences to promote well-being</li> <li>• The Council will work with schools to create a Good Practice Guide for schools that will:               <ul style="list-style-type: none"> <li>• Capture the extent of what is already being done to promote well-being across all aspects of school life</li> <li>• Analyse the quality of provision that is intended to promote well-being at a universal whole-school level as well as identify what is in place to support vulnerable groups and individuals</li> <li>• Map the extent that families/carers, communities, partners, outside agencies and the voluntary sector are utilised by schools to promote learner well-being and provide</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• To work with the Council to develop policies and advice to establish arrangements to promote wellbeing</li> <li>• Ensure the school develops best practice to promote well-being</li> <li>• Work collaboratively to secure effective partnership with parents and carers</li> <li>• Work collaboratively with partners, agencies and wider stakeholders to secure effective practice in promoting well-being</li> <li>• Identify and target specific support for pupils who are considered vulnerable</li> <li>• Operate a system which monitor and evaluates the impact of approaches and interventions to promote well-being</li> <li>• Work with the Council and school networks to develop initiatives to promote wellbeing</li> </ul>

<p>preventative and supportive services</p> <ul style="list-style-type: none"> <li>• Evaluate improvements in learner well-being using a range of qualitative and quantitative measures</li> <li>• Identify needs at a whole Authority level as well as at an individual school level so that targeted support can be provided</li> <li>• Regularly review arrangements to promote wellbeing in partnership with schools</li> </ul>	
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## 9. Safeguarding

All education providers must ensure that they have effective systems in place to keep learners safe by creating a safe learning environment, identifying where there are child welfare concerns and taking action to address them, where appropriate, in partnership with other agencies and through the development of children’s understanding, awareness and resilience through the curriculum.

The following accountabilities have been drafted to reflect the requirements that are set out in the Welsh Government Guidance “Keeping Learners Safe” (KLS) 158/2015 January 2015.

<b>What the Council will do</b>	<b>What the school will do</b>
<ul style="list-style-type: none"> <li>• Ensure that an appropriate senior officer is designated to have lead responsibility for discharging its safeguarding duties in education, with a particular focus on child protection</li> <li>• Allocate resources to support the work of the South East Wales Safeguarding Children Board (SEWSCB)</li> <li>• Ensuring senior officers represent the authority on the SEWSCB and that the authority makes an effective contribution to planning coordinated services to meet the needs of children</li> </ul>	<ul style="list-style-type: none"> <li>• Schools are accountable for ensuring effective policies and procedures are in place to safeguard and promote the welfare of children in accordance with relevant guidance, and monitoring its compliance with them</li> <li>• Appoint a designated governor for child protection and safeguarding</li> <li>• Schools should ensure that the child protection policy and procedures are in accordance with local authority guidance and locally agreed interagency procedures that are inclusive of service that extend beyond the school day, reviewed at last annually, made available to parents or carers on request and</li> </ul>

- Work with other agencies to put in place and support effective partnership working
- Allocate resources to enable the authority and maintained schools to discharge their responsibilities for safeguarding children satisfactorily
- Effective liaison with the appropriate diocesan authorities in respect of arrangements for aided schools in the area
- Monitor the compliance of maintained schools with KLS guidance, and bring any deficiencies to the attention of the governing body of the school, advising upon the action needed to remedy them
- Resolve inter-agency problems as soon as they are identified
- Play a full part in child practice reviews, review, revise procedures where appropriate, and disseminate information about relevant findings
- Ensure that safeguarding training which meets SEWSCB standard is delivered to all staff and available for governors.
- Maintain a record known as the safeguarding matrix to include KLS minimum data
- Provide model policies for child protection for schools in line with relevant guidance
- Oversee the management of allegations of abuse and liaise with relevant agencies
- Meet with schools Designated Safeguarding Leads (DSL's) on a termly basis
- Safeguard and promote the welfare of children who have not been allocated a school place, home educated or are excluded from school, including those being educated in pupil referral units, alternative provision or via the home tuition service

- provided in a format appropriate to the understanding of all children
- Review the safeguarding data on a termly basis to ensure compliance with safeguarding requirements to include training safe recruitment and policy adoption
  - Ensure that all staff and volunteers undertake appropriate timely child protection training which is kept up to date with refresher training
  - Ensure that the Chair of Governors and the Designated Safeguarding Governor attend safeguarding training.
  - Consider attendance of full governing body training on child protection
  - Ensure that any deficiencies in child protection are rectified
  - Observe the statutory child protection processes and procedures



<ul style="list-style-type: none"> <li>• Have in place arrangements for overseeing allegations of abuse against members of staff in the authority and schools in line with Safeguarding in Education: Handling Allegations of Abuse against School Staff (009/2014)</li> <li>• Work with schools and SEWSCB partner agencies to ensure that allegations are dealt with quickly, fairly and consistently, and that appropriate referrals are made to the DBS and EWC</li> </ul>	
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## **10. Health and Safety Matters (statutory function)**

The Council recognises and accepts its responsibilities under the Health and Safety at Work Act, 1974 and other safety related legislation. It will conduct its affairs so that risks to the health and safety of employees and other people who may be affected by work activities are properly managed and controlled.

The Council has delegated responsibility for the implementation of its Health and Safety policy to the Chief Officer for Children and Young People, Heads of Service and other managers, including head teachers, in respect of work activities they control.

This element of the Partnership Agreement sets out how the Council implements the policy and outlines the responsibilities of schools. It should be noted that voluntary aided and foundation schools are given the same level of support as maintained and voluntary controlled schools, even though these Governing Bodies have the responsibilities as the employer under Health and Safety law. However, although the Council provides support to voluntary aided and foundation schools, the legal responsibility under Health and Safety legislation remains with the school Governing Body.

<b>What the Council will do</b>	<b>What the school will do</b>
<ul style="list-style-type: none"> <li>• Take all reasonable steps to meet its legal duties paying particular attention to:</li> <li>• Ensure workplaces, equipment, articles and substances are safe and without risks to health</li> <li>• Ensure appropriate information, instruction, training and supervision is provided</li> </ul>	<ul style="list-style-type: none"> <li>• Share, along with the Council, responsibility for Health and Safety. Governors will establish health and safety policies and procedures, including the adoption and implementation of a school Health and Safety Policy statement</li> <li>• Ensure the statement addresses arrangements to ensure the health and safety of all pupils, staff, contractors and visitors to the school the health and safety of pupils, staff</li> </ul>

- The Chief Officer CYP has overall responsibility for health and safety in schools and is responsible for ensuring that schools and Governing Bodies are supported to:-
- identify, eliminate or manage hazards/ risks
- record and investigate all accidents and dangerous occurrences to prevent recurrence
- ensure agreed remedial actions are implemented and monitored
- access specific Health and Safety training
- establish effective emergency procedures
- The Council will support the accreditation and training of Employee Safety Representatives
- The annual school Health and Safety report will be received, considered and responded to as necessary and shared with Governors in a timely manner
- The Council will make available to schools an appointed person to provide advice and guidance as necessary
- The Council will encourage schools to work in clusters and networks to share Health and Safety expertise and to minimise duplication of effort as part of its commitment to support a self-improving schools system.

- and others involved in school visits, trips and events
- The school is required to conform to the requirements of the Health and Safety at Work Act 1974, and subsequent Health and Safety legislation and the Regulatory Reform (Fire Safety Order), 2005
- Ensure that appropriate Health and Safety Policies and Procedures are in place in relation to their accountabilities as detailed in this document. These should be reflected in the School Health and Safety Policy Statement
- Consider and implement arrangements required because of new legislation that has implications for educational establishments as advised by the Council
- Participation in health, safety, and fire safety training courses for governors
- Nomination of a governor with specific responsibility for Health and Safety support the head teacher in the preparation of an annual Health and Safety Report to the Governing Body
- While the number of decisions taken on health and safety matters has increased with local management, the ultimate responsibility for health and safety rests with the Local Authority
- Schools must comply, insofar as it is within their power to do so, with the Councils Policy on Health and Safety
- Ensure that appropriate health and safety considerations are managed when procuring services from other companies/organisations
- Schools should seek opportunities to work in clusters to share Health and Safety expertise and knowledge.
- Consult with Employee Safety Representatives
- When directly employing maintenance contractors the school as the client must ensure they

	comply with the Construction Design and Management Regulations
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## **11 Council support for school staff appointments and redundancies (non statutory function)**

### **Recruitment**

For headteacher and deputy headteacher appointments, the Chief Officer CYP or their representative is entitled to attend relevant meetings of the selection panel to offer professional advice.

The Governing Body has an obligation to consider the Chief Officer’s advice before making a decision. The School’s Challenge Adviser will also attend to offer professional advice and challenge to the selection panel. The selection panel has an obligation to consider this advice.

<b>What the Council will do</b>	<b>What the school will do</b>
<ul style="list-style-type: none"> <li>• Provide guidance on appointment of headteacher (HT) and deputy headteacher, and other school based staff appointments</li> <li>• Receive notification of headteacher vacancies and discuss options with Governing Body</li> <li>• Allocate professional support to Governing Body for HT appointments</li> <li>• Offer advice to the Governing Body regarding recommended HT appointments in advance of any decision being confirmed</li> </ul>	<ul style="list-style-type: none"> <li>• Apply Council guidelines for staff recruitment</li> <li>• Notify the Chief Officer CYP of any headteacher or senior leadership team vacancy</li> <li>• Consider all options and opportunities to respond to the vacancy before replacement</li> <li>• Ensure involvement of the Chief Officer CYP or his/her representative in any headteacher recruitment process</li> <li>• Ensure job description and person specification reflects the Council's vision for education and the commitment to a self-improving school system.</li> <li>• Ensure that all posts are advertised in accordance with the adopted policy</li> <li>• Ensure involvement of at least one governor trained in safe recruitment.</li> </ul>

### **School staff redundancies**

The Council does not delegate redundancy funding to schools; the funding of redundancy payments and pension release costs are subject to arrangements outlined in the School Redundancy Policy and there being

- A genuine redundancy situation
  - The Governing Body followed their school policy and the advice of the Council, and
  - Has the approval of the Chief Officer Children and Young People.
- The Council's People Services Team will provide advice and guidance to schools and members of staff prior to, during and following a redundancy arising. This will include advice on the application of school redundancy policy if adopted by the Governing Body.
  - People Services will liaise with all schools to seek suitable alternative employment for employees under notice of redundancy.
  - The Council will authorise redundancy decisions and payments where appropriate
  - The Council will support the school prior to and at employment tribunal stage where necessary, to include HR and Legal services support, providing their advice has been adhered to. In the case of voluntary aided schools, where the governing body is the employer, the Council will liaise with the relevant authority.

*\*Where a Governing Body has opted to receive HR Support from an external provider they should seek advice, support and guidance from that provider.*

### **Managing Staff Attendance**

All employees of the school have a role to play in minimising their own sickness absence. The primary responsibility for monitoring and controlling absence on a day-to-day basis, for those staff employed by the Governing Body, rests with the headteacher

<b>What the Council will do</b>	<b>What the school will do</b>
<ul style="list-style-type: none"> <li>• Develop and review policies and consult with Trade Unions prior to the implementation of any changes</li> <li>• Arrange appropriate training for all headteachers/ line managers involved in the management of attendance</li> <li>• In liaison with Health and Safety promote Occupational Health initiatives</li> <li>• Provide advice and support to the headteacher and the Governing Body where appropriate on the management of sickness absence cases</li> </ul>	<ul style="list-style-type: none"> <li>• Adopt a school policy for managing sickness absence</li> <li>• Consider the Council advice on managing sickness absence</li> <li>• Consider how absence from the classroom might impact on the formulation and implementation of the SDP</li> <li>• Ensure that at full Governing Body meetings, the Head teacher's report to governors includes an item on staff attendance so that implications for learners and expenditure on cover can be considered</li> <li>• Ensure the headteacher is effectively implementing healthy working practices and discharging any statutory responsibilities in relation to</li> </ul>

	achieving a satisfactory work life balance for all staff
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## **12. Complaints and Disciplinary Matters (Non Statutory function)**

All schools will seek specific Council advice on complaints and disciplinary matters in the following instances

- all complaints which are potentially of a safeguarding/child protection nature
- all disciplinary matters which could necessitate the suspension of a member of staff;
- all disciplinary matters which could potentially be gross misconduct;
- any disciplinary or capability matter which relates to the headteacher
- all complaints and disciplinary matters which move to the stage of being heard by the governing body i.e. Stage B where complaints are progressed to the Chair of Governors.

People Services may attend, as the Chief Officer’s representative, meetings of the Staff Disciplinary and Dismissal and Appeal Committee to provide advice to the Committee in accordance with the statutory guidance contained within Welsh Government Circular 002/2013.

Voluntary aided and foundation schools will also need to liaise with the relevant body.

<b>What the Council will do</b>	<b>What the school will do</b>
<ul style="list-style-type: none"> <li>• Provide advice and guidance in the application of the disciplinary procedures, schools complaints procedure and Welsh Government Guidance on Complaints</li> <li>• Provide advice and guidance on the investigatory process; this is provided via the EAS governor services in respect of complaints under the school’s complaints procedure and at stage B (formal complaints)</li> <li>• Provide guidance, advice and training on the protocols relating to allegations of a safeguarding/ child protection nature</li> <li>• People Services attend (as the Chief Officer’s representative) at disciplinary hearings/ meetings of the staff disciplinary and dismissal</li> </ul>	<ul style="list-style-type: none"> <li>• Publish a complaints procedure,</li> <li>• Ensure all parents are made aware of, and are able to access, the schools complaints procedure.</li> <li>• Produce a school disciplinary procedure</li> <li>• Ensure participation in appropriate training by governors.</li> <li>• Fulfil employer obligation for triggering disciplinary procedures</li> <li>• Ensure access to and consideration of professional advice in dealing with disciplinary procedures</li> <li>• Ensure the Chief Officer is notified of any potential disciplinary or capability matter involving the headteacher</li> <li>• Ensure early advice is received concerning which governors should, or should not, be involved in the</li> </ul>

<p>committee (and disciplinary and dismissal appeals committee) to provide advice to the disciplining officer/committee where requested/ appropriate</p> <ul style="list-style-type: none"> <li>• Support the school prior to and at employment tribunal stage where necessary, to include People Services and legal support provided their advice is adhered to</li> <li>• The Council will work with all other relevant bodies in respect of voluntary aided and voluntary controlled schools</li> </ul>	<p>investigation of any disciplinary matter to ensure availability of "untainted" governors to deal with final stage procedures and appeals</p> <ul style="list-style-type: none"> <li>• Ensure that there is a robust school Safeguarding Policy</li> <li>• Refer any potential safeguarding issue to the Chief Officer at the earliest opportunity</li> </ul>
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### **13. Policy of Provision for Pupils with Additional Learning Needs**

The Council will support schools in their statutory duty by providing advice and support.

The Council has a responsibility to ensure that resources are being used effectively. It will work closely with schools in monitoring provision made for children with Special Educational Needs/Additional Learning Needs (SEN/ALN) and ensure full accountability for all resources.

The Council recognises that for some children with severe, complex or profound needs, supplementary provision may be required either through a Statement of SEN, a School Action Plus Resource Assist agreement (SAPRA), placement in an SNRB, or additional resources. SEN Statements are for those with the most complex needs and these children are a small proportion of the totality of children with SEN.

Following the introduction of the Additional Learning Needs and SENTW Act, the Council will work in partnership with schools to provide clear advice, training, access to appropriate provision and professional support to enable schools and Governing Bodies to discharge their duties in full.

In partnership with schools, the Council will evaluate the impact of interventions in improving outcomes and wellbeing of pupils with ALN. Opportunities for cluster-based initiatives to share resources, build capacity and facilitate school-to-school support will be pursued, developed and evaluated.

<b>What the Council will do</b>	<b>What the school will do</b>
<ul style="list-style-type: none"> <li>• Provide a clear policy framework for schools and manage the support and placement of those pupils whose needs cannot be met in mainstream school</li> </ul>	<ul style="list-style-type: none"> <li>• Produce an SEN/ALN policy (statutory duty) and have due regard for the Special Educational Needs Code of Practice for Wales</li> </ul>

<ul style="list-style-type: none"> <li>• The Council will agree arrangements to meet the needs of pupils with Additional Learning Needs within mainstream settings where appropriate. This will include suitable strategies and policies to support schools.</li> <li>• The Council will provide advice and training to schools on The ALN and SENTW (Wales) Act, the Code of Practice ALN policy and legislative changes as appropriate</li> <li>• The Council will fulfil its statutory obligations regarding the outcomes of SENTW appeals and secure appropriate provision as directed.</li> <li>• The Council will promote:- <ul style="list-style-type: none"> <li>- access for all pupils to a broad and balanced curriculum within mainstream settings wherever possible</li> <li>- challenging educational experiences of a high quality</li> <li>- defined teaching objectives with intended outcomes for each child, based on the early assessment of need and supported by early intervention</li> <li>- a suitably differentiated curriculum and support where appropriate</li> <li>- partnership working with other agencies</li> <li>- effective opportunities for parents to support their children with additional learning needs; and</li> <li>- cluster and school network based solutions to build capacity and ALN provision</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Meet their statutory responsibilities for Special Educational Needs (SEN) identified in the Education Act 1996 and subsequent ALN legislation as advised by the Council</li> <li>• Take all reasonable steps to meet the needs of pupils with Additional Learning Needs, within a mainstream setting wherever possible</li> <li>• Report to parents on the effectiveness of their SEN/ALN policy through the Governors Annual Report to parents</li> <li>• Ensure that the school has a Special Educational Needs Co-ordinator (SENCo) or Additional Learning Needs Coordinator (ALNco) who is suitable experienced, is aware of his/her duties, and has the time to perform these accordingly</li> <li>• Work collaboratively to secure effective partnership with other agencies and relevant stakeholders to provide inclusive and supportive environments that cater for individual children and young people's needs and offer them an equal opportunity to achieve their potential</li> <li>• Operate a system for assessing, tracking and recording the progress of each pupil and ensuring this is shared appropriately with relevant professionals</li> <li>• Ensure that all additional resource made available to the school to support pupils with identified additional learning needs is used effectively to meet these needs</li> <li>• Maintain and up to date ALN Provision Map including the delegation of additional resources and ALN proportion of the school's delegated budget</li> <li>• Follow the graduated response to meeting the needs of pupils with ALN Explore and embrace cluster-based opportunities to share resources and enhance provision for pupils with ALN</li> </ul>
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## 14. Finance

The Council's Scheme for Financing Schools provides details of the underlying principles for the local management of schools. The document covers the financial and managerial responsibilities of Governing Bodies and the Council in accordance with the School Funding (Wales) Regulations 2010.

Section 4 of the scheme confirms how surplus and deficit budgets are dealt with. The details behind the specific guidance outlined in the Scheme for Financing Schools, including financial regulations and standing orders, form part of this partnership agreement to ensure the Council and its schools work closely to identify and resolve any emerging financial problems/ issues.

The Governing Body must set a budget by 31<sup>st</sup> May each year. Officers from CYP Finance work closely with any school holding a balance that is in excess of the maximum detailed within the Scheme for Financing Schools, which is presently £50k for a primary School surplus and £100k for a secondary school. This involves each school with an excessive balance receiving a formal letter requesting plans of the intended use of the surplus.

Where a school is unable to set or balance a budget, the Council will work closely with the Governing Body and headteacher to provide appropriate advice, guidance and support to ensure that it is able to plan appropriately to bring the budget back in balance.

What the Council will do	What the school will do
<ul style="list-style-type: none"> <li>• Produce, maintain and update a Scheme for School Financial Management</li> <li>• Undertake Section 151 responsibilities to ensure financial probity in all financial matters at school level</li> <li>• Establish appropriate arrangements to monitor school finances and transactions</li> <li>• Ensure arrangement to train governors in their financial management accountabilities</li> <li>• Trigger interventions in accordance with the relevant Scheme in response to any breach of that Scheme or the Council's Financial Regulations</li> <li>• Approve and monitor as necessary school budget recovery plans</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure compliance with the Council's Scheme for School Financial Management and Financial Regulations</li> <li>• Agree, minute and set a balanced budget for the school by 31 May in accordance with the relevant regulations.</li> <li>• Seek advice and support where necessary to secure a balanced budget.</li> <li>• Ensure external advice on pay progression in relation to SLT members and that national pay requirements are adopted.</li> <li>• Ensure regular reports on financial performance of the school are reported to the full governing body.</li> <li>• Support the headteacher and SLT in pursuing opportunities for cluster or school network proposals to</li> </ul>



<ul style="list-style-type: none"> <li>• Provide a schedule and costs for optional services provided under Service Level Agreements</li> <li>• Through Challenge Adviser visits and electronic systems, monitor and evaluate the impact of grant spend on pupil outcomes and wellbeing</li> <li>• Keep governors informed of school performance and school performance priorities across the LA</li> </ul>	<p>pool budgets, share resources and build capacity in accordance with the education vision of the Council.</p> <ul style="list-style-type: none"> <li>• Consider and determine those Council services, which will be purchased through a SLA, including staffing and Health and Safety</li> <li>• Ensure compliance with the Council's procurement framework</li> </ul>
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## **15. Partnership for Improvement**

### **Collaboration to Deliver our Vision**

The Council, its schools and the EAS are committed to working together to provide the highest standards of education in Monmouthshire. This entails developing new initiatives, reducing dependencies, demonstrating resilience and building upon our successes through partnership and innovation.

<b>What the Council will do</b>	<b>What the school will do</b>
<ul style="list-style-type: none"> <li>• Engage with EAS to collaborate, share resources and identify best practice within Monmouthshire and across the region</li> <li>• Advocate and support initiatives that promote school-to-school working to build capacity within Monmouthshire and reduce dependency</li> <li>• Promote and support school based collaborations and sharing of resources</li> <li>• Monitor support and challenge Cluster Improvement Plans</li> <li>• Provide additional opportunities for linking schools with post-16 providers</li> </ul>	<ul style="list-style-type: none"> <li>• Support headteacher and SLT proposals for collaborative working</li> <li>• Regularly consider school initiatives to promote school-to-school support</li> <li>• Consider SLT proposals to share resources and talent where this increases capacity and impact and reduce dependency</li> <li>• Invite and explore opportunities to establish lead practitioner schools / departments as part of the School Improvement model</li> <li>• Positively challenge the SLT to create and champion cluster working and involvement in self-improving networks</li> <li>• The Governing Body will promote their understanding of the national drive in achieving a self-improving system across the education community</li> <li>• Consider cluster based Governor Collaborations</li> </ul>

## **16. Communication and Consultation Arrangements.**

This section sets out the regular meetings hosted by the Council, to which governors and headteachers, or their representatives, are invited. For all groups requiring representatives from different sectors or clusters, the Council will seek nominations for representatives through the primary and secondary headteacher meetings.

### **Chief Officer CYP meetings with headteachers**

Half- termly meetings will be held with headteachers to discuss emerging issues, progress and to consult on new policies and strategies. Additionally, the meetings will share identified good practice within Monmouthshire, new information such as developments in teaching and learning, new legislation, Welsh Government guidance, new policy/ procedures affecting schools and presentations from council officers e.g. People Services on appropriate topics. The meetings will have a particular focus on measures, which will support school self-improvement and capacity building consistent with the Council's vision. These meetings will usually last a half day.

### **Membership**

All Schools (headteacher or their representatives)

Council representation will be through the Chief Officer CYP and members of the Directorate Management Team, with appropriate additional advisers and council officers depending on the topics to be covered.

- Procedures : All meetings will be formally set with dates for the academic year
- An agenda will be set following consultation and circulated 5 days before the meeting
- Formal apologies for absence will be recorded
- Items for inclusion on the agenda should be forwarded to the Chief Officer CYP Business Support Officer
- The Chief Officer CYP will chair meetings
- Formal minutes will be taken and will be shared within 5 days of the meeting
- Headteacher representation will be expected at these meetings, although each headteacher may delegate to their senior management team members as appropriate. Where schools are unable to be represented, the Chief Officer will be advised so that alternative arrangements for briefings can be put into place. Attendance and representation by every school will be key to ensure good levels of communication and positive engagement in the further development of Monmouthshire' s education services.
- Where subgroups are established these will report to Head teacher meetings on their work.

### **Schools Budget Forum**

The Schools Forum (Wales) Regulation 2003 required each Council to establish a Schools Budget Forum. The Schools Budget Forum is key to developing informed and confident dialogue between the Council and schools on budgetary issues, including schools' funding level for the coming year, pressures on future years' budgets, changes to local funding formula and reviewing contracts/service level agreements to schools.

Forums have been set up to represent the views of schools and other interested bodies, on the Council's schools' budget and other matters related to school funding. The Forum is a consultative and advisory body, and not a decision making one.

The membership of the Monmouthshire Schools Budget Forum was approved by Cabinet in March 2019 is as below

Sector	Number of members	Headteacher of other staff representatives	Governors	Other School	Non-school representatives
Primary	8	5	3		
Secondary	7	3	4		
Special & Pupil Referral Service	1	1			
School Business Manager	2			2	
Union Rep	2				2
Diocesan Rep	1				1
Cabinet Member	1				1
Select Committee Rep	1				1
Chief Officer or Rep	1				1
<b>Total</b>	<b>24</b>	<b>9</b>	<b>7</b>	<b>2</b>	<b>6</b>

The Forum meets at least once a term and the Forum constitution, agenda, minutes and papers are available on request. The views of the Budget Forum are presented to Council as part of the budget setting process.

### **Admission Forum**

The Education (Admission Forums) (Wales) Regulations (2003), requires the Council to establish an Admission Forum. The role and function of the Forum is to consider, discuss, monitor and consult on policy, procedural development and support the Council in taking key decisions in line with the development and delivery of the admissions process within Monmouthshire.

The membership of the Admission Forum is shown below-

<b>GROUP</b>	<b>RANGE</b>	<b>NUMBER</b>	<b>NOMINATOR</b>
Members or Officers of the Authority	1-5	4	Authority
Members nominated by Church in Wales	1-3	1	Diocesan Authority
Members nominated by Roman Catholic Church	1-3	1	Diocesan Authority
Community and voluntary controlled schools representation	1-3	2	Authority via Headteacher Groups
Voluntary aided schools	1-3	1	Diocesan Authority
Parent Governor	1-3	2	Parent Governors Association
Community Representation	Up to 3	3	Community Council

The Forum must appoint a Chair and Vice Chair, who may or may not be members of the Forum, and nominated by the Forum itself. At any meeting where both the Chair and Vice Chair are absent, the Forum shall elect, from the core members present, a person to take the chair for that meeting only.

The Council shall appoint a Clerk, who is not a member, for the Council's School Admission Forum. The Clerk will circulate the agenda and documents relevant to the meeting to members.

### **Other meetings likely to involve Schools**

School representatives are invited to attend a number of other groups. The requirements for task and finish groups and other sub-groups may be revised during the course of this Partnership Agreement in response to national and local policy developments.

Groups currently include:

- Monmouthshire Association of School Governors (MASG)
- Standing Advisory Council on Religious Education (SACRE)
- ALN panel
- Joint Advisory Group Trade Union

## **Communication with Schools from Council**

Formal papers, e.g. new policies

- No policy change will be made without first going through formal consultation with schools, Council staff and where appropriate wider council services, other agencies and voluntary groups.
- A copy will be sent to the school email address.
- A further copy will be placed on the Hub and shared with Governor Support for timely onward distribution to governing bodies.

Please note:

Employment policies which are commended to Governing Bodies for adoption are not subject to the consultation processes outlined above. These will continue to be a subject consultation with the relevant recognised trade unions and headteachers via HR Business Partners. Schools are required to advise the LA of any decision by the Governing Body regarding adoption of HR Policies.

### **Full public consultation documents**

In many cases, it will be appropriate for a policy document to have been worked up in a small group or working party and shared at the appropriate headteacher meeting before being considered a suitable draft for wider and formal consultation.

- Copies will be emailed to the Chair of Governors and headteacher of each school
- The formal consultation group for public documents will automatically include the following circulation list:
  - Chairs of Governors
  - Headteachers
  - Recognised Trade Unions representing education based staff
  - SACRE
  - The local Roman Catholic and Church in Wales Archdiocesan Offices
  - South East Wales Directors of Education
  - Youth Forum
  - Chair of Monmouthshire Association of School Governors
  - South Wales Race Equality Council (SWREC)
  - EAS
  - Any other relevant group, as and when required
- Changes to policies that involve parents directly (such as the Council Admission policy, Home to School Transport policy and School Attendance policy) will be published on the Council's internet site for the period of the consultation
- Formal consultation with children and young people will be encouraged. This is facilitated on relevant documents through school councils, the Youth Service and the Youth Forum.

At the close of the consultation period, a summary concluding statistical and formal analysis will be included in the covering report to the final policy document. This evidence will be used to inform final policy or decision-making processes.

## **Policy adoption**

The usual process for policy adoption is as follows:

- Policy considered at CYP Directorate Management Team
- Policy shared with Headteachers and Chairs of Governors
- Policy shared with Senior Leadership Team
- Policy scrutiny at the CYP Scrutiny Committee
- Policy endorsement by Cabinet.
- Policy distributed to SEWEAS Governor Support function for inclusion in school governing bodies agendas for consideration of adoption.

## **Written, email and telephone correspondence with schools**

The Council and schools can expect professional correspondence from each other at all times.

## **Information to parents**

Published booklets and leaflets will be issued bilingually in English and Welsh, with any ethnic minority language available as required. We will also ensure that braille, large print or audio versions are available on request. The council will also make all published information to parents through the Council's website.

## **Council Staff Visits to Schools**

All visits

- Will usually be pre-arranged formally by telephone or email/letter and will always be prearranged if staff observation in schools is the purpose.
- Will be formally recorded either as a record or report of the visit and the outcomes or actions required being noted or a formal letter will follow which outlines these points
- Any subsequent action required by the Council staff and the relevant information or update will be provided to the school in writing within 10 working days.

## **Monitoring of statutory functions**

As more statutory responsibilities are delegated to schools, the Council is required to fulfil a monitoring role and will request that schools submit termly returns within specified timeframes to a nominated officer.

## **Formal Complaints**

The Council has an agreed compliments and complaints policy. Full details of this policy is accessed via the Councils website. Each Governing Body must adopt its own complaints policy.

## **Public Relations**

The council receives numerous press enquiries on a daily basis. It is the role of the Communications Team within the council to monitor and manage all enquiries regarding council services. The Council's Communications team can provide support and guidance to schools on responding to media enquiries and can help with proactive media coverage.

## **Assembly Member and Member of Parliament: Visits and Invitations**

Any visits to schools by Assembly Members, Members of Parliament and royal dignitaries should be notified by the Headteacher or Governing Body to the Chief Officer CYP well in advance of the visit. The Chief Officer will notify the relevant personnel within the Council of the proposed visit so that appropriate protocol is implemented

## **17. Revision of Partnership Agreement**

This Partnership Agreement is for the period September 2019 to August 2022 with a review commencing in September 2021.

The Regulations relevant to Partnership Agreements stipulate the circumstances when a review of agreements may be triggered. These are:

- If a school goes into special measures, or the need for significant improvements are identified during inspection;
- The Council uses its power to appoint additional governors;
- The Minister for Education and Skills directs the closure of a school;
- Statutory proposals are made and come into effect leading to:
  - Changes to the National Model for School Improvement in Wales
  - Amalgamations
  - Changes to ALN/SEN provision
  - Alterations from single sex education to co-education or vice versa
  - Change of language medium of the school
  - Introduction of language medium to the school
  - Introduction or ending of boarding provision
- Where a Council makes, or Minister approves school reorganisation proposals which could mean the establishment, alteration or discontinuance of schools

- If the Council uses its power to suspend the Governing Body's right to a delegated budget;
- Where consistent and upheld complaints by stakeholders are made against the school.

Where a review is triggered under any of the above circumstances, the Council will complete the review within 6 months and revise the Partnership Agreement if necessary. A review may therefore lead to:

- No change
- Amendment of the Agreement
- Replacement with a new Agreement
- The Council drawing up a statement if the school did not agree to changes to an Agreement.

When reviewing an Agreement due to one of the circumstances listed above, if another circumstance comes to light, this circumstance will be reviewed together with the first circumstance. The Council and school will then have one year from the date of the second circumstance occurring to carry out the review. If during this year, a third or more circumstances occur, the Council and school would have one year from the date of the later circumstance to carry out the review. If following a review, no change is made to the Agreement; up to four years may elapse after the circumstance which triggered the review took place before the Council and school have to review the Agreement of statement again.



## REPORT

<b>SUBJECT</b>	<b>REVENUE &amp; CAPITAL MONITORING 2018/19 OUTTURN STATEMENT</b>
<b>DIRECTORATE</b>	<b>Resources</b>
<b>MEETING</b>	<b>Children and Young People Select Committee</b>
<b>DATE</b>	<b>9<sup>th</sup> July 2019</b>
<b>DIVISIONS/ WARD AFFECTED</b>	<b>All Authority</b>

### 1. PURPOSE

- 1.1 The purpose of this report is to provide Members with information on the revenue and capital outturn position of the Authority based on capital slippage and reserve approval and deferment.
- 1.2 This report will also be considered by Select Committees as part of their responsibility to,
  - assess whether effective budget monitoring is taking place,
  - monitor the extent to which budgets are spent in accordance with agreed budget and policy framework,
  - challenge the reasonableness of projected over or underspends, and
  - monitor the achievement of predicted efficiency gains or progress in relation to savings proposals.
- 1.3 Recognising the twofold purpose to brief Cabinet/all members of the collective position, and individual scrutiny committees of specific aspects affecting their portfolio interests, the latter have been colour coded (green) to assist scrutiny members of particular committees.

### 2. RECOMMENDATIONS PROPOSED TO CABINET

- 2.1 That Members consider a net revenue outturn of £49k surplus.
- 2.2 That members endorse the revenue surplus for the year being used to replenish Capital Receipts generation reserve, and notes the effective closure of the priority investment reserve, appreciating the use of reserve balances at outturn, the slippage to 2019-20 proposed and the low level of earmarked reserves, which will notably reduce the flexibility the Council has in re-engineering services and facilitating change to mitigate the challenges of scarce resources going forward.
- 2.3 **Members note the extent of movements in individual budgeted draws on school balances, and reported recovery plan intentions as a consequence of their approving changes to Fairer Funding guidelines since month 2**
- 2.4 That Members note the 81% delivery of the budget setting savings agreed by full Council previously and the implicit remedial action/savings included in the financial monitoring to compensate for circa 20% savings (£951k) reported as delayed or unachievable by service managers.

- 2.5 That Members note the enhanced monitoring of Children's services and additional learning needs proposed, to supply details for instance of average unit costs, the activity and predicted volume of presentations used in forecasting, to allow services an earlier opportunity to highlight cost pressures and more time to resolve such by remedial action in year.
- 2.6 That Members consider the capital outturn spend of £70.31m, introducing a £1.015m anticipated overspend, accepts slippage requests of £9.9m being endorsed and the related presumptions made around net financing consequences as per section 3.5.

### 3. MONITORING ANALYSIS

#### 3.1 Revenue Position

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

Service Area	Initial 2018-19 Annual Budget	Virements to budget since Month 7	Revised Annual Budget	Forecast Outturn	Forecast Over/ (Under) @ Outturn	Forecast Over/ (Under) @ Month 7	Variance between monitoring periods
	£'000		£'000	£'000	£'000	£'000	
Adult Services	7,501		7,412	7,593	181	-24	205
Children Services	11,373		11,460	12,911	1,451	562	889
Community Care	22,704		22,768	21,695	-1,073	-794	-279
Commissioning	1,631		1,627	1,523	-104	-85	-19
Partnerships	366	99	465	465	0	0	0
Public Protection	1,417		1,410	1,420	10	-9	19
Resources & Performance	676		655	662	7	-40	47
<b>Total Social Care &amp; Health</b>	<b>45,668</b>	<b>99</b>	<b>45,797</b>	<b>46,269</b>	<b>472</b>	<b>-390</b>	<b>862</b>
Individual School Budget	43,620		43,621	43,554	-67	-185	118
Resources	1,440	-135	1,305	1,272	-33	-50	17
Standards	5,113		5,111	5,848	737	471	266
<b>Total Children &amp; Young People</b>	<b>50,173</b>	<b>-135</b>	<b>50,037</b>	<b>50,674</b>	<b>637</b>	<b>236</b>	<b>401</b>
Business Growth & Enterprise	1,456	-100	1,232	1,080	-152	-124	-28
Operations	15,394	-130	15,375	15,696	321	621	-300
Planning & Housing	1,815	-32	1,695	1,416	-279	-151	-128
Tourism Life & Culture (Monlife)	3,445	74	3,519	3,696	177	257	-80
<b>Total Enterprise</b>	<b>22,110</b>	<b>-185</b>	<b>21,521</b>	<b>21,888</b>	<b>67</b>	<b>603</b>	<b>-536</b>

Legal & Land Charges	458		456	489	33	45	-12
Governance, Democracy and Support	3,893		3,880	3,781	-99	-60	-39
<b>Total Chief Executives Unit</b>	<b>4,351</b>		<b>4,336</b>	<b>4,270</b>	<b>-66</b>	<b>-15</b>	<b>-51</b>
Finance	2,486	-43	2,441	2,221	-220	-156	-64
Information Communication Technology	2,679	-62	2,617	2,603	-14	61	-75
People	1,680	-132	1,498	1,556	58	30	28
Future Monmouthshire		10	133	150	17	20	-3
Commercial and Corporate Landlord Services	844	-401	429	398	-31	81	-112
<b>Total Resources</b>	<b>7,689</b>	<b>-628</b>	<b>7,118</b>	<b>6,928</b>	<b>-190</b>	<b>36</b>	<b>-226</b>
Precepts and Levies	18,467	0	18,467	18,472	5	-1	6
Corporate Management (CM)	120	0	251	-161	-412	-323	-89
Non Distributed Costs (NDC)	669	0	669	701	32	38	-6
Strategic Initiatives	493	0	424	0	-424	-332	-92
Borrowing Cost Recoupment		-9	-9	-9	0		0
Insurance	1,333	26	1,359	1,359	0	-96	96
<b>Total Corporate Costs &amp; Levies</b>	<b>21,082</b>	<b>17</b>	<b>21,161</b>	<b>20,362</b>	<b>-799</b>	<b>-714</b>	<b>-85</b>
<b>Net Cost of Services</b>	<b>151,073</b>	<b>-835</b>	<b>150,270</b>	<b>150,391</b>	<b>121</b>	<b>-244</b>	<b>365</b>
Fixed Asset disposal costs	153	-35	118	118	0	7	-7
Interest and Investment Income	-56	0	-56	-243	-187	-58	-129
Interest payable & Similar Charges	3,326	111	3,448	3,531	83	36	47
Charges required under regulation	4,500	125	4,562	4,533	-29	-7	-22
Contributions to Reserves	224	562	655	685	30	0	30
Contributions from Reserves	-1,408	70	-1,187	-1,214	-27	0	-27
<b>Appropriations</b>	<b>6,739</b>	<b>833</b>	<b>7,540</b>	<b>7,410</b>	<b>-130</b>	<b>-22</b>	<b>-108</b>
General Government Grants	-63,091	0	-63,091	-63,091	0	0	0
Non Domestic rates	-30,177	0	-30,177	-30,177	0	0	0
Council Tax	-70,838	0	-70,838	-70,741	97	60	37
Council Tax Benefits Support	6,294	2	6,296	6,159	-137	-110	-27
<b>Financing</b>	<b>-157,812</b>	<b>2</b>	<b>-157,810</b>	<b>-157,850</b>	<b>-40</b>	<b>-50</b>	<b>10</b>
<b>Net Council Fund (Surplus) / Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-49</b>	<b>-49</b>	<b>-316</b>	<b>267</b>

3.1.1 This outturn forecast presumes the beneficial effect of £894k of revenue cost meeting capital definitions, and being capitalised against the additional national capital resources (£1.3m) notified by Welsh Government as per para 3.4.2, and without such the Council would have incurred a material deficit. **Specific pressures exist around Additional learning needs (ALN), Children’s Services**, passenger transport, car parking where activity no longer reflects the budget provided given the savings previously volunteered by services colleagues.

3.1.2 Putting such variances in context, they both CYP and SCH significant deficit positions still equate to less than 0.8% variation against the net cost budget before financing. This is an incredibly close correlation given the volume of budget holders involved in the process, the volatility in pressures and savings proposals experienced during the year, and the need to secure compensatory savings to mitigate adverse positions highlighted earlier in the year. However clearly a surplus is more attractive to the Council than an equivalent deficit, so the use of periodic monitoring as a tool for change during the year should not be underestimated.

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

Net Council Fund Surplus	2018-19	2017-18	2016-17	2015-16	2014-15
	£'000	£'000	£'000	£'000	£'000
Period 1	379 deficit	164 deficit	1,511 deficit	867 deficit	219 deficit
Period 2	316 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

3.1.4 The above table indicates a potentially significant change in trend, such that the outturn is less beneficial than the previous period’s reported forecast. This hasn’t been the case in any of the previous 4 years. There is no one panacea reason for this, it can be affected, for instance, by

- Declining national funding
- A reliance on adhoc grants through the year leading to more reactive and less planned outcomes
- An increasing difficulty in successfully managing and delivering the savings targets agreed with members
- More limited opportunities to find adhoc reactive savings in year
- Limited reserve cover to smooth peaks in unforeseen financial activity

**3.2. Directorate Monitoring Positions organised by Select portfolio**

3.2.1 Revenue budget monitoring information for each directorate’s directly managed budgets is provided together with information on corporate areas through the hyperlink in section 8 below. A summary of main pressures and under spends within the Net Cost of Services Directorates include,

**3.2.2 Stronger Communities Select Portfolio (£1.225m net underspend)**

- Chief Executives Unit (£66k underspend)

**Legal division** exhibited a £33k overspend, due to staff cost pressure and a shortfall in land charges income. **Governance, democracy and support** incurred a £99k surplus due to staff vacancies and windfall electoral management grant more than compensating for the

pressure in Contact centre and inability to make staff vacancy efficiencies in support and scrutiny positions.

- Resources Directorate (£190k underspend)

**Finance Division predict an underspend of £220k**, predominantly predicted savings in Revenues and Exchequer sub division and saving in management cost. **IT predicts an £14k underspend**, due to laptop purchases being deferred being more significant than the deficit introduced by shortfall in SRS reserve returned to MCC at year end, and a degree of salary savings not yet delivered within SRS. **People services predicts £58k deficit**, mainly the result of sickness and maternity cover within the division. **Corporate Landlord division exhibited a net £31k surplus** which hides large variances within monitoring, such that savings in staffing and management of asset management of £154k compensate exactly for procurement savings not made. The net savings effectively come from the net extent of programme repair work that would have been charged to revenue had extra schools capital funding not been manifest. **Future Monmouthshire** responsibility has moved across to Resources during the financial year, and exhibits a **£17k deficit**, being a proportion of digitisation and agency cost savings not yet attributable to particular services.

- Corporate (£799k underspend)

The net effect of the unutilised redundancy budget (£424k), together with one off rate refund receipts in respect of Council's buildings and an extraordinary dividend from the Crematoria Joint Committee. Please note the cost of redundancies unless subject to the traditional 2 stage approval process agreed with members show as overspends within service budgets rather than corporate.

- Appropriations (£130k underspend)

Reserve usage has been adjusted in both Appropriations and service Directorates hence the volume of budgetary virements and variability between month 7 and outturn exhibited in the table 3.1.2. Small savings accrue from minimum revenue provision required (£29k) to repay borrowing experienced during the year. The interest savings and costs can simplistically be netted off as a £104k saving. They are a mixture of additional interest receivable on investments, additional interest on necessary unsupported borrowing with all activity being affected by an increase in base interest rates during the year and reported previously.

With regard to treasury management and interest rate speculation, the last quarter introduced a heightened challenge to predict forward interest rates and act accordingly. This was due to uncertainty as how smooth the Brexit process would be, but Treasury advisor had instead indicated a sense in having a balanced loan portfolio with a mixture of short/long term debt and proportion of variable/fixed debt. Over the medium term we have tended to take short term recurrent borrowing at effectively variable rate. This has provided Treasury savings over the last 3 years. It is more likely that we will be locking a higher proportion of that short term recurrent borrowing into more fixed rate longer term instruments. Longer term rates are more expensive than recurrent short term rates, so this is anticipated to mitigate the positive effect that Treasury traditionally brings in balancing the budget in future years.

- Financing (£40k underspend)

Council tax receipts indicate a £97k shortfall given an increasing level of discounts and allowances being requested. The traditional underspend in anticipated Council tax benefit payments was at the end of the year very close to the monitoring prediction throughout the year, providing £137k benefit. However going forward this is an area where activity is likely to be more volatile than traditionally given advertising campaign undertaken by Welsh

Government and the advent of universal credit bringing focus to individual's financial circumstances. .

## **RESOURCES DIRECTOR'S CONTEXT & COMMENTARY**

Concerted efforts through the financial year and in particular the last quarter has resulted in a £191k under spend, a £226k positive variance from the £35k over spend reported at month 7 and assisting the overall Authority outturn position.

Savings of £148k within Estates, an increase of £99k from month 7, have been derived from further staff vacancies, additional income and lower than anticipated expenditure on professional fees. There will soon be a restructuring of the Estates team that will look to ensure that we have the capacity and capability to continue progress with the delivery of the revised Asset Management and Commercial strategies. Improved income generation of £70k with the solar farm were generated due to more beneficial export tariffs being secured.

Additional premises cost have resulted with our Industrial Units and County Farms have incurred cost pressures resulting from a compensation payment and professional fees together with strain on rental incomes being achieved from farm holdings (£27k). An under spend of £57k has resulted on corporate building maintenance budgets as a result of school maintenance grant being received late in the financial year from Welsh Government. This has been offset by an over spend of £9k on accommodation costs across our main office sites due to additional maintenance costs and an over spend in Property Services of £18k due to lower than anticipated fee income.

Procurement is still reporting an over spend resulting from the non-delivery of an element of the authority wide savings (£155k). This was subsequently factored into budget proposals and thus removed as a pressure for 19/20. Alongside this targeted resources are being directed into identifying and exploiting further procurement opportunities consistent with taking forward the revised procurement strategy.

Finance reported an increased underspend of £221k (£156k at month 7). Savings have resulted from further staff vacancies, one-off grant received from DWP in respect of Housing Benefits and the cost of the cash system and merchant fees being less than anticipated. The introduction of the new cash system will increase costs but the saving was at least welcomed in allowing the directorate to put downward pressure on costs.

The Future Monmouthshire budget exhibiting some strain (£18k over spend) as a result of cross authority savings not yet being allocated in respect of digitisation, agency costs and mileage allowances offset through downward pressure being placed on professional fees. Targeted work is being undertaken to ensure that cross authority savings are being delivered in 19/20 and such that over spend pressures are not repeated.

ICT and the specifically the Shared Resource Service delivered a £14k under spend at outturn (£61k over spend at month 7) have resulted from savings in supplies and services budgets along with the benefit of a one-off capital grant being received late in the financial year from Welsh Government.

The picture is completed by net cost pressures of £58k continuing within People Services (£31k at month 7) and resulting from increasing staff costs as a result of the need to cover staff sickness, one-off costs with HMRC regarding historic mileage claims and increased training costs at Raglan Training Centre offset by savings in Corporate Training with a delay in recruiting a modern apprentice and a reduction in corporate healthcare costs within Occupational Health.

Efforts now quickly turn to 19/20 and delivery of savings proposals and further work to manage and contain expenditure within the directorate and across the Authority.

### **3.2.3 Economy & development Select Portfolio (£78k net overspend)**

- Enterprise Directorate (£67k net overspend)

**Business growth and enterprise** predict a net **£152k underspend**, being effect of staffing savings, and a small net income from Events firework display. The staffing has been core funded through a reduction to corporate redundancy budget, but there is still no formal Events strategy to indicate how events income will contribute a holistic benefit in sustaining services. This remains similar to the Borough Theatre situation.

**Planning & Housing (net £279k underspend)** – Development control has historically experienced a significant deficit in income against budget. The extent of some larger sites coming online during the year has meant higher than usual income levels, however the majority of saving comes in the form of professional and specialist costs not incurred in facilitating LDP process. The pressure accommodated in respect of lodging scheme as part of 2018-19 budget process and ad hoc grant has allowed the Housing service to exhibit £99k surplus.

**Operations incurred a collective £321k deficit.** The position for each of main Operations areas is as follows, Transport Garage and car parks £382k deficit (in the form of £118k additional maintenance costs to older vehicles and £274k income deficit from car parking), catering £32k surplus (caused by adhoc free school meals grant), cleaning £20k surplus (caused by additional income from “new” sites) , Passenger Transport £248k deficit (caused by a mixture of additional staffing costs, additional repair costs, and additional resulting hire costs), Waste and Streetscene £115k deficit (caused by abortive recycling saving with neighbouring authority £110k, and CA site savings from reduced opening hours not enacted £13k) and Highways £373k surplus (the net result of redirecting revenue expenses to be afforded by additional capital funding, and a mild winter reducing winter maintenance liability).

**Tourism, leisure & culture - Monlife (£177k overspend)** – The final position is artificial to the MCC bottom line as it masks the significant recurrent deficit situation experienced within Outdoor Education service. The outdoor education partnership was dissolved since month 7 reporting, and the balance of the partnership reserve (£129k surplus) credited to revenue account. This has largely compensated for £119k trading deficit. The risk to MCC is that service still has to be re-engineered to become sustainable, those costs will fall to MCC in recognition that partners have agreed to forego any reserve distribution Unfortunately the reserve has been utilised predominantly to afford the year’s trading deficit (£119k) and will not be available to support re-engineering costs. The trading pressure within Outdoor Education relates to an eroding income base as historic partners looked to withdraw their core support.

Attractions incurred £71k deficit pressure predominantly £62k in respect of redundancies.

Leisure centres incurred a net £11k income deficit, with the encouraging income surplus at Monmouth LC of £89k, (testament to its redevelopment and work of staff) not being fully sufficient to cover for shortfalls in income at its southern establishments. Youth has incurred a £7k due to unbudgeted training expenses. Museums anticipated a £42k overspend mainly for staff and sickness cover, and remediation consequences of withdrawing from using the Caldicot storage facility.

- Social Care & Health (£10k overspend)

**Public Protection (£10k overspend)** – predominantly the net effect of minor pressures across registrars, public health and trading standards.

## **ENTERPRISE DIRECTOR'S CONTEXT & COMMENTARY**

The outturn for the end of the financial year sets out a continued underspend for the Enterprise Directorate. The final outturn presented is an under spend of £110k. This is a significant achievement and officers have continued throughout the year to manage adverse positions as they have been identified.

### **Economy and Enterprise**

The economy division is reporting underspends these are due primarily to staff vacancies. Within Business and Enterprise, in the financial year 2019/20 these underspends are not projected to continue as these funds will cover salary contributions for the Strategic Lead for Regeneration and the Town Centre Engagement Project Officer. The underspend on Communities and Partnerships Development is due to a vacant post and a decrease in spend against supplies and services. It is anticipated that this will be fully spent in 2019/20 due to a small restructure within this team.

### **Planning and Housing**

Planning and Housing have continued to report underspends and the final outturn underspend is £278,531. A large proportion (£186k) of this is due to an underspend in Professional and Specialist Fees that were anticipated for the key elements of the LDP evidence base that require the commissioning of external consultants. This will commence in 2019/20 so no major costs have been incurred. The underspend in Housing has arisen due to two key aspects, firstly the lodgings scheme, a change in designation of the properties has led to an increase in rental income plus an ability to claim property maintenance expenses from one off grant funding has led to the variance from month 7. Secondly, Private Sector Leasing, this is the first year these properties have been back within MCC control and it was unclear how much work would be needed to repair and maintain them. It has also been possible to claim large refurbishment and maintenance works from the one off grant funding.

### **Operations:**

There are deficit trends within Operations that have caused concern and have been reported upon throughout the year. The resultant outturn of a £320k adverse position for this division is an improved position since the Month 7 report.



### Cleaning and Catering

The catering section has underspent by £32k, the swing between the outturn and month 7 is mainly due to additional grant funding that was not expected at month 7 (£30k). In addition there were lower than anticipated material and consumable costs. The cleaning section has underspent by £20k due to higher than anticipated income this relates to additional sites being acquired during the year leading to increased income.

### Highways

Highways Development & Flooding has overspent by £52,000. There have been swings between individual costs centres within the unit but the main reason for the overspend relates to consultancy costs incurred in the setup of the authority's Civil Parking Enforcement team. We were hopeful that these costs could be covered by improved fee income during the year but fell short of the amount required. Highways Operations has underspent by £424,000 due to increased capital income that has been received throughout the financial year. A windfall capital allocation increase in 2018/19 allowed us to rearrange our repair programme to better displace core costs with capital funding. In addition to this the mild winter meant that gritting and snow clearance works were under what we had predicted for the year. Highways External Clients and the SWTRA Collaboration have come in on budget.

### Home to school transport

The section has overspent by £248k. The changes from month 7 to outturn relates to higher than anticipated vehicle repairs costs which have also resulted in increased vehicle hire charges whilst these vehicles have been off the road to allow the repairs to be completed. The main budget pressures during the year have been increased vehicle hire charges due to a number of vehicles off the road requiring major repairs, this has impacted on the expected savings that were anticipated through the dynamic purchasing scheme procurement exercise but these works are essential to ensure our fleet is safe and resilient. Secondly, the overspend also related to increased employee costs which have been incurred through the rearrangement of our staffing structures and to correct a contractual arrangement which have led to additional employee payments.

### Fleet management and Transport

Transport are over spent by £118k due an increase in maintenance costs due to the ongoing maintenance of a number of older vehicles and additional new depot costs due to essential works to allow the occupation of the new building in Caldicot. The variance from month 7 to the final outturn is due to the level of maintenance increasing throughout the year.

### Car Parking

The over spend of £275k is due to a number of areas. Morrisons in Abergavenny provides free parking in the town for two hours and due to its proximity people choose to park in this

car park, which means a loss of car parking income, this has been estimated as £2k per week. Car Parking fees were increased by 10% for 2018/19 however, these charges didn't come into force until July 2018 so a full year of increased fees has not been realised. Two car parks have also been closed for part of the year due to engineering works which has meant a further loss in income. The variance from month 7 is due to a further decrease in income levels. A small under spend has been generated through the green car scheme. The under spend will never be known until year end due to members of the scheme joining and leaving throughout the year.

### Waste and Street Scene

The Waste and Street Scene section is £115k over spent. This is due to £100k savings proposal to Blaenau Gwent not being progressed and the CA site savings of £13k from reduced opening hours not currently being implemented.

The final outturn position for the MonLife portfolio is £177,168 over, a reduction from month 7 of £80,000 but a large proportion of this relates to the Outdoor Education service which draws upon the trading reserve for an extra £72,000. Throughout the financial year officers have worked hard to maintain existing services to ensure that the end of year position was as anticipated. This set of services moves into an exciting next stage over the forthcoming years as the services move into transformation and implementation of the MonLife brand.

Following the restructure of the Attractions Service in the summer of 2018 the resultant redundancy costs of £62k were incurred. Museums have overspent by £50k mainly due to staffing costs because of the need to provide front of house cover when staff are on leave or sick (£43k). A further £7k of this was design work for the structure at Abergavenny Castle which because it is not proceeding cannot be offset against the grant funding.

The Gwent Outdoor Education Service was formally dissolved in March 2019, with the Talybont site being returned to Newport City Council. Over the past few years the service has suffered from the loss of partner subsidies and has seen a general decline in usage with increasing costs. There has been a significant overspend which has been met in part by the Outdoor Education reserve leaving £13k to be met from the service.

Countryside is overspent by £26k mainly due to unplanned expenditure to adapt and complete the Black Rock access barrier as well as rights of way maintenance pressures.

Other minor overspends included £11k in Leisure where high income targets were not achieved; Youth Service, £7k because of additional training requirements and the remainder in repairs and improvements to Old Station Tintern.

### **3.2.4 Adult Select Portfolio (net £989k underspend)**

- Social Care & Health

**Adult Services (£181k overspend)** – resulting from a significant drop off in community meals income of £80k has been reported by service, together with £155k staffing pressures (sickness cover and ERS pension saving not realised) within net direct care establishments (Severn View and Mardy Park), a £120k net pressure caused by limited capacity in the

external domiciliary care provider market, compensated for by vacancies and management savings of £97k.

**Community Care (£1.073m underspend)** – net savings within Mental Health Care team budget and Frailty pooled budget (collective £1.4m) compensate for an inherent pressure to adult disability care provider costs and client needs (£323k overspend).

**Commissioning (£104k underspend)** – predominantly the effect of reviewing service contracts, and a staffing saving, compensating for Drybridge Gardens income shortfall caused by a tenancy vacancy.

**Resources (£7k overspend)** – net effect of increased transport costs.

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

The year-end outturn overspend of £472K includes £13K of redundancy costs to be met from equivalent underspends held centrally, with the outturn position benefiting from a £345K in year Social Care Pressures grant from Welsh Government and £40K of capitalised IT costs, accounted for within the Adult Services budget.

At month 7 forecast prediction was a £390K underspend, but at that time of reporting it was highlighted we were moving into the winter months and with a back drop of Adult care hours that were awaiting brokerage from reablement, and the increase in Looked After Children numbers it would be a challenge to remain within budget. At M7 £406K was predicted from the Social Care Pressures grant but the final award was £61K less and since M7 the directorate travel budget was reduced by £30K.

Within Adults Services the year end outturn underspend of £989K is much better than that predicted at M7 (£943K) mainly as a result of continued care provision mainly within Usk and the South of the County delivered through reablement as opposed to the external domiciliary market. Also there have been some additional property sale income received prior to year-end which had previously been expected in April.

Children's Services have experienced significant demands since M7 resulting in an outturn overspend of £1.45M, compared to that previously forecast at M7 of £561K. Legal costs have overspent by £230K, with £252K spent on Legal costs after the M7 forecast. Alternative legal provision has been mapped out with the Head of Law as we move into the new financial year. Looked After Children numbers have significantly increased from 148 reported at M7 to 172 at outturn a rise of 24, with an additional 18 placement since M7 costing £341K and within younger people's accommodation 6 placements costing a total of £489K.

Public Protection overspent by £10K which given it operates on a very small budget of just £1.4M to provide its wide range of services such as Trading Standards, Environmental and Public Protection, Licensing, Health & Safety and Registrars is a pleasing result.

### **3.2.5 Children & Young People Select Portfolio (net £2.088m overspend)**

SLT received month 10 monitoring information. At which time Director of Resources met with Director of Social Care and Director of Children and Young People. No additional remediation actions were agreed, but there was a commitment that adverse variances would be contained at month 10 levels. The equivalent forecast information at month 10 was £1.3m adverse

variance in Children's service, so outturn exhibits a further £118k adverse variance with extra service costs being mitigated by unbudgeted intermediate care funding so extra overspend is predominantly in staffing costs which is one of more controllable aspect of Children's services budget.

CYP Directorate exhibited a forecast deficit to Standards Division of £695k at month 10, mainly in respect of additional learning needs pressure. At outturn this has risen by £42k to £737k. The budget has been subject to a variety of changes in recent years, and savings of circa £800k volunteered over the last 3 years. The budget historically reflected 2 special needs units operating across the County. More recently there has been an acknowledgement to operate in each of the secondary schools, and, where reasonable, to support pupils in Monmouthshire schools rather than out of County.

In both cases, service colleagues volunteer that service demand has increased and introduced an equivalent additional financial pressure, and that individual decisions can have a very significant consequence. To enable members to better appreciate such, it is recommended that the financial monitoring going forward needs to be more sophisticated to provide a context about the volume of customers/recipients actually supported and their average cost of provision and to evidence what assumptions and volume have been used to forecast outturn activity upon.

- Social Care & Health (£1.451m overspend)

**Children's Services (net £1.451m overspend)** – this can be a fairly volatile area to manage budget wise, with individual placements potentially having a significant effect. The service concludes pressures resulting from a greater volume of placements and consequent transport costs thereafter totalling circa net £1m, and staffing costs above budget of £440k.

In comparison to 2017-18 activity which was £1.6m overspend, the 2018-19 forecast does indicate a slightly improving position consistent with the recovery plan prepared by Children's service that advocated £113k saving in 2018-20. However that presumption was based on a perceived £534k unsustainability rather than £1m.

**Youth offending team partnership (breakeven)** – this partnership is managed in a similar fashion to Outdoor Education, in so far as surpluses or deficits do not affect MCC outturn position and are instead transferred to their trading account. The Board overseeing the management of the service has agreed to hold the combined surplus at £150k, which means that circa £99k beneficial effect has been redirected back through to partners at year end, MCCs proportion is circa £40k. Service colleagues have chosen to use this credit to reduce Children's services costs, accepting the risk of needing to absorb any future volatility in Youth Offending costs above budget, rather than more prudently establishing a reserve to smooth such peaks and troughs in service provision.

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

The year-end outturn overspend of £472K includes £13K of redundancy costs to be met from equivalent underspends held centrally, with the outturn position benefiting from a £345K in year Social Care Pressures grant from Welsh Government and £40K of capitalised IT costs, accounted for within the Adult Services budget.

At month 7 forecast prediction was a £390K underspend, but at that time of reporting it was highlighted we were moving into the winter months and with a back drop of Adult care hours that were awaiting brokerage from reablement, and the increase in Looked After Children numbers it would be a challenge to remain within budget. At M7 £406K was predicted from

the Social Care Pressures grant but the final award was £61K less and since M7 the directorate travel budget was reduced by £30K.

Within Adults Services the year end outturn underspend of £989K is much better than that predicted at M7 (£943K) mainly as a result of continued care provision mainly within Usk and the South of the County delivered through reablement as opposed to the external domiciliary market. Also there have been some additional property sale income received prior to year-end which had previously been expected in April.

Children's Services have experienced significant demands since M7 resulting in an outturn overspend of £1.45M, compared to that previously forecast at M7 of £561K. Legal costs have overspent by £230K, with £252K spent on Legal costs after the M7 forecast. Alternative legal provision has been mapped out with the Head of Law as we move into the new financial year. Looked After Children numbers have significantly increased from 148 reported at M7 to 172 at outturn a rise of 24, with an additional 18 placement since M7 costing £341K and within younger people's accommodation 6 placements costing a total of £489K.

Public Protection overspent by £10K which given it operates on a very small budget of just £1.4M to provide its wide range of services such as Trading Standards, Environmental and Public Protection, Licensing, Health & Safety and Registrars is a pleasing result.

- Children and Young People (net £637k overspend)

Service colleagues reported **School Budget Funding** moved from breakeven at month 2 to £185k surplus at month 7, based largely on capitalising expenditure (£125k) and anticipating redundancy and settlement agreements being borne by corporate redundancy budget. The outturn was an uncommitted **£67k surplus** not allocated to schools. **Resources Divisions** are now anticipating a £33k surplus, caused by net vacancies and reduced hours. **Standards subdivision** exhibited an **outturn overspend of £737k**. It had previously anticipated a forecast £471k overspend reported as largely the consequence of continued reduced residential place numbers at Mounton House as MCC considers the future use for the facility. Since month 7 the cost deficit in Standards Division has increased by a further £266k.

## CHILDREN & YOUNG PEOPLE DIRECTOR'S COMMENTARY

The Directorate's Month 12 position is a forecasted overspend of £637,390 which is an increase on the month 7 forecast over spend of £307,942. Included in the overspend are two areas of expenditure that were not reported in the directorate for month 7, the first is £108,500 relating to severance agreements in schools, where some of the costs have been borne by the directorate, in the previous forecast these were reported centrally. The second is £48,907 which is provision for school based redundancies. The redundancies will not take place until August, but have already been agreed by the Governing Body.

The Additional Learning Needs budget continues to remain under significant pressure due to the requirement to support more of our pupils with complex needs. This is not a simple picture of additional costs, officers have been managing these costs to keep these to a minimum while ensuring the young person is supported. In addition, there have been new complex additions to the number of children requiring support; these can be significant and

the part year impact of one of these placements is as much as £50,000. It is important to note that the pressure of supporting children within mainstream Monmouthshire schools is a more significant pressure than the out of county pressure.

While the recoupment income for the authority has increased since month 7, the pressure for Mounton House remains. The future of Mounton House is a key focus of the Additional Learning Needs (ALN) Review.

Schools and CYP budgets remain exceptionally challenging across Wales and Monmouthshire is no different. The year end balances for our schools show a collective deficit of £232,404. However this is an improvement of £496,352 since month 7. Recovery plans are a significant focus for schools in a deficit, with the Governing Body and Local Authority working collectively to agree the improvements required.

### 3.3 2018/19 Budget Savings Progress

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

In summary they are as follows,

<b>Disinvestment by Directorate 2018-19</b>	<b>2018/19 Budgeted Savings</b>	<b>Value of Saving achieved at Outturn</b>	<b>Delayed Savings</b>	<b>Savings deemed Unachievable YTD</b>
<b>REVENUE MONITORING 2018-19</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Children &amp; Young People</b>	<b>(631)</b>	<b>(475)</b>	<b>0</b>	<b>(156)</b>
<b>Social Care &amp; Health</b>	<b>(925)</b>	<b>(795)</b>	<b>0</b>	<b>(130)</b>
<b>Enterprise</b>	<b>(242)</b>	<b>(138)</b>	<b>(94)</b>	<b>(10)</b>
<b>Resources</b>	<b>(746)</b>	<b>(508)</b>	<b>(239)</b>	<b>0</b>
<b>Chief Executives Units</b>	<b>(1,296)</b>	<b>(1,060)</b>	<b>(78)</b>	<b>(159)</b>
<b>Corporate Costs &amp; Levies</b>	<b>(25)</b>	<b>0</b>	<b>(25)</b>	<b>0</b>
<b>Appropriations</b>	<b>(396)</b>	<b>(396)</b>	<b>0</b>	<b>0</b>
<b>Financing</b>	<b>(800)</b>	<b>(740)</b>	<b>0</b>	<b>(60)</b>
<b>DIRECTORATE Totals</b>	<b>(5,061)</b>	<b>(4,112)</b>	<b>(436)</b>	<b>(515)</b>

3.3.2 Mandated saving performance is running at 81% of budgeted levels, with currently £515,000 being deemed potentially unachievable, and a further £436,000 to be delayed to later years. This decrease in achievability forecasting (5%) is predominantly shown in Social Care and Children and Young People Directorates

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



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

### **3.3.5 Stronger Communities Select Portfolio**

Resources Directorate & Corporate

- Delayed savings are anticipated in respect of the likely introduction of the Revenues sub division's new document image system (£10k), the Procurement gateway review £150k appears to exhibit little progress to date, savings from more zealous use of duplicate payment software (£25k), and the reviewing of technology and systems and introduction of chatbot functionality (£79k) all report delays in implementation and the timing when savings crystallise.

Ex Enterprise (ENT) Directorate

- The Future Monmouthshire initiative was part of Enterprise Directorate at budget setting time, but has since moved to Resources Directorate. A Council wide target, overseen by Future Monmouthshire colleagues, to reduce agency costs by £80k is reported unlikely to be delivered. Similarly a shortfall to increase fees and income by £32k has fallen short by £10k and the presumption to reduce Council travel costs by £72k this year is likely to fall short of aspiration by circa £14k.

### **3.3.6 Economy & Development Select Portfolio**

Ex Chief Executive's Office/Operations now Enterprise Directorate

- Approved car park price increases weren't introduced in April reducing the anticipated income levels (£21k). The civic amenity (CA) site opening time reductions haven't been introduced resulting in £13k saving shortfall. The matter has fallen into a wider CA sustainability review during 2019-20 commissioned with Waste and Resources Action programme (WRAP).
- The savings agenda within PTU were significant and wide ranging and involved significant officer time outside of core PTU team. Latest anticipation from a current retendering exercise still suggests a £29k shortfall on the £171k estimated. The £30k saving from reducing payments to contractors but providing a more timely cashflow has been reviewed, as it potentially discourages take up, and perpetuates a need for multiple approaches. The service has trialled a successful payment on account process, and has instead chosen to take an increased saving from the successful pilot of personal transport budgets. The extended provision of in-house Additional Learning Needs (ALN) transport service designed to deliver £41k, is not as advanced as other PTU practice changes currently, and the saving of £49k from Raglan training is only anticipated to deliver £20k additional income this year.
- The £100k proposal to effectively sell Recycling activity targets to a neighbouring authority to avoid their penalisation hasn't been progressed, as they've received a relaxation to potential sanctions. £35k of the seasonal garden waste income saving has been achieved leaving a £5k shortfall.

### **3.3.7 Adult Select Portfolio**

Social Care & Health (SCH) Directorate

- Adult social care proposals are reported to have delivered the full extent of proposed £638k efficiencies. Adult services exhibited £181k overspend during the year, mainly in Adult disability service provision. Members may wish to explore the Adult practice change savings presumption in respect of how and if it relates to disability services.
- The additional income predicted from Meals on wheels (£15k) isn't yet manifest, and the increasing cost of meals on wheels has had a perceived reduction in demand resulting in a greater pressure to service.

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

#### Social Care & Health (SCH) Directorate

- Whilst not a “true” net saving, a 4 year financial recovery improvement target was established by the Children’s service to compensate for £560k pressure anticipated. Up until month 7, the financial volatility experienced within Children’s Services was absorbed by wider Social Care savings. However the Children’s Services outturn instead introduced a net £1.1m demand pressure (excluding staffing overspends). So the recovery plan Social Care are working with would seem to benefit from review/update especially as Children’s’ services remains one of the more volatile budgets within the Council, where individual decisions can result in significant consequences, so the position will need to be closely monitored through the year.

#### Children and Young People (CYP) Directorate

- Children and Young people Directorate colleagues reported at month 7 that a £20k shortfall in anticipated income from breakfast club income, and £15k shortfall in being able to adjust premature retirement budget. At outturn it instead reports that shortfall in income from breakfast clubs is £78k, that the shortfall on premature retirement saving has improved and reduced to £10k, but that none of the saving in relation to Mouton House (£68k) has been achieved.



### 3.4 Capital Position

3.4.1 The summary Capital position at outturn was as follows,

<b>MCC CAPITAL BUDGET MONITORING 2018-19 AT Outturn by SELECT COMMITTEE</b>						
<b>SELECT PORTFOLIO</b>	<b>Actual Spend at Outturn</b>	<b>Slippage Brought Forward</b>	<b>Total Approved Budget 2018/19</b>	<b>Capital Slippage to 2019/20</b>	<b>Revised Capital Budget 2018/19</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>	23,024	9,360	24,406	(2,219)	22,187	837
<b>Adult</b>	1,268	0	1,268	0	1,268	(0)
<b>Economic &amp; Development</b>	31,626	98	32,100	(465)	31,635	(9)
<b>Strong Communities</b>	14,393	2,376	21,372	(7,166)	14,206	187
<b>Capital Schemes Total</b>	<b>70,311</b>	<b>11,836</b>	<b>79,146</b>	<b>(9,850)</b>	<b>69,296</b>	<b>1,015</b>

#### 3.4.2 Additions

Major revisions to the capital programme within year included Cabinet approvals for The Asset Investment Fund (£50m over 3 years), 'J' Block at Usk County Hall (£1,300K), The Cardiff Region City Deal (£1.004k), £1,040k for the Crick Road Care Home and £994k for the Abergavenny Public Realm scheme.

The Council derived an extra £1.3m in year in the form of additional capital grant. £894k of this was utilised in improving the revenue position exhibited in above. A report was presented to Council on 21<sup>st</sup> February indicating the use of the extra £1.34 capital grant, at the time there was still £416k to be allocated to particular schemes. The residual has been subsequently utilised upon,

Further capitalising major vehicle repair costs	£320k
Provision of catering trailer/pod at Caldicot castle	£14k
Cleaning equipment and machinery	£14k
Biotech machine for health spa	£8k
Laptops	£46k
Borough Theatre Sound & Lighting Equipment	£14k

In March 19 the Council also received details of an extraordinary schools capital grant award totalling £994k, such that the capital monitoring workbook is further complicated at year end by the need to manufacture a position acceptable to Welsh Government (WG) around this award, as despite it being very late in the financial year it was important for WG to report it as 2018-19 spending. So rather than pragmatically agreeing for it to be rolled forward to 2019-20 intact, Welsh Government required it be demonstrably used on any existing schemes (in MCC case property maintenance schemes) with a proviso that the extra headroom that it released be made available in 2019-20 to allow works on “new” school schemes. The way it has been shown is artificial in suggesting that grant award was double what was actually received (i.e. £1.99m) but with a related Property maintenance budget reduction the overall budget and spend activity remains correct at outturn.

### 3.4.3 Outturn

Capital expenditure forecasts during the year anticipated an overspend in respect of 21<sup>st</sup> Century Schools building projects at the old Caldicot Comprehensive (£738,612) and at the old Monmouth Comprehensive (£346,230) due to project management costs incurred over a longer timeframe and greater incidence of asbestos remediation from ground and demolished buildings than anticipated upon survey. The Monmouth school overspend is still predicted but not incurred as at end of 2018-19 and so will fall into 2019-20 as a funding pressure. The prospective Caldicot school activity has resulted in a year end overspend of £737k which has been financed by unsupported borrowing.

Vehicle purchases financed by borrowing (£330k) show as an overspend as the decision to purchase rather than lease introduces a capital expenditure commitment to the capital programme not budgeted for, the reality is that traditional revenue leasing payments are instead utilised in affording capital repayments.

IT in schools also exhibited a £160k overspend, as service colleagues underestimated the work still to be completed on this project when calculating 2017-18 slippage. The balance of funding has been afforded by IT reserve.

### 3.4.4 Slippage to 2019-20

Service officers have to provide details of any slippage requests at outturn, for consideration by section 151 officer. Commonly there is a trend for colleagues to assume spend on budget through the year, but then report a need for slippage at outturn due to inclement weather, a health and safety need or not being able to plan the spend at schools for periods when pupils are absent. In previous years a detailed assessment was undertaken as to whether the requests were true slippage or more reasonably simply an underspend. Unfortunately for 2018-19 this level of analysis hasn't been possible due to capacity aspects, and consequently most slippage requests have been accepted on face value. Ignoring the commercial investments volatility caused by presuming 3 equal budgets over next 3 years, the upshot is since month 7 that slippage levels reported as necessary have doubled.

Total **Slippage at Outturn** was (£9,858k), which mainly relates to Abergavenny Community Hub (2,231k), the Usk County Hall 'J' block refurbishment program (£2,139k), **Future Schools** (£981k) and **School Maintenance schemes** (£994k).

There is also slippage of £1,606k in Grant funded Infrastructure and Waste Recycling schemes due to very late awards from the Welsh Government during the financial year.

Slippage of .£733k is contained within 22 individual S106 schemes reportably the consequence of mainly non Council controllable influences, and this is reasonable for new schemes where there is commonly a degree of consultation and engagement necessary, however it is noticeable that some schemes slipped from previous years also indicate limited activity.

Further schemes slipped include, The Capital Region City Deal (£331k), Car Park refurbishments and Ticket Machine improvements (£257k) specifically £223k in relation to the Granville Street / Wyebridge Street car parks.

### 3.5 Capital Financing and Receipts

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

<b>CAPITAL FINANCING SCHEME</b>	<b>Annual Financing</b>	<b>Total Approved Financing Budget 2018/19</b>	<b>Budget Slippage to 2019/20</b>	<b>Revised Financing Budget 2018/19</b>	<b>Forecast Capital Financing Variance 2018/19</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Supported Borrowing	2,410	2,410	(0)	2,410	0
General Capital Grant	2,824	2,824	0	2,824	0
Grants and Contributions	13,157	13,238	0	13,238	(81)
S106 Contributions	985	2,302	(1,317)	985	(0)
Unsupported borrowing	42,216	48,132	(6,956)	41,176	1,040
Earmarked reserve & Revenue Funding	281	174	(169)	5	276
Capital Receipts	8,401	10,032	(1,408)	8,624	(223)
Low cost home ownership receipts	37	34	0	34	3
Unfinanced	0	0	0	0	0
<b>Capital Financing Total</b>	<b>70,311</b>	<b>79,146</b>	<b>(9,850)</b>	<b>69,296</b>	<b>1,015</b>

#### 3.5.2 Variance in Funding Explanations

- **Unsupported borrowing £1,040k over due to Caldicot Schools overspend (£738k)** and the financing of vehicle purchases instead of being leased (£303k).
- Earmarked Reserves overspend, are for the unbudgeted ICT Schools (£159k) scheme and an unbudgeted call on the Plant & Equipment Reserve of (£116k) for Highways vehicles
- **Underspends on Capital Receipts funded schemes** due to non- slippage of the County Farms Maintenance (£98k), Caldicot Cross destination scheme (£35k), Fixed Asset disposal costs (£57k) and **Upgrades to School kitchens (£20k)**.

### 3.6 Useable Capital Receipts Available

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

Movement in Available Useable Capital Receipts Forecast at outturn

<b>TOTAL RECEIPTS</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Balance b/f 1 <sup>st</sup> April	3,411	4,425	9,738	15,515
<b>Add:</b>				
Receipts received in YTD	9,321			
Receipts forecast received	0	7,570	6,236	1,000
Deferred capital receipts	94	98	100	102
<b>Less:</b>				
Receipts to be applied	<b>(8,401)</b>	<b>(2,355)</b>	<b>(559)</b>	<b>(559)</b>
Set aside	0	0	0	0
<b>Predicted Year end receipts balance</b>	<b>4,425</b>	<b>9,738</b>	<b>15,515</b>	<b>16,058</b>
<b>Financial Planning Assumption 2018/22 MTFP Capital Budget</b>	<b>856</b>	<b>6,122</b>	<b>8,861</b>	<b>10,599</b>
<b>Increase / (Decrease) compared to MTFP Capital Receipts Forecast</b>	<b>3,569</b>	<b>3,616</b>	<b>6,654</b>	<b>5,459</b>

3.6.2 At outturn, a total of £1,406k Capital receipts will be slipped, consisting mainly of £981k for the New Monmouth Comp – 21c Schools scheme, which will be slipped due to contract delays, £335k will be slipped in Highways, £41k for the Replacement Cattle Market adaptations and £51k for The Caerwent House repairs.

- 3.6.3 The balances forecast to be held at the 31<sup>st</sup> March each year are higher than original MTFP forecast due to a re-profiling of the LDP receipts for land at Undy (Rockfield Farm) and Crick Road.
- 3.6.4 As part of 2019-20 budget deliberations it was anticipated that 2018-19 year end receipt balances would be sufficient to allow proactive setaside to reduce the capital financing requirement and resulting in a saving of £120k in minimum revenue provision payments in 2019-20. However the Crick Road element of the receipts balance (£2.7m) is effectively fettered from use by a negotiated condition that compels the Council upon request to repay the receipt back to Melin should it not be in a position to facilitate a workable and affordable drainage solution for the site by September. Consequently it would be imprudent to set aside that balance or use it to afford capital expenditure until that condition has fallen away. As a result this paragraph forewarns of a need for Council services to afford that £120k shortfall in 2019-20.
- 3.6.5 There is still an increasingly significant risk to the Council resulting from the need to utilise capital receipts in the same year that they come into the Council. This provides no tolerance or flexibility should the receipts be delayed, which isn't uncommon, and would necessitate compensatory temporary borrowing which is more costly than utilising capital receipts and would necessitate additional revenue savings annually to afford.

### **3.7 Reserves**

#### **Reserve Usage**

- 3.7.1 Revenue and Capital monitoring reflects an approved use of reserves. The expenditure element is shown in Directorate budgets, but the financing is part of the appropriations budget. A specific analysis is undertaken at every formal periodic monitoring exercise to establish whether reserve cover conveyed to them by members will be fully utilised within the financial year. Where it is apparent this will not be 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.
- 3.7.2 Obviously at the year end the situation is far more explicit, and instead the review revolves around whether reserve cover is slipped forward, or whether the original approval is so historic in nature as to lapse and require officers to reconfirm costs and intentions with members. The position implicit in the outturn activity is as follows,

	2017/18	2018/19					C/F
	C/F	Slipped Reserve Usage from 1718	In Year Contribution To Reserve	In Year Contribution from Reserves for Revenue Purposes	In Year Contribution from Reserves for Capital Purposes	Delayed Expenditure Contributions Slipped forward into 19/20	
Council Fund (Authority)	-7,111,078						-7,111,078
School Balances	-175,225			407,629			232,404
<b>Sub Total Council Fund</b>	<b>-7,286,303</b>			<b>407,629</b>			<b>-6,878,674</b>
<b>Earmarked Reserves</b>							
Invest to Redesign	-1,302,343	29,000	-68,476	258,652		0	-1,083,167
IT Transformation	-734,881	111,913	0	114,000	159,505	-129,675	-479,138
Insurance and Risk Management	-1,046,416	0	0	27,673		0	-1,018,744
Capital Receipt Generation	-347,139	72,072	-49,688	81,343		-35,468	-278,880
Treasury Equalisation	-990,024	0	0	0		0	-990,024
Redundancy and Pensions	-496,813	0	0	163,978		0	-332,835
Capital Investment	-648,336	0	0	0	4,999	0	-643,337
Priority Investment	-686,751	88,000	0	598,752		-405,000	-405,000
Other Earmarked Reserves	-1,121,237	0	-615,934	325,724	116,458	-86,471	-1,381,460
<b>Total Earmarked</b>	<b>-7,373,942</b>	<b>300,985</b>	<b>-734,098</b>	<b>1,570,121</b>	<b>280,962</b>	<b>-656,615</b>	<b>-6,612,587</b>
<b>Total Reserves</b>	<b>-14,660,245</b>	<b>300,985</b>	<b>-734,098</b>	<b>1,977,750</b>	<b>280,962</b>	<b>-656,615</b>	<b>-13,491,261</b>

3.7.3 The Council fund balance ended the financial year at £6.9million. As a financial planning assumption, the level of Council Fund reserves should be between 4% - 6% of net expenditure. Based on a budgeted net expenditure (excluding Police and Community Council precepts) and before financing totalling £144.2 million, the outturn Council fund reserve level equates to 4.8%, which remains towards the middle of agreed acceptable levels.

3.7.4 Consequently it is proposed to utilise the small year end revenue surplus in replenishing earmarked reserves. The £49k surplus is advocated to replenish the capital receipts regeneration reserve, which is used to afford a proportion of Valuations team costs going forward associated with incentivising and bringing forward improved capital receipts to assist with affording Member capital expenditure funding aspirations.

3.7.5 Invest to redesign also received a small in year bolster in the form of Social care repaying the last instalment (£40k) of their software system costs. Priority investment reserve has had a declining balance in recent years, without significant replenishment, as service managers are directed toward invest to redesign and the need to consider potential payback/save mechanisms. After existing commitments expire there would be a £28k uncommitted sum on the priority Investment Reserve, it is proposed to move that to Invest to Redesign reserve effectively closing and expiring the priority investment reserve.

3.7.6 Despite these movements, earmarked reserves remain at limited levels unlikely to provide any material capacity/headroom to meet unanticipated volatility or significantly facilitate future service re-engineering and design.

3.7.7 Other earmarked reserve balances have received service specific contributions of £616k in the form of,

CYP maternity	-135,653
Homeless Prevention Reserve Fund	-40,267
Solar Farm Maintenance & Community Fund	-18,000

Newport Leisure Park Reserve	-61,899
Castlegate Reserve	-79,500
Local Resilience Forum Reserve (Gwent PCC Tfr)	-115,090
Elections Reserve	-25,000
Grass Routes Buses Reserve	-5,000
Rural Development Plan Reserve	-135,525

### Schools Reserves

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

3.7.9 The net effect of an individual school's annual surplus or deficit is shown in a ring-fence reserve for the particular school. Details of which for each school are included in Appendix 2, together with an indication of any recovery plan targets agreed and how close the Governing Body is in satisfying that responsibility.

3.7.10 In summary form the outturn school balances were,

	Opening Reserves 2018-19 (surplus)/deficit	In year position at Outturn (surplus)/deficit	Outturn Position (surplus)/deficit
<b>Combined balance</b>	<b>(£175,225)</b>	<b>£407,629</b>	<b>£232,404</b>

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

3.7.12 Our Fairer Funding Regulations agreed between Council and Governing Bodies have traditionally precluded governing bodies from planning for a deficit position. This was changed in 2016-17, (which coincides quite closely with declining net balance above) to allow licensed deficits where a collective schools balance can afford, and changed again in 2018 to allow deficits where a recovery plan is agreed and followed.

The following table exhibits the net trend in use, indicating collectively schools are currently using reserves at a considerably faster rate than they have replenished them traditionally.

Financial Year-end	Net level of School Balances £'000
2011-12	(965)
2012-13	(1,240)
2013-14	(988)
2014-15	(1,140)
2015-16	(1,156)



2016-17	(269)
2017-18	(175)
2018-19 outturn	232

3.7.13 There are however weaknesses in the forecasting approaches of individual schools, such that the budgeted forecast will seldom match the reality, this is compromised still further where Welsh Government continue to provide beneficial adhoc funding late in the year, rather than allowing a more planned and future generations compliant assessment of need.

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

During this year (2018-19), schools were predicting a budgeted collective use of balances of £658k in agreeing their sc52 budgets with LEA colleagues. At month 2 schools revised this to £798k, at month 7 revised it again to £926k, and internally at month 10 the forecast was further revised to £777k. The outturn activity was actually a collective use of reserves of £407k, a beneficial effect of over £0.5m since members last formally saw proposed reserve level predictions.

3.7.14 Members may recall during the year, (at month 2) Cabinet agreed to alterations to Fairer Funding guidance available to governing bodies, in an attempt to strengthen forecasting arrangements helpfully recognising that the problem is not so much with schools actual use of reserves but more to do with their forecast or budgeted draw. The bringing forward of Recovery Plan submissions, to be consistent with annual budget consideration, was designed to provide a better quality of data/information on which to consider the approval of any deficit budget, and would be reassuring to Members that any annual deficit volatility is accommodated within a multi year budget strategy.

3.7.15 There is some evidence from narratives in Appendix 2 and extent of recovery figures provided, that this change is reducing the hiatus between reporting problem and reporting solution, as far fewer schools end the year in deficit without an agreed recovery plan, and those in deficit (in the main) exhibit progress consistent with planned reduced deficit .

3.7.16 Based on school's predictions, general trends can be extrapolated, so 12 schools started this year in deficit. 15 schools finished the year in deficit, and that position remains particularly acute in the 4 secondary schools, despite being mitigated by some encouraging practice with 1 secondary school coming out of deficit in 2017-18 and remaining in surplus for 2018-19, of 2 making material inroads into their deficit position during 2018-19, however the deficit position at Monmouth Comprehensive skews reporting as it exhibits a deficit position ultimately more significant than the rest of net school balances combined. The school is one of those updated through the 1<sup>st</sup> tranche of future schools funding, so should have facilities most advantageously designed around improved efficiency and pedagogical requirements, so Children & Young People Select members should retain a focus during 2019-20 to check that circa £300k of savings remain on track during the year consistent with recovery plans agreed.

3.7.17 Also of heightened focus to Select members going forward should be those primary schools with a deficit balance of over £50k at end of 2018-19, most of which, other than Raglan exhibited a declining position during 2018-19 i.e. Magor, Undy, Llandogo, St Mary's, Raglan and Thornwell.



3.7.18 Within the reserve balance movements, the most significant and advantageous replenishment within the year related to Mounton House special school, which has moved from deficit to £141k surplus by year end, which is prudent recognising that costs of future change associated with the school are probable.

#### **4 REASONS**

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

#### **5 RESOURCE IMPLICATIONS**

5.1 As reported.

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

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

#### **7 CONSULTEES**

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

#### **8 BACKGROUND PAPERS**

Outturn Monitoring Reports  
<http://corphub/initiatives/Budgetmon/Lists/20182019%20links/Tiles.aspx>

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






Appendix 1 Mandated Savings Progress Report  
Appendix 2 School Reserves

## Appendix 1 – Savings Matrix

<b>Disinvestment by Directorate 2018-19</b>	2018/19 Budgeted Savings	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable YTD	Traffic Light based Risk Assessment	ASSESSMENT of Progress	Risk of current forecast saving NOT being achieved ( High / Medium / Low )
REVENUE MONITORING 2018-19	£000	£000	£000	£000	£000		
Children & Young People	(631)	(475)	0	(156)			
Social Care & Health	(925)	(795)	0	(130)			
Enterprise	(242)	(138)	(94)	(10)			
Resources	(746)	(508)	(239)	0			
Chief Executives Units	(1,296)	(1,060)	(78)	(159)			
Corporate Costs & Levies	(25)	0	(25)	0			
Appropriations	(396)	(396)	0	0			
Financing	(800)	(740)	0	(60)			
<b>DIRECTORATE Totals</b>	<b>(5,061)</b>	<b>(4,112)</b>	<b>(436)</b>	<b>(515)</b>			

Children & Young People		2018/19 Budgeted Savings	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
CYP1	Federated school model	(32)	(32)				Saving achieved	low
CYP3	General 5% reduction on supplies & services	(132)	(132)				Saving achieved	Low
CYP4	Reduce school premature retirement budget	(50)	(40)		(10)		Partially achieved	Medium
CYP2	CYP - Increased fee & charges income - Breakfast clubs	(125)	(47)		(78)		Income reduced by £50k and additional staffing cost to cover sickness absence	High
	CYP Acceleration of ALN review	(107)	(107)				The overspend of £251k for school resource and action fund is a result of pupils being supported in their local school. The alternative would be expensive placement costs.	Medium
	CYP - Mouton House Increase Charges	(68)			(68)		The overspend is £277k, which is an improvement of £60k from month 7. This will include mainstream recoupment income. The number of pupils attending both day and residential placements has reduced.	High
	CYP - Reduction in ISB for new schools maintenance budget reduction	(117)	(117)				Saving achieved	Low
<b>CHILDREN &amp; YOUNG PEOPLE Budgeted Savings Total</b>		<b>(631)</b>	<b>(475)</b>	<b>0</b>	<b>(156)</b>			

Social Care & Health		2018/19 Budgeted Savings	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
SCH1	Adult Services Practice Change	(638)	(638)					Low
SCH2	Childrens Services (Saving £680k, pressure £561k, net saving in yr 4 £119k)	(113)	0		(113)		This savings target was seen as high risk and as such effectively cancelled out by an equivalent pressure in the MTFP.	High
	SCH - Increased fee & charges income - Meals on wheels	(15)	0		(15)		Meals sales have fallen since the increased price to below 1,000 weekly sales at times, with no additional private meal sales during the year.	High
	SCH - Increased fee & charges income - Registrars	(12)	(12)				Additional income has been made from an alternative source through increased wedding ceremonies	Low
	SCH Targetted reduction high cost placements posts	(147)	(145)		(2)			Low
<b>SOCIAL CARE &amp; HEALTH Budgeted Savings Total</b>		<b>(925)</b>	<b>(795)</b>	<b>0</b>	<b>(130)</b>			










Enterprise		2018/19 Budgeted Savings	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
ENT (Fut Mon)	Increased fee & charges income - Further 2.5% increase for	(32)	(22)		(10)		Not all fee income streams could be increased by 2.5%	Medium
ENT (Fut Mon)	Targetted reduction in agency costs	(80)		(80)			No savings were forthcoming in 19/20. Further work to be undertaken in 19/20.	High
ENT (Fut Mon)	Decrease travel costs (travel free weeks, digital use, car sharing, pool car use)	(72)	(58)	(14)			Not all savings could be achieved. Further work to be undertaken in 19/20.	Medium
ENT (Fut Mon)	Targetted reduction in overtime	(28)	(28)				Achieved	Low
ENT	Community hubs- vacant post freeze and software savings	(30)	(30)				Achieved	Low
<b>ENTERPRISE Budgeted Savings Total</b>		<b>(242)</b>	<b>(138)</b>	<b>(94)</b>	<b>(10)</b>			

Chief Executive's Unit		2018/19 Budgeted Savings	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
OPS2	Car Parks Net 7.5% increase in charges above 2.5% RPI (10% in total)	(100)	(83)	(17)			Price increase was implemented but not until June hampering the level of income achievable in the year. An overall downturn in car park income has meant that these savings could not influence the budget position as intended.	Low
OPS3a	Car Parks 10% increase in permits	(10)	(9)	(1)			Mostly achieved, although an overall downturn in car park income has meant that these savings could not influence the budget position as intended.	Low
OPS3b	Car Parks Increase resident permits from £40-£60	(3)	(3)				Achieved, although an overall downturn in car park income has meant that these savings could not influence the budget position as intended.	Low
OPS5	Car Parks Penalties increase to £70 discounted £35	(9)	(7)	(2)			Achieved, although an overall downturn in car park income has meant	Low
OPS6	Grounds/waste - Reduced opening hours at all CA sites	(13)	0		(13)		Not Achieved - Changes were not agreed	high
OPS8	Grounds/waste - Stop Bailey park bowls maintenance	(10)	(10)		0		Achieved	Low
OPS9	Grounds/waste - Rationalise shrub bed maintenance	(12)	(12)		0		Achieved	Low
OPS11	Grounds/waste - 1 year freeze of Head of waste post	(40)	(40)		0		Achieved	Low
RES1	Property - School meals Price Increase (net after 2.5% RPI)	(23)	(23)				Achieved	Low
RES2	Property income - External Fees (net after 2.5% RPI)	(19)	(19)				Achieved through alternate means.	Low
RES3	Property - Council wide Postage savings	(5)	(5)				Achieved through alternate means.	Low
OPS12	Highways - Road Traffic Incident recovery of costs	(15)	(15)				Achieved	Low
OPS13	Highways - Improved Plant utilisation/recovery	(40)	(40)				Achieved	Low
OPS14	Passenger Transport - Route 65 changes	(25)	(25)				Achieved	Low
OPS15	Passenger Transport - CPC Staff Training	(9)	(9)				Achieved	Low
OPS16	Passenger Transport - S106 Funding to support Sunday Routes 74, 69, 83, 60	(26)	(26)				Achieved	Low
	CEO/OPS - PTU Improved payment terms at 2.5% reduction in costs	(30)	0		0		Service decision not to compromise payments to providers, and instead take a greater proportion from personal travel budget initiative.	Low
	CEO/OPS - PTU- DPS retendering and route optimisation	(171)	(142)	(29)			Mostly achieved.	Low
	CEO/OPS - TRANS - Independent fleet review	(20)	(20)				Fleet review was undertaken and savings identified but a general increase in repair costs meant that the saving could not influence the outturn	Low

CEO/OPS - PTU Introduction of personal transport budgets	(31)	(61)				Achieved, £89k saving in practice	Low
CEO/OPS - PTU extended provision of MCC inhouse ALN transport service	(41)	0		(41)		Unachievable - Not progressed	High
CEO/OPS Highways - Insuring Full overhead recovery on all works	(140)	(140)				Achieved	Low
CEO/OPS Highways - displace core costs with grant	(200)	(200)				Achieved	Low
CEO/OPS Raglan Training Centre income increase	(49)	(20)	(29)			Part achieved - further work to be undertaken in 19/20 to increase income.	Medium
CEO/OPS - Catering Increased fee & charges income - School meals, extra 25p per meal in addition to 2.5% annual increase agreed for fees & charges	(100)	(100)				Achieved	Low
CEO/OPS -PTU school transport concessionary fares increase from £390 to £440 pa.	(16)	(16)				Achieved	Low
CEO/OPS Apportionment of Waste Recycling (BGCBC)	(100)			(100)		Not Achieved - The proposal was stopped by BGBC as their SLT/CLT decided against it. We don't have any other sources of income or scope for efficiency savings.	High
CEO/OPS Seasonal Garden Waste	(40)	(35)		(5)		Part Achieved - Reduction in numbers.	Medium
<b>CHIEF EXECUTIVES' UNIT Budgeted Savings Total</b>	<b>(1,296)</b>	<b>(1,060)</b>	<b>(78)</b>	<b>(159)</b>			

Resources		2018/19 Budgeted Savings	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
RES7	Schools based Revenues SLA (to reflect actual)	(39)	(39)				Achieved	Low
RES8	Comino system change	(10)	0	(10)			Not Achieved - Delays in introducing new system meant we could not cancel contract as originally planned, as Torfaen had some unexpected delays	High
RES9	Housing Benefit team savings	(8)	(8)				Achieved	Low
RES10	Insurance staff saving	(26)	(26)				Achieved	Low
RES11	IT Equipment budget saving	(30)	(30)				Achieved	Low
RES12	SRS saving	(50)	(50)				Achieved	Low
RES13	Public Sector Broadband Agreement PSBA saving (£155k-£22k)	(133)	(133)				Achieved	Low
	RES (Corp Lan) Commercial Property investment income	(30)	(30)				Achieved	Low
	RES (Procurement - freeze, cease or consolidate non essential spend)	(155)	(155)				Achieved	Low
	RES (Procurement - third party supplier spend reduction)	(29)	(29)				Achieved	Low
	RES (Procurement - Gateway Review)	(150)	0	(150)			Not achieved	High
	RES (Reviewing Technology and Systems and Utilisation of Automation and AI)	(87)	(8)	(79.0)			Not Achieved - Digital works programme is continuing to be implemented. Outcomes currently being assessed to measure extent of additional service resillience, cost reduction, quality improvements and resource efficiency, in order to assess extent of financial savings possible in 19/20.	High
<b>RESOURCES Budgeted Savings Total</b>		<b>(746)</b>	<b>(508)</b>	<b>(239)</b>	<b>0</b>			



Corporate Costs & Levies		2018/19 Budgeted Savings	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
	RES (Procurement - supplementary duplicate payment review)	(25)		(25)			Exercise not undertaken within timeframes	High
<b>CORPORATE COSTS Budgeted Savings Total</b>		<b>(25)</b>	<b>0</b>	<b>(25)</b>	<b>0</b>			
Appropriations		2018/19 Budgeted Savings	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
	Interest Payable	(533)	(533)				on target	Low
	Interest Receivable	136	136				on target	Low
	MRP	51	51				on target	Low
	APP - Utilise more short term variable borrowing	(50)	(50)				on target	Low
<b>APPROPRIATIONS Budgeted Savings Total</b>		<b>(396)</b>	<b>(396)</b>	<b>0</b>	<b>0</b>			
Financing		2018/19 Budgeted Savings	Value of Saving achieved at Outturn	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
FIN1	Council Tax Increase from Base changes (net of CTRS)	(435)	(375)		(60)			Medium
	FIN - Council tax gain upon completions	(220)	(220)				Depends upon completion activity	Medium
	CTRS	(95)	(95)				Adoption of universal credit may influence extent of CTRS demand	Medium
	FIN - Further Reduction in Council tax reduction scheme budget	(50)	(50)				on target	Medium
<b>FINANCING Budgeted Savings Total</b>		<b>(800)</b>	<b>(740)</b>	<b>0</b>	<b>(60)</b>			

## Appendix 2 – Individual Schools Reserves

	Opening reserves 2018-19 (Surplus)/Deficit	Outturn Position (Surplus)/Deficit	Projected carry forward at year end 2018-19 (Surplus)/Deficit	Notes	Recovery Plan Target balance	Recovery Plan Target balance	Recovery Plan Target balance	Recovery Plan Target balance	Recovery Plan Comments
					2018-19	2019-20	2020-21	2021-22	
<b>Abergavenny cluster</b>									
E003 King Henry VIII Comprehensive	162,460	(79,663)	82,797	The income forecast for Education Achievement Service School2School Support and Pioneer School income was conservatively estimated at Month 7 as the full extent of the projects was not known. The actual income generated by the School was at least £34,000 more at Year End.		71,901	(7,045)	(77,960)	5 year recovery plan required and confirmation of Education Achievement Service income awaited.
E073 Cantref Primary School	(65,965)	(22,426)	(88,391)	Education Achievement Service income received at Year End was £6,000 more than forecast at Month 7. Additionally, £3,000 Donations and £4,000 Additional Learning Needs income has been received since Month 7. Premises costs £4,000 less due to final Energy recharges to the School.					
E072 Deri View Primary School	(40,000)	(40,000)	(80,000)	Additional Learning Needs funding awarded post Month 7 to support staff costs that were already in place due to an identified need.		(30,402)	(7,690)		Senior Teacher Secondment and Support Staff reorganisation
E035 Gilwern Primary School	(52,253)	(2,998)	(55,251)	Confirmation of Education Achievement Service income for Pioneer School projects received after the Month 7 meeting coupled with refurbishment costs eligible for Capital funding.					
E037 Goytre Fawr Primary School	(10,803)	8,066	(2,737)						
E093 Llanfoist Fawr Primary School	(49,580)	35,238	(14,342)						
E044 Llanfihangel Pertholey CiW Primary School (VC)	(4,440)	14,082	9,643	Staff absence during the second part of the financial year is some £30,000 more than at the Month 7 forecast. Although there is an element of offset due to compensation income.		(2,866)	(17,755)		Full year effect of 3 Teaching Assistant redundancies.
E045 Llanfihangel Crucorney Primary School	(511)	(33,830)	(34,341)	The Federation of the School with a shared Head teacher which was partially funded by the Small and Rural Schools grant resulted in substantial savings.		(4,857)			
E090 Our Lady and St Michael's RC Primary School (VA)	7,084	7,086	14,170			10,182	(1)		Additional pupil numbers, Full Year Effect of Staff changes and revised contracts.
E067 Ysgol Gymraeg Y Fenni	(58,965)	7,659	(51,306)	Secondment of Deputy Head teacher from 1/1/19 (£15,200) , Local Authority Early Years funding (£15,000) , and Education Achievement Service income not anticipated at Month 7 (£10,000)					

	Opening reserves 2018-19 (Surplus)/Deficit	Outturn Position (Surplus)/Deficit	Projected carry forward at year end 2018-19 (Surplus)/Deficit	Notes	Recovery Plan Target balance	Recovery Plan Target balance	Recovery Plan Target balance	Recovery Plan Target balance	Recovery Plan Comments
					2018-19	2019-20	2020-21	2021-22	
<b>Caldicot cluster</b>									
E001 Caldicot School	100,637	(35,624)	65,013	Additional Education Achievement Service income received for projects and initiatives and only confirmed after the Month 7 Budget Monitoring Meeting.		30,645		1.35% of funding (£6.2)	Meeting with the school at Month 3. It is anticipated that sufficient efficiencies will be identified to bring school back into surplus by end of 19-20.
E068 Archbishop Rowan Williams CiW Primary School (VA)	(79,455)	6,049	(73,406)	Executive Head arrangement with Magor School continued for the Autumn and Spring terms which resulted in a further £24,900 saving.					
E094 Castle Park Primary School	43,659	(19,887)	23,772		0	(1,422)	(19,802)	(25,229)	Recovery Plan reviewed with new Head teacher
E075 Dewstow Primary School	(105,626)	(3,016)	(108,642)	Resources allocations under spent by a total of £15,000, Additional Learning Needs funding of a further £15,000, Thrive training income of £7,000 and Teacher Maternity Leave savings of £10,000 from the later part of the Autumn term.					
E034 Durand Primary School	(71,665)	42,578	(29,087)	Education Achievement Service income received at Year End was £3,500 more than forecast at Month 7. Grounds Maintenance Costs were £3,000 less and Utility Costs were £1,000 less than forecast. A £2,200 Property Services accrual relating to 2017/18 was dropped					
E048 Magor CiW Primary School (VA)	19,227	35,424	54,651	Share of severance costs payment and the continuation of the Executive Head teacher arrangement with Archbishop Rowan Williams School.	(20,015)	13,348			The long term effect of the staff changes implemented by the Executive Head teacher to be built into an amended recovery plan.
E056 Roger Primary School	(26,145)	6,130	(20,015)						
E063 Undy Primary School	28,221	101,313	129,534	Staff absence and Foundation Phase class size pressure resulted in an additional £30,000 of cover/supply/agency costs, Premises costs were £6,000 more in terms of Building Maintenance and Energy, and there were an additional £11,000 of support staff costs linked to Additional Learning Needs pupils.		55,358	39,123	9,808	School will need 4 years to recover
E069 Ysgol Gymraeg Y Ffin	37,616	(4,637)	32,979	Education Achievement Service income received at Year End was £14,200 more than forecast at Month 7. Additionally, £1,200 more income regarding Maternity Compensation has been received. Other marginal savings totalling £760 were made during the last 5 months					The school are in the process of revising the recovery plan.

	Opening reserves 2018-19 (Surplus)/Deficit	Outturn Position (Surplus)/Deficit	Projected carry forward at year end 2018-19 (Surplus)/Deficit	Notes	Recovery Plan Target balance	Recovery Plan Target balance	Recovery Plan Target balance	Recovery Plan Target balance	Recovery Plan Comments
					2018-19	2019-20	2020-21	2021-22	
<b>Chepstow cluster</b>									
E002 Chepstow School	(158,456)	107,795	(50,661)	Additional Education Achievement Service income received for projects and initiatives and only confirmed after the Month 7 Budget Monitoring Meeting. Income of £21,200 re SBM grant was received, which had not been forecast					
E091 Pembroke Primary School	(181)	13,420	13,239		63,593	(209)	(3,760)		A recovery plan was agreed with the Head and Deputy Head teacher on 13/7/18.
E057 Shirenewton Primary School	(118,599)	(13,494)	(132,093)	Income generation by the Head teacher increased in Quarter 3 and 4 coupled with extra Additional Learning Needs funding.					
E058 St Mary's Chepstow RC Primary School (VA)	(6,055)	69,648	63,593						The head has returned to the school and is currently agreeing a recovery plan with the Governing Body
E060 The Dell Primary School	(22,165)	5,776	(16,389)	Education Achievement Service income received at Year End was £11,200 more than forecast at Month 7. Additionally, £7,600 Donations income has been received since Month 7 and there has been a slight increase in costs overall of £2,800					
E061 Thornwell Primary School	9,565	44,157	53,722	Additional supplies and services expenditure (Resources) of £10,000, £7,000 extra spent on Premises maintainance costs plus £4,000 additional supply/agency costs.	0	(645)	(24,372)	(25,417)	Additional Pupil Numbers anticipated to be on roll January 2019.

	Opening reserves 2018-19 (Surplus)/Deficit	Outturn Position (Surplus)/Deficit	Projected carry forward at year end 2018-19 (Surplus)/Deficit	Notes	Recovery Plan Target balance	Recovery Plan Target balance	Recovery Plan Target balance	Recovery Plan Target balance	Recovery Plan Comments
					2018-19	2019-20	2020-21	2021-22	
<b>Monmouth cluster</b>									
E004 Monmouth Comprehensive	423,951	114,375	538,326			240,781	56,720	(67,015)	School presented recovery plan in June 2018 to Cabinet Member. Currently on target.
E032 Cross Ash Primary School	(59,356)	5,206	(54,150)	Additional £7,000 Education Achievement Service income received after Month 7 and not expected at that time. Additional £4,000 Additional Learning Needs income received to fund existing Support Staff.					
E092 Kymin View Primary School	(34,657)	29,050	(5,607)						
E039 Llandogo Primary School	12,449	71,067	83,516	Supply costs due to staff absence and support for pupils.	(1,141)	(1,141)			
E074 Osbaston CiW Primary School (VC)	(635)	629	(6)	Savings on staffing costs and additional grant income					
E051 Overmonnow Primary School	(28,389)	46,862	18,473			0			Meeting scheduled for 11/12/18 however Nursery teacher to be replaced as at 1/1/19 and an experienced teacher retiring 31/8/19 so opportunities to reduce costs are available to the Head teacher
E055 Raglan CiW Primary School (VC)	147,743	(39,292)	108,451	Additional costs for utilities and reduction in income previously forecast.		62,644	35,366	17,177	Recovery plan projects surplus of £24,921 in 2022/23
E062 Trellech Primary School	(87,650)	15,667	(71,983)	Education Achievement Service income received at Year End was £7,500 more than forecast at Month 7. Additionally, £6,000 of income was received for NPQH Moderation and Assessors & £7,500 was received from University of Wales (UOW). The school incurred £5,700 less premises costs than expected and £3,000 less IT costs. Other marginal savings totalling £3,000 were made during the last 5 months					
E064 Usk CiW Primary School (VC)	(62,920)	53,009	(9,911)	Education Achievement Service income totalled £40,000 at year end the vast majority of this income was not included in the forecast for Month 7 as the bids had not been confirmed.					Education Achievement Grants anticipated but not yet confirmed plus confirmation and details of a Water Leak Rebate required
	(151,857)	545,419	393,562						
	Opening reserves 2018-19 (Surplus)/Deficit	Outturn Position (Surplus)/Deficit	Projected carry forward at year end 2018-19 (Surplus)/Deficit	Notes	Recovery Plan Target balance	Recovery Plan Target balance	Recovery Plan Target balance	Recovery Plan Target balance	Recovery Plan Comments
					2018-19	2019-20	2020-21	2021-22	
<b>Special Schools</b>									
E020 Mounton House Special School	33,584	(175,089)	(141,505)	Education Achievement Service income received at Year End was £15,700 more than forecast at Month 7. Other additional income streams totalled £2,400. £24,500 additional SEN funding received. Saving of £5,400 re Transport costs. £20,000 of Thrive Training costs not incurred. £20,500 more costs re Staffing, offset partially by £13,000 of Supply and Maternity Compensation income	28,968	4,947	(39,683)		Month 2 indicates school will return to surplus this financial year.
E095 PRU	(56,951)	37,299	(19,652)						
	(23,367)	(137,790)	(161,157)						
	(175,225)	407,629	232,404						



	Opening reserves 2018-19 (Surplus)/Deficit	In Year position at Month 7 (Surplus)/Deficit	Projected carry forward at year end 2018-19 (Surplus)/Deficit	Notes	Recovery Plan Y/E target balance 2018-19	Recovery Plan Y/E target balance 2019-20	Recovery Plan Y/E target balance 2020-21	Recovery Plan Y/E target balance 2021-22	Recovery Plan Comments
<b>Monmouth cluster</b>									
E004 Monmouth Comprehensive	423,951	121,843	545,794	Staffing changes including one off costs for the school. The school are still looking to recover in the agreed time scale		240,781	56,720	(67,015)	School presented recovery plan in June 2018 to Cabinet Member. Currently on target.
E032 Cross Ash Primary School	(59,356)	23,878	(35,479)	Support Staff have resigned as at 31/8/18, a Maternity Leave has resulted in savings and Education Achievement Service Income has been anticipated within the forecast					
E092 Kymin View Primary School	(34,657)	20,228	(14,429)	Staff changes required for the new academic year have resulted in a projected overspend. These changes include: part time deputy head teacher being replaced with a full time deputy; a class teacher on main pay scale leaving and being replaced by a teacher on upper pay scale, and an additional TA required to support a pupil with ALN					
E039 Llandogo Primary School	12,449	54,941	67,390	The school have faced high levels of sickness resulting in supply costs.	(1,141)	(1,141)			
E074 Osprey CiW Primary School (VC)	(635)	17,592	16,957	Staffing changes for maternity and sickness has led to the increase in costs.					
E051 Osmonnow Primary School	(28,389)	44,190	15,801	Staff have been employed to provide one to one support for pupils with Additional Learning Needs and funding has not been back dated.					Meeting scheduled for 11/12/18 however Nursery teacher to be replaced as at 1/1/18 and an experienced teacher retiring 31/8/18 so opportunities to reduce costs are available to the Head teacher
E055 Raglan CiW Primary School (VC)	147,743	(58,972)	88,771	Staffing changes have resulted in additional savings		62,644	35,366	17,177	Recovery plan projects surplus of £24,921 in 2022/23
E062 Trellech Primary School	(87,650)	48,427	(39,223)						
E064 Usk CiW Primary School (VC)	(62,920)	80,331	17,411	Additional Foundation Phase teacher and Teaching Assistant to be employed from 1/9/18 which has resulted in a planned deficit. Additional Key Stage 1 top up funding will be triggered in 2019/20 and there will be an increasing pupil roll.					Education Achievement Grants anticipated but not yet confirmed plus confirmation and details of a Water Leak Rebate required
Teachers pay award		(17,750)	(17,750)	This will be allocated across the cluster to offset the pay award pressure for teaching staff					
	(151,857)	904,161	752,304						
<b>Special Schools</b>									
E020 Mounton House Special School	33,584	(115,464)	(81,880)	Some staff savings due to a member of staff finishing in August and not being replaced.	28,968	4,947	(39,683)		Month 2 indicates school will return to surplus this financial year.
E095 PRU	(56,951)	44,284	(12,667)						
	(23,367)	(71,180)	(94,547)						
<b>Total for all clusters</b>	<b>(175,225)</b>	<b>832,981</b>	<b>657,756</b>						

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# Public Document Pack Agenda Item 6a

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Children and Young People Select Committee held  
at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Wednesday, 8th  
May, 2019 at 10.00 am

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

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

### **OFFICERS IN ATTENDANCE:**

Will McLean	Chief Officer for Children and Young People
Hazel Ilett	Scrutiny Manager
Wendy Barnard	Democratic Services Officer
Sue Hall	Early Years Manager
Beth Watkins	Flying Start Manager

### **APOLOGIES:**

County Councillors L.Jones and Revd. M.Lane

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

County Councillor M. Powell declared a personal, non-prejudicial interest for Item 4: Chief Officer's Annual Report as a Governor of King Henry VIII Comprehensive School and member of a group to raise money for those families less able to afford school trips and events.

The Chair welcomed Elizabeth Thomas, Provincial Diocesan Director of Education, representing the Church in Wales, to her first meeting.

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

No members of the public were present.

#### **3. Chief Officer's Annual Report (to follow).**

##### **Purpose**

The purpose of the Annual Chief Officer's report is to inform Council of the progress that the education system has made in the past twelve months since the last report.

- This reporting period includes the examination period that ended in August 2018, this is the second year of the 'new GCSEs'.
- The report is not limited to analysis of school based outcomes but is intended to offer a broader view of the services that is offered to children in Monmouthshire.

##### **Key Issues**

- The Annual Report to Council provides all councillors with a clear understanding of where Monmouthshire's education system is, focussing on outcomes and reporting every indicator and variance. The report also reflects on the system as a whole. The section on student outcomes focuses on strengths as well as areas for improvement.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Children and Young People Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Wednesday, 8th May, 2019 at 10.00 am

Much of the comparative detail from other local authorities is no longer available but all the detailed reports have been presented to Children and Young People's Select Committee.

- The last year has been challenging. Student outcomes in 2018 changed from the previous near continuous progress in the last three years. In particular Foundation Phase and Key Stage 4 were not at expected levels.
- The Categorisation process in 2019 was more challenging than in previous years. There was more volatility in the primary phase. Some schools continued their improvement but more schools needed greater levels of support. At the secondary stage two of our schools are now 'Green', this represents 1/3 of all green secondary schools in the region.
- Delivering excellent outcomes is only part of the role of our schools. There is also a wide range of services that Monmouthshire offers to its children and young people. In 2018/19 attendance was better than other authorities; rates of 95.2% for our primary schools and 94.8% for our secondary schools.
- There is an emerging trend of higher fixed term exclusions from our schools. Headteachers have indicated that behaviour is becoming more challenging. The causes can include underlying additional learning need, links with childhood trauma or the effects of events at home. We need to work closely with all services to provide appropriate support for these learners.
- In preparation for implementing the ALN and Tribunal Act, significant work has been undertaken to streamline Statutory ALN Service functions.
- 2018/19 has been a year of significant change in school leadership. 50% of our secondary Headteachers have moved on to new opportunities and last year 30% of our primary Headteachers (9 schools) have changed. It is recognised that the role is becoming more demanding and that the resilience of our school leaders (and all staff) needs support.
- There are significant changes across the education system in Wales. The new curriculum is the cornerstone of the Welsh Government's 'National Mission' and will be a huge opportunity for our schools to change the way we teach our children. This level of change will also bring challenges and it will be critical that Monmouthshire responds as a whole education system, not as individual schools, to ensure that there is equity across our County.
- In the last year there has been more involvement with partnerships such as Education Achievement Service (EAS) and we are evolving the relationship to ensure that its focus is clearly on the concerns that are identified in the system. It remains a close and effective relationship which has brought challenge but also support. The Directorate continues to be supported by our External Reference Group (ERG) which provides advice and challenge on a termly basis.
- The funding of wellbeing and mental health initiatives by the Welsh Government's transformation funding has been led by the regional Children and Families Partnership. We need to ensure that we maximise our involvement in this work to ensure that our young people gain the most benefit.

#### **Member Scrutiny**

The Chief Officer, Chief Officer Children and Young People presented his annual report. Questions were invited from Members and responses provided as follows:

- A Member commented on the good performance of Free School Meals (FSM) learners at Foundation Phase (FP) /Key Stage 2 (KS2) that decreases from Key Stage 3 and the importance of parental support and encouragement. It was also commented that the high number of exclusion days doesn't reflect that this relates to a recurring, small

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Children and Young People Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Wednesday, 8th May, 2019 at 10.00 am

number of learners. The Chief Officer explained that some primary schools have very low numbers of FSM pupils who benefit from the cohort around them which can lead to smaller gaps at FP and KS2. There is research that supports that it can be more difficult to make progress in more affluent schools. Where children need support to achieve expectations, other services can help e.g. youth service for care support and guidance. It was confirmed that the authority doesn't have access to some grants because of low FSM numbers. Regarding exclusions, detailed analysis shows pockets of challenging behaviour not general poor behaviour.

- Regarding FSM performance, a Member pointed out that the Vale of Glamorgan performs better. It was queried what strategies are used and what support can be given especially at KS4. It was responded that Chief Officers are now required to sign off Pupil Development Grants following review by EAS and cross reference to Sutton Trust data. Some were sent back to schools for resubmission. The authority will ensure that its funded interventions are the best possible and work will continue with the Vale of Glamorgan and other colleagues.
- A Member commented on the high percentage of leadership changes and questioned if it is the same across Wales. The Chief Officer agreed that there are significant concerns about resilience of the workforce and explained that actions have been undertaken with schools to reduce some pressures. It was agreed that there are challenges in recruitment. There is an opportunity to build capacity of middle leaders and deputy heads as we want good candidates from in county for the future.
- A Member referred to the good levels of attendance in comparison with other areas.
- It was clarified that the Capped 9 score is based on an average score for nine qualifications on a points basis. Points are awarded for five of the nine qualifications used to calculate the score will be GCSE English Language or GCSE Welsh Language, GCSE Mathematics (Numeracy) and GCSE Mathematics, the learner's best two science GCSEs and four of the learner's best (highest grade) other qualifications. It is expected that this score will improve in the summer examinations. It was agreed to ask the EAS to provide an all member's (and other members of this Select Committee) seminar on this topic and to include an explanation in the report.
- It was agreed to change the presentation of the FSM tables to show the different key stages in Wales and Monmouthshire. For the Additional Learning Needs table, it was agreed to include numbers and percentages to provide better context.
- A Member commented on the importance of presenting data on both achievement (progress) and attainment (results) in view of the new system. It was agreed that the definition of attainment and achievement would be included in the report.
- A Member noted that one secondary schools was doing better with FSM learners. The difference between Green (categorisation) and Excellent (Estyn) was explained noting that they don't always correspond.
- It was explained that the new curriculum is under consultation and reform of GCSEs will follow.
- It was clarified that last year Welsh Government announced significant grant funding directly to schools for professional learning to prepare for the new curriculum. More funding is due this year that will be allocated to schools through the authority.
- In response to a question, it was confirmed that Estyn was reviewed by Prof Donaldson who suggested that inspections are paused for a year to allow schools to prepare for the new curriculum. Estyn follow-up visits will still take place.
- Regarding exclusions, it was queried what strategies are in place to improve the situation. It was responded that schools are supported in the use of their own wide range of strategies and they have access to other initiatives such as ELSA, THRIVE and Play Therapy.

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- Additionally, some information was requested on complex Individual Development Plans (IDPs). It was explained that complex needs are where a child has more than one need. The authority will be working closely with schools on IDPs.
- Concerning leadership, a Member questioned the concept of the use of executive headship and federation stating that parents don't like this approach. It was responded that there had been very positive responses to a federation in Abergavenny from staff and parents; pupils are benefitting and there is good leadership across both schools. In the case described, there was an opportunity for two VA schools to work together. In the case of the secondary school arrangement, it was explained that for 3 days a week there will be an Executive Headteacher and 5 days a week a Head of Learning. The two new arrangements will be reviewed and monitored. Members supported the point of view that a good senior leadership team can step in at any time.
- Regarding the availability of £900,000 extra capital, the Chief Officer confirmed that there are discussions ongoing with Cabinet on a range of suggestions.

#### Committee Conclusions:

The Chair, on behalf of the Select Committee, commented that there would be better opportunity for scrutiny if the report had been received earlier.

He thanked the Committee Members for the useful suggestions and additions to the Chief Officer's Annual Report.

It was agreed that an all members' seminar would be arranged for the EAS to explain School Data especially the Capped 9 score.

It was noted that strategies used by schools to address exclusion will be shared when compiled.

#### **4. Scrutiny of the plans for Welsh Government to give 30 hours free childcare for nursery age - a position update and discussion on the implementation in Monmouthshire.**

##### **Purpose:**

To receive a position update on the Welsh Government scheme to provide 30 hours free childcare for nursery age children and to discuss the implementation in Monmouthshire.

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

##### **What is the Childcare Offer?**

- The Childcare Offer is a Welsh Government funded scheme that aims to support working parents with childcare costs and to help parents progress into work.
- This offer runs alongside the universal offer for Foundation Phase Nursery education.
- In Monmouthshire, parents can access their FPN education at an LA Nursery or with an approved non-maintained provider.
- LA Nursery provision is 12.5 hours per week; approved non-maintained settings are funded for 10 hours per week.
- During term time, the 30 hours available through the Childcare Offer is made up of a combination of FPN and childcare. If parents don't access Foundation Phase Nursery provision, they can only receive funding for up to 20 hours of free childcare.
- The Childcare Offer is available for 48 weeks of the year; during 9 weeks of the school holidays, the full 30 hours can be taken as childcare.

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#### Who is eligible for the Childcare Offer?

- The Childcare Offer is available to working parents from the term following their child's 3<sup>rd</sup> birthday until they are offered a place in full time education; in Monmouthshire, this is when they enter Reception in the September following their 4<sup>th</sup> birthday.
- The criteria for working parents is that both parents / lone parent / carer must earn equivalent to at least 16 hours a week at National Living Wage or National Minimum Wage and neither parent must earn more than £100,000 a year.

#### How has it been implemented in Monmouthshire?

- Monmouthshire is only an engagement authority; Newport City Council is the delivery authority for the Childcare Offer in Monmouthshire.
- As an engagement authority, we are required to engage with parents and childcare providers to promote the Childcare Offer. We appointed a Childcare Engagement Officer who commenced in January 2019; she supports parents and childcare providers through the application process and has advertised the offer extensively throughout Monmouthshire.
- Newport City Council manage the application process with parents and childcare providers, checking eligibility and distributing the funding.
- They had a few problems initially with their database provider, so there were delays to the application process for the autumn term and parents were unable to use the online application form. These issues have now been resolved and parents are able to complete their application and upload documents online, so the process has been much smoother. From the spring term onwards, childcare providers are also able to log into a portal to submit invoices and attendance data.

#### Where can parents access the Childcare Offer?

- FPN education can only be accessed in an LA Nursery or with an approved non-maintained provider. We currently have 12 LA nurseries and 27 approved non-maintained providers. Take up of places is monitored termly and we currently have surplus places in all areas of Monmouthshire.
- The childcare element can be accessed with any registered childcare provider. To date, we have 90 providers of different childcare types registered to provide childcare through the Childcare Offer for Monmouthshire families, as follows:
  - Childminders – 27 registered
  - Day nurseries and playgroups – 37 registered
  - Out of county providers – 26 registered

#### How many Monmouthshire families have taken up the Childcare Offer?

- There were 507 applications for the spring term 2019. As of 5<sup>th</sup> April 2019, 469 of these had been approved, 22 had been refused as parents were not eligible and 16 were awaiting further information.
- To date, there have been an additional 67 applications received for the summer term 2019 and 43 of these have been approved.

#### Member Scrutiny:

The Select Committee received a briefing paper from the Early Years Manager providing a position update on the scheme to provide 30 hours free childcare for nursery age children. Questions were invited as follows:

- A Member said the scheme would make an enormous difference but queried the provision available in maintained and non-maintained settings in respect of the

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education and childcare elements. It was noted that maintained settings do not offer any childcare elements and consequently parents have to take their children elsewhere for wraparound care. There was also a concern that non-maintained settings will still charge a top up fee to fit in with their session times which will be a pressure for parents. This being the case, it was questioned what the authority will do to provide childcare.

It was responded that the Welsh Government guidance is clear that schools are not to provide childcare. This can only be provided in non-maintained settings as they are inspected and registered by Care Inspectorate Wales. The authority has worked closely with non-maintained settings in the county to ensure the provision of wraparound care which is either on school sites or close by where the staff collect the children from the nursery. Such care is available for approximately a school length day. Parents can claim the funding for up to two childcare elements. It was confirmed that Monmouthshire is well placed for wraparound care and only one or two schools don't have childcare within walking distance.

Regarding the number of local authority non-maintained settings, this was decided many years ago with the intention of providing more flexible opportunities as school nurseries are limited to 2.5 hours. In Monmouthshire, this has led to parents choosing non-maintained over maintained settings.

It was agreed that top up fees are a significant issue; not for eligible working parents who will have the childcare element funded but for more deprived families who are not eligible especially if for a full session for which there will be a charge. Some non-maintained settings have agreed to allow two hours only free of charge; this is generally not taken up.

The authority is looking at more flexibility to meet needs of working parents.

- Regarding Welsh Government's financing of the scheme, it was queried if the amount was sufficient to meet costs. It was responded that, in Wales, £4.50 per hour is the set rate for all providers and the authority receives an administration fee. There is a different system in England. Providers are not permitted to charge any more. Some child minders claim to be worse off. Welsh Government have committed to review the rate.
- A Member found the various combinations allowable under the scheme complicated and confusing. Examples of the combinations for up to 48 weeks per year were provided. It was explained that leaflets have been produced for settings to explain the scheme to parents.
- It was queried how the take up of 50% compares with other authorities. It was responded that the first pilot year was evaluated and there is also evaluation this year. Take up is higher in Monmouthshire than other areas. There is no comparative data with similar profile counties currently.
- A Member noted that there is a new nursery planned in Portskewett and asked for an update. It was explained that there was an opportunity for a capital funding bid and this will be used for a standalone provision run by a non-maintained setting on the school site. Foundation Phase nursery education and wraparound care will be offered, from 9.00 a.m. until 3.00 p.m. and possibly in school holidays. Discussion with the Diocese is in progress. The need for additional school places is also under consideration.

The Chair thanked the Officer for the update.

#### **5. Presentation providing an overview of the Flying Start Programme.**

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### Minutes of the meeting of Children and Young People Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Wednesday, 8th May, 2019 at 10.00 am

#### **Purpose:**

To receive an update on Welsh Government funded Flying Start services delivered in areas of deprivation in Monmouthshire to children between the ages of 0-3 of Income Benefit households.

#### **Member Scrutiny:**

The Select Committee were provided with an update by the Flying Start Co-Ordinator. Questions were invited and answered as follows:

- It was confirmed that there are Flying Start nursery and toddler groups.
- Concerning new housing developments and the portion of affordable housing, it was explained that there is a target cap maximum number of children of 556 0-3 year olds to work with within the allocated budget. Most services are delivered in the existing areas. New developments can be complicated as the target cap is already achieved in the existing areas of highest need, however there are some changes in progress that will reconfigure Flying Start areas to accommodate new developments. Families affected by changes or that leave Flying Start areas may be eligible for outreach services funded by the Children and Communities Grant if they are still in need.
- A Member asked what intensive support is available in the medium of Welsh. It was responded that in Abergavenny there is the Cylch Meithrin providing services, that has the services of an Early Years Advisory teacher. Support is provided to ensure an effective environment for speech and language.
- In response to an enquiry, it was explained that it is difficult to evaluate progress as there is currently no common comparison tool available.
- A Member welcomed individual tracking of progress to trace the effect of Flying Start as children progress through the primary phase and noted that there is less of a FSM gap. It was commented that a similar approach and intensive support could reap benefits in the secondary phase. It was explained that Families First has a remit for 0-25 year olds and parenting programmes are available to provide help for parents to support the education of their children.
- A Member was reassured of the aims and asked how we can help and what grants are available. It was confirmed that the services are funded by Welsh Government. It was suggested that it is very important that all councillors are reminded of the importance of Flying Start. It was explained that there is little promotion of the service as families are advised by the Flying Start Health Visitors.
- A Select Committee Member asked if staff have noticed a difference due to universal credit but it was noted that it is difficult to identify any effects yet.
- It was queried how the number of 556 was calculated and responded that it is based on the LSOA data for income benefit households.

The Chair reflected on the importance of the Flying Start work and thanked the Officer for the update.

#### **6. To confirm the following minutes:**

#### **7. Children and Young People Select Committee dated 21st February 2019.**

The minutes of the meeting of the Children and Young People Select Committee held on 21<sup>st</sup> February 2019 were approved as an accurate record:

#### **8. Special Meeting - Children and Young People Select Committee dated 22nd March 2019.**

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Children and Young People Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Wednesday, 8th May, 2019 at 10.00 am

The minutes of the Special Meeting of the Children and Young People Select Committee held on 22<sup>nd</sup> March 2019 were approved as an accurate record.

#### **9. Actions arising from the previous meetings.**

##### **Matters Arising:**

- From 21<sup>st</sup> February 2019 – the Chair sent a letter as agreed to the Welsh Government about the lack of specialist training for Special Educational Needs Communication teachers. A response was received that universities have responsibility for selecting which courses to offer.
- From 22<sup>nd</sup> March 2019: Regarding the proposal to close Mouton House Special School, it was confirmed that the Select Committee wished to see the final document. The consultation results are available on 29<sup>th</sup> May 2019 and the report is due to go to Cabinet on the 5<sup>th</sup> June 2019 which was viewed as a short timescale with little opportunity for the Select Committee to revisit the matter especially to ensure that points made at the meeting on 22<sup>nd</sup> March 2019 have been addressed. The Chair reminded the Committee that it is possible for the Cabinet decision to be called in and the final document could be reviewed by Select Committee in that way.

The Chair asked that he and Officers monitor the situation and bring it back for further consideration as necessary.

#### **10. Children and Young People Select Committee Forward Plan.**

The forward planner was noted.

With regard to the Partnership Agreement, it was noted that Officers are not available to attend the next meeting. A meeting has taken place to review some of the wording to address concerns of the Monmouthshire Association of School Governors. It was supported that the Chair is briefed outside the meeting so that the agreement can be received by the Select Committee.

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

The Council and Cabinet Work Planner was noted.

#### **12. Next Meeting.**

21<sup>st</sup> May 2019 at 10.00am.

**The meeting ended at 1.30 pm**



# Public Document Pack Agenda Item 6b

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Children and Young People Select Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 21st May, 2019 at 10.00 am

**PRESENT:** County Councillor T.Thomas (Chairman)  
County Councillor L.Jones (Vice Chairman)

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

### **OFFICERS IN ATTENDANCE:**

Hazel Ilett	Scrutiny Manager
Wendy Barnard	Democratic Services Officer
Kath Bevan	Wellbeing Lead
James Kent	Curriculum Reform Lead
Ed Pryce	Challenge Adviser, Interim Service Strategic and Policy Lead

### **APOLOGIES:**

County Councillor D. Jones

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

The election of County Councillor T. Thomas as Chair was noted. On behalf of the Children and Young People Select Committee, the new Chair paid tribute to the previous Chair, County Councillor M. Groucutt for his work and expertise in leading the Committee.

Following introductions, County Councillor Groucutt expressed his disappointment and concern that minutes of the meeting held on 8<sup>th</sup> May 2019 were not presented.

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

County Councillor L. Jones was appointed as Vice Chair.

#### **3. Declarations of Interest**

County Councillors M. Groucutt and M. Powell declared personal, non-prejudicial interests as Governors of King Henry VIII Comprehensive School.

#### **4. Public Open Forum**

No members of the public were present

#### **5. Presentation on Educational Attainment ~Strategy for improving the performance of Free School Meals pupils: Kath Bevan, Wellbeing Lead, EAS**

**Purpose:**

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Children and Young People Select Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 21st May, 2019 at 10.00 am

To consider a new strategy that has been developed to improve the educational performance of pupils who are in receipt of free school meals (FSM).

#### **Key Issues:**

A presentation was provided by the Education Achievement Service (EAS) Challenge Adviser (Interim Service Strategic and Policy Lead) and Assistant Director, Professional Learning (Excellence, Equity and Wellbeing).

Data showing the performance of FSM learners compared to non-FSM pupils at each of the phases from Foundation Phase to Key Stage 4, in Monmouthshire compared with all Wales was explained. Information was also provided about attendance of FSM learners compared to non-FSM.

EAS is supporting schools to improve and accelerate the performance and attendance of all learners but particularly more vulnerable FSM learners.

Information was provided on the regional Wellbeing and Equity Strategy which will have specific focus on FSM learners.

Schools and Governing Bodies have been provided with support on how best to write effective Pupil Development bids to benefit FSM and Looked After Children (LAC) learners, and to fit within School Development Plans.

#### **Member Scrutiny:**

Following the presentation, Members of the Select Committee were invited to ask questions:

- A Select Committee Member asked how real the gap is in Monmouthshire in comparison with other authorities questioning if better performing authorities have more vocational courses or a better suited curriculum for FSM pupils, if it was to do with lower grant levels or demographic reasons. It was responded that the gap over time would be expected to widen from Foundation Phase (FP) to Key Stage 4 but not to the extent seen in Monmouthshire. Similar profile counties have smaller gaps suggesting that some adjustment is required. Regarding vocational subjects, at the Level 2 threshold (English, Welsh and Mathematics), it is English (particularly the Literacy element) and Maths where there is underperformance and not necessarily connected to vocational subjects. Earlier on in FP and KS2 those elements are overcome but the improvement is not being sustained into secondary phase. It is clear that where secondary schools get it right for FSM learners, it is right for all learners not just FSM.
- Considering vocational qualifications, it was queried if schools that provide an effective learning package improve Maths and English skills better. It was responded that there is evidence that learner engagement is an important factor. Select Committee were advised that there is a move to a broader measure with the use of the Capped 9 points score that will include Literacy, Numeracy, Science and Welsh Baccalaureate.
- A Member was disappointed that there was no representative from the Children and Young People Directorate at the meeting as the authority has a statutory duty for standards and works in partnership with schools and the EAS. The Member also emphasised the need to hold schools to account and expressed disappointment that the majority of reports reviewed by the professional grant panel needed additional work.
- Referring to the research of Professor D. Egan, it was queried if teachers' language used at KS4 is more complex and consequently too much of a challenge for

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disadvantaged children. It was suggested there is need for input from EAS on this. It was responded that there are multiple factors affecting disadvantaged learners. EAS can provide links to schools that are successful in providing for disadvantaged learners. It was added that there is a need to provide the scaffolding to enable FSM learners to perform well against their peers e.g. using the PDG to ensure that Y7 children have the equipment to start their secondary school life and provide access to enrichment activities.

- Referring to distinguishing disadvantaged from low ability learners, a Member suggested that a more positive message could be used to encapsulate the expectation for every child to attain highly. This point was agreed.
- It was noted that data on the performance of Faith schools is available.
- Noting that 60% of the grants are in respect of Key Stage 3, it was queried if there is some discretion to allow schools to allocate funds where needed. It was confirmed that grants are awarded in accordance with the terms and conditions set by Welsh Government.
- Regarding areas of double deprivation, it was queried if Welsh Government could be contacted to better support these areas. It was noted that areas of deprivation are determined by a Welsh Government formula.
- In response to a question, Members were informed that the EAS is working with schools to provide earlier career advice for learners to provide pathways information. Secondary schools are also working with cluster primary schools to encourage better parental attendance at school events.
- A Select Committee Member commented on the very low FSM learner numbers and lower funding. It was questioned how the EAS is operating differently in areas of higher funding. It was confirmed that the EAS supports all schools in the same way regardless of FSM numbers.
- A Member asked about the Wellbeing and Equity programme and asked about the link with improved outcomes. It was explained that the learning environment is key, that the teaching and learning is accessible and that schools address any barriers to learning. Further information was provided about Adverse Childhood Experiences (ACEs) and the variety of nurture and wellbeing programmes made available by schools to provide support for vulnerable learners and those in need of emotional support. The EAS can provide support in finding peer schools to link with.
- A Member enquired if the LAC cluster grant includes adopted children. It was confirmed that the grant supports looked after children and known adopted children.
- A Member commented that FSM learners are likely to be in mixed ability classes in primary school but may be placed in bottom sets in secondary school disproportionately leading to lower expectations.
- It was confirmed that better performing secondary schools work with less well achieving schools and that this is built into the leadership programme.

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#### **Committee Conclusion:**

The Chair thanked the representatives of the EAS for their attendance, presentation and for providing reassurance through answering questions. Results after the summer examinations will be an indicator of the success of strategies employed.

It was concluded that schools are ultimately responsible for standards and suggested that the Select Committee would welcome the opportunity to invite schools not green to explore their results and strategies, and also similarly, a green school.

It was also suggested that the authority should work together with other similar authorities that are achieving better results with FSM learners.

#### **6. Presentation on the New School Curriculum: James Kent, Curriculum Reform Lead, EAS**

##### **Purpose:**

The purpose of the presentation was to examine to what extent the new curriculum for Wales could address the skills gaps in SE Wales.

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

- The draft curriculum was published on the 30<sup>th</sup> April 2019. The final publication will be in January 2020.
- The new curriculum for Wales will become part of the statutory guidance for schools from 2022.
- New qualifications will be available for learners from 2025, with the first assessment in 2027. These learners are currently in Year 3 (will become part of the workforce from 2027 – 32 and beyond).

##### **Member scrutiny:**

The Children and Young People Select Committee received a presentation from the EAS Assistant Director, Professional Learning (Curriculum, Collaboration & Research). Following the presentation, questions were asked:

- A Member asked how the new curriculum has affected the number of vocational courses offered. It was explained that the new curriculum is not part of the statutory framework until 2022 and consequently the offer has yet to be defined but there is commitment to provision of high quality, robust courses.
- A Member asked about the new qualifications (digital and technology) referring to the need for more teachers and the budget constraints in secondary schools. In terms of skills gap, it was explained that new employees are sought through a part time PGCE. It will also be vital to ensure existing ICT staff have appropriate training
- A Member commented that he was reassured about the Welsh Baccalaureate. It was noted that two of the four secondary schools are located on the Wales/England border and that the curricula will be very different. It was asked if there is any evidence of resistance from parents who may prefer the English offer. It was explained that there is no evidence so far and that there will be a need for an effective change management programme to allay concerns about e.g. future qualifications.

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- A Member commented on the migration of demand across the border to England, referring to the movement of people from Bristol to Chepstow.
- A Member asked how the projected demand for caring, nursing and service industries would be addressed. It was responded that there would be nothing in the new curriculum or new qualifications that will prevent any pathway to any career. Schools will be able to develop some areas and the curriculum will allow schools to be more outward looking.
- It was explained that more information is available on the link: <https://hwb.gov.wales/draft-curriculum-for-wales-2022/> . Members were informed that the governors' training session was filmed and will be available soon to view. There are also opportunities to provide feedback.
- A Select committee member asked how workload issues will be monitored as some teachers are not coping with the workload with some leaving the profession. It was responded that teachers are currently required to provide large amounts of evidence and this level of accountability will need to change. School need to have the time to develop the new curriculum. Professional learning and collaboration will also be key.
- A Member emphasised that there must be recognition that whilst the new curriculum in development, teachers will still need to be in front of a class.
- A Member asked about transition to new qualifications and was reassured that there would be natural progression as learners participate in the new curriculum from Year 3 and progress.
- A Member asked for input from Pioneer Schools.

#### **Committee Conclusion:**

The Chair, on behalf of the Committee, thanked the EAS Officer for the presentation and for answering questions. He commented that it would be useful to return to the topic later in the year to keep up to date with the changing position.

It was agreed that it would be beneficial to invite a primary and secondary Pioneer School to a future meeting.

#### **7. Children and Young People Select Committee Forward Work Plan**

The Forward Work Plan was noted as follows:

##### **9<sup>th</sup> July 2019**

- Corporate Plan and Chief Officer's Annual Report (Chief Officer for Social Care, Safeguarding and Health)
- Partnership Agreement (deferred from today's meeting)
- Budget Monitoring Report

##### **17<sup>th</sup> September 2019**

- EAS: New Curriculum
- Primary and Secondary Pioneer Schools

##### **12<sup>th</sup> November 2019**

- Secondary and Primary schools (not necessarily green schools) representation to discuss their perspective on FSM,

## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the meeting of Children and Young People Select Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 21st May, 2019 at 10.00 am**

A Member asked for the Committee to be provided the dates of the decision making process for the proposal to close Mounton House Special School. A Member referred to the process date changes and agreed that the key dates must be available. The Chair will make this request to the Chief Officer, Children and Young People.

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

Select Committee Members were reminded that the Council and Cabinet Work Planner is included to enable Members to identify topics to be brought forward for scrutiny

#### **9. Next Meeting: 9th July 2019**

It was noted that it was Leanne Wakerley's last meeting. The Chair, on behalf of the Committee, thanked Leanne for her input representing the view of Monmouthshire Association of School Governors.

**The meeting ended at 12.10 pm**

## Children and Young People Select Committee

### Action List

Minute Item:	Subject	Officer / Member	Outcome
<b>Special Meeting 22<sup>nd</sup> March 2019</b>			
3.	Schools Admission Policy and catchment review	Chief Officer, CYP and School and Student Access manager	Member requested that Select Committee have sight of the consultation responses
3.	Future of Mouton House Special School	Scrutiny Manager	Agenda for future meeting: opportunity to scrutinise the final proposals.
<b>8<sup>th</sup> May 2019</b>			
3	Chief Officer's Annual Report	Scrutiny Manager/Chief Officer	EAS to provide training for all members on understanding school data (capped 9 scores etc.)
3	Chief Officer's Annual Report	Chief Officer	Alterations to presentation of some data in the report and also provide explanations as requested
3	Chief Officer's Annual Report	Chief Officer	List of Strategies used by schools to address/prevent exclusion to be shared when compiled
9	Proposal to close Mouton House School	Chair and Chief Officer	Chair and Officers to monitor situation and bring final document back to Select Committee as necessary
10.	Work programme: Partnership Agreement	Chair and Chief Officer	Agenda for future meeting: opportunity to scrutinise the final proposals.

**21<sup>st</sup> May 2019**

6.

Return to the new curriculum later in the year to keep up to date with the changing position.

Invite a primary and secondary Pioneer School to a future meeting.



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

Children and Young People's Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
9 <sup>th</sup> July 2019	Partnership Agreement	Revisiting scrutiny of the partnership agreement between schools and governing bodies.	Cath Saunders Will Mclean	Pre-decision Scrutiny
	Revenue and Capital Outturn report	Budget monitoring report for quarterly scrutiny.	Mark Howcroft	Budget Monitoring
17 <sup>th</sup> September 2019	Corporate Plan and Annual Report TBC	To hold cabinet members to account on performance and alignment of service delivery to the corporate plan.	Julie Boothroyd Richard Jones	Performance Monitoring
	Budget Monitoring report - Month 2	Budget monitoring report for quarterly scrutiny.	Mark Howcroft	Budget Monitoring
12 <sup>th</sup> November 2019	(To be confirmed)			
17 <sup>th</sup> December 2019				
28 <sup>th</sup> January 2020	Budget Monitoring report - Month 7	Budget monitoring report for quarterly scrutiny.	Mark Howcroft	Budget Monitoring

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

- **Family Support Services** ~ Edge of Care Team and BASE.
- **Young People's Mental Health Support in Schools:** Chair to liaise with Chief Officer
- **Support for Foster Carers**
- **School Placement Capacity** ~ numbers in the south of the county considering the new housing developments planned.
- **Children with Complex Needs and play provision.**
- **Schools in terms of outcomes** – quality indicators from new inspection framework/how categorisation works and actions taken to support improvement/EIB and Intervention Monitoring/ Donaldson Report on Successful Futures. Report on the Pioneer Schools. Review of 21<sup>st</sup> Century Schools. Vulnerable Pupil report expected New Year. April 2019
- **Inclusion updates** – wellbeing/attitudes to learning/supporting the pupil voice
- **National Categorisation/Estyn outcomes** -Progress towards addressing recommendations
- **Post 16 education provision/Apprenticeships/Engagement and progression**
- **Welsh Education Strategic Plan** – annual update

Agenda Item 8

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

- **Childcare sufficiency** – annual update
- **Well-being reporting (obesity, eating disorders etc)**
- **Young Carers Strategy Update**
- **New Curriculum Update and Pioneer schools** ~ Primary and secondary to discuss from a schools perspective ~ **November 2019**
- **Discussion with the schools on FSM** ~ **November 2019**
- **EAS Business Plan 2020-2021 and the Professional Learning Offer 2020-2021** ~ **28<sup>th</sup> January 2020**
- **Looked After Children Grant** ~ schools input.

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

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

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

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

Committee / Decision Maker	Meeting date / Decision due	Subject	Purpose	Author	Date item added to the planner	Date item originally scheduled for decision
Cabinet	03/06/2020	Budget Monitoring report - month 12 (period3) - outturn	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2019/20 financial year	Mark Howcroft	18/04/2019	
Cabinet	01/04/2020	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 9 held on 5th March 2020.	Dave Jarrett	18/04/2019	
Council	05/03/2020	Council Tax Resolution	To set budget and Council Tax	Ruth Donovan	18/04/2019	
Cabinet	04/03/2020	Budget Monitoring report month 10		Mark Howcroft	18/04/2019	
Cabinet	04/03/2020	2019/20 Education and Welsh Church Trust Funds Investment and Fund Strategies	The purpose of this report is to present to Cabinet for approval the 2019/20 Investment and Fund Strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2018/19 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.	Dave Jarrett	18/04/2019	
Cabinet	12/02/2020	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 8 held on 23rd January 2020.	Dave Jarrett	18/04/2019	
Council	23/01/2020	Council Tax Reduction Scheme		Ruth Donovan	18/04/2019	
Cabinet	08/01/2020	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 7 held on 5th December 2019	Dave Jarrett	18/04/2019	

Cabinet	08/01/2020	Budget Monitoring report - month 7 (period 2)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2019/20 financial year.	Mark Howcroft	18/04/2019	
ICMD	18/12/2019	SPG Landscape	To provide guidance on landscape character to inform planning decisions	Mark Hand/Amy Longford	02/05/2019	
ICMD	18/12/2019	SPG archaeology	To identify three new Archaeologically Sensitive Areas	Mark Hand/Amy Longford	01/05/2019	
Cabinet	11/12/2019	Council Tax Base 2020/21 and associated matters	To agree the Council Tax Base figure for submission to the Welsh Government, together with the collection rate to be applied for 2020/21 and to make other necessary related statutory decisions	Sue Deacy/Ruth Donovan	18/04/2019	
Cabinet	06/11/2019	Draft Revenue Budget Proposals (including fees and charges proposals)		Mark Howcroft	18/04/2019	
Cabinet	06/11/2019	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 6 held on 24th October 2019	Dave Jarrett	18/04/2019	
Cabinet	06/11/2019	Long Term Household Recycling		Roger Hoggins	29/01/2019	
ICMD	23/10/2019	SPG S106 guidance note	To clarify how S106 contributions are calculated	Mark Hand	01/05/2019	
Cabinet	02/10/2019	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 5 held on 19th September 2019	Dave Jarrett	18/04/2019	
Cabinet	02/10/2019	Usk Town Strategy		Frances Williams	29/01/2019	

Council	19/09/2019	Social Services Directors Annual Report		Julie Boothroyd	19/06/2019	
Council	19/09/2019	MCC Audited Accounts (formal approval)	To present the audited Statement of Accounts for approval by Council	Mark Howcroft	18/04/2019	
Council	19/09/2019	SE Wales Strategic Development Plan		Mark Hand	18/06/2019	
Council	19/09/2019	Corporate Plan Annual Report		Richard Jones	19/06/2019	
Council	19/09/2019	Safeguarding - Annual Report to Council		Jane Rodgers	20/06/2019	
Council	19/09/2019	ISA 260 report - MCC Accounts - attachment above	To provide external audits report on the Statement of Accounts	WAO	18/04/2019	
Council	19/09/2019	Director of Social Services Annual Report		Julie Boothroyd	04/06/2019	
ICMD	11/09/2019	SPG Landscape	To provide guidance on landscape character to inform planning decisions	Mark Hand/Amy Longford	02/05/2019	
ICMD	11/09/2019	SPG archaeology	To identify three new Archaeologically Sensitive Areas	Mark Hand/Amy Longford	01/05/2019	
Cabinet	04/09/2019	Section 106 Funding – Penperlleni		Mike Moran	20/02/2019	

Cabinet	04/09/2019	Decision on the closure of Mounton House School		Matthew Lewis	20/05/2019	
Cabinet	04/09/2019	Section 106 Funding – The Hill, Abergavenny		Mike Moran	20/02/2019	
Cabinet	31/07/2019	School Partnership Agreement		Cath Sheen	01/07/2019	
Cabinet	31/07/2019	SPG Affordable Housing commuted sums pre consultation	To revise guidance on affordable housing contributions, specifically to amend when commuted sums are required on small scale developments	mark Hand	01/05/2019	
Cabinet	31/07/2019	Apprentice, Graduate and Intern Strategy		Hannah Jones	07/06/2019	
Cabinet	31/07/2019	Economic Growth and Ambition Plan		Cath Fallon	08/05/2019	
Cabinet	31/07/2019	MTFP and Budget Process	To outline the context and process within which the MTFP over the next 4 years and the budget will be developed.	Mark Howcroft	18/04/2019	
Cabinet	31/07/2019	Restructure of Enterprise Directorate		Frances O'Brien	07/06/2019	
Cabinet	31/07/2019	Restructure of Resources Directorate		Peter Davies	07/06/2019	
Cabinet	31/07/2019	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 4 held on 18th July 2019	Dave Jarrett	18/04/2019	

Cabinet	31/07/2019	Budget Monitoring report - month 2 (period 1)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2019/20 financial year.	Mark Howcroft	18/04/2019	
ICMD	24/07/2019	Proposed disposal of land and foul drainage easement' to Edenstone Homes at Penlanlas Farm, Old Hereford Road, Abergavenny.	Cllr P Murphy	Ben Thorpe	20/06/2019	
ICMD	24/07/2019	The expansion of the Shared Service to include Revenues		Ruth Donovan	18/06/2019	
ICMD	24/07/2019	The Social Housing Grant Programme		Louise Corbett	02/05/2019	
ICMD	24/07/2019	SPG S106 guidance note	To clarify how S106 contributions are calculated	Mark Hand	01/05/2019	
ICMD	24/07/2019	SPG Infill Development	To provide planning guidance for dealing with infill and backland development	Mark Hand/David Wong	01/05/2019	
Council	18/07/2019	Audit Committee Annual Report		Phillip White	10/06/2019	
Council	18/07/2019	MonLife		Tracey Thomas	03/05/2019	
Council	18/07/2019	Constitution Update	To receive information regarding the review of the Council Constitution	Matt Phillips	29/05/2019	
ICMD	10/07/2019	Proposed disposal of land and foul drainage easement' to Edenstone Homes at Penlanlas Farm, Old Hereford Road, Abergavenny.	Cllr P Murphy	Ben Thorpe	20/06/2019	

ICMD	10/07/2019	PTU Structure		John McConnachie		
ICMD	10/07/2019	Collections Review		Rachael Rogers	27/03/2019	
Cabinet	03/07/2019	Replacement LDP Issues, Vision and Objectives		Rachel Lewis	11/06/2019	
Cabinet	03/07/2019	Social Justice Strategy Annual Update		Cath Fallon	08/05/2019	
Cabinet	03/07/2019	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 1 & 3 held on 11th April and 20th June 2019	Dave Jarrett	18/04/2019	
Cabinet	03/07/2019	LDP Growth Options	From ICMD	Mark Hand	01/05/2019	
Cabinet	03/07/2019	Guaranteed Interview Scheme for Service Leavers, Veterans and Spouses		Joe Skidmore	07/06/2019	
Cabinet	03/07/2019	Digital Deprivation Action Plan		Cath Fallon	01/04/2019	
ICMD	26/06/2019	Training/PTU Structure		John McConnachie	14/05/2019	
ICMD	26/06/2019	SWTRA agreement signature - May 19	Jane Pratt	Roger Hoggins	04/06/2019	



ICMD	26/06/2019	Household Waste Duty of Care Fixed Penalty Notices	Sara Jones	Huw Owen	04/06/2019	
ICMD	26/06/2019	LDP Growth Options	<b>Going to Cabinet 3 July</b>	Mark Hand	01/05/2019	
ICMD	12/06/2019	PROPOSED 30 MPH SPEED LIMIT STATION ROAD AND OLD TRAP ROAD, GILWERN	DEFERRED PENDING FURTHER WORK ON COSTINGS	Paul Keeble	02/05/2019	
ICMD	12/06/2019	Interim arrangements - transfer of the GIS from SRS	to outline the interim arrangements for provision of the GIS function in collaboration with Newport City Council	Sian Hayward	16/05/2019	
ICMD	12/06/2019	Non Domestic Rates application for hardship relief	To determine whether it is appropriate to give discretionary rate relief on the grounds of hardship to a ratepayer in Monmouth town	Ruth Donovan	23/05/2019	
ICMD	12/06/2019	Structural Changes in Policy and Governance Section		Matt Gatehouse/P Jordan	02/05/2019	
ICMD	12/06/2019	Volunteering Update	DEFERRED	Cath Fallon	08/05/2019	
ICMD	12/06/2019	Eco-Flexi Statement of Intent	To scrutinise the Council's "Statement of Intent" regarding access to Energy Company	Steve Griffiths	01/05/2019	
ICMD	12/06/2019	Training/PTU Structure	DEFERRED TO 26/6	John McConnacie/Bryan Jones	14/05/2019	
ICMD	12/06/2019	Monmouthshire Local Toilet Strategy	From Cabinet Planner	Dave Jones	21/05/2019	

Cabinet	05/06/2019	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 2 held on 16th May 2019	Dave Jarrett	18/04/2019	
Cabinet	05/06/2019	Revenue and Capital Monitoring Outturn	To provide Members with information on the outturn position of the Authority for the financial year	Mark Howcroft	18/04/2019	
Cabinet	05/06/2019	Local Toilet Strategy		Dave Jones	06/03/2019	
Cabinet	05/06/2019	Section 106 funding – Forensic Science Laboratory Site, Chepstow		Mike Moran	20/02/2019	
Cabinet	05/06/2019	LDP Issues, Objectives & Vision		Mark Hand		
ICMD	22/05/2019	SWTRA Agreement - Singature & Seal		Roger Hoggins	02/05/2019	
ICMD	22/05/2019	APPEARANCE OF LOCAL AUTHORITIES IN LEGAL PROCEEDINGS		Matt Phillips/ Paul Jordan	30/04/2019	
ICMD	22/05/2019	<b>(ENRaW) Funding: Gwent Green Grid Partnership</b>		Matthew Lewis	24/04/2019	
ICMD	22/05/2019	PROPOSED PROHIBITION OF WAITING AT ANY TIME, NEWTOWN ROAD, PENPERLLENI.		Paul Keeble	18/04/2019	
ICMD	22/05/2019	PROPOSED PROHIBITION OF WAITING AT SPECIFIED TIMES ONLY, LAUNDRY PLACE, ABERGAVENNY		Paul Keeble	18/04/2019	

Council	16/05/2019	Chief Officer CYP Annual Report		Will Mclean	26/03/2019	
Council	16/05/2019	Proposed Off-Road Cycling Centre, Llanfoist		Mike Moran	20/02/2019	
Council	16/05/2019	Speed Management		Roger Hoggins	29/01/2019	
ICMD	08/05/2019	Delivering Excellence in Children's Service: Establishment update in line with setting the structure for 2019/20.	To establish a fit for purpose structure for Children's Services for the forthcoming financial year of 2019/2020 and beyond.	Jane Rodgers	17/04/2019	
ICMD	08/05/2019	Museum Service Interim Reduction in hours		Matt Lewis	11/04/2019	
Cabinet	01/05/2019	Cabinet to agree to commence statutory consultation to open a new Welsh Medium Primary School in Monmouth.	Deferred to ?	Debbie Morgan	05/03/2019	
Cabinet	01/05/2019	Recruitment & Selection Policy		Sally Thomas	26/02/2019	
Cabinet	01/05/2019	Play Sufficiency Audit and Action Plan 2019		Mike Moran	20/02/2019	
Cabinet	01/05/2019	Proposed changes to the membership of the school budget finance forum	This paper is to propose changing the membership of the school budget forum to allow wider representation	Nikki Wellington	15/02/2019	
ICMD	24/04/2019	ROWIP DRAFT PLAN		Ruth Rourke	02/0/19	

ICMD	24/04/2019	Review of Collections Development Policy		Rachael Rogers	27/03/2019	
Council	11/04/2019	Monmouthshire Citizen Advice Bureau Annual Report	To provide members with an opportunity to discuss the work and ask questions of the Chief Executive of CAB Monmouthshire which provides advice to local people and its contribution to the council's purpose of building sustainable and resilient communities.	Matt Gatehouse	05/10/2018	
Council	11/04/2019	Mon Life		Peter Davies		
Council	11/04/2019	Development Company		Peter Davies		
ICMD	10/04/2019	Supplementary Planning Guidance on Affordable Housing commuted sums	endorsement to consult for 6 weeks	Mark Hand / Cllr Sara Jones	15/03/2019	
ICMD	10/04/2019	Housing Options Staffing Report		Ian Bakewell / Cllr Sara Jones	14/03/2019	
ICMD	10/04/2019	Consolidated Traffic Order		Roger Hoggins	29/01/2019	
Cabinet	03/04/2019	catchment review / admissions policy		Matthew Jones	19/03/2019	
Cabinet	03/04/2019	Agency and Self Employed Workers Policy		Sally Thomas	26/02/2019	
Cabinet	03/04/2019	Section 106 Funding – Sudbrook Paper Mill		Mike Moran	20/02/2019	

Cabinet	03/04/2019	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 9 held on the 7th March 2019.	Dave Jarrett	17/04/2018	
ICMD	27/03/2019	BLAENAVON INDUSTRIAL LANDSCAPE WORLD HERITAGE SITE MANAGEMENT PLAN (2018 - 2023)	To seek approval of the Blaenavon Industrial Landscape World Heritage Site Management Plan (2018-2023).	Matthew Lewis	08/03/2019	
ICMD	27/03/2019	DRAFT INFILL DEVELOPMENT SUPPLEMENTARY PLANNING GUIDANCE		MARK HAND	06/03/2019	
ICMD	27/03/2019	DEFINITIVE MAP MODIFICATION ORDER, PRICES BRIDGE, WHITELYE, TRELLECH		Ruth Rourke	05/03/2019	
ICMD	27/03/2019	Weekend Traffic Orders	NO LONGER REQUIRED - RH	Roger Hoggins	29/01/2019	
ICMD	27/03/2019	Future Housing Management Register	NO LONGER REQUIRED	Mark Hard	29/01/2019	
ICMD	27/03/2019	Youth Support Grant Additional Funding	Cllr Richard John	Hannah Jones	21/01/2019	
ICMD	13/03/2019	Non Domestic Rates:High Street and Retail Rates Relief		Ruth Donovan	01/03/2019	
ICMD	13/03/2019	Use of S106 funding in Wyesham	Cllr Bryan Jones	Mike Moran	20/02/2019	
ICMD	13/03/2019	Proposed prohibition of waiting at any time Capel Y Ffin to Llanvihangel Crucorney Rd		Paul Keeble	19/02/2019	

ICMD	13/03/2019	Restructure of Housing Options Scheme	DEFERRED	Ian Bakewell	04/02/2019	
ICMD	13/03/2019	PSPO Consider Condition of all MCC car parks		Andrew Mason	08/01/2019	
ICMD	13/03/2019	Formula Change for Mounton House		Nikki Wellington		
Council	07/03/2019	Road Safety Strategy		Rogger Hoggins	29/01/2019	
Council	07/03/2019	Final Budget Proposals	Combined with Council Tax Resolution Report	Peter Davies	11/09/2018	
Council	07/03/2019	Treasury Management Strategy 2019/20	To accept the annual treasury Management	Peter Davies	11/09/2018	
Council	07/03/2019	Council Tax Resolution 2019/20	To set budget and Council tax for 2019/20	Ruth Donovan	11/09/2018	
Cabinet	06/03/2019	Future Options for Mounton House School		Will Mclean	27/09/2018	
Cabinet	06/03/2019	2019/20 Education and Welsh Church Trust Funds Investment and Fund Strategies	The purpose of this report is to present to Cabinet for approval the 2019/20 Investment and Fund Strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2018/19 grant allocation to Local Authority beneficiaries of the Welsh Church Fund	Dave Jarrett	17/04/2018	
Cabinet	06/03/2019	Report to Federate the Governing Bodies of Llanfoist Fawr and Llanvihangel Crucorney Primary Schools.		Cath Saunders		

Cabinet	06/03/2019	Investment Case to Deliver next phase of procurement strategy		Peter Davies		
ICMD	27/02/2019	ESTABLISHMENT OF URBAN AND PHYSICAL REGENERATION TEAM		Cath Fallon	29/01/2019	
Council	21/02/2019	Addressing our lack of a five year housing land supply: a review of Monmouthshire's approach to unallocated housing sites		Mark Hand	29/01/2019	
Council	21/02/2019	REGENERATION OF SEVERNSIDE & THE FUTURE ROLE OF CALDICOT TOWN TEAM.		Cath Fallon	29/01/2019	
Council	21/02/2019	Capitalisation of Revenue Costs		Mark Howcroft	29/01/2019	
Cabinet - Special	20/02/2019	Final Revenue and Capital Budget Proposals		Peter Davies	20/09/2018	
ICMD	13/02/2019	Lido facility in Bailey Park		Deb Hill Howells	21/01/2019	
ICMD	13/02/2019	Prohibition of waiting at anytime, Lansdown Road, Abergavenny		Paul Keeble	15/01/2019	

Cabinet	06/02/2019	Local Housing Market Assessment		Mark Hand	29/01/2019	
Cabinet	06/02/2019	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 8 held on the 17th January 2019.	Dave Jarrett	17/04/2018	
ICMD	30/01/2019	Data Protection & GDPR Officer for Schools		Sian Hawyard		
ICMD	30/01/2019	Social Care & Health Senior Leadership Review Follow up		Tyrone Stokes		
Council	17/01/2019	Council Tax Reduction Scheme 2018/19		Ruth Donovan	11/09/2018	
ICMD	16/01/2019	IN-HOUSE SENIOR CARE & SUPPORT WORKER RE-GRADING		Colin Richings	31/12/2018	
ICMD	16/01/2019	DOMESTIC ASSISTANT POST RE-GRADE		Sian Gardner	31/12/2018	



ICMD	16/01/2019	Monmouthshire LDP Sustainability Appraisal Scoping Report and Habitats Regulations Appraisal Initial Screening		Mark Hand/Rachel Lewis	21/12/2018	
ICMD	16/01/2019	<b>LOCAL GOVERNMENT (WALES) ACT 1994</b>	THE LOCAL AUTHORITIES (PRECEPTS) (WALES) REGULATIONS 1995	Jonathan S Davies	18/12/2018	
Cabinet	09/01/2019	Final Draft Budget Proposals or recommendation to Council.		Joy Robson	17/04/2018	
Cabinet	09/01/2019	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 7 held on the 13th December 2018.	Dave Jarrett	17/04/2018	
Cabinet	09/01/2019	Budget Monitoring report - month 7 (period 2)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2018/19 financial year.	Joy Robson/Mark Howcroft	17/04/2018	
Cabinet	19/12/2018	Gwent Homelessness Strategy	Moved to Council 13 December	Steve Griffiths	05/11/2018	
Cabinet	19/12/2018	Draft Revenue Capital Budget Proposals	To outline the proposed capital budget for 2019/20 and indicative capital budgets for the 3 years 2020/21 to 2022/23	Joy Robson/Peter Davies	19/09/2018	

Council	13/12/2018	Gwent Homelessness Strategy		Steve Griffiths	13/11/2018	
Council	13/12/2018	Capital Budget Report on 3rd Lane on Wye Bridge	Defer to December	Paul Keeble	20/09/2018	
Council	13/12/2018	Final approval of MonLife and MonLife Plus		Tracey Thomas	09/08/2018	
ICMD	12/12/2018	PROHIBITION OF WAITING AT ANY TIME (CHAPEL ROAD, STANHOPE STREET, CANTREF ROAD, AVENUE ROAD, HAROLD ROAD) ABERGAVENNY		Paul Keeble	21/11/2018	
ICMD	12/12/2018	Local Government (Wales) Act 1994 The Local Authorities (Precepts)9wlaes) Regulations 1995		Jonathan S Davies	20/11/2018	
Cabinet	05/12/2018	Implementation of NJC revised payspine April 2019			09/10/2018	
Cabinet	05/12/2018	LA and Schools Partnership Agreement		Cath Saunders	26/09/2018	
Cabinet	05/12/2018	Corporate Plan: Progress Report		Matthew Gatehouse	10/07/2018	
Cabinet	05/12/2018	Reorganisation of ALN and Inclusion Services update	Cabinet consider objections received on the Reorganis	Debbie Morgan	25/05/2018	
Cabinet	05/12/2018	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 6 held on the 25th October 2018.	Dave Jarrett	17/04/2018	

Cabinet	05/12/2018	Council Tax Base 2019/20 and associated matters	To agree the Council Tax Base figure for submission to the Welsh Government, together with the collection rate to be applied for 2019/20 and to make other necessary related statutory decisions	Sue Deacy/Ruth Donovan	17/04/2018	
Cabinet	05/12/2018	Reviews of Fees and Charges	To review all fees and charges made for services across the Council and identify proposals for increasing them in 2019/20	Mark Howcroft	17/04/2018	
ICMD	28/11/2018	Panel Fees for Foster Carers		Jane Rodgers	17/10/2018	
ICMD	14/11/2018	Review of Mardy Local Lettings Policy		Ian Bakewell	24/10/2018	
ICMD	14/11/2018	Rural Allocations Policy		Shirley Wiggam	23/10/2018	
ICMD	14/11/2018	Social Housing Grant Programme		Shirley Wiggam	23/10/2018	
ICMD	14/11/2018	Family Support within 'Statutory' Children's Services - Re-design of the Contact Service		Jane Rodgers	17/10/2018	
ICMD	14/11/2018	Proposal to extend supporting people contracts in 2019/20		Chris Robinson	10/09/2018	
Cabinet	07/11/2018	Targeted Regeneration Investment Programme, The Cross, Caldicot		Cath Fallon	12/10/2018	
Cabinet	07/11/2018	21st Century Schools - Band B project Team		Will Mclean	12/10/2018	

Cabinet	07/11/2018	Cadetship Programme		Tracey Harry	20/09/2018	
Cabinet	07/11/2018	Structure Report		Roger Hoggins	20/09/2018	
Cabinet	07/11/2018	Project 5: Development of a Therapeutic Foster Care Service for Complex Young People		Jane Rodgers	30/08/2018	
Cabinet	07/11/2018	MTFP and Budget Process for 2019/20 to 2022/23	To outline the context and process within which the MTFP over the next 4 years and the budget for 2019/20 will be developed.	Joy Robson	17/04/2018	
Council	25/10/2018	Statement of Gambling Policy and proposals for Casinos		Linda O'Gorman	10/09/2018	
Council	25/10/2018	County Hall Accommodation	Seeking approval to undertake borrowing to fund the refurbishment works to County Hall	Deb Hill-Howells	17/07/2018	
Council	25/10/2018	Proposal to create a development company		Deb Hill-Howells		
ICMD	24/10/2018	Additional Service Offer at Usk Hub	To seek approval for the development of a business case to site a Post Office within Usk Hub following the announcement of the planned closure of the current facility on Bridge Street	Matt Gatehouse / Richard Drinkwater	04/10/2018	
ICMD	10/10/2018	Register of Priority Services		Ian Hardman	18/09/2018	
ICMD	10/10/2018	Joint Heritage Services with Torfaen		Mark Hand	05/09/2018	

ICMD	10/10/2018	Extension of Lease for Gilwern Library	To seek approval to extend the council's lease of space within Gilwern Community Centre for the continued provision of a library service beyond the end of the current agreement which expires in March 2019	Matthew Gatehouse	03/08/2018	
Cabinet	03/10/2018	Welsh Church Funding Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of applications 2018/19, Meeting 5 held on the 20th September 2018.	Dave Jarrett	17/04/2018	
ICMD	26/09/2018	Joint Heritage Services with Torfaen	DEFERRED TO 10 OCTOBER	Mark Hand	05/09/2018	
ICMD	26/09/2018	Amendments to cemeteries management practice to withdraw burial plot reservations.		Deb Hill-Howells	17/07/2018	12/09/2018
Council	20/09/2018	Abergavenny Hub	Final business case to proceed with the creation of a Hub at Abergavenny Town Hall	Deb Hill Howells	17/07/2018	
Council	20/09/2018	A40 Wyebridge Highway Improvement Scheme		Paul Keeble	12/07/2018	
Council	20/09/2018	Well-being Objectives and Statement Annual Report 2017/18	For Council to approve the Annual Report 2107/18 on MCCs wellbeing objectives and statement	Richard Jones	30/05/2018	
Council	20/09/2018	Fairtrade		Hazel Clatworthy	24/05/2018	
Council	20/09/2018	MCC Audited Accounts 2017/18 (formal approval)	To present the audited Statement of Accounts for 2017/18 for approval by Council	Joy Robson/Mark Howcroft		
Council	20/09/2018	ISA 260 report - MCC Accounts - attachment above	To provide external audits report on the Statement of Accounts 2017/18	WAO		

Council	20/09/2018	J Block Proposals		Deb Hill-Howells		
ICMD	12/09/2018	Colleague Volunteering Pilot	To seek approval to establish a Colleague Volunteering Pilot for 30 staff across directorates.	Owen Wilce		
Cabinet	05/09/2018	NEET		Hannah Jones	09/08/2018	
Cabinet	05/09/2018	Management of obstructions in the public highway	For Cabinet to approve recommendations made by Strong Communities Select on 30th July	Roger Hoggins	09/08/2018	
Cabinet	05/09/2018	ICM Phase 2 Implementation of Family Support Services - post statutory threshold		Jane Rodgers	01/08/2018	
Cabinet	05/09/2018	Targeted Regeneration Investment - South Monmouthshire		Cath Fallon	13/07/2018	
Cabinet	05/09/2018	Childcare Offer		Rebecca Davis	12/06/2018	
Cabinet	05/09/2018	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 4 held on the 26th July 2018	Dave Jarrett	17/04/2018	
Cabinet	05/09/2018	Recommendations on the review of ALN & Inclusion Services	Cabinet to receive recommendations based on the con	Debbie Morgan	25/05/2001	
Cabinet	05/09/2018	Regional Safeguarding Board Annual Report	Deferred	Claire Marchant		

Cabinet	05/09/2018	S106 Procedure Note and S106 Guidance Note	DEFERRED from May	Mark Hand		
ICMD	22/08/2018	Anti-Social Behaviour, Crime and Policing Act 2014		Andrew Mason	03/08/2018	
ICMD	08/08/2018	Children's Services – Supporting First Years in Practice		Jane Rodgers	19/07/2018	
ICMD	08/08/2018	Safeguarding Business Support Update		Diane Corrister	19/07/2018	
ICMD	08/08/2018	Financial Systems support team - change of role and job description		Ruth Donovan	03/07/2018	
Council	26/07/2018	Shadow Board recruitment for the ADM		Cath Fallon	15/06/2018	
Council	26/07/2018	Stock Transfer – Promises Kept/Missed & Added Value	PRESENTATION ONLY	Ian Bakewell	08/06/2018	
Council	26/07/2018	Audit Committee Annual Report		Wendy Barnard	24/05/2018	
Council	26/07/2018	Strategic Development Plan (SDP) Responsibility Authority Report	DEFERRED	Mark Hand	09/05/2018	
Council	26/07/2018	Chief Officer Annual Report		Claire Marchant		

Council	26/07/2018	Safeguarding Evaluative Report		Claire Marchant		
ICMD	25/07/2018	Private Sector Housing Loan Schemes - Change of Terms.		Steve Griffiths	21/06/2018	
Cabinet	25/07/2018	Youth Enterprise			20/06/2018	
Cabinet	25/07/2018	Borough Theatre			20/06/2018	
Cabinet	25/07/2018	Events			20/06/2018	
Cabinet	25/07/2018	Month 2 Budget Report			20/06/2018	
ICMD	25/07/2018	Housing Renewal Policy		Ian Bakewell	17/05/2018	
ICMD	25/07/2018	B&B Policy		Ian Bakewell	17/05/2018	
ICMD	25/07/2018	'Disposal of land adjacent to A40 at Monmouth for highway improvements'	DEFERRED from June	Gareth King/Cllr P Murphy	03/05/2018	13/06/2018
Cabinet	25/07/2018	Resource Strategy	To comprise Commercial; Procurement; People; Digital; Financial strategies	Peter Davies	23/04/2018	



Cabinet	25/07/2018	Budget Monitoring report - Month 2 (period 1)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2018/19 financial year.	Joy Robson/Mark Howcroft	17/04/2018	
Cabinet	25/07/2018	The delivery of budget savings for 2018/19.	To provide Cabinet with a level of comfort and reassurance around the delivery of Budget savings for 2108/19	Peter Davies	15/04/2018	
ICMD	25/07/2018	Care Homes Fees – Fair Rate for Care Exercise	Cllr P Jones	Nicola Venus- Balgobin		
ICMD	11/07/2018	FLOOD and Water Management Act 2010 - Schedule 3 IMPLEMENTATION of the Sustainable Drainage Systems (SuDS) Approving Body (SAB)		Paul Keeble	22/06/2018	
ICMD	11/07/2018	RECRUITMENT OF BSSG ADMIN OFFICER		Christian Schmidt	22/06/2018	
ICMD	11/07/2018	Workforce Update Report - Children's Services	DEFERRED	Claire Robins	07/06/2018	
Cabinet	04/07/2018	Disposal of Land between Llanishen and Trellech	To declare approx 36 acres of land between Llanishen and Trellech surplus to requirements and to seek consent for its disposal	Gareth King	15/06/2018	
Cabinet	04/07/2018	Care Leavers Report		Ruth Donovan	07/06/2018	
Cabinet	04/07/2018	Restructure of attractions services in TLCY		Tracey Thomas	07/06/2018	
Cabinet	04/07/2018	Review of ALN & Inclusion Services	Cabinet to consider the results of the statutory consulta	Debbie Morgan	25/05/2018	

Cabinet	04/07/2018	School Meal Debt Management		Roger Hoggins	17/05/2018	
Cabinet	04/07/2018	Draft NEET Reduction Strategy		Hannah Jones	08/05/2018	
Cabinet	04/07/2018	Inspire Programmes (Inspire2Achieve and Inspire2Work)	DEFERRED	Hannah Jones	08/05/2018	
Cabinet	04/07/2018	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 3 held on the 21st June 2018.	Dave Jarrett	17/04/2018	
Cabinet	04/07/2018	Crick Road Business Case	ITEM DEFERRED	Colin Richings		
Cabinet	04/07/2018	The Knoll, Section 106 funding, Abergavenny	DEFERRED from June	Mike Moran		07/03/2018
Cabinet	04/07/2018	Chippenham Mead Play Area	DEFERRED from 6/6/18	Mike Moran		
ICMD	27/06/2018	REALLOCATION OF SECTION 106 FUNDING, MONMOUTH		Mike Moran	08/06/2018	
ICMD	27/06/2018	Definitive Map Modification Order Section 53 (C) (i) Wildlife & Countryside Act 1981 Restricted Byway (53-16) Great Panta Devauden		Paul Keeble/Cllr B Jones	31/05/2018	
ICMD	27/06/2018	Planning advice charges for LDP candidate sites.		Mark Hand	24/05/2018	Report deleted from Planner 7/6/18

ICMD	27/06/2018	Early help Duty and Assessment – Hierarchy Update – Service Manager		Claire Robins	24/05/2018	
Council	21/06/2018	Corporate Parenting Strategy		Claire Marchant	07/06/2018	
Council	21/06/2018	Plastic Free County		Hazel Clatworthy	24/05/2018	
Council	21/06/2018	Joint Scrutiny of the City Deal		Hazel Ilett	30/04/2018	
ICMD	13/06/2018	Housing Restructure		Ian Bakewell	17/05/2018	
ICMD	13/06/2018	Re-fit Cymru programme	To seek approval to enter into a contract with Local Partnerships to utilise their framework to access energy efficient technologies.	Deb Hill Howells/Phil Murphy	10/05/2018	
ICMD	13/06/2018	Supporting People contract procurement exemptions		Chris Robinson	10/04/2018	
ICMD	13/06/2018	Children with Disability - Hierachy Update		Claire Robins	05/03/2018	15/02/2018 Report deleted from planner
Cabinet	06/06/2018	<a href="#">Twr Mihangel Section 106 Funding</a>		Mike Moran	18/05/2018	
Cabinet	06/06/2018	<a href="#">Section 106 Off-Site Play Contributions</a>		Mike Moran	18/05/2018	

Cabinet	06/06/2018	ADM Update		Tracey Thomas	18/05/2018	
Cabinet	06/06/2018	Proposed 25 year lease of Former Park Primary , Abergavenny, to Abergavenny Community Trust		Nicola Howells	15/05/2018	
Cabinet	06/06/2018	Council Response to the LGR Green Paper		Matt Gatehouse	14/05/2018	
Cabinet	06/06/2018	Revenue and Capital Monitoring 2017/18 Outturn Forecast Statement	To provide Members with information on the outturn position of the Authority for the 2017/18 year.	Mark Howcroft	17/04/2018	09/03/2018
Cabinet	06/06/2018	Welsh Church Fund Working Group	The purpose of this combined report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 1 held on 19th April and meeting 2 held on 10th May 2018	Dave Jarrett	17/04/2018	
Cabinet	06/06/2018	Corporate Parenting Strategy		Jane Rodgers	22/03/2018	
Cabinet	06/06/2018	Welsh Language Monitoring Report	Moved to Strong Communities Select	Alan Burkitt		07/03/2018
Cabinet	06/06/2018	Kerbcraft Update	DEFERRED from May			
ICMD	23/05/2018	Creation of an Asset Officer Post, Estates		Deb Hill Howells/Cllr P Murphy	03/05/2018	
ICMD	23/05/2018	Letting of Penarth Farm, Llanishen		Gareth King/Cllr P Murphy	03/05/2018	

ICMD	23/05/2018	High Street Rate Relief Scheme for 2018/19	To adopt the scheme of 2018/19 in accordance with Welsh Government Guidance	Ruth Donovan	26/04/2018	07/03/2018
ICMD	23/05/2018	Proposed 30mph Speed Limit, Llandeenny Road, Llandeenny, Mill		Paul Keeble/Cllr B Jones	25/04/2018	
ICMD	23/05/2018	Transfer to Torfaen - Assessment of free school meal entitlement for MCC		Nikki Wellington/Cllr Murphy	10/04/2018	
Council	10/05/2018	Strategic Asset Management Plan		Peter Davies	23/04/2018	
Council	10/05/2018	To agree update on the Safeguarding Policy		Cath Sheen	16/04/2018	
Council	10/05/2018	Local Development Plan Delivery Agreement		Mark Hand	11/04/2018	
Council	10/05/2018	Boundary Review		John Pearson		
ICMD	09/05/2018	Rural Programmes Team – ICT and Finance Apprentice Post		Michael Powell	23/04/2018	
ICMD	09/05/2018	GDPR Data Protection Policy		Rachel Trusler	20/04/2018	
ICMD	09/05/2018	Trellech Speed Limits		Paul Keeble	18/04/2018	

ICMD	09/05/2018	Civil Parking Enforcements	Moved from Cabinet 11/04/18	Paul Keeble	13/04/2018	
ICMD	09/05/2018	PROHIBITION OF WAITING AT ANY TIME (CHAPEL ROAD, STANHOPE STREET, CANTREF ROAD, AVENUE ROAD, HAROLD ROAD) ABERGAVENNY		Paul Keeble/Cllr B Jones	13/04/2018	
ICMD	09/05/2018	Creation of fixed term Senior Planning Policy Officer Post for 3.5 years		Mark Hand/Cllr Greenland	12/04/2018	
ICMD	09/05/2018	Amendment to existing fixed term Senior Landscape and Urban Design Officer post to make it a permanent post;		Mark Hand/Cllr Greenland	12/04/2018	
ICMD	09/05/2018	Creation of fixed term Apprentice Planner post (exact job title tbc)		Mark Hand/Cllr Greenland	12/04/2018	
ICMD	09/05/2018	Re-evaluation of Post of Lead - Community Improvement Supervisor		Nigel Leaworthy	10/04/2018	
ICMD	09/05/2018	Supporting People contract procurement exemptions	DEFERRED TO 13 JUNE	Chris Robinson	15/02/2018	
ICMD	09/05/2018	Adoption of highway management plan including appointment of Highway Asset inspector and changes to Asset Planning Officer posts		Paul Keeble		09/03/2018
Cabinet	02/05/2018	Adoption of Road Safety Strategy		Paul Keeble		
Cabinet	02/05/2018	Social Justice Strategy		Cath Fallon		

Council	19/04/2018	Bryn Y Cwm Change of name		Matt Gatehouse	21/03/2018	
Council	19/04/2018	Council Diary 2018/19		John Pearson	12/03/2018	12/03/2018
Council	19/04/2018	Sale of old County Hall Site		Roger Hoggins	16/02/2018	
Council	19/04/2018	Chief Officer Report CYP		Will Mclean	25/01/2018	
ICMD	18/04/2018	Communities for Work		Hannah Jones	22/03/2018	
ICMD	18/04/2018	Disposal of easement at Wonastow Road		Ben Winstanley	14/03/2018	
Cabinet	11/04/2018	Tree Policy		Roger Hoggins	19/02/2018	
Cabinet	11/04/2018	VAWDASV		Joe Skidmore	08/02/2018	
Cabinet	11/04/2018	Disposal of County Hall		Roger Hoggins		
Cabinet	11/04/2018	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 6 held on the 22nd February 2018	Dave Jarrett		

ICMD	28/03/2018	Property Maintenance Framework Agreement		Phil Kenney/P Murphy	06/03/2018	
ICMD	28/03/2018	Children's Services Business Support Team - Hierachy Update		Claire Robins	05/03/2018	
ICMD	28/03/2018	Social Care & Health - Business Support Post		Claire Robins	05/03/2018	
ICMD	28/03/2018	Staffing Restructure of SCH Workforce Development Team		Sian Sexton	05/03/2018	
ICMD	28/03/2018	Operational Changes to Trading Standards		Gareth Walters/Sara Jones	27/02/2018	
ICMD	28/03/2018	Section 106 Major Maintenance Capital for the repairs to the footbridge over the Gavenny at Penyval,		Nigel Leaworthy		
Council	19/03/2018	City Deal Business Plan		Paul Matthews		
Council	19/03/2018	LDP		Mark Hand		
ICMD	14/03/2018	Future of Melin Private Leasing Scheme		Ian Bakewell	15/02/2018	
ICMD	14/03/2018	2nd Phase Families Support Review		Claire Marchant		



ICMD	14/03/2018	Award Garden Waste Contract		Carl Touhig		
ICMD	14/03/2018	S106 Transport Projects		Richard Cope		
Cabinet	07/03/2018	2018/19 Education and Welsh Church Trust Funds Investment and Fund strategies	To present to Cabinet for approval the 2018/19 Investment Fund Strategy for Trust Funds for which the authority acts as sole or custodian trustee for adoption and to approve the 2017/18 grant allocation to LA beneficiaries of the Welsh Church Fund	Dave Jarrett		
Cabinet	07/03/2018	Corporate Parenting Strategy		Claire Marchant		
Cabinet	07/03/2018	EAS Business Plan		Will Mclean		
Cabinet	07/03/2018	Proposed changes to the schools mfunding formulafor the funding of building maintenance costs	To seek approval to reduce the funding of building maintenance costs for our new schools	Nikki Wellington		
Cabinet	07/03/2018	Replacement document management system for revenues		Ruth Donovan		
Cabinet	07/03/2018	Review of Additional Learning Needs and inclusion services	To seek cabinet approval to commence the statutory consultation process associated with proposed changes to ALN and Inclusion Services	Matthew Jones		
Cabinet	07/03/2018	Turning the World Upside Down	DEFERRED	Claire Marchant		
Cabinet	07/03/2018	Whole Authority Risk Assessment		Richard Jones		

Council	01/03/2018	Treasury Strategy		Peter Davies	08/02/2018	
Council	01/03/2018	Approval of public service board well-being plan		Matt Gatehouse		
Council	01/03/2018	Area Plan - Population Needs Assessment		Claire Marchant		
Council	01/03/2018	Council Tax Resolution 2018/19		Ruth Donovan		
Council	01/03/2018	Pooled fund for care homes		Claire Marchant		
Council	01/03/2018	Social Justice Policy	ITEM DEFERRED	Cath Fallon		
Cabinet	28/02/2018	Borough Theatre		Tracey Thomas	19/02/2018	
ICMD	28/02/2018	Recruitment for Maternity Cover: Development Management Team		Phil Thomas	08/02/2018	
ICMD	28/02/2018	Restructure of Mental health Social Work Staffing		John Woods	08/02/2018	
ICMD	28/02/2018	Staffing Restructure of Adult Disability Service		John Woods	08/02/2018	

Cabinet	28/02/2018	Final Budget Proposals		Peter Davies		
ICMD	28/02/2018	Charges in relation to the delivery of the auths private water supply responsibilities		Huw Owen		
ICMD	28/02/2018	Fixed Penalty Notice charges for fly tipping offences		Huw Owen/Sara Jones		
ICMD	28/02/2018	Gypsy and Traveller Pitch allocation policy report		Steve Griffiths		
ICMD	28/02/2018	Re-designation of Shared Housing		Ian Bakewell/Greenland		
ICMD	28/02/2018	Removal of under 18 burial charges		Deb Hill Howells		
Council	21/02/2018	Widening of Investment definition		Mark Howcroft	29/01/2019	
Council	15/02/2018	Active Travel Plan and Civil Parking Enforcement		Roger Hoggins		
Council	15/02/2018	Corporate Plan		Kellie Beirne		
Council	15/02/2018	Pay Policy		Sally Thomas		

ICMD	14/02/2018	All Wales Play opportunities grant		Matthew Lewis/Cllr Greenland		
ICMD	14/02/2018	Development Management Enhanced Services proposals		Phil Thomas		
ICMD	14/02/2018	Loan to Foster Carers		Jane Rodgers		
ICMD	14/02/2018	Personal Transport Budgets		Roger Hoggins		
ICMD	14/02/2018	Public Health Wales Act - Intimate Piercing		David Jones		
ICMD	14/02/2018	Residents only parking permit scheme Usk View, Merthyr Road, Abergavenny		Paul Keeble		
ICMD	14/02/2018	Usk in Bloom		Cath Fallon		
ICMD	08/02/2018	Fixed Penalty Notice charges for fly tipping offences		Huw Owen		03/01/2018
ICMD	31/01/2018	Seasonal Garden Waste Collections		Carl Touhig		
ICMD	31/01/2018	Staffing changes in Policy and Governance		Matt Gatehouse		

Cabinet	29/01/2018	ADM		Kellie Beirne		
Cabinet	29/01/2018	Corporate Plan		Kellie Beirne		
Council	18/01/2018	Council Tax Reduction Scheme 2018/19		Ruth Donovan		
Council	18/01/2018	Response to Older Adults Mental Health Consultation		Claire Marchant		
ICMD	17/01/2018	Local Government (Wales) Act 1994 The Local Authorities (Precepts) (Wales) Regulations 1995		Joy Robson/Mark Howcroft		
ICMD	17/01/2018	Supporting People Programme Grant Spendplan 2018-19		Chris Robinson		03/01/2018
ICMD	17/01/2018	Trainee Accountant Regrade		Tyrone Stokes		
Cabinet	10/01/2018	Budget Monitoring Report	The purpose of this report is to provide members with information on the forecast outturn position of the authority at end of month reporting for 2016/17 financial year	Joy Robson/Mark Howcroft		
Cabinet	10/01/2018	Chepstow Cluster - proposed distribution of Section 106 monies	To agree the distribution of section 106 to the cluster	Nikki Wellington		
Cabinet	10/01/2018	Re-Use Shop at Ilanfoist Household Recycling Centre		Roger Hoggins		

Cabinet	10/01/2018	Management of obstructions in the public highway		Roger Hoggins		
Cabinet	10/01/2018	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 5 held on the 14th December 2017	Dave Jarrett		
Cabinet		Play Efficency			29/01/2019	
		Museums (need workshop first)		Frances Williams	29/01/2019	
		LDP		Mark Hand	29/01/2019	
Council		Growth Option		Mark Hand	29/01/2019	
Council		Future Econ			29/01/2019	