

# Public Document Pack



County Hall  
Rhadyr  
Usk  
NP15 1GA

Dydd Mercher, 18 Medi 2019

## Notice of meeting

### Pwyllgor Craffu Cwmunedau Cryf

Dydd Iau, 26ain Medi, 2019 at 10.00 am,

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

## AGENDA

Item No	Item	Pages
<b>PART A – SCRUTINY AND CRIME DISORDER MATTERS</b>		
No matters to discuss		
<b>PART B – STRONG COMMUNITIES SELECT COMMITTEE</b>		
1.	Ymddiheuriadau am absenoldeb	
2.	Datganiadau o Fuddiant	
3.	Fforwm Cyhoeddus Agored	
4.	Adroddiad Monitro'r Gyllideb: Mis 2 (Craffu Chwarterol)	1 - 36
5.	Gwasanaethau Pobl: Diweddariad blynyddol ar absenoldeb salwch a rheoli presenoldeb	37 - 48
6.	Newid Hinsawdd: Craffu y Drafft Ymateb cyn ei gymeradwyo	49 - 78
7.	Cadarnhau cofnodion y cyfarfod blaenorol	79 - 82
8.	Blaenraglen gwaith Cymunedau Cryf	83 - 86
9.	Blaenraglen gwaith y Cabinet a'r Cyngor	87 - 104
10.	Cadarnhau dyddiad ac amser y cyfarfod nesaf	

---

**Paul Matthews**

**Prif Weithredwr**

MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

P. Clarke  
L.Dymock  
D. Dovey  
A. Easson  
L. Guppy  
R. Harris  
V. Smith  
J.Treharne  
A. Webb

## 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?

## REPORT

<b>SUBJECT</b>	<b>REVENUE &amp; CAPITAL MONITORING 2019/20 OUTTURN STATEMENT</b>
<b>DIRECTORATE</b>	<b>Resources</b>
<b>MEETING</b>	<b>Strong Communities Select</b>
<b>DATE</b>	<b>26<sup>th</sup> September 2019</b>
<b>DIVISIONS/ WARD AFFECTED</b>	<b>All Authority</b>

### 1. PURPOSE

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

### 2. RECOMMENDATIONS PROPOSED TO CABINET

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

### 3. MONITORING ANALYSIS

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

### 3.2 Holistic Revenue Position

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

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



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

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

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

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

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

- 3.14 Appreciating recent Select member feedback was to derive a less detailed understanding of the monitoring position, but also anticipating situations where individual members may still wish to explore a more detailed understanding outside the formal meeting, the traditional hyperlinks (in Section 8) showing the supporting monitoring reports have been de-activated in favour of encouraging members to contact the financial lead to be able to better facilitate their understanding in person.
- 3.15 **Holistic 2019/20 Budget Savings Progress**

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

In summary they are as follows,

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

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

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

### 3.18 Scrutiny Committee Organised Revenue Monitoring Commentaries

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

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

Chief Executives Unit (£30k overspend)

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

Resources Directorate (£106k underspend)

**Finance Division predict an underspend of £123k**, predominantly predicted savings in Revenues and Exchequer sub division and saving in management cost. **IT predicts an £68k underspend**, due to laptop purchases being capitalised being more significant than the deficit introduced by shortfall in annual SRS contribution. **People services predicts £2k deficit**, mainly the result of £12k additional staffing proposed from HR system visioning exercise compensated by staff savings in training £10k. **Corporate Landlord division** exhibited a net **£124k surplus** which hides large variances within monitoring, savings accrue from delay in staffing restructure, extra income from solar farm, and capitalisation of building maintenance costs, which compensate for pressures in cemeteries, industrial units and county farms. Also income from commercial investments is less than budgeted due to void levels currently.

**Future Monmouthshire** exhibits a **£207k deficit**, being the proportion of digitisation, travel and agency cost savings not yet attributable to particular services. Future Monmouthshire and SLT colleagues have previously been advised to avoid such generic savings as they involve superficial assessment and traditionally they are not well owned by Directorates subsequently.

## Budget Savings Performance

### Resources Directorate & Corporate

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

### Resources Directorate Recovery Activities

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

### Resources Director's Context & Commentary

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

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

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

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

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

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

Future Monmouthshire is forecasting a £207k over spend. However, and as mentioned above, this relates to corporate savings that have not yet been allocated against directorate budgets. Chief Officers are aware that these savings will need to be managed and the Future Monmouthshire team will work with directorates to ensure savings can be delivered or any consequential impact mitigated.

Corporate Landlord division is reporting a net £124k under spend. Savings from a delay in restructure proposals being progressed (£70k) and extra income from the solar farm (£100k), together with the aforementioned savings from transferring corporate building maintenance

costs to capital (£100k) are offset by pressures in cemeteries, industrial units and county farms. Income from commercial investments is currently less than originally budgeted due to current void levels. A sinking fund held in reserves to offset any shortfalls and any further in-year investments or acquisitions can still look to positively impact the budget.

Corporate (£478k underspend)

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

Appropriations (£138k underspend)

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

Budget Savings Performance

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

Financing (£58k underspend)

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

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

Enterprise Directorate (£334k net overspend)

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

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

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

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

Budget Savings performance

Operations Division is in Enterprise Directorate

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

Enterprise Directorate Recovery Activities

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

The changes relate to,

- Reduced overspend forecast in respect of Tintern Station (£7k).
- Highways Development and flooding team predict a £74k improvement as a result of road closure income and capital project fees.
- Highways Ops is forecasting to under-spend by £114,000 due to increased capital income. The Highways 19/20 capital allocation has allowed us to rearrange our repair programme to better displace core costs with capital funding. As is evident from last year this budget is heavily influenced by the weather - we are currently assuming that we will have an average winter season so do not include any costs for any adverse weather. If this does materialise then the outturn position could change.

- Waste & Scene is forecasting to underspend by £54,000. The availability of an equipment budget in the capital programme has allowed us to passport the costs of long life bags to capital, this has provided an in year benefit to the revenue account.
- The Transport garage is forecasting to underspend by £50,000. This is due to the decision to set aside a capital budget to fund major repairs that are usually charged to revenue but are capital in nature.
- Housing £10k. No real change in narrative, more of a change to service based forecast based on a more detailed consideration of activity.
- Passenger transport £20k. No real change in narrative, , more of a change to service based forecast based on a more detailed consideration of activity.

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

### Enterprise Director's Context & Commentary

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

#### **Operations**

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

#### **Business Growth & Enterprise**

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

#### **Planning & Housing**

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

#### **MonLife**



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

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

Social Care & Health (£6k overspend)

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

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

Social Care & Health

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

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

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

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

Budget Savings performance

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

No explicit social care recovery activities have been identified to date

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

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

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

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

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

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

Social Care & Health (£2.296m overspend)

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

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

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

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

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

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

## Budget Savings Performance

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

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

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

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

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

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

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

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

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

## Budget Savings Performance

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

### Children and Young People Recovery Plan activities

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

These revised activities include,

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

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

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

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

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

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

### 3.23 Capital Position

The summary forecast Capital position at outturn is as follows,

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

#### Additions

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

#### Reconciliation

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

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

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

Difference	£10.462m
------------	----------

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

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

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

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

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

## Capital Outturn

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

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

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

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

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

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

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



### 3.24 Capital Financing and Receipts

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

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

### 3.25 Useable Capital Receipts Available

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

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

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

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

### 3.26 Reserves

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

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

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

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

### 3.28 Schools Reserves

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

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

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

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

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

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

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

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

## **4 REASONS**

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

## **5 RESOURCE IMPLICATIONS**

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

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

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

## **7 CONSULTEES**

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

## **8 BACKGROUND PAPERS**

## **9 AUTHOR**

Peter Davies – Chief Officer - Resources

## **10 CONTACT DETAILS**

Tel. 01633 644294

e-mail. [peterdavies@monmouthshire.gov.uk](mailto:peterdavies@monmouthshire.gov.uk)








**Appendices (attached below)**

Appendix 1 Mandated Savings Progress Report

Appendix 2 School Reserves

## Appendix 1 – Savings Matrix

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

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



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

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



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

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







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

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

## Appendix 2 – Individual Schools Reserves

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

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

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



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

This page is intentionally left blank

<b>SUBJECT:</b>	<b>ANNUAL REPORT: People Services Attendance &amp; Wellbeing report for Year End 2018/19</b>
<b>MEETING:</b>	<b>Strong Communities</b>
<b>DATE:</b>	<b>26 September 2019</b>
<b>DIVISION/WARDS AFFECTED:</b>	

## NON-PUBLICATION

### PURPOSE:

To provide the Committee with an annual report for information purposes.

### 1. RECOMMENDATIONS:

Committee to note information and key actions. This report provides some detailed analysis on the overall statistics relating to attendance, which includes analysis breakdown by directorate.

The report also contains information relating to support measures and interventions that are currently in place.

### 2. KEY ISSUES:

To provide Members with information relating to the attendance and wellbeing of Monmouthshire County Council employees for the period 1 April 2018 – 31 March 2019.

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

No proposal for decisionmaking - not relevant

### 4. OPTIONS APPRAISAL

No proposal for a decision - not relevant

### 5. EVALUATION CRITERIA

Not relevant

**6. REASONS:**

To ensure Elected Member oversight of the statistics and associated information relating to attendance. Attendance management remains as a key priority for the organisation. The Council is committed to providing a high quality range of services to all service users, through a healthy, motivated and committed workforce. The health and well-being of colleagues is important to Monmouthshire County Council and attendance is a vital factor in ensuring adequate service provision and high levels of attendance at work will contribute to high morale among our colleagues and will provide positive assistance in the planning and provision of quality services.

**7. RESOURCE IMPLICATIONS:**

**8. CONSULTEES:**

Head of People Services

**9. BACKGROUND PAPERS:**

None

**10. AUTHOR:** Sally Thomas HR Manager

**11. CONTACT DETAILS:**

Tel: 07900651564

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

## Report: Attendance Management. Analysis of 1 April 2018 to 31 March 2019

**Table 1: Overall summary position for the Council 01/04/2018 – 01/03/2019**

1 April 2018 to 31 March 2019 <i>(2017/2018 in italics)</i>							
Area	Average number of employees	Number of Full-Time Equivalent employees (FTE)	Q1	Q2	Q3	Q4	Cumulative
ENTERPRISE	<b>690.00</b>	<b>301.91</b>	<i>1.64</i> 1.20	<i>1.22</i> 1.92	<i>1.99</i> 1.62	<i>1.89</i> 1.23	<i>(6.53)</i> 5.79
SOCIAL CARE & HEALTH (SCH)	<b>808.00</b>	<b>521.33</b>	<i>3.26</i> 3.74	<i>3.10</i> 3.35	<i>3.58</i> 4.96	<i>4.72</i> 3.86	<i>(14.46)</i> 16.13
SCHOOLS	<b>1671</b>	<b>1083.16</b>	<i>2.05</i> 2.24	<i>1.23</i> 1.43	<i>2.45</i> 2.49	<i>2.91</i> 2.53	<i>(8.83)</i> 8.76
CHILDREN & YOUNG PEOPLE (CYP)	<b>85</b>	<b>62.22</b>	<i>2.59</i> 2.12	<i>2.91</i> 2.77	<i>1.67</i> 1.75	<i>1.52</i> 1.72	<i>(8.69)</i> 9.30
SENIOR LEADERSHIP UNIT (SLU)	<b>15</b>	<b>13.3</b>	<i>0.23</i> 3.38	<i>0.00</i> 1.67	<i>1.42</i> 1.8	<i>4.59</i> 2.57	<i>(6.24)</i> 7.54
OPERATIONS	<b>544.00</b>	<b>403.04</b>	<i>3.48</i> 4.42	<i>3.96</i> 4.16	<i>4.59</i> 3.75	<i>3.80</i> 3.88	<i>(15.48)</i> 16.91
RESOURCES	<b>172.00</b>	<b>148.23</b>	<i>1.70</i> 1.99	<i>1.80</i> 1.68	<i>1.96</i> 2.03	<i>2.16</i> 1.47	<i>( 8.12)</i> 6.96
WHOLE AUTHORITY	<b>3986.00</b>	<b>2534.19</b>	<i>2.46</i>	<i>2.12</i>	<i>2.94</i>	<i>3.29</i>	<i>(10.81)</i> 11.20

Table 1 provides the end of year out turns for days lost (due to sickness) per full time equivalent employee (FTE) for 2018/2019 for the whole authority and for Enterprise, SCH, CYP, Schools, SLU, Operation and Resources. For comparison, the out turns for 2017/2018 are provided in red italics. The overall out turn for 2017/2018 was 10.81 days compared with 11.20 days in 2018/2019 which is an increase overall of 0.39 days lost per FTE employee.

The out turns for Schools, Enterprise and Resources were below 10.5 days with 8.76, 5.75 and 6.96 days lost per FTE employee respectively. Schools had a year on year level out turn but Enterprise and Resources showed a marginal improvement year on year. Schools and Enterprise represent 59 % of the Council's total workforce therefore the relatively low levels of absence compared with other areas make a substantial contribution to the overall figures for the Council.

SCH and Operations out turns are 16.13 and 16.91 days lost per FTE employee respectively - both representing year on year increases of 1.67 days and 1.43 days respectively.

SCH had previously made some year on year improvements since 2015/2016 when the out turn was 19.48 days lost per FTE. The improvements were largely in Children's Services attendance which is shown below set against Adult Services totals. Whilst in SCH generally there would be an expectation of higher sickness levels due to the types of jobs roles and associated emotional labour contributory factors, given that the overall increase for the directorate is largely due to 1.55 day increase per FTE in Adult Services further analysis is required to understand the background to the increase. Again for Operations, whilst there is an expectation that the sickness absence levels will be higher due to the types of job roles, 2015/16 figures show that 11.98 days lost per FTE was achieved. However, the service area has seen a consistent upward trend since that time.

Summary of Working Days Lost per FTE employee (in the highest absence areas):

YEAR	ADULT SERVICES, SCH Directorate	CHILDREN'S SERVICES, SCH Directorate	OPERATIONS, Enterprise Directorate
2015/2016	19.21 days	23.38 days	11.98 days
2016/2017	17.69 days	10.45 days	15.44 days
2017/2018	17.66 days	10.85 days	15.84 days
2018/2019	19.21 days	10.38 days	16.91 days

The combined FTE for SCH and Operations represents 34% of the Council's workforce and therefore, it is important that there continues to be an attendance and well-being focus in these areas to understand 1) the factors that may be contributing to the higher levels of absence and 2) the relevant interventions that can be implemented.

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

<b>Top three categories for reasons for sickness absence and percentages 2018/2019</b>			
Enterprise	21% Mental ill health	18% Serious illness	11% Infection 11% Hospitalisation
SCH	24% Mental ill health	16% Infection	11% Hospitalisation
Schools	18% Mental ill health 18% Infection	12% Pre-existing condition	9% Hospitalisation 8% Gastro Intestinal
CYP	33% Serious illness	20% Mental ill health	15% Infection 9% Gastro Intestinal
SLU	27% Mental ill health 27% Serious illness	NA	NA
Operations	24% Mental ill health	12% Back, neck and shoulder pain 12% Musculoskeletal 12% Pre-existing condition	9% Hospitalisation
Resources	18% Mental ill health 18% Breaks & Fractures	15% Hospitalisation	13% Serious illness
Whole Authority	22% Mental ill health	14% Infection	10% Hospitalisation 9% Pre-existing condition

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

Back, neck and shoulder pain	Breaks/Fractures	Cardiovascular
Gastro Intestinal	Hospitalisation	Infection
Migraine/Headaches	Muscular Skeletal	Pre-existing condition
Respiratory	Serious illness	Mental ill health (anxiety/stress/depression)

Mental ill health: The percentage of all absence associated with mental ill health represents the top reason for the Council in terms of working days lost at 22%. However, there has been a reduction not only as a percentage but in working days lost compared with 2017/2018 (see below). The number of working days lost to this condition has fallen year on year since 2016/2017 but remains high in comparison with 2014/2015 levels. It is recognised that employees may be experiencing more mental ill health and/or that they are more inclined to report their mental health problems rather than providing an alternative reason for absence. There is variation across the directorates/areas ranging from 18% to 27% and whilst it is important to acknowledge at an organisation level that there is a significant number of days lost per FTE employee due to mental health reasons, before any Council wide conclusion is reached, there needs to be an awareness that the factors relating to this type of absence need to be subject to more detailed analysis to inform the relevant interventions that might be applicable to a service/area/school. Relevant intervention may be at the level of the team, where it may be work related or at an individual colleague level where it may be work related but there may be also be personal circumstances that require organisational supportive measures.

<b>2014/2015</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>
5133 days (20%)	6004 days (21%)	7038 (25%)	6813 (31%)	6262 (22%)

Infection: This reason accounts for 14% of the total number of days lost to sickness absence and generally this reason is entered for colds and flu. 70% of it is for short term absence. There has been a year on year reduction in the number of working days lost and the percentage (see below). It should be noted that it features as one of the top reasons in SCH, Schools and Enterprise. However, the latter two areas have relatively low absence compared with Council totals.

<b>2014/2015</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>
3746 days (14%)	3741 days (13%)	4954 (18%)	5037 (18%)	4092 (14%)

Hospitalisation, Serious illness and Pre-existing condition: When hospitalisation, serious illness and pre-existing condition are considered together, they account for 27% of the total number of days lost per FTE. It may be a feature of an ageing work force in areas of the Council. However, it is important that colleagues with pre-existing conditions and/or those experiencing serious illness/hospitalisation are supported to remain in the workplace through reasonable adjustments and where this is not possible are supported to return and sustain their return through effective management intervention and adjustment.

Back, neck and shoulder and musculoskeletal: Whilst these categories are not featuring in the top 3 for overall council totals, 4083 working days were lost and 70% of this is within Operations and SCH at 1662 and 1185 days respectively. It is also contributing mainly as long term sickness absences. Again it can be a feature of an aging workforce and the contributory factors in these directorates may need to be further considered under the operating practices for



manual handling and back care. Along with mental health, muscular skeletal issues form a large percentage of the reason for referral to Occupational Health (see Analysis of OH Support).

STAFF TURNOVER for 2018/19 - 8.73%

**Table 3: Long and short term percentages**

		Long Term/Short Term absence 2018/2019		
Area	Long Term %	Total Number of days lost due to LT absence	Short Term %	Number of days lost due to ST absence
Enterprise	62	942.60	38	585.01
SCH	68	6099.75	32	2893.40
Schools	60	5699.59	40	3754.23
CYP	60	311.30	40	210.75
SLU	62	375.29	38	225.21
Operations	77	5195.07	23	1536.57
Resources	60	581.50	40	390.24
Whole Authority	67	19,205.10	33	9,595.42

Table 3 shows an analysis of long-term and short-term absence. Total number of days lost due to sickness absence for 2018/19 was 28,800.52. Clearly, long-term absence outweighs short-term with some variation across areas. It is difficult to reach any Council-wide conclusion and it is important to note that further detailed analysis does take place for each directorate/area. Small teams can be greatly affected by one long term sickness situation and each case needs to be treated on an individual basis.

**Analysis of Occupational Health support – information provided by MCC’s OH provider**

Occupational Health (OH) Information (INSYNC CORPORATE HEALTHCARE)	
QUARTER	INFORMATION
Q1	154 appointments in total:- 129 with OH Adviser; 25 with OH Physician

	<p>Top Reasons for Referral ( % of overall reasons for referral):-            43% mental health            33% muscular skeletal</p>
Q2	<p>230 appointments in total:-            194 with OH Adviser; 36 with OH Physician</p> <p>Top Reasons for referral:-            38% mental health            27% muscular skeletal</p>
Q3	<p>115 appointments in total:-            83 with OH Adviser; 32 with OH Physician</p> <p>Top Reasons for referral:-            42% mental health            23% muscular skeletal</p>
Q4	<p>112 appointments in total:-            92 with OH Adviser; 20 with OH Physician</p> <p>Top Reasons for referral:-            34% mental health            28% muscular skeletal</p>

INSYNC - Mental Health Referrals Comparisons				
	Q1	Q2	Q3	Q4
<b>Stress</b>	6%	17%	3%	24%
<b>Stress Work Related</b>	21%	14%	26%	41%
<b>Depression</b>	28%	23%	26%	18%
<b>Depression work related</b>	6%	6%	10%	0%
<b>Anxiety</b>	24%	14%	10%	6%
<b>Anxiety work related</b>	9%	20%	7%	12%

<b>Other mental health</b>	6%	6%	17%	0%
----------------------------	----	----	-----	----

*INSYNC comments: 'The single greatest cause of referral to OH continues to be due to psychological related ill health. It also continues to be MCC's greatest cause for referral, over the year representing 39% of MCC's overall cause for referral.'*

*All INSYNC's public sector clients continue to reflect psychological health problems as the biggest cause of referral to occupational health. With a range of between 40-55%, the figure for MCC reports as just below the average range, for psychological related health problems.'*

### Analysis of counselling support - information provided by MCC's external counselling provider

WELLBEING SOLUTIONS	2018/19	2017/18
Total number of employees referred	121    36 Male    85 Female	116    32 Male    84 Female
Employees attending for counselling	99	94
Employees not attending for counselling	22	22
Work related issues	30	27
Work and Personal issues	15	27
Personal issues	54	40
No of hourly sessions	486	483
Number of employees	121	93
No of additional sessions authorised	34	51

## Priority Areas & Interventions

(Key Actions highlighted represent new actions in 2018/19)

Priority Area	Reasons	Key Actions
Reduce the levels of sickness absence in Adult Services and Operations	It is acknowledged that these are areas where you would expect higher than average days lost per FTE. Intervention to improve these figures vital to affect overall Council position.	Further exploration in terms of application of the policy and support for managers in these business areas. Key action has been a 6 week (a day a week) placement of a HR Business Partner to provide support on one team within Operations.  Provision of data, narrative & discussion at DMT meetings – information cascade.  DATA DASHBOARDS – providing quarterly updates for managers.
Reducing absence associated with mental ill –health	High levels of absence due to this reason. To ensure measures in place to support well-being and good mental health	Attendance Management & Wellbeing information standing item of each team’s agenda Via HR Business Partner meetings with managers and head-teachers further promote: 1) Attendance Management policy guidance for weaving stress risk assessments into 121s, 2) CICOs 3) team meetings.  Create learning networks (to enable peer-to-peer support) via introduction of 1) regular SKYPE meetings for managers and HR Business Partners, 2) HR BLOG to discuss, share & promote best practice.  On-going development/improvements to the HUB – for example WELLBEING Page  Introduction of a ‘Go To’ group. A group of people to whom colleagues can seek support.  Development of interventions associated with an aging workforce. For example menopause support/ menopause cafes/menopause toolkit)

		<p>Access to external confidential counselling service.</p> <p>Access to external confidential counselling services on a self –referral basis.</p> <p>Staff survey</p> <p>Talent LAB - mindfulness, and positive psychology and ‘Let’s Talk about Stress’ and various associated training sessions – plus personal 121 coaching and support (both individual and team basis)</p> <p>Attendance Management policy training sessions. Mandatory training for all managers.</p>
Reducing Muscular-skeletal Disorders	<p>High levels of long term and short term absence.</p> <p>In Operations, 24% of total absence is attributable to muscular-skeletal reasons, (which is same figure as mental health reasons).</p> <p>In SCH Adults Services, 18% of total absence is attributable to muscular skeletal reasons (mental health reasons accounts for 20% of absence)</p>	<p>Manual Handling protocols and training.</p> <p>Actions by managers to help support colleagues who report absence for this reason. Managers to consider proactive actions that can be taken or explored to prevent this type of absence.</p> <p>Consider fast track referral to physiotherapy service.</p>

This page is intentionally left blank

<b>SUBJECT:</b>	<b>CLIMATE EMERGENCY RESPONSE</b>
<b>MEETING:</b>	<b>STRONG COMMUNITIES SELECT COMMITTEE</b>
<b>DATE:</b>	<b>26 SEPTEMBER 2019</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>ALL</b>

## 1. PURPOSE:

- 1.1 To set out Monmouthshire's draft response to the Climate Emergency to enable scrutiny of and recommend prioritisation from of a broad range of potential activities to reduce the council's carbon emissions in line with our climate emergency declaration.

## 2. RECOMMENDATIONS:

- 2.1 The committee is invited to scrutinise the draft response to ensure that the ten objectives within the plan cover the areas of activity that the council will need to focus on to achieve its goal of reducing carbon emissions to net zero by 2030.
- 2.2 The committee is invited to examine the long-list of potential activities contained in the appendix to the draft report and discuss the relative preferences for different activities, and the extent to which these display the necessary ambition, to help the Cabinet member shape an action plan which will be presented to Council.
- 2.2 That the committee supports the creation of a member-led working group to ensure continued focus on this important agenda.

## 2 KEY ISSUES:

- 3.1 On 16th May 2019, Council unanimously agreed to declare a Climate Emergency, and passed the following motion:
- That this council will ensure it will reduce its own carbon emissions to net zero before the Welsh Government target of 2030.
  - That this council will develop a strategy and associated costed action plans to aim to deliver these targets as soon as practicable.
  - That this council revise the Corporate plan, Well-being plan, Local development plans and other relevant plans and policies in support of above.
  - Publicise this declaration of a climate emergency to residents and businesses in the county and encourage, support and enable them to take their own actions to reduce their carbon emissions in line with a 2030 target.
  - Work with partners across the county and other councils and organisations to help develop and implement best practice methods in limiting global warming to less than 1.5 degrees C.

- 3.2. As reported to Council in July 2019, work has been undertaken to understand the county's current emissions. Emissions for the whole county have dropped from around 900,000 tonnes per year in 2005 to around 650,000 tonnes per year in 2016. 51% of these emissions are from transport, reflecting the rural nature of the county, 24% from domestic emissions, and 25% from industrial and commercial emissions. Although the council is able to work with partners and support and encourage action by the public, businesses and others, most of these emissions are beyond the power of the Council to influence.
- 3.3. The Council emits around 8,700 tonnes of carbon a year from static assets such as buildings and street lighting and another 3,000 tonnes from vehicles
- 3.4. We know that significant indirect emissions come as a result of procurement – the carbon produced in the manufacture of the supplies we buy that are made elsewhere. However, it is very difficult to get an accurate estimate of these indirect emissions. Officers have made a crude estimate using DEFRA formulae of around 15,000 tonnes of CO<sub>2</sub> emitted from procured goods and services per year, but at this stage this can only be an approximation.
- 3.5. Over the summer officers have taken part in a number of workshops to identify potential actions that could be undertaken to reduce carbon emissions. These have focussed on local authority emissions which are within the gift of the Council to influence, as well as some actions which will help to reduce wider emissions from the county, for example around transport and waste.
- 3.6. Potential activities contribute to, and will be grouped under ten themes, each of which is linked to a broad outcome:
- Energy and Buildings - Reduce the amount of energy that is used for buildings and street lighting
  - Green Spaces - Manage green spaces to absorb carbon and provide resilience to climate change
  - Waste - Reduce waste by encouraging people to reduce, re-use and recycle more
  - Greener Transport - Reduce the impact of vehicles and encourage the use of electric and hydrogen vehicles
  - Education and involvement - Help people understand climate change and what they can do to make a difference
  - Renewable Energy - Speed up the move from fossil fuels to renewable energy
  - What we Buy - Reduce carbon by thinking carefully about when and what we buy and the whole life costs
  - Active Travel - Encourage and make it easier for people to walk and cycle rather than drive
  - Public Transport - Encourage people to use public transport rather than cars
  - Climate Adaptation - Preparing and adapting for the impact of climate change.
- 3.7. At this stage members are not being presented with a finalised action plan. Instead the committee is being asked to engage in policy development by exploring, debating and ranking the relative merits or different policy interventions to help shape the final action



plan. A long-list of actions is presented as appendix A to the report. These range from very bold statements that we are not yet sure how we can deliver, through to more specific and manageable actions. This bold thinking is important as part of the 'Cathedral Thinking' that climate campaigner Greta Thunberg has described as essential if we are to tackle the climate emergency – you need to commit to laying the foundations before you know exactly how you are going to build the ceiling. It must be stressed that these are not actions that officers are recommending at this stage, each needs to be more fully explored in terms of impact and feasibility. We will need to arrive at a set of actions that are targeted and can be resourced.

- 3.8 Officers recommend that the action plan, when produced, remains a live and flexible document to which further actions and information can be added as it becomes available. This also gives the flexibility to add additional actions as technology develops and new opportunities arise. For this reason the establishment of a member led Climate Emergency working group, to be chaired by the cabinet member with attendance from officers and members of the community is recommended to ensure that this important agenda is progressed with the necessary pace and ambition.
- 3.9 The Climate Emergency Action Plan cannot be delivered by the Council alone. We need other partners to join us in helping to reduce carbon emissions across the county. To that end, we will be working with Public Service Board partners over coming months. We hugely value the enthusiasm, energy and expertise of the residents of Monmouthshire who have such a lot to contribute and plan to collaborate with our communities and other partners to work together on our action plan. This process began at the end of July with a Community Climate Champions workshop to begin to identify where they can help us deliver. The final action plan will also contain actions and commitments which can be made by groups and individuals.

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

- 4.1 The Climate Emergency Action Plan has significant positive contributions to make to the Wellbeing Goals. In particular it has strong benefits for a Prosperous Wales, by developing a low carbon economy and thinking carefully about sustainable procurement. There are also benefits for a Resilient Wales, based on changes to the way we manage green spaces. A Healthier Wales will be enhanced by improvements to air quality from more sustainable travel and more walking and cycling. There is also significant potential to contribute to Cohesive Communities, by working collaboratively and in partnership with our communities. There are no negative impacts on the Well-being Goals.
- 4.2 There are no significant positive or negative impacts on the protected characteristics, safeguarding or corporate parenting. The principles of Long term, Prevention, Integration, Collaboration and Involvement have been used throughout the development of the Action Plan.

#### **5. OPTIONS APPRAISAL**

5.1 Through the motion, the Council has committed to producing an action, so doing nothing was not an option. However, the content and extent of the action plan has been subject to a number of options, set out below:

	<b>Option</b>	<b>Pros</b>	<b>Cons</b>
1	Focus the action plan solely on direct MCC emissions	Easy to manage and measure Within the remit of the council	Will miss large emissions from the wider community
2	Focus on direct MCC emissions and some actions which will reduce emissions in the whole county	Many actions are easy to manage and measure Will impact on a wider range of emissions Potential to involve wider community and partners Maximises policy levers that we do have in place to influence county emissions e.g. transport, waste	Harder to measure county emissions Will require further resources
3	Broaden the action plan to address all the emissions of the whole county	Could potentially give the most comprehensive carbon reductions Potential to involve wider community and partners	Hard to measure and manage Policy levers to influence wider county emissions are not in place Emissions are beyond council control Lack of council resources to address emissions of whole county

5.2 The decision has been made to use option 2 as a pragmatic approach which incorporates our own emissions as well as some wider county emissions where we have the policy levers to do so. However, it needs to be acknowledged that some of the wider county emission reductions may be hard to measure.

### **3 EVALUATION CRITERIA**

6.1 In order to evaluate the success of the Climate Emergency Action Plan, it is recommended that a member led working group be established, to be chaired by cabinet member (with community and officers) to meet quarterly. Once adopted by Council, updates on progress against the actions will be collated every 3 months and reported to the working group.

### **4 REASONS:**

7.1 The action plan needs to be developed to deliver on the Climate Emergency motion that was agreed by Council.

### **5 RESOURCE IMPLICATIONS:**

8.1 Currently the work of co-ordinating our response to the Climate Emergency lies with the Head of Policy and Governance and Sustainability Policy Officer, and has been completed within existing staff resources. The resourcing of this co-ordination role is expected to continue in the same way, although members should note that many other authorities are appointing additional staff to take on this role.

- 8.2 Reaching zero carbon will not be cost neutral and there are likely to be decisions that will have to be made in future which will require additional capital and revenue financial resources to be allocated. The actions within the Climate Emergency Action Plan all have different resource implications and will be funded in different ways. Some are zero cost, some will be grant funded, some will be funded by prudential borrowing and invest to save schemes. It is anticipated that where additional funds are needed these will be subject to subsequent decision making processes.

## **6 CONSULTTEES:**

- 7.1 The actions in the plan were collated and discussed by officers from a wide range of departments across the council. Each action is “owned” by a named officer who has been responsible for pulling together further detail on the action.

A draft list of actions were circulated to members of Monmouthshire Community Climate Champions for discussion and feedback in July 2019.

Cabinet Member for Infrastructure and Neighbourhood Services

## **7 BACKGROUND PAPERS:**

None

## **8 AUTHORS:**

Hazel Clatworthy, Sustainability Policy Officer  
Matthew Gatehouse, Head of Policy and Governance

## **9 CONTACT DETAILS:**

**Tel:** 01633 644397  
**E-mail:** matthewgatehouse@monmouthshire.gov.uk

**Tel:** 01633 644843  
**E-mail:** hazelclatworthy@monmouthshire.gov.uk

This page is intentionally left blank



**Monmouthshire County Council  
Response to the Climate Emergency  
September 2019 (Unapproved Draft)**



<b>Title</b>	Response to the Climate Emergency
<b>Purpose</b>	This plan outlines the council's response to the climate emergency declared in May 2019
<b>Owner</b>	Monmouthshire County Council
<b>Approved by</b>	Not yet approved
<b>Date</b>	September 2019
<b>Version Number</b>	0.6
<b>Status</b>	Draft – For Scrutiny
<b>Review Frequency</b>	Annual
<b>Next review date</b>	September 2020
<b>Consultation</b>	Internal officer consultation only at this stage.

Draft - For Discussion

## Decarbonisation

### Why this matters?

By 2030 this council aspires to reduce its net carbon emissions to zero. Tackling climate change is one of the biggest challenges facing our planet and our county. Rising temperatures bring increased risks to society and the economy as well as long-term or irreversible damage to our planets eco-system<sup>1</sup>. More locally we can expect to see impacts such as flooding, drought and species loss.

Carbon emissions from fossil fuels is one of the main causes of climate change. The scientific consensus is that human activity since industrialisation has been the major factor in the recent warming of the Earth's surface and that this will continue into the future.

Climate change, deforestation and agriculture mean the ability of the planet to lock up carbon is reducing. Farming is eroding soil at a quicker rate than new soil can be formed while melting ice is contributing to rising sea levels and releasing carbon previously trapped beneath frozen land. These changes result in feedback loops where rising temperatures accelerate the degradation of land and soil through drought, desertification and rising sea levels. This in turn, increases the volume of greenhouse gases being released by land, which further accelerates global warming.



### Time to Act

If we are to stand a chance of addressing climate change and slowing the rise in the Earth's temperature there is a narrow window of opportunity to take action. The International Panel on Climate Change has indicated that rises above 1.5 °C will affect the ability of the planet sustain human life as we know it and that crucially, without significant change, that figure will be passed by 2030. In short we don't have long to act.

In May 2019 Monmouthshire County Council unanimously passed a motion declaring a climate emergency<sup>2</sup>. This sets out a clear policy commitment for the council to:

- strive to reduce its own carbon emissions to net zero in line with the Welsh Government target of 2030;
- encourage and support resident and businesses to take their own actions to reduce their carbon emissions;
- Work with partners across the county and other councils and organisations to help develop and implement best practice methods in limiting global warming to less than 1.5 °C.

Responsibility for climate change and decarbonisation sits with the Cabinet Member for Infrastructure and Neighbourhood Services.

### The Benefits of Action

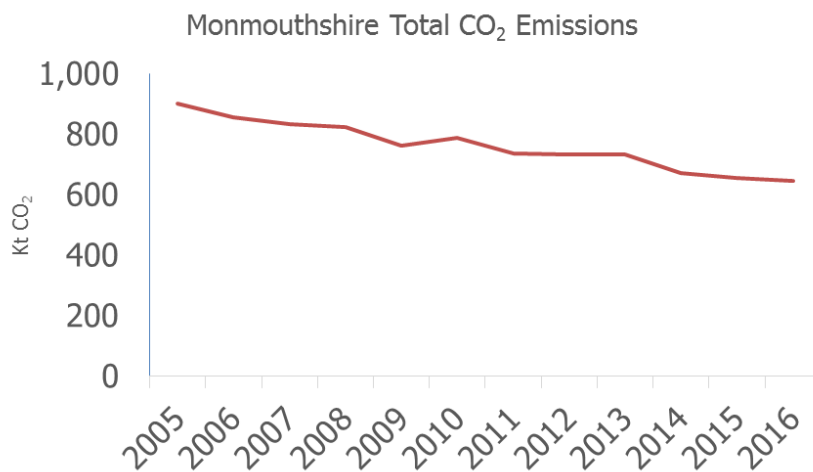
As well as the global and moral imperative to act on climate change we can also expect to see local benefits from moving to a lower carbon society:

- Lower energy bills for residents and businesses.

- Better air quality and the resulting health benefits
- Shorter commuting times between home, work and school
- Increases use of active travel like walking and cycling which can help improve peoples' health
- Less damage to the local environment from drought, floods and fire
- Increased demand for green technologies and the resulting potential for job growth in these sectors.
- Better habitat management, increased biodiversity and creation of green space
- Increased connectivity between people and the environment and more globally responsible citizens.

### Local Carbon Emissions

Climate is a global issue but we all have a part to play. If we are to reduce our net emissions we need to understand what they are now – both in our county and our organisation. Emissions per head of population across Monmouthshire are above UK levels. Since 2005 net carbon emissions in the county have reduced by 28% from 903 kilotonnes to 648 kilotonnes while our population has increased by 7%<sup>3</sup>.



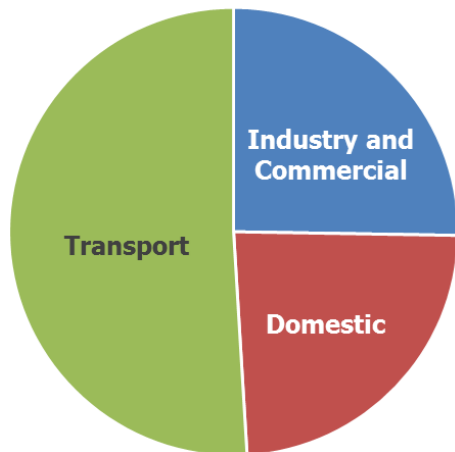
(Source: UK local authority dioxide emissions, National Statistics)

The downward trajectory mirrors a similar trend that across the UK as a result of things like an increase in the use of cleaner energy. Over this time we have also seen an increase in carbon captured from 17 to 43 kilotonnes but the amount captured is less than 7% of the total CO<sub>2</sub> produced in the county<sup>4</sup>. If decarbonisation were to continue at this rate we would not be carbon neutral until after 2050, too late to prevent catastrophic climate change.

Carbon emissions in the county come from a range of sources including industry, agriculture, road transport and domestic heating. The biggest single contributor is transport and in particular road transport. This is shown in the chart below<sup>5</sup>:



## Source of Monmouthshire Emissions



Selected Detail	Kt
Industrial energy use	143
Agriculture	32
Domestic energy use	164
Road Transport	338
Rail	6

(Source: UK local authority dioxide emissions, National Statistics)

Monmouthshire County Council will strive to reduce its own emissions while working with partners, including members of the public service board, local businesses and community groups to reduce emissions and improve carbon capture across the county as a whole from things like trees, vegetation and green infrastructure which help to sequester and store carbon.

Data from our own organisation shows that we generate approximately:

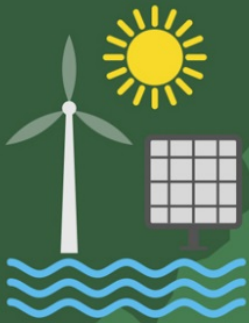
- 8,700 tonnes from static assets such as buildings and street lighting
- 3,000 tonnes from council vehicles like buses and refuse trucks, plus cars driven by officers and councillors in the course of their work
- 15,000 tonnes of emissions from the manufacture of the good and supplies we buy

This is still an incomplete picture and we will increase our understanding as our work develops.

The Council are already taking steps to reduce our carbon emissions. The following infographic shows some of the work that is already underway, using Council data for 2018/19.

# TAKING ACTION ON CARBON

WE'VE MADE A START...



**19.3%**

of the electricity we use has come from our own renewables including our solar farm



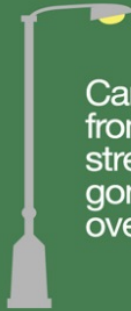
**99.5%**

of the energy the council buys comes from renewable sources



**64%**

of household waste is recycled



Carbon emissions from buildings and streetlights has gone down by **28%** over the last 5 years



We are working with Riversimple to pilot **20 hydrogen powered cars** in Abergavenny



Our pension fund is reducing the amount it invests in fossil fuels



Our renewable energy generation brings in over **£650,000** of income every year



**2 million**

square metres of grassland managed in a sustainable way to encourage pollinators



**11,000**

tonnes of waste are composted each year

...BUT WE HAVE A LOT MORE TO DO.



monmouthshire  
sir fynwy

## Our Objectives at a Glance

Our action plan will cover ten broad objectives that will deliver a net reduction in carbon emissions by 2030. Each of these objectives will contain actions for the local authority which will reduce the council's own emissions, as well as actions that will reduce county wide carbon emissions which will need to be taken forward in partnership with the community plus steps that everyone can do.

Select Committee will be presented with a series of policy choices as part of pre-decision scrutiny, to inform the development of the action plan. The action plan will then be updated and reported on annually, but the actions will be continuous, as we look globally for examples of leading edge practice that can help us accelerate our progress. We will then prioritise these and put our energy and investment into those that offer the most advantageous balance of carbon reduction and feasibility. We also need to ensure some early actions to get the maximum cumulative benefit over the next twelve years.

<b>Energy and Buildings</b> Reduce the amount of energy that is used for buildings and street lighting	<b>Renewable Energy</b> Speed up the move from fossil fuels to renewable energy
<b>Green Spaces</b> Create and manage green spaces to absorb carbon & provide resilience to climate change	<b>What we Buy</b> Reduce carbon by thinking carefully about when and what we buy and the whole life costs
<b>Waste</b> Reduce waste by encouraging people to reduce, re-use and recycle more	<b>Active Travel</b> Encourage and make it easier for people to walk and cycle rather than drive
<b>Greener Transport</b> Reduce the impact of vehicles and encourage the use of electric and hydrogen vehicles	<b>Public Transport</b> Encourage people to use public transport rather than cars
<b>Education and involvement</b> Help people understand climate change and what they can do to make a difference	<b>Climate Adaptation</b> Preparing and adapting for the impact of climate change.

## Playing your part

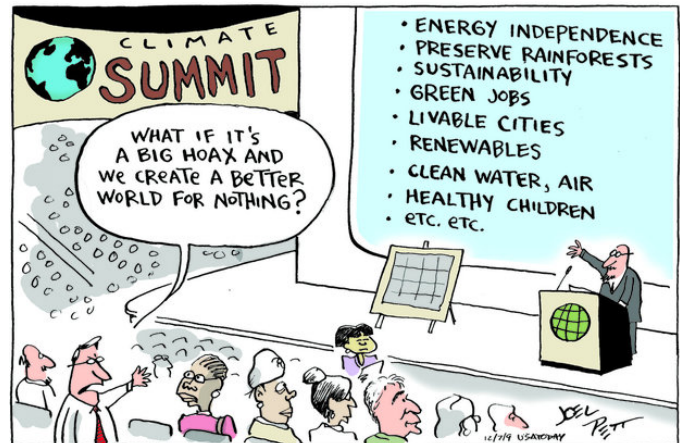
The Climate Emergency Action Plan cannot be delivered by the Council alone. We need other partners to join us in helping to reduce carbon emissions across the county. To that end, we will be working with Public Service Board partners over coming months.

We hugely value the enthusiasm, energy and expertise of the residents of Monmouthshire who have such a lot to contribute and plan to collaborate with our communities and other partners to work together on our action plan. This process began at the end of July 2019 with a Community Climate Champions workshop to begin to identify where they can help us deliver.

There are things that every resident, visitor or worker in Monmouthshire can do to play their part in reducing carbon emissions and helping to slow down climate change. We are all part of the problem, but can all be part of the solution too. The action plan gives some ideas we can all try to do our bit.

## Climate Adaptation

Even if we were to stop all carbon emissions today, we will still have to face the impacts of climate change that is already happening. Over the next few decades we are facing some level of climate change regardless of any action to reduce our emissions now. The 2012 Climate Change Risk Assessment for Wales forecasts hotter, drier summers, warmer, wetter winters and more extreme weather events.



There are lots of things that the council is doing to make sure that we are prepared for the impacts of climate change. In recent years, council services have thought about what the potential risks to their services are, in order to start thinking about how to adapt to these risks. The Local Development Plan has a key role to play in making sure that our communities are sustainable and resilient to the impacts of climate change.

With an increase in winter rainfall and rising sea levels, flooding is likely to increase, and this will be a particular concern in parts of Monmouthshire. Much of the work to co-ordinate emergency responses is organised through the Gwent Local Resilience Forum (LRF). We will continue to work with partners on the LRF to make sure that we are prepared for severe weather events.

If you live somewhere prone to flooding, make sure you know what to do. Find out more at <https://www.monmouthshire.gov.uk/services/planning-for-emergencies/flooding/>

### Keeping tabs on how we are doing

It is important that we know whether the actions we will be taking to reduce climate change are making a difference to our emissions. We can measure how much carbon some of the actions will save. However, we will not be able to measure carbon savings from some of the actions, but we can at least make sure that we are doing what we have said we will do.

We will be starting a member led working group, to be chaired by the cabinet member (with community and officers) which will meet quarterly. Updates on progress against the actions will be collated every three months and reported to the working group to make sure that we are making good progress.

**Longlist of Potential Activity**

This is a long list of some of the potential activity that could contribute to the council's response to climate change. It will form the basis for the development of the council's action plan. The list is not exhaustive and further options will be added as they are identified. There will be a mix of short, medium and longer term impacts with the eventual action plan being clear what we will achieve within 12 months, 3 years, 5 years and 10 years..

<b>Reducing energy use</b> Reducing the amount of energy that is used for buildings and street lighting
<b>MCC emissions</b>
All bulbs within council owned buildings will be LED
All street lighting will be converted to LED
Require new council buildings to be zero carbon by 2025 or use carbon offsetting where this cannot be achieved
Evidence and understand our baseline CO2 emissions, and measure the impact of carbon reduction initiatives
Implement energy efficiency improvements across the existing council estate by 2022
Continue to reduce CO2 emissions from our energy supply
<b>County emissions</b>
Mandate higher energy standards for new buildings
Work with PSB partners to reduce carbon emissions across all public service buildings in operation in the county
If a new development company is formed ensure it operates on a carbon neutral basis
Promote minimum energy standards in private owned accommodation
<b>What can I do to play my part?</b>
Make sure you have got draft-proofing and loft insulation in your home – save money and energy. <a href="https://www.energysavingtrust.org.uk/home-insulation">https://www.energysavingtrust.org.uk/home-insulation</a>
Simple things like switching off the lights, not leaving things on standby and only boiling the water you really need in the kettle can really make a difference. <a href="https://www.energysavingtrust.org.uk/home-energy-efficiency">https://www.energysavingtrust.org.uk/home-energy-efficiency</a>
Understand how your heating controls work and using thermostats properly can save energy.
If you use a dishwasher, make sure you only use it when full.
Make sure your washing machine in full and dry clothes on a line rather than tumble dry if you can.

## Using renewable energy

### Speed up the move from fossil fuels to renewable energy

#### Action to reduce MCC emissions

Build and operate two new solar farms – subject to national grid capacity

Explore the feasibility of a green energy company

Develop a feasibility study for district heating schemes

Install photovoltaic canopies at council owned car parks to power electric vehicle charge points with renewable energy

#### Action to reduce County emissions

Require renewable energy on private sector developments

Identify land for renewable generation in the new Local Development Plan

#### What can I do to play my part?

Switch your energy supplier to a renewable energy contract.

<https://www.moneysupermarket.com/gas-and-electricity/green-energy-tariffs/>

Find out whether you could install solar panels or another renewable energy in your home.

<https://www.energysavingtrust.org.uk/renewable-energy>

Consider what you want your savings or pensions to be invested in.

<https://www.finder.com/ca/ethical-savings-accounts>

## Managing green spaces

### To reduce energy use, to absorb carbon and be resilient

#### Action to reduce MCC emissions

Eliminate the use of peat based compost by our grounds maintenance teams

Expand pollinator-friendly management work

Increase the use of pollinator friendly plants and reduce annual bedding plants

Reduce grass cutting frequency/extent where appropriate and safe to do so

Introduce a cut and collect scheme to generate renewable energy from grass cuttings through anaerobic digestion

Use our county farms as exemplars for sustainable agriculture.

Plant 10,000 new trees by 2022

Use and promote low carbon building technologies like green walls and roofs

Research low carbon and local procurement public realm schemes

#### Action to reduce County emissions

Promote sustainable land management and agricultural practices, including nutrient/soil management and natural flood management

Maintain and enhance biodiversity and make ecosystems more resilient

Plant more trees and increase area of woodland, improve and increase woodland management and retain existing woodland

Secure more green infrastructure through development

Promote and support local food growing

Reduce food miles by work with local famers to market local food

Ensure permeable materials and water storage is incorporated into new car parks

What can I do to play my part?

Leave part of your garden wild, make habitats for wildlife and plant trees to absorb carbon dioxide. <https://www.wildlifetrusts.org/actions>

Join a "Friends of" group to get involved in sustainable green space management, or find out about local groups who are doing community gardening and growing. <https://www.farmgarden.org.uk/>

Try and reduce your food miles by buying food which is locally grown where possible and in season.

Think about where meat you buy comes from and have a varied diet with plenty of fruit and vegetables

Get involved in community allotments or establish a new allotment and have a go and growing your own fruit and veg. <https://www.theallotmentgarden.co.uk/Easier-grow/>

## What we buy

Reducing carbon by thinking carefully about when and what we buy and whole life costs

Action to reduce MCC emissions

Continue to phase out single use plastics within the council

Continue to work with the Gwent Pension Fund to phase out fossil fuel investments

Ensure that the local authority is represented on regional procurement networks to ensure appropriate consideration of climate emergency considerations

Ensure that all specifications, tender documents and award criteria address climate emergency commitments

Engage and consult external advisors to ensure that climate agenda considerations are incorporated within strategic procurement collaborations

What can I do to play my part?

Think about how much you buy and whether you really need it.

When you are buying food think local, in season, reduced and recyclable packaging.

Support your local charity shop and buy second hand, or use schemes such as Freecycle <https://www.freecycle.org/>

Consider buying "experiences" for people as gifts, or charity gifts that support sustainable projects, rather than buy gifts that aren't wanted or needed. <https://www.oxfam.org.uk/shop/oxfam-unwrapped>

## Reducing waste

By encouraging people to reduce, re-use and recycle more

### Action to reduce MCC emissions

Reduce waste and increase recycling in all public spaces including retail centres

Reduce food waste in schools

### Action to reduce County emissions

Make all of our buildings water refill stations

Explore regional collaboration for Household Waste sites

Continue to support, promote and expand the Repair Cafes and Upcycle movement

Roll out re-use shops at Household Waste sites, and use revenue to fund tree planting

Increase 'reduce re-use and recycling' across the county

Ensure that all new housing developments have on-site recycling

Build a new high quality recycling facility in central Monmouthshire

Continue to target education at households who do not recycle

### What can I do to play my part?

Find out about and use all the different types of recycling that Monmouthshire does.

<https://www.monmouthshire.gov.uk/recycling-and-waste/>

Get recipes and tips for using food and reducing food waste. <https://lovefoodhatewaste.com/>

Use refillable water bottles, and reusable containers for your lunch. <https://refill.org.uk/>

Try and cut down on single use plastics. <https://www.sas.org.uk/plastic-free-communities/>

Look after your clothes and don't buy disposable fashion. <https://www.loveyourclothes.org.uk/>

Donate unwanted clothes, bric a brac, books, furniture etc to your local charity shop to reduce landfill and help raise money.

## Walking and cycling

Encouraging and making it easier for people to walk and cycle rather than drive

### Action to reduce MCC emissions

Divert funding from highways maintenance to cycle path and footpath creation

Fit bike carriers to our buses to encourage cycling

Develop a bike share scheme

Introduce cycling mileage rates

Develop a bike to work scheme

Get electric bike taster session at County Hall



Reduce business miles travelled by 25% by 2023 through use of technology

Action to reduce County emissions

Develop an e-bike hire pilot in a town

Increase walking and cycling to school

Pilot walking bus schemes in school

Have "no idling" stickers in contract buses/cars

Have no idling near schools, and other appropriate locations

Maximise opportunities for active travel, ensuring routes are safe and convenient

Enable the building of more off road cycle routes

What can I do to play my part?

Try and walk for short journeys, and reduce carbon while getting fit at the same time!

Find out about local cycle routes and cycling groups and get on your bike.

<https://www.sustrans.org.uk/national-cycle-network/>

Team up with parents and your local school to develop a walking bus to walk your little ones to school.

Get involved with local public rights of way volunteering opportunities.

<https://volunteer.monmouthshire.gov.uk/>

Ask your employer if they can provide showers and lockers so that you can cycle to work.

## Greener vehicles

Reducing the impact of vehicle use and encouraging use of electric and hydrogen vehicles

Action to reduce MCC emissions

Introduce a green travel plan for staff and councillor travel

Support the development of staff car sharing

Encourage staff to lease of electric vehicles

Increase the mileage rates payable for people who use electric vehicles and reduce the rates paid for petrol and diesel cars after 2023

Install EV charging points at all larger council buildings

Offer free car parking in MCC owned car parks for electric and hydrogen vehicles until 2025

All fleet vehicles bought after [feasible date] will be hybrid, electric or hydrogen powered

Develop an electric vehicle strategy, covering fleet and the county

Action to reduce County emissions

Introduce differential charging for parking with ultra-low emission vehicles charged less

Explore ways to encourage taxis to be electric or hybrid

Use parking enforcement to prevent traffic congestion and air pollution

Launch and continue to support the Riversimple hydrogen car pilot

Explore the potential for EV charging in street lights, new development and new builds

What can I do to play my part?

Try and car share when you can, to save fuel and money. There are schemes to help.  
<https://liftshare.com/uk>

If you are thinking of replacing your vehicle, think about whether an electric car would work for you. There are grants which can help. <https://www.energysavingtrust.org.uk/transport/electric-cars-and-vehicles/electric-vehicles>

## Public transport

Encouraging people to use public transport rather than cars

Action to reduce MCC emissions

Explore feasibility of electric buses

Encourage staff to make increased use of public transport

Action to reduce County emissions

Invest more in local authority controlled public transport

Encourage modal shift through the South Wales Metro

Increase availability and knowledge of public transport

Lobby for better train service and station provision

Use Leader funding for a rural Uber scheme linked to train stations

Implement successful concepts identified by GovTech Catalyst project

What can I do to play my part?

Find out about public transport options that could work for you. <https://www.traveline.cymru/>

If you are 16 to 21 you can get bus travel discounts. <https://mytravelpass.gov.wales/en/>

If you are 16 to 25 you can apply for a young persons railcard. <https://www.16-25railcard.co.uk/>

Concessionary bus passes are available from Transport for Wales. <https://tfw.gov.wales/>

## Education and involvement

Helping people understand climate change and what they can do to make a difference

Action to reduce MCC emissions

Make energy data available to schools to help them reduce energy

Introduce carbon literacy training for all staff

Change the council's default search engine to Ecosia to contribute to tree planting globally

Run Evolve staff training to focus on an aspect of climate change

## Action to reduce County emissions

Explore an Internet of Things sensor network to inform decisions and educate local communities

Start local growing and cooking schemes in schools

Use the One Planet Centre as a focus for climate change education

## What can I do to play my part?

Get involved with your school's Eco Committee, or if your school isn't an Eco School, find out more and ask them if they would consider it. <https://www.keepwalestidy.cymru/pages/category/eco-schools>

Does your workplace have recycling or other environmental issues in place? Why not try and start something.

Get involved with one of the many voluntary groups in Monmouthshire doing great work on climate change. <https://www.transitionchepstow.org.uk/> <https://transitionmonmouth.org/> <http://abergavennytransition.org/> <https://www.facebook.com/AbergavennyExtinctionRebellion/>

---

<sup>1</sup> <https://www.ipcc.ch/2018/10/08/summary-for-policymakers-of-ipcc-special-report-on-global-warming-of-1-5c-approved-by-governments/>

<sup>2</sup> <https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CId=143&MId=3758>

<sup>3</sup> UK local authority and regional carbon dioxide emissions national statistics: 2005-2016, full dataset and methodology available at <https://www.gov.uk/government/collections/uk-local-authority-and-regional-carbon-dioxide-emissions-national-statistics>

<sup>4</sup> LULUCF Net Emissions (land use, land use change and forestry) total. Ibid

<sup>5</sup> 2016 data for Monmouthshire. Ibid

This page is intentionally left blank



<p><b>Name of the Officer</b> completing the evaluation</p> <p>Hazel Clatworthy  <b>Phone no: 01633 644843</b>  <b>E-mail: hazelclatworthy@monmouthshire.gov.uk</b></p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>To scrutinize the Climate Emergency Action Plan for submission to Council and approve establishment of a Climate Emergency working group.</p>
<p><b>Name of Service area</b></p> <p>Policy and Performance</p>	<p><b>Date</b></p> <p>11<sup>th</sup> September 2019</p>

Page 71

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The Climate Emergency Action Plan will have positive impacts for all age groups. In particular there may be benefits for young people by increasing active travel to school.		
Disability	There will be positive impacts on all protected characteristics.		
Gender reassignment	There will be positive impacts on all protected characteristics.		
Marriage or civil partnership	There will be positive impacts on all protected characteristics.		




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?
Pregnancy or maternity	There will be positive impacts on all protected characteristics.		
Race	There will be positive impacts on all protected characteristics.		
Religion or Belief	There will be positive impacts on all protected characteristics.		
Sex	There will be positive impacts on all protected characteristics.		
Sexual Orientation	There will be positive impacts on all protected characteristics.		
Welsh Language	Press releases and web resources on the Climate Emergency are all bilingual. The Welsh language will be considered where required.		
Poverty	There should not be any adverse impacts on low income households. Measures to save energy in the home and improve access to public transport may well benefit low income households.		

**2. 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. There's no need to put something in every box if it is not relevant!



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?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	The action plan directly contributes to the Prosperous Wales vision of a low carbon society and action on climate change. There is the potential for green economy jobs to be developed.	
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	The action plan contributes to more sustainable management of green spaces and includes measures which will build resilience of ecosystems.	
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Transport measures will improve air quality and increasing walking and cycling will improve physical and mental health.	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Many of the actions will involve working closely with local communities to produce local community benefits. Transport measures should increase connectivity between communities, particularly for those without a car.	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Reducing carbon emissions in Monmouthshire will provide a small contribution towards reducing levels of climate change, which are having global impacts including flooding, drought and sea level rise.	
<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	Where appropriate the Welsh language will be used for Climate Emergency communications.	

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?
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	We are keen to work with the Community Climate Champions and other partners, of all ages and all backgrounds, to help us achieve our ambitions.	

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The Action Plan sets out how we aim to achieve a target of zero carbon by 2030. This is a plan for the long term, but it requires quick and immediate action now, to reduce the devastating impacts of climate change in the longer term.</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The Action Plan has been pulled together by officers from many different departments. We have involved the Community Climate Champions in that process.</p>	<p>We will establish a Climate Emergency working group, which will involve officers and members of the community.</p> <p>We will work with PSB partners to ensure that our climate actions are joined up and that our Climate Emergency aspirations are reflected by our partners.</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The Community Climate Champions have been involved in helping to develop the Action Plan and have given early feedback, as well as additional suggestions and specific offers of help. Young people and local community members came and presented to a member seminar in April 2019.</p>	



Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The whole aim of reducing our carbon emissions is to prevent (or at least reduce the scale of impact) of runaway climate change.</p>	
 <p><b>Integration</b></p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>.We are in touch with other local authorities across Wales and the UK who have declared a Climate Emergency. We are awaiting guidance from Welsh Government on how they want us to measure and report on zero carbon, so are working closely with them. We are also in touch with Town Councils who are considering/have declared a Climate Emergency to think about how we can work together in an integrated way.</p>	

**4. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Social Justice, Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?**

	Describe any positive impacts your proposal has	Describe any negative impacts your proposal has	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Social Justice	There should not be any adverse impacts on low income households. Measures to save energy in the home and improve access to public transport may well benefit low income households..		
Safeguarding	There are no safeguarding implications	..	

Corporate Parenting	There are no safeguarding implications		
---------------------	--	--	--

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

Evidence for the urgency to tackle climate change has come from the IPCC report: <https://www.ipcc.ch/2018/10/08/summary-for-policymakers-of-ipcc-special-report-on-global-warming-of-1-5c-approved-by-governments/>

Local information about energy and climate change has come from our Wellbeing Assessment: <http://www.monmouthshire.gov.uk/app/uploads/2017/05/well-being-assessment-v3.0.pdf>

Data and statistics on energy use, emissions etc has come from the Estates Team.

Some ideas for potential projects have come from: <https://policy.friendsoftheearth.uk/insight/33-actions-local-authorities-can-take-climate-change> and <https://gweddill.gov.wales/docs/desh/publications/190321-prosperity-for-all-a-low-carbon-wales-en.pdf>

Discussions with community groups such as Extinction Rebellion Abergavenny and Transition Towns have helped to inform our approach.

Page 76

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

The Climate Emergency Action Plan has significant positive contributions to make to the Wellbeing Goals. In particular it has strong benefits for a Prosperous Wales, by developing a low carbon economy and thinking carefully about sustainable procurement. There are also benefits for a Resilient Wales, based on changes to the way we manage green spaces. A Healthier Wales will be enhanced by improvements to air quality from more sustainable travel and more walking and cycling. There is also significant potential to contribute to Cohesive Communities, by working collaboratively and in partnership with our communities. There are no negative impacts on the Wellbeing Goals. There are no significant positive or negative impacts on the protected characteristics, safeguarding or corporate parenting. The principles of Long term, Prevention, Integration, Collaboration and Involvement have been used throughout the development of the Action Plan.

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

<b>What are you going to do</b>	<b>When are you going to do it?</b>	<b>Who is responsible</b>
Start a Climate Emergency working group	Autumn 2019	Sustainability Policy Officer

**8. VERSION CONTROL: The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision making process. It is important to keep a record of this process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.**

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
1	Strong Communities Select Committee	26 September 2019	

This page is intentionally left blank

# Public Document Pack Agenda Item 7

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held  
at The Council Chamber, County Hall, Rhadyr, Usk, NP15 1GA on Thursday, 11th July,  
2019 at 10.00 am

**PRESENT:** County Councillor L. Dymock (Chairman)  
County Councillor A. Webb (Vice Chairman)

County Councillors: P. Clarke, D. Dovey, A. Easson, R. Harris and J. Treharne

### **OFFICERS IN ATTENDANCE:**

Linda O'Gorman	Principal Licensing Officer
Katie Jacobs	Safeguarding and Quality Assurance Officer
Sharran Lloyd	LSB Development Manager
Dave Loder	Finance Manager
Hannah Jones	Youth and Community Officer
Hazel Ilett	Scrutiny Manager
Richard Williams	Democratic Services Officer

### **APOLOGIES:**

County Councillors: L. Guppy and V. Smith

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

None.

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

There were no members of the public present.

#### **3. Pre-decision scrutiny of the Modern Day Slavery Protocol**

The protocol has been developed on a multi-agency basis following a scrutiny workshop held earlier in the year. The Committee felt instigated work on this following several cases in Monmouthshire. Recent cases of large scale modern day slavery have highlighted this is a growing national problem. Having a protocol allows the council to be proactive in fulfilling their 'first responder' duty.

#### **Scrutiny Outcome:**

- Short Presentation to full council on Modern Day Slavery as soon as possible. Awareness raising of the protocol and the future training that will take place.
- Protocol to be taken forward for Individual Cabinet Member Decision.
- Full training to be provided for elected members.
- Member champion to be designated.
- Workshop to be arranged on County Lines (during autumn).
- Letter drafted to Cabinet Member on scrutiny outcome.

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Strong Communities Select Committee held  
at The Council Chamber, County Hall, Rhadyr, Usk, NP15 1GA on Thursday, 11th July,  
2019 at 10.00 am**

### **4. Hydrogen Powered Vehicles**

The Committee heard that demand is outstripping supply of electric vehicles, whilst the market for hydrogen fuel based vehicles is growing, but at a slower pace. There is a need to consider the barriers, one of which is funding ~ this would need financial investment, as hydrogen powered fuel based vehicles are approximately twice as expensive. Whilst, vehicles are more expensive, it has sustainability benefits over the long term given that hydrogen is an infinite source, with options to generate power through wind, tidal power. There would be a need for the infrastructure - hydrogen power refuelling stations and the Cardiff Capital Region City Deal are exploring whether regional or national infrastructure could be delivered.

#### Scrutiny Outcome:

- Ask officers to keep a watching brief on others who may be implementing this, to consider the implications and to continue discussions with Welsh Government. If opportunities were to present themselves, the Committee would support Monmouthshire becoming a demonstrator.
- Request increased publicity on the existence of the Abergavenny hydrogen power refuel station ~ to discuss with the Communications Team.
- Letter drafted to Cabinet Member on scrutiny outcome.

### **5. Revenue and Capital Monitoring 2018/19 Outturn Statement**

The Committee discussed the report and were satisfied with the explanations given on the budgetary position. Members agreed that the reports are complex and very detailed in nature. Whilst appreciating the rationale for providing such detailed information, they would like to request a brief single page summary to accompany the reports to capture the key points, such as the directorate's planned expenditure for the year, their actual expenditure, reasons and future pressures and mitigations.

#### Scrutiny Outcome:

- Discuss the inclusion of a summary for budget monitoring reports with the finance team.
- Schedule financial scrutiny training for members (during autumn).

### **6. Draft strategy to provide apprenticeship, graduate jobs and internship opportunities**

Previous scrutiny had been undertaken and further information had been sought from the officer on the number of graduate and intern placements in the Council prior to the adoption of this policy, particularly given financial expenditure incurred with travel and other expenses. Conversations had been held with the University of South Wales on how to market this 3 year strategy and if adopted, a future review of its success would be undertaken.

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Strong Communities Select Committee held at The Council Chamber, County Hall, Rhadyr, Usk, NP15 1GA on Thursday, 11th July, 2019 at 10.00 am**

### Scrutiny Outcome:

- Policy was supported, recommendation for the revised report to be taken forward for decision.

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

#### **7.1. Special Meeting - Strong Communities Select Committee dated 21st May 2019**

The minutes of the special meeting of Strong Communities Select Committee dated 21<sup>st</sup> May 2019 were confirmed and signed by the Chair.

#### **7.2. Strong Communities Select Committee dated 6th June 2019**

The minutes of the Strong Communities Select Committee dated 6<sup>th</sup> June 2019 were confirmed and signed by the Chair.

#### **7.3. Special Meeting - Strong Communities Select Committee dated 1st July 2019**

The minutes of the special meeting of Strong Communities Select Committee dated 1<sup>st</sup> July 2019 were confirmed and signed by the Chair.

### **8. List of actions arising from the previous meetings**

Members were content that actions had been implemented. Actions outlined in today's meeting will be taken forward.

### **9. Strong Communities Select Committee Forward Work Programme**

Agreement was given to scheduling a special meeting in early September 2019 to scrutinise the Corporate Plan and the Speed Management policy.

### **10. Cabinet & Council Business Forward Work Programme**

Members queried the timescale for the decision on Mounton House School and were advised that a decision will be taken at by Cabinet at a special meeting of Cabinet provisionally earmarked for the 18<sup>th</sup> September 2019. The Children and Young People Select Committee who have discussed this at several meetings will offer its final view at their committee meeting on 17<sup>th</sup> September 2019.

### **11. Next Meeting**

The next ordinary meeting of the Strong Communities Select Committee will be held on Thursday 26<sup>th</sup> September 2019 at 10.00am. The special meeting will be arranged for early September.

**The meeting ended at 12.03 pm.**

**MONMOUTHSHIRE COUNTY COUNCIL**

**Minutes of the meeting of Strong Communities Select Committee held  
at The Council Chamber, County Hall, Rhadyr, Usk, NP15 1GA on Thursday, 11th July,  
2019 at 10.00 am**



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

<b>Strong Communities Select Committee</b>				
<b>Meeting Date</b>	<b>Subject</b>	<b>Purpose of Scrutiny</b>	<b>Responsibility</b>	<b>Type of Scrutiny</b>
<b>Special Meeting 10<sup>th</sup> September 2019 at 2pm</b>	<b>Corporate Plan</b>	Scrutiny of the executive members on the performance service delivery and alignment to the corporate plan.	Frances O'Brien Peter Davies Richard Jones Matthew Gatehouse Cllr Jane Pratt Cllr Richard John Cllr Paul Jordan Cllr Phil Murphy	Performance Monitoring
	<b>Traffic &amp; Road Safety</b>	To present the Speeding Management Process for pre-decision scrutiny developed by the Strong Communities Task and Finish Group.	Paul Keeble Roger Hoggins Graham Kinsella	Policy Development
<b>26<sup>th</sup> September 2019</b>	<b>Budget Monitoring report - Month 2</b>	Budget monitoring report for quarterly scrutiny.	Mark Howcroft	Budget Monitoring
	<b>People Services</b>	Annual update on sickness absence and attendance management.	Sally Thomas	Performance Monitoring
	<b>Climate Change</b>	Scrutiny of the draft action plan ahead of approval.	Hazel Clatworthy Matthew Gatehouse	Policy Development
<b>Special Meeting 15<sup>th</sup> October at 2pm</b>	<b>Litter Strategy</b>	To consider the Monmouthshire Litter Strategy that aligns to the national litter strategy being developed in conjunction with Keep Wales Tidy ~ Invite Crucorney Environmental Group to discuss how the Crucorney trial can be supported through the strategy.	Carl Touhig Crucorney Environmental Group	Policy Development
	<b>Waste and Collections Policy And Civic Amenity Sites</b>	Progress report on: <ul style="list-style-type: none"> <li>the implications of the new Waste Collections Policy</li> <li>the impact of the introduction of permits to household waste and recycling centres</li> <li>The impact of the closure of some of the household waste and recycling centres and the potential direction for these services</li> </ul>	Carl Touhig	Policy Development

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

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
7 <sup>th</sup> November 2019	Wye Valley AONB Management Plan	To offer a view on the plan prior to adoption	Matthew Lewis	Consultation
	(To be confirmed) Green Infrastructure Strategy		Matthew Lewis	Pre-decision Scrutiny
12 <sup>th</sup> December 2019	Rights of Way Improvement Plan	Pre-decision scrutiny on the final plan ~ following the assessment stage, there will be a formal review, preparation of a draft plan, formal consultation prior to decision.	Matthew Lewis	Pre-decision Scrutiny
16 <sup>th</sup> January 2020	Strategic Equality Plan	Scrutiny of the Council's third Strategic Equality plan prior to adoption by Council on 5 <sup>th</sup> March 2020.	Alan Burkitt	Pre-decision Scrutiny
	Budget Monitoring report - Month 7	Budget monitoring report for quarterly scrutiny.	Mark Howcroft	Budget Monitoring

Page 84

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

- × Annual monitoring of Public Protection in May, a half year exception report, highlighting any gaps in service delivery, to be scheduled in November of each year.
- × Registrars Service ~ annual monitoring in May
- × Air Pollution Monitoring Report ~ Multiple departments – Autumn
- × Social Justice Policy update
- × Open Space Review ~ review of open spaces and the prioritisation and management of highways ~ strategic review rather than operational.
- × Civil Parking Enforcement ~ members seminar in Autumn
- × Welsh Language Report ~ return of data
- × Cremations and Burials ~ 3 Members to investigate/report back. Social issues and financial.

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

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

This page is intentionally left blank

## 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
ICMD	07/0819	EMERGENCY PLANNING – BUSINESS CONTINUITY MANAGEMENT POLICY STATEMENT .		Julia Detheridge	10/07/19	
Cabinet	03/06/20	Budget Monitoring report - month 12 (period3) - outturn	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2019/20 financial year	Mark Howcroft	18/04/19	
Cabinet	01/04/20	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 9 held on 5th March 2020.	Dave Jarrett	18/04/19	
Council	05/03/20	Council Tax Resolution	To set budget and Council Tax	Ruth Donovan	18/04/19	
Cabinet	04/03/20	Budget Monitoring report month 10		Mark Howcroft	18/04/19	
Cabinet	04/03/20	2019/20 Education and Welsh Church Trust Funds Investment and Fund Strategies	The purpose of this report is to present to Cabinet for approval the 2019/20 Investment and Fund Strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2018/19 grant allocation to Local Authority beneficiaries of the Welsh Church Fund	Dave Jarrett	18/04/19	
Cabinet	12/02/20	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 8 held on 23rd January 2020.	Dave Jarrett	18/04/19	
Council	23/01/20	Constitution Review		Matt Phillips	14/08/19	

Council	23/01/20	Council Tax Reduction Scheme		Ruth Donovan	18/04/19	
Cabinet	08/01/20	Rights of Way Improvement Plan (ROWIP) review/ Policy Statement - Results of statutory consultation and proposed Final Plan	To seek approval of the Review of the ROWIP and associated policies	Matt Lewis	18/07/19	
Cabinet	08/01/20	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 7 held on 5th December 2019	Dave Jarrett	18/04/19	
Cabinet	08/01/20	Budget Monitoring report - month 7 (period 2)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2019/20 financial year.	Mark Howcroft	18/04/19	
ICMD	18/12/19	SPG Landscape	To provide guidance on landscape character to inform planning decisions	Mark Hand/Amy Longford	02/05/19	
ICMD	18/12/19	SPG archaeology	To identify three new Archaeologically Sensitive Areas	Mark Hand/Amy Longford	01/05/19	
Cabinet	11/12/19	Council Tax Base 2020/21 and associated matters	To agree the Council Tax Base figure for submission to the Welsh Government, together with the collection rate to be applied for 2020/21 and to make other necessary related statutory decisions	Sue Deacy/Ruth Donovan	18/04/19	
Council	05/12/19	Local Development Plan Preferred Strategy		Mark Hand	06/09/19	
Council	05/12/19	Constitution Review		Matt Phillips	14/08/19	
Cabinet	04/12/19	Green Infrastructure Strategy	To approve the Green Infrastructure Strategy	Matt Lewis	18/07/19	

Cabinet	06/11/19	Draft Revenue Budget Proposals (including fees and charges proposals)		Mark Howcroft	18/04/19	
Cabinet	06/11/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 6 held on 24th October 2019	Dave Jarrett	18/04/19	
Cabinet	06/11/19	Long Term Household Recycling		Roger Hoggins	29/01/19	
Council	24/10/19	Corporate Parenting Annual Report		Jane Rodgers	28/08/19	
Council	24/10/19	Re-appointment of Monmouthshire Local Access Forum	To secure the appointment of members to the Monmouthshire Local Access Forum (LAF) for its next 3 year period	Matt Lewis	18/07/19	
Council	24/10/19	Recruitment of New Local Access Forum		Matthew Lewis	09/07/19	
Council	24/10/19	Change to Terms of Reference of PSB Select	To approve a wider remit for the PSB Select Committee to enable it to focus on broader public service activity within Monmouthshire	Hazel Ilett	01/08/19	
Council	24/10/19	National Development Framework		Mark Hand	06/09/19	
Council	24/10/19	Safeguarding - Annual Report to Council		Jane Rodgers	20/06/19	
ICMD	23/10/19	Museums - Collections rationalisation	Cllr Paul Jordan	Rachael Rogers	07/08/19	

ICMD	23/10/19	SPG S106 guidance note	To clarify how S106 contributions are calculated	Mark Hand	01/05/19	
Cabinet	06/11/19	Statutory consultation to establish a new Welsh Medium Primary School in Monmouth		Debbie Morgan	15/08/19	
Cabinet	02/10/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 5 held on 19th September 2019	Dave Jarrett	18/04/19	
Cabinet	02/10/19	Usk Town Strategy		Frances Williams	29/01/19	
Cabinet	02/10/19	Section 106 Funding – Penperlleni		Mike Moran	20/02/19	
Cabinet	02/10/19	Section 106 Funding – The Hill, Abergavenny		Mike Moran	20/02/19	
Council	19/09/19	Capital Strategy Approval		Mark Howcroft	09/08/19	
Council	19/09/19	Rights of Way Orders Decision Making	To review rights of way order decision making and remove the need for objected public rights of way Section 53 Wildlife and Countryside Act and 1980 Highway Act applications to be approved by ICMD	Matt Lewis	18/07/19	
Council	19/09/19	MCC Audited Accounts and ISA 260	To notify Council of completed Audit process and resultant accounts - To go to Audit Committee	Mark Howcroft	18/04/19	
Council	19/09/19	SE Wales Strategic Development Plan		Mark Hand	18/06/19	



Council	19/09/19	Corporate Plan Annual Report		Richard Jones	19/06/19	
Council	19/09/19	Director of Social Services Annual Report		Julie Boothroyd	04/06/19	
Council	19/09/19	MonLife		Tracey Thomas	03/05/19	
Cabinet	18/09/19	Decision on the closure of Mounton House School	Special Meeting	Matthew Lewis	20/05/19	
Cabinet	18/09/19	VAT Management arrangements		Peter Davies	08/08/19	
Cabinet	18/09/19	MTFP and Budget Process	To outline the context and process within which the MTFP over the next 4 years and the budget will be developed.	Mark Howcroft	18/04/19	
ICMD	11/09/19	Proposed acquisition of MOD railway line.		Deb Hill Howells/ P Murphy	222/08/19	
ICMD	11/09/19	Property Appreciation	Equity Release Scheme	Ian Bakewell	07/08/19	
ICMD	11/09/19	SPG Landscape	To provide guidance on landscape character to inform planning decisions	Mark Hand/Amy Longford	02/05/19	
ICMD	11/09/19	<a href="#">Skills @ Work Programme</a>	To seek approval for Monmouthshire's approach to delivering this pan-Wales, fully funded, scheme designed to enhance skills and increase productivity in the workplace, providing opportunities for employers in all sectors to gain accredited qualifications for their workforce	Richard Drinkwater/Nikki Jones	05/08/19	WITHDRAWN

ICMD	11/09/19	SPG archaeology	To identify three new Archaeologically Sensitive Areas	Mark Hand/Amy Longford	01/05/19	
ICMD	11/09/19	Sale of land for Garden use Llanfair Discoed	To seek consent for the sale of the section of the land at Llanfair Discoed to the existing leaseholder for use as garden land.	Gareth King/Cllr P Murphy	08/08/19	WITHDRAWN
Cabinet	04/09/19	Public Services Ombudsman Annual Report		Paul Matthews	07/08/19	
Cabinet	04/09/19	Sec 106 Funding; Countryside Sites	To seek approval for section 106 expenditure on various countryside sites	Matthew Lewis	18/07/19	
Cabinet	04/09/19	Digital Infrastructure Action Plan		Cath Fallon	01/04/19	
Cabinet	04/09/19	Windows 10 Laptop Replacement	This report seeks funding for the replacement or upgrade of workplace laptop stocks, bringing them up to a minimum of Windows 10 operating system and meeting our ICT security requirements	Sian Hayward	01/08/19	
Cabinet	04/09/19	Digital Infrastructure Action Plan		Cath Fallon	08/05/19	
Cabinet	04/09/19	School Partnership Agreement		Cath Sheen	01/07/19	
Cabinet	04/09/19	Restructure of Resources Directorate	deferred	Peter Davies	07/06/19	
Cabinet	04/09/19	Brexit Preparedness		Cath Fallon		

ICMD	21/08/19	Modern Day Slavery and Exploitation Protocol'		David Jones	01/08/19	
ICMD	21/08/19	Insourcing of Engineering Design Service	DEFERRED	Paul Keeble	01/08/19	
ICMD	21/08/19	MonLife - Learning Staffing Establishment	To approve an adjustment to the staffing establishment in order to provide business support to the MonLife Learning Manager to deliver additional courses to a range of groups and individuals	Matt Lewis	18/07/19	
ICMD	07/08/19	Collaborative Heritage Services Provision		Amy Longford		
ICMD	07/08/19	Rural Landscape Development Officer	DEFERRED	Desiree Mansfield	03/07/19	
ICMD	07/08/19	Collaborative Heritage Services		Amy Longford	11/07/19	
Cabinet	31/07/19	SPG Affordable Housing commuted sums pre consultation	To revise guidance on affordable housing contributions, specifically to amend when commuted sums are required on small scale developments	mark Hand	01/05/19	
Cabinet	31/07/19	Apprentice, Graduate and Intern Strategy		Hannah Jones	07/06/19	
Cabinet	31/07/19	Restructure of Enterprise Directorate		Frances O'Brien	07/06/19	
Cabinet	31/07/19	Section 106 monies concerning Gilwern Primary School		Matthew Jones	12/07/19	

Cabinet	31/07/19	2. Section 106 monies concerning Ysgol Gymraeg Y Fenni		Matthew Jones	12/07/19	
Cabinet	31/07/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 4 held on 18th July 2019	Dave Jarrett	18/04/19	
Cabinet	31/07/19	Budget Monitoring report - month 2 (period 1)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2019/20 financial year.	Mark Howcroft	18/04/19	
ICMD	24/07/19	Proposed disposal of land and foul drainage easement' to Edenstone Homes at Penlanlas Farm, Old Hereford Road, Abergavenny.	Cllr P Murphy	Ben Thorpe	20/06/19	
ICMD	24/07/19	The expansion of the Shared Service to include Revenues		Ruth Donovan	18/06/19	
ICMD	24/07/19	The Social Housing Grant Programme		Louise Corbett	02/05/19	deferred
ICMD	24/07/19	SPG S106 guidance note	To clarify how S106 contributions are calculated	Mark Hand	01/05/19	deferred
ICMD	24/07/19	SPG Infill Development	To provide planning guidance for dealing with infill and backland development	Mark Hand/David Wong	01/05/19	
Council	18/07/19	Statement of Accounts	The purpose of this report is to volunteer a pilot change in the approval process for Statement of Accounts, recognising earlier publication deadlines are not conducive with existing meeting cycles.	Mark Howcroft	09/07/19	
Council	18/07/19	Audit Committee Annual Report		Phillip White	10/06/19	

ICMD	10/07/19	Proposed disposal of land and foul drainage easement' to Edenstone Homes at Penlanlas Farm, Old Hereford Road, Abergavenny.	Cllr P Murphy	Ben Thorpe	20/06/19	
ICMD	10/07/19	PTU Structure		John McConnachie		
ICMD	10/07/19	Collections Review		Rachael Rogers	27/03/19	
Cabinet	03/07/19	Replacement LDP Issues, Vision and Objectives		Rachel Lewis	11/06/19	
Cabinet	03/07/19	Social Justice Strategy Annual Update		Cath Fallon	08/05/19	
Cabinet	03/07/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 1 & 3 held on 11th April and 20th June 2019	Dave Jarrett	18/04/19	
Cabinet	03/07/19	LDP Growth Options	From ICMD	Mark Hand	01/05/19	
Cabinet	03/07/19	Guaranteed Interview Scheme for Service Leavers, Veterans and Spouses		Joe Skidmore	07/06/19	
ICMD	26/06/19	Training/PTU Structure		John McConnachie	14/05/19	
ICMD	26/06/19	SWTRA agreement signature - May 19	Jane Pratt	Roger Hoggins	04/06/19	

ICMD	26/06/19	Household Waste Duty of Care Fixed Penalty Notices	Sara Jones	Huw Owen	04/06/19	
ICMD	26/06/19	LDP Growth Options	<b>Going to Cabinet 3 July</b>	Mark Hand	01/05/19	
ICMD	12/06/19	PROPOSED 30 MPH SPEED LIMIT STATION ROAD AND OLD TRAP ROAD, GILWERN	DEFERRED PENDING FURTHER WORK ON COSTINGS	Paul Keeble	02/05/19	
ICMD	12/06/19	Interim arrangements - transfer of the GIS from SRS	to outline the interim arrangements for provision of the GIS function in collaboration with Newport City Council	Sian Hayward	16/05/19	
ICMD	12/06/19	Non Domestic Rates application for hardship relief	To determine whether it is appropriate to give discretionary rate relief on the grounds of hardship to a ratepayer in Monmouth town	Ruth Donovan	23/05/19	
ICMD	12/06/19	Structural Changes in Policy and Governance Section		Matt Gatehouse/P Jordan	02/05/19	
ICMD	12/06/19	Volunteering Update	DEFERRED	Cath Fallon	08/05/19	
ICMD	12/06/19	Eco-Flexi Statement of Intent	To scrutinise the Council's "Statement of Intent" regarding access to Energy Company	Steve Griffiths	01/05/19	
ICMD	12/06/19	Training/PTU Structure	DEFERRED TO 26/6	John McConnacie/Bryan Jones	14/05/19	
ICMD	12/06/19	Monmouthshire Local Toilet Strategy	From Cabinet Planner	Dave Jones	21/05/19	

Cabinet	05/06/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 2 held on 16th May 2019	Dave Jarrett	18/04/19	
Cabinet	05/06/19	Revenue and Capital Monitoring Outturn	To provide Members with information on the outturn position of the Authority for the financial year	Mark Howcroft	18/04/19	
Cabinet	05/06/19	Local Toilet Strategy		Dave Jones	06/03/19	
Cabinet	05/06/19	Section 106 funding – Forensic Science Laboratory Site, Chepstow		Mike Moran	20/02/19	
Cabinet	05/06/19	LDP Issues, Objectives & Vision		Mark Hand		
ICMD	22/05/19	SWTRA Agreement - Singature & Seal		Roger Hoggins	02/05/19	
ICMD	22/05/19	APPEARANCE OF LOCAL AUTHORITIES IN LEGAL PROCEEDINGS		Matt Phillips/ Paul Jordan	30/04/19	
ICMD	22/05/19	<b>(ENRaW) Funding: Gwent Green Grid Partnership</b>		Matthew Lewis	24/04/19	
ICMD	22/05/19	PROPOSED PROHIBITION OF WAITING AT ANY TIME, NEWTOWN ROAD, PENPERLLEN.		Paul Keeble	18/04/19	
ICMD	22/05/19	PROPOSED PROHIBITION OF WAITING AT SPECIFIED TIMES ONLY, LAUNDRY PLACE, ABERGAVENNY		Paul Keeble	18/04/19	

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



ICMD	24/04/19	Review of Collections Development Policy		Rachael Rogers	27/03/19	
Council	11/04/19	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	05/10/18	
Council	11/04/19	Mon Life		Peter Davies		
Council	11/04/19	Development Company		Peter Davies		
ICMD	10/04/19	Supplementary Planning Guidance on Affordable Housing commuted sums	endorsement to consult for 6 weeks	Mark Hand / Cllr Sara Jones	15/03/19	
ICMD	10/04/19	Housing Options Staffing Report		Ian Bakewell / Cllr Sara Jones	14/03/19	
ICMD	10/04/19	Consolidated Traffic Order		Roger Hoggins	29/01/19	
Cabinet	03/04/19	catchment review / admissions policy		Matthew Jones	19/03/19	
Cabinet	03/04/19	Agency and Self Employed Workers Policy		Sally Thomas	26/02/19	
Cabinet	03/04/19	Section 106 Funding – Sudbrook Paper Mill		Mike Moran	20/02/19	

Cabinet	03/04/19	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	17/04/18	
ICMD	27/03/19	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	08/03/19	
ICMD	27/03/19	DRAFT INFILL DEVELOPMENT SUPPLEMENTARY PLANNING GUIDANCE		MARK HAND	06/03/19	
ICMD	27/03/19	DEFINITIVE MAP MODIFICATION ORDER, PRICES BRIDGE, WHITELEY, TRELLECH		Ruth Rourke	05/03/19	
ICMD	27/03/19	Weekend Traffic Orders	NO LONGER REQUIRED - RH	Roger Hoggins	29/01/19	
ICMD	27/03/19	Future Housing Management Register	NO LONGER REQUIRED	Mark Hard	29/01/19	
ICMD	27/03/19	Youth Support Grant Additional Funding	Cllr Richard John	Hannah Jones	21/01/19	
ICMD	13/03/19	Non Domestic Rates:High Street and Retail Rates Relief		Ruth Donovan	01/03/19	
ICMD	13/03/19	Use of S106 funding in Wyesham	Cllr Bryan Jones	Mike Moran	20/02/19	
ICMD	13/03/19	Proposed prohibition of waiting at any time Capel Y Ffin to Llanvihangel Crucorney Rd		Paul Keeble	19/02/19	

ICMD	13/03/19	Restructure of Housing Options Scheme	DEFERRED	Ian Bakewell	04/02/19	
ICMD	13/03/19	PSPO Consider Condition of all MCC car parks		Andrew Mason	08/01/19	
ICMD	13/03/19	Formula Change for Mounton House		Nikki Wellington		
Council	07/03/19	Road Safety Strategy		Rogger Hoggins	29/01/19	
Council	07/03/19	Final Budget Proposals	Combined with Council Tax Resolution Report	Peter Davies	11/09/18	
Council	07/03/19	Treasury Management Strategy 2019/20	To accept the annual treasury Management	Peter Davies	11/09/18	
Council	07/03/19	Council Tax Resolution 2019/20	To set budget and Council tax for 2019/20	Ruth Donovan	11/09/18	
Cabinet	06/03/19	Future Options for Mounton House School		Will Mclean	27/09/18	
Cabinet	06/03/19	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	17/04/18	
Cabinet	06/03/19	Report to Federate the Governing Bodies of Llanfoist Fawr and Llanvihangel Crucorney Primary Schools.		Cath Saunders		

Cabinet	06/03/19	Investment Case to Deliver next phase of procurement strategy		Peter Davies		
ICMD	27/02/19	ESTABLISHMENT OF URBAN AND PHYSICAL REGENERATION TEAM		Cath Fallon	29/01/19	
Council	21/02/19	Addressing our lack of a five year housing land supply: a review of Monmouthshire's approach to unallocated housing sites		Mark Hand	29/01/19	
Council	21/02/19	REGENERATION OF SEVERNSIDE & THE FUTURE ROLE OF CALDICOT TOWN TEAM.		Cath Fallon	29/01/19	
Council	21/02/19	Capitalisation of Revenue Costs		Mark Howcroft	29/01/19	
Cabinet - Special	20/02/19	Final Revenue and Capital Budget Proposals		Peter Davies	20/09/18	
ICMD	13/02/19	Lido facility in Bailey Park		Deb Hill Howells	21/01/19	
ICMD	13/02/19	Prohibition of waiting at anytime, Lansdown Road, Abergavenny		Paul Keeble	15/01/19	

Cabinet	06/02/19	Local Housing Market Assessment		Mark Hand	29/01/19	
Cabinet	06/02/19	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	17/04/18	
ICMD	30/01/19	Data Protection & GDPR Officer for Schools		Sian Hawyard		
ICMD	30/01/19	Social Care & Health Senior Leadership Review Follow up		Tyrone Stokes		
Council	17/01/19	Council Tax Reduction Scheme 2018/19		Ruth Donovan	11/09/18	
ICMD	16/01/19	IN-HOUSE SENIOR CARE & SUPPORT WORKER RE-GRADING		Colin Richings	31/12/18	
ICMD	16/01/19	DOMESTIC ASSISTANT POST RE-GRADE		Sian Gardner	31/12/18	

ICMD	16/01/19	Monmouthshire LDP Sustainability Appraisal Scoping Report and Habitats Regulations Appraisal Initial Screening		Mark Hand/Rachel Lewis	21/12/18	
ICMD	16/01/19	<b>LOCAL GOVERNMENT (WALES) ACT 1994</b>	THE LOCAL AUTHORITIES (PRECEPTS) (WALES) REGULATIONS 1995	Jonathan S Davies	18/12/18	
Cabinet	09/01/19	Final Draft Budget Proposals or recommendation to Council.		Joy Robson	17/04/18	
Cabinet	09/01/19	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	17/04/18	
Cabinet	09/01/19	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	17/04/18	