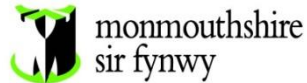


# Public Document Pack



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Dydd Mawrth, 21 Gorffennaf 2020

Dear Councillor

## CABINET

You are requested to attend a **Cabinet** meeting to be held at **Steve Greenslade Room, County Hall, Usk** on **Dydd Mercher, 29ain Gorffennaf, 2020**, at **2.00 pm**.

## AGENDA

1. Ymddiheuriadau am absenoldeb
2. Datganiadau o Fuddiant
3. DIWEDDARIAD AR REOLI RISGIAU CORONAFIRWS (COVID-19) 1 - 20

Division/Wards Affected: All

Purpose: To provide Cabinet with an update of the arrangements the Council is continuing to have in place to identify, manage and mitigate risks in response to the Coronavirus (COVID-19) pandemic.

Author: Peter Davies, Chief Officer for Resources

-

Contact Details: peterdavies@monmouthshire.gov.uk

4. ANTUR AWYR AGORED - DIWEDDARIAD AR Y GWASANAETH 21 - 52

Division/Wards Affected: All

Purpose:

To update members with regard to the performance for the Outdoor Adventure Site for 2019/20 and to inform members on progress made with the action plan which was designed to enable the service to move to become a more financially sustainable model.

To provide an assessment of the potential impact of COVID19 on the service for 2020/21.

Author: Ian Saunders, MonLife Chief Operating Officer  
Marie Bartlett, MonLife Finance and Resources Manager

-

Contact Details: [iansaunders@monmouthshire.gov.uk](mailto:iansaunders@monmouthshire.gov.uk);  
[mariebartlett@monmouthshire.com.uk](mailto:mariebartlett@monmouthshire.com.uk)

5. MONITRO REFENIW A CHYFALAF 2020/21 DATGANIAD ALLDRO RHAGOLYGOL - MIS 2 53 - 92

Division/Wards Affected: All

Purpose: To provide Members with an 'early year' forecast of the revenue and capital outturn position for the current financial year. The forecast is heavily caveated given current lack of clarity from Welsh Government on compensating payments to recognise the financial impact of COVID-19 on the Council.

To provide an update on the financial impact of COVID-19 on the Council and to outline the timetable for a budget recovery plan to be developed.

Author: Peter Davies, Chief Officer for Resources

Contact Details: [peterdavies@monmouthshire.gov.uk](mailto:peterdavies@monmouthshire.gov.uk)

6. DIWEDDARIAD AR GYNLLUN GWEITHREDU SEILWAITH DIGIDOL 93 - 128

Division/Wards Affected: All

Purpose: To provide an update on activity following approval of the Digital Infrastructure Action Plan (Appendix A) in September 2019.

Author: Cath Fallon, Head of Enterprise and Community Animation  
Michael Powell, Rural Programmes Manager

Contact Details: [cathfallon@monmouthshire.gov.uk](mailto:cathfallon@monmouthshire.gov.uk)  
[michaelpowell@monmouthshire.gov.uk](mailto:michaelpowell@monmouthshire.gov.uk)

7. TESTBED CoCoRE 5G 129 - 140

Division/Wards Affected: All

Purpose: To provide an update on the 'Connected Communities in the Rural Economy' (CoCoRE), 5G Testbed pathfinder project.

Author: Cath Fallon, Head of Enterprise and Community Animation

Contact Details: [cathfallon@monmouthshire.gov.uk](mailto:cathfallon@monmouthshire.gov.uk)

8. GWEITHGOR CRONFA EGLWYS CYMRU 141 - 152

Division/Wards Affected: All

Purpose: The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications for the Welsh Church Fund Working Group meeting<sup>1</sup> held on the 30<sup>th</sup> June 2020.

Author: David Jarrett – Senior Accountant – Central Finance Business Support

Contact Details: [davejarrett@monmouthshire.gov.uk](mailto:davejarrett@monmouthshire.gov.uk)

Yours sincerely,

**Paul Matthews**  
**Chief Executive**

### CABINET PORTFOLIOS

County Councillor	Area of Responsibility	Partnership and External Working	Ward
P.A. Fox (Leader)	<b>Whole Authority Strategy &amp; Direction</b> Lead Officer – Chief Executive  CCR Joint Cabinet & Regional Development; Organisation overview; Regional working; Government relations; Public Service Board lead; WLGA lead	WLGA Council WLGA Coordinating Board Public Service Board	Portskewett
R.J.W. Greenland (Deputy Leader)	<b>Enterprise and Land Use Planning</b> Lead Officer – Frances O'Brien Support Officers – Mark Hand, Cath Fallon  Local Development Plan; Strategic Development Plan; Economic Resilience and Growth; Town Centre Investment and Stewardship; Development Management and Building Control; Housing Delivery	WLGA Council Capital Region Tourism	Devauden
P. Jordan	<b>Governance and Law</b> Lead Officers – Matthew Gatehouse, Matthew Phillips, Ian Saunders  Council & Executive decision making; Constitution review and implementation of change; Law, Ethics & Standards; Audit and Regulatory WAO Relations Support for Elected Members Democracy promotion & citizen engagement Whole Authority Performance; Whole Authority Service Planning & Evaluation Community Hubs and Contact Centre Community Learning Tourist Information / Museums / Theatre / Attractions		Cantref
R. John	<b>Children &amp; Young People and MonLife</b> Lead Officers – Will McLean, Ian Saunders Support Officers – Nikki Wellington, Sharon Randall-Smith, Richard Simpkins  Early Years Education	Joint Education Group (EAS) WJEC	Mitchel Troy

	<p>All Age Statutory Education Additional Learning Needs; School Inclusion Post 16 entitlement / offer</p> <p>School standards and Improvement; Education Achievement Service Commissioning Coleg Gwent and University liaison. Leisure / Sport Outdoor education / Duke of Edinburgh Active Travel Countryside / Biodiversity</p>		
P. Jones	<p><b>Social Care, Safeguarding &amp; Health</b> Lead Officer – Julie Boothroyd Support Officers – Eve Parkinson, Jane Rodgers</p> <p>Children's Services Fostering &amp; Adoption; Youth Offending Service; Adults Services Whole Authority Safeguarding (children &amp; adults); Disabilities; Mental Health; Health liaison.</p>		Raglan
P. Murphy	<p><b>Whole Authority Resources</b> Lead Officer – Peter Davies, Frances O'Brien Support Officers – Deb Hill-Howells, Sian Hayward, Tracey Harry, Mark Howcroft</p> <p>Finance; Information technology (SRS); Digital Programme Office Human Resources; Health &amp; Safety; Emergency Planning; Procurement; Land &amp; Buildings (inc. Estate, Cemeteries, Allotments, Farms); Vehicle Fleet / Passenger Transport Unit Property maintenance; Facilities Management (inc. Building Cleaning and Catering all ages)</p>	Prosiect Gwrydd	Caerwent
J. Pratt	<p><b>Infrastructure and Neighbourhood Services</b> Lead Officer – Frances O'Brien Support Officers – Roger Hoggins, Carl Touhig, Nigel Leaworthy, Mark Hand, Paul Keeble</p> <p>County Roads / Pavements South Wales Trunk Road Agency</p>	SEWTA Prosiect Gwrydd	Goytre Fawr

	Highways Maintenance, Transport, Traffic & Network Management, Car Parks / Illegal Parking Enforcement Whole Authority De-carbonisation Plastic Free Monmouthshire Waste / Recycling / Cleansing Grounds Maintenance Parks & Open Spaces/ Public Conveniences Flood Prevention / Management / SUDs		
S. Jones	<b>Social Justice &amp; Community Development</b> Lead Officer – Frances O'Brien Support Officers – Cath Fallon, David Jones, Ian Bakewell, Mark Hand  Rural Deprivation / Isolation; Digital Deprivation Poverty / Disadvantage Homelessness; Supporting People Community Safety / Equality / Protected Characteristics Public Relations; / Communications / Marketing Trading Standards / Environmental Health; Licensing; Registrars		Llanover

# 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.



<b>SUBJECT:</b>	<b>CORONAVIRUS (COVID-19) RISK MANAGEMENT UPDATE</b>
<b>MEETING:</b>	<b>CABINET</b>
<b>DATE:</b>	<b>29<sup>TH</sup> JULY 2020</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>ALL</b>

**1. PURPOSE:**

- 1.1 To provide Cabinet with an update of the arrangements the Council is continuing to have in place to identify, manage and mitigate risks in response to the Coronavirus (COVID-19) pandemic.

**2. RECOMMENDATIONS:**

- 2.1 That Cabinet endorse the arrangements the Council continues to have in place and the risks that are being actively managed in response to the Coronavirus pandemic.

**3. KEY ISSUES:**

- 3.1 The Coronavirus pandemic has posed an unprecedented challenge to our way of life and the way in which we provide services. The need to preserve life and stop the spread of the virus, while continuing to support communities, has meant that we have paused or re-purposed a lot of our usual work as capacity was directed towards the emergency response effort. The Council has continued to rise to the challenge by adapting, innovating and establishing service delivery that supports residents and businesses, assists community activity and supports council staff well-being.
- 3.2 Monmouthshire County Council has a long-standing purpose of building sustainable and resilient communities. Earlier this month Cabinet evaluated progress against the purpose and strategic aims that had been put in place for the response phase of the pandemic and used this to inform the future shape of service delivery. As a consequence Cabinet revised the purpose and strategic aims established during the early weeks of the outbreak to reflect the council's transition from response towards recovery.
- 3.3 The pace of change over the past three months has been unrelenting, with hundreds of staff re-deployed, new services created almost overnight, and tens of millions of pounds re-directed towards preserving life and helping local businesses remain viable.
- 3.4 Of course, these are exceptional times and there are some things that we haven't been able to do. This has also come at a financial cost with additional costs incurred in responding to the emergency response effort and significant losses of income as services have ceased to operate as a consequence of the lockdown restrictions in place. Coming so soon after the emergency response to the recent flooding our finances have been

stretched to breaking point. Despite the many challenges, these efforts have resulted in new ways of doing things, some of which can form part of a lasting legacy of transformation with needs being met in new ways.

- 3.5 Our role in the coming months will be to create the conditions for residents and businesses to take those first steps, while recognising that coronavirus remains an active threat to life and one that will cast a long shadow for many in our communities.
- 3.6 The Council has continued to maintain and adapt the structures and mechanisms in place to co-ordinate the emergency response whilst also tracking progress and ensuring we remain focussed on our purpose.
- 3.7 When Cabinet reconvened in early May it received an update on the risk management arrangements the Council had in place to identify, manage and mitigate risks in response to the COVID-19 pandemic. The risk management arrangements have also been maintained and adapted as we transition from the response to the recovery phase.
- 3.8 The Council's Emergency Management Plan is operating and business continuity arrangements remain in place to deliver and coordinate the response, working across Council services along with our external partners such as the emergency services, neighbouring local authorities and Welsh Government. These continue to operate in a dynamic rapidly changing environment, evolving and adapting to manage and mitigate, as far as possible, a variety of risks to Council service delivery and the well-being of our staff and residents.
- 3.9 As the Council transitions from response to recovery the Council has also adapted the internal response structures that link into wider formal Gwent structures and directly into regional, Welsh and Central Government. A diagram of the structure and arrangements in place can be seen in Annex 1 of the report.

#### **Updated Internal Arrangements**

- 3.10 In the immediate response phase this was co-ordinated internally via the Emergency Response Team (ERT). The ERT was formally stood down on the 29<sup>th</sup> May 2020 and the Council's Strategic Leadership Team (SLT) took on the ongoing responsibility to oversee the ongoing response. SLT continues to meet twice a week currently.
- 3.11 A COVID-19 Coordinating Group has also been established, chaired by the Chief Officer for Resources, and that comprises the Head of People Services (as Vice Chair of the Gwent Local Resilience Forum) and the Council's Emergency Planning Manager. The Group meets on a weekly basis. The role of this group is to maintain oversight of the ongoing emergency response and where it:
- Receives updates from the Gwent Strategic Coordinating Group (SCG);
  - Ensures announcements and guidance issued by UK Government and Welsh Government are being acted upon as required;
  - Records decisions and tracks progress against actions required;
  - Identifies and monitors risks needing to be managed and mitigated, and ensures that they are appropriately assigned and acted upon; and

- Determines any matters needing to be reported on weekly Welsh Government returns.

- 3.12 The ERT was guided by an established risk register. Subsequent to the ERT being stood down COVID-19 related risks are being assessed by the COVID-19 Coordinating Group. The residual risks have now either transferred to the Council's strategic risk register or where risks are operational in nature they have been transferred into service business plans. There is clear and identified accountability and ownership of these risks and they are being monitored on an ongoing basis.
- 3.13 COVID related risks are assessed on a weekly basis and as required by the COVID-19 Co-ordinating Group and reported into, considered and acted upon by the Strategic Leadership Team.
- 3.14 The Council's other established risk management arrangements continue to manage a range of strategic risks across service areas. The strategic risk register continues to be reviewed and updated and resulting from an assessment of potential COVID related impacts on the Authority, the wider Monmouthshire economy and its communities. Appendix 1 provides an overview of the updates made to the strategic risk register.
- 3.15 The high and medium risks previously identified by ERT in the 6<sup>th</sup> May Cabinet report are now considered to low risk, with the exception of the risk of the Council becoming financially unsustainable. These risks are still being actively managed through the arrangements highlighted above.
- 3.16 The COVID-19 specific sub groups that had been established to support the ERT have similarly been stood down and resultant activity embedded back into directorates as required. In addition key outputs from these groups – particularly around staff welfare, latest Covid19 updates and useful tools continue to be made available via the Support All Hub.
- 3.17 The ERT and any sub-groups can quickly be reconvened if the situation arises and will remain under constant review. However, the 'battle rhythm' has naturally slowed as we transition towards the recovery phase.

### **External Arrangements**

- 3.18 Monmouthshire links with external responding organisations via the Gwent Strategic Co-ordinating group (SCG). The SCG is chaired by Gwent Police and covers their geographic footprint. Representatives from the Emergency Services, local authorities, health organisations, military, Natural Resources Wales, utilities and Welsh Government sit on this group. Monmouthshire's representative is the Head of People Services. The SCG are responsible for setting the strategic objectives and coordination of the partner agency response to COVID-19.
- 3.19 There are specific sub groups that sit beneath the SCG that support this strategic group. The Council are represented on these groups as necessary. The Council now provides a weekly situation report to the SCG and these are collated and sent weekly to the Emergency Coordination Centre Wales (ECCW). The ECCW reports to Welsh

Government (WG) who then report to COBR – the Cabinet Office Briefing Room. The SCG can also escalate concerns directly to WG through the formal meetings in addition to the weekly situation reporting mechanism.

- 3.20 In addition to the above, the Leader of the Council also meets with other council leaders and Welsh Government ministers to discuss the response on a weekly basis.
- 3.21 SCG are now only needing to meet on a weekly basis, again resulting from the change in battle rhythm and as we see the move and transition towards recovery. The focus of SCG now is to both plan ahead and to ensure that robust arrangements are in place to respond to any further outbreak or second wave, and to ensure that all necessary criteria have met before it stands down. These criteria comprise:
- A Recovery Coordination Group being fully established with TOR and subgroups
  - SCG risks being either mitigated, accepted or transferred
  - An Outbreak Control Plan and protocols with SCG being in place
  - SCG stand-up triggers being agreed, to determine when the SCG might have to reconvene
  - SCG being satisfied that mitigation plans for risks to vulnerable groups are in hand
  - SCG having been de-briefed and lessons have been captured for the LRF to take forward
  - The SCG cost recovery plan having been discussed and implemented
  - A hand-over certificate being completed between SCG/RCG
- 3.22 The number of COVID-19 cases and deaths continues to decline in Wales and Gwent and why Welsh Government has been able to continue easing the lockdown restrictions that have been in place since March. The risk now concerns any resultant resurgence of COVID-19 cases, whether it be through a local outbreak or a second wave as we move towards the Autumn and flu season where the capacity of the NHS will be reduced.
- 3.23 In order to respond to these risks, the following measures continue to be essential to maintain a reduced level of transmission and avoid resurgence of COVID-19 cases and deaths:
- A robust monitoring framework to closely monitor the situation, rapidly detect increased transmission, assess the impact of the interventions in place and avoid a resurgence of COVID-19.
  - An expanded testing strategy aimed at comprehensive testing of all individuals displaying symptoms compatible with COVID-19
  - A framework for contact tracing, based on extensive testing, active case finding, early detection of cases, isolation of cases, quarantine and follow-up of contacts.
  - Prompt identification and investigation of clusters/outbreaks associated with specific settings, with implementation of tailored control and prevention measures to minimise onward spread to others in the setting and to the wider community.
  - Long-term sustainable implementation of essential NPIs (non-pharmaceutical interventions), irrespective of transmission rates, and the ability to amend strategies

rapidly in response to indications of increased transmission, if appropriate, only restricting those to local areas.

- A strong risk communication strategy reminding citizens that the pandemic is not over

3.24 Welsh Government and the Gwent SCG and its partners are co-ordinating this aspect of the response. The Council continues to play an active role on SCG and in ensuring that all necessary arrangements are put in place.

#### **4 OPTIONS APPRAISAL**

4.1 The risk management arrangements aim to identify and assess risks robustly, drawing on a range of evidence both internally across all service areas as well as externally through the Gwent SCG and other sources.

4.2 These arrangements form part of the emergency response and the aim is to put in place risk controls that are appropriate and proportionate to the issues they are mitigating. The legislation and the council's responsibilities in all these areas continue to remain an important part of our response and as it continues transition through to recovery.

4.3 The Council's other established risk management arrangements continue to manage a range of strategic risks across service areas. The strategic risk register continues to be reviewed and updated and resulting from an assessment of potential COVID related impacts on the Authority, the wider Monmouthshire economy and its communities.

#### **5 EVALUATION CRITERIA**

5.1 The strategic risk register remains a live document that undergoes ongoing and frequent review by the Council's Strategic Leadership Team. Audit Committee also maintains oversight and review of the Council's risk management arrangements and an update of the strategic risk register is being considered at its meeting on 30<sup>th</sup> July.

5.2 Operational risks are managed at a directorate and departmental level and where risks are contained within service business plans. These plans are updated on a quarterly basis and monitored through Directorate Management Teams (DMTs) and the Council's performance team. Where business plans are not undergoing frequent update as a result of services having to prioritise the pandemic response COVID related risks and issues are being managed and mitigated at a DMT level and escalated to SLT as required.

5.3

#### **6 REASONS:**

6.1 To ensure delivery of the Council's restated strategic purpose and strategic aims as the county transitions towards recovery.

*We want everyone to feel safe in their communities, to continue to support each other and to reach out to those who need help.*

- 6.2 There remains significant ongoing challenges that must be responded to. The arrangements ensure that risks are identified and assessed robustly by the authority, that accountability for risks are clearly understood and that risk controls are put in place that are appropriate and proportionate to ensure, as far as possible, risk reduction/risk management.

## **7 RESOURCE IMPLICATIONS:**

- 7.1 Specific activity to mitigate/manage risks continues to have significant resource implications that includes:
- Increased costs to maintain current service delivery and demands in setting up new or amended services.
  - Significant reduction in income generation as a result of the COVID-19 emergency response and where services have been reduced or closed entirely.
  - An inevitable delay in budget savings plans in some areas and that adds to the financial challenges that were already being faced by the Council before the COVID-19 pandemic impacted.
  - As the county transitions to recovery the impact that a sharp recession has on Monmouthshire communities and which in turn places increased demands on services that look to support those most vulnerable groups.
- 7.2 A specific risk on the financial impacts to the Council has already been identified and continues to be managed. A specific strategic aim has been identified to ensure the Council remains financially sustainable as an organisation.
- 7.3 A separate report is being considered by Cabinet at its meeting and that provides an assessment and forecast of the impact in the current financial year. The Council continues to work with the WLGA and Welsh Government to ensure that COVID related impacts are understood and suitably funded. Notwithstanding any funding and flexibilities afforded to the Council there is an expectation that there will be a significant in-year deficit to manage. A budget recovery plan is currently being developed and will be presented for consideration in the next couple of months.

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

- 8.1 The risk management arrangements aim to identify and assess risks robustly, drawing on a range of evidence. These arrangements form part of the emergency response and the aim is to put in place risk controls that are appropriate and proportionate to the issues they are mitigating. The legislation and the council's responsibilities in all these areas will remain an important part in our response now and as it continues to transition through to the recovery phase.

## **9 CONSULTTEES:**

Senior Leadership Team  
Cabinet

**10 BACKGROUND PAPERS:**

Appendix 1 – Strategic Risk Register Update Overview

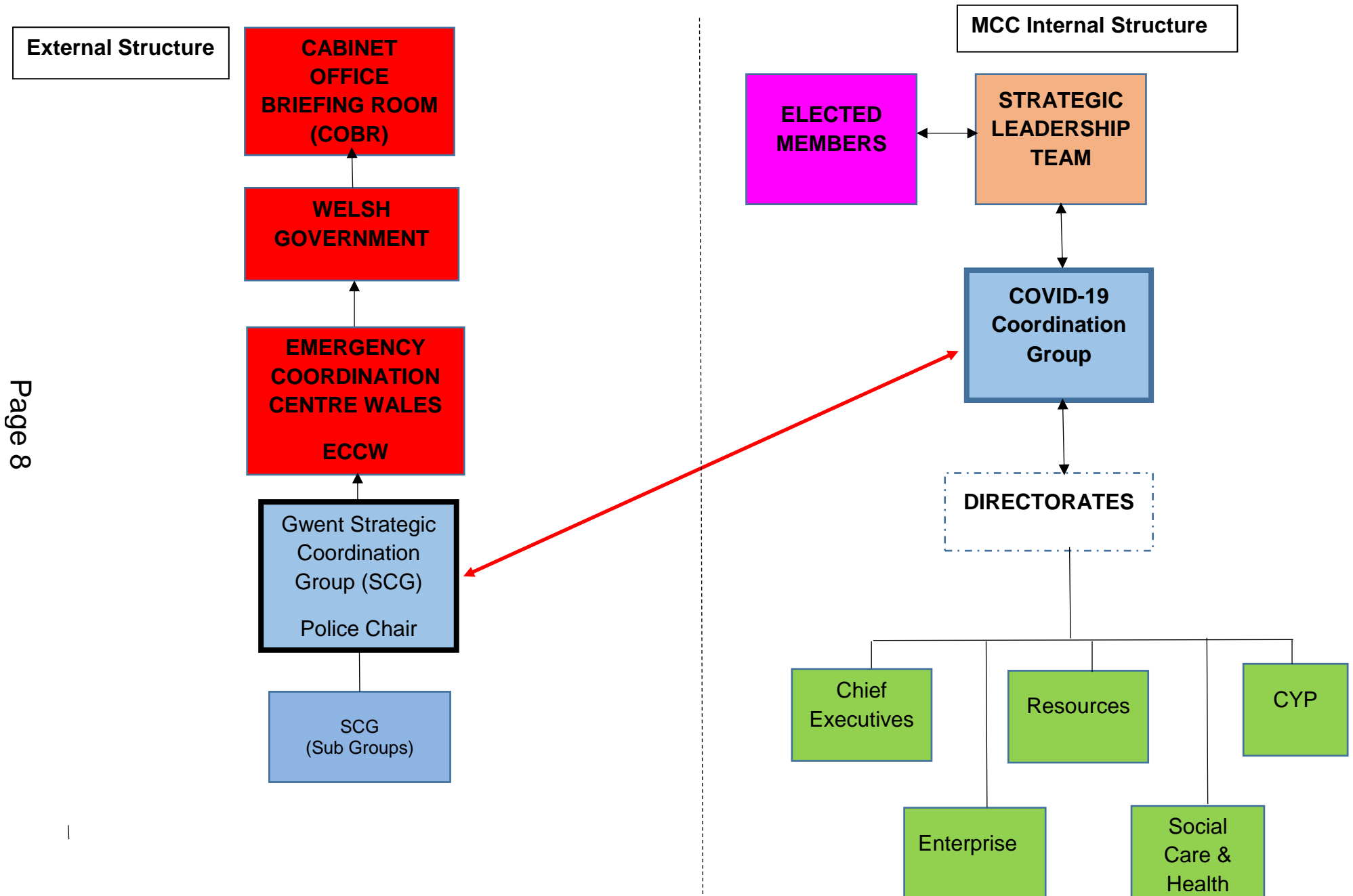
**11 AUTHOR:** Peter Davies, Chief Officer for Resources

**12 CONTACT DETAILS:**

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

## ANNEX 1: CORONAVIRUS EMERGENCY RESPONSE STRUCTURE





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## Monmouthshire County Council Whole Authority Strategic Risk Assessment – Coronavirus (Covid-19) pandemic updates overview, July 2020.

The Council's Strategic Risk Assessment has continued to be reviewed and updated based on the latest evidence and assessment of potential impacts related to the coronavirus pandemic on the Authority and wider well-being impacts on the County. Due to its purpose the risk assessment is a detailed document, there have been a number of amendments and additions to the strategic risk register to ensure it accurately manages the current strategic risks facing the Council. The table below provides an overview of the updates made to the strategic risk register in relation to the coronavirus pandemic. The risk assessment is a living document and will continue to evolve as new information comes to light, the latest full version of the Risk Register continues to be available to members to use at any time on the Council's intranet, The Hub.

Ref	Risk	Risk Level – Pre mitigation	Risk Level – Post mitigation	Overview of Coronavirus (Covid-19) pandemic related updates
1	Potential Risk that: The authority does not remain relevant and viable for future generations due to not having a sustainable delivery model.	2020/21 – Medium 2021/22 – Medium 2022/23 – Medium	2020/21 – Low 2021/22 – Low 2022/23 – Low	<p>There has been a lessened focus on some of the priorities in the Corporate Plan to re-direct capacity towards the Coronavirus response effort. To provide clarity and ensure accountability through this time Cabinet has set a COVID-19 purpose and set of strategic aims which have been updated to guide activity during the transition phase.</p> <p>The Coronavirus pandemic is likely to impact on economic, social, environmental and cultural well-being of the County. There is a need to continue to understand the impact and adapt/develop plans accordingly.</p> <p>The Council's medium term financial planning has been severely disrupted by the impact of the Coronavirus pandemic on the Council's finances.</p>
2	Potential Risk that: Without appropriate and effective governance infrastructure, the Council may not deliver its objectives.	2020/21 – Medium 2021/22 – Medium 2022/23 – Medium	2020/21 – Low 2021/22 – Low 2022/23 – Low	<p>Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 came into force in April 2020 in response to the impact of the pandemic, the limitations of the lockdown and existing legal requirements applicable to local authorities. They aim to overcome those limitations to allow democratic processes and decision making to continue.</p> <p>During the Covid-19 pandemic, there have been significant changes to the way in which the Council operates. Governance mechanisms have been developed and established digitally, these will need to continue to be reviewed to identify ways of working that have improved efficiency, any remaining risks and identify where these can be developed going forward.</p>

Ref	Risk	Risk Level – Pre mitigation	Risk Level – Post mitigation	Overview of Coronavirus (Covid-19) pandemic related updates
3	Potential Risk that: The Council and partners do not make sufficient progress in delivering through regional and partnership working.	2020/21 – Medium  2021/22 – Medium  2022/23 – Medium	2020/21 – Medium  2021/22 – Low  2022/23 – Low	The Coronavirus pandemic is likely to impact on economic, social, environmental and cultural well-being of the County. There is a need to continue to work with partners to understand the impact and adapt/develop partnership working accordingly.
4a	Potential Risk that: Some services may become financially unsustainable in the short to medium term due to increasing demand and continuing financial pressures	2020/21 – High  2021/22 – High  2022/23 – High	2020/21 – High  2021/22 – Medium  2022/23 – Medium	<p>The Council was already facing financial challenges. The pandemic has accentuated the challenge and followed shortly after the flood response and recovery resulting from Storms Ciara and Dennis in February 2020.</p> <p>Uncertainty remains as to whether Welsh Government funding and flexibilities will be sufficient to mitigate the additional costs and significant shortfall in income the Council is suffering.</p> <p>Financial Forecasts are being prepared on assumptions that are uncertain. The forecasts will be supplemented by sensitivity analysis and risk assessments. In order to highlight the extent of the financial challenge, the range is anywhere between a £3.5 million and £10.4m over-spend for 2020/21, depending on the level of WG compensating funding forthcoming.</p> <p>A budgetary recovery plan and further budget savings proposals is being produced for consideration by Council in September/October. This will subsequently inform the budget setting process for 2021/22 and the medium-term financial plan.</p>
4b	Potential Risk that: The authority is unable to deliver its political priorities or maintain key infrastructure and meet other identified pressures due to insufficient capital funding availability.	2020/21 – High  2021/22 – High  2022/23 – High	2020/21 – Medium  2021/22 – Medium  2022/23 – Medium	<p>The Council finalised its draft accounts for 19/20 with useable capital receipts of only £3.2m, a Council Fund balance of £8.5m and useable earmarked reserves of £6.4m (of which there is planned use that will reduce earmarked reserves to £5.4m at the end of 2020/21).</p> <p>The Covid-19 pandemic is likely to have a future impact on the availability of capital resources as the Council will have limited capacity to draw on useable capital receipts or to impact further the revenue account with further borrowing. In addition Welsh Government is also</p>

Ref	Risk	Risk Level – Pre mitigation	Risk Level – Post mitigation	Overview of Coronavirus (Covid-19) pandemic related updates
				<p>having to prioritise its funding to respond to the pandemic though this could introduce further capital funding opportunities.</p> <p>As part of the budget recovery plan the Council's reserves policy is being reviewed and the S151 officer will need to assess the adequacy of reserves to respond to the financial challenges faced in the current year and over the medium term.</p>
5	Potential Risk that: Reduced organisational capacity, including skills and knowledge, recruitment and retention issues, and reduced staff wellbeing, will impact on our ability to deliver organisational aims and objectives	2020/21 – Medium  2021/22 – Medium  2022/23 – Medium	2020/21 – Medium  2021/22 – Medium  2022/23 – Low	<p>There is a potential risk of a detrimental impact on staff well-being from a range of factors linked to the coronavirus pandemic and delivering the Council's response. The impact on staff wellbeing will need to continue to be monitored to determine implications and to ensure staff are supported.</p> <p>Support mechanisms in the short term and development of arrangements in the medium term continue to support staff on the potential impacts on staff wellbeing as a result of the Covid-19 pandemic.</p>
	Potential Risk of: Significant harm to vulnerable children or adults due to failure of arrangements or factors outside the Council's control	2020/21 – High  2021/22 – Medium  2022/23 – Medium	2020/21 – Medium  2021/22 – Medium  2022/23 – Medium	<p>A number of potential risks have been identified due to the Coronavirus pandemic that will need to be managed and monitored as far as possible. Potential risks include: Child welfare concerns could not be recognised or referred in to Children Services; Adult harm could not be seen/reported; Harmful behaviours, abuse and neglect, including domestic abuse, can remain hidden as a result of the lock-down</p> <p>There has been a significant volunteer response to Covid-19 pandemic, work will be required to continue to support an increased volunteer network and ensure longer term arrangements are in place including support on their safeguarding responsibilities.</p> <p>Through the Coronavirus pandemic Safeguarding remains an essential part of our delivery supporting adults and children in Monmouthshire. The process for receiving and responding to referrals has not changed. This includes referrals regarding allegations or concerns against adults who work with children and adults at risk. Arrangements have been</p>

Ref	Risk	Risk Level – Pre mitigation	Risk Level – Post mitigation	Overview of Coronavirus (Covid-19) pandemic related updates
				adjusted, where required, different solutions have been needed to deal with situations during the pandemic. The volume, type and source of referrals continue to be monitored
7	Potential Risk to: The robust delivery of the Council's corporate parenting responsibility and services related to safeguarding vulnerable children as a result of an increase in demand and complexity in cases in Children's services.	2020/21 – Medium  2021/22 – Medium  2022/23 – Medium	2020/21 – Medium  2021/22 – Medium  2022/23 – Medium	A number of potential risks have been identified due to the Coronavirus pandemic that will need to be managed and monitored as far as possible including: Operational changes in the way that services are delivered as a result of COVID-19 with a reduction in 'direct' (physical) contact; possible increase in referrals and impact of any delays in operations affecting capacity issues; Increase in some spend areas to support certain areas of risk; Possible disruption to Foster placements and/or carer recruitment.  Children's services are priority services and remain fully operational. Risk assessments will be undertaken where any direct working / home visiting is required to follow up on child protection concerns, or to provide interim safeguards as part of a care and support plan. Some direct work may be undertaken virtually or using social distancing methods  The potential risk that Child welfare concerns are not recognised or referred in to Children Services continues to be monitored.
8	Potential Risk of: Failing to meet the needs of learners, including-vulnerable learners, and failing to promote pupil well-being within Monmouthshire's schools, which may result in children and young people not achieving their full potential. Failing to adapt to changes in the new curriculum and examination requirements	2020/21 – High  2021/22 – High  2022/23 – Medium	2020/21 – High  2021/22 – Medium  2022/23 – Medium	A number of potential risks have been identified due to the Coronavirus pandemic that will need to be managed and mitigated as far as possible including: -Children who require additional support or are vulnerable not being able to access support in a known and supportive environment; -The ability of all our learners to keep learning and developing, disadvantaged pupils are likely to be impacted upon more significantly -Planning for learners' transition back into school and onto the next phase of their learning -Physical and mental health and well-being impact of all our learners could be a continuing risk factor  Schools reopened on 29 June 2020, offering a reduced timetable as part of Check in, Catch up and Prepare for all pupils who wished to attend for three weeks.

Ref	Risk	Risk Level – Pre mitigation	Risk Level – Post mitigation	Overview of Coronavirus (Covid-19) pandemic related updates
				Informed by guidance from Welsh Government, plans are now underway to prepare for the reopening of schools in September.
9	Potential Risk of: Loss or corruption of data due to cyber-attack or data mismanagement which will compromise the delivery of essential council services.	2020/21 – Medium  2021/22 – Medium  2022/23 – Medium	2020/21 – Medium  2021/22 – Medium  2022/23 – Medium	The Covid-19 pandemic has increased the reliance on and use of digital technology and communication. Infrastructure has been set up and practice changed rapidly. This will need to be closely monitored to ensure robust systems are in place to protect data and to ensure all staff and systems are equipped to manage this.  The Cyber Security Service has operated throughout the pandemic. A separate operational risk register has been opened during Covid to mitigate against Covid-related threats, which has been monitored by the security service on a monthly basis.
10a	Potential Risk of: A lack of appropriate infrastructure, including affordable housing, in the County to meet future needs arising due to the County's changing demography and weak economic base, external changes such as removal of the Severn Bridge tolls, and as a result of the growth of the County as set out in the emerging new Local Development Plan.	2020/21 – Medium  2021/22 – High  2022/23 – High	2020/21 – Medium  2021/22 – High  2022/23 – Low	Public consultation and engagement on the Preferred Strategy, along with the second call for candidate sites, has commenced but engagement events have been postponed. The Revised Delivery Agreement will set out an updated timetable for future key stages of plan preparation, including the consultation events and closing date for the second call for candidate sites.  A review of the RLDP issues, vision and objectives, in light of COVID-19, was undertaken and endorsed by Cabinet, and demonstrated that the plan's strategic direction of travel remained relevant. However, the Minister for Housing and Local Government has requested that all local planning authorities undertake an assessment of the RLDP evidence base, strategy and policies to assess the consequences the current pandemic before progressing with plan preparation.  Liaison is being undertaken with Welsh Government/Minister for Housing and Local Government on reviewing and removing the 'drop dead date' in the legislation in light of the delays that COVID-19 has put on the preparation of Replacement LDPs. If this remains in place there is a risk it could mean that council is without a local planning policy framework for a period of time.
10b	Potential Risk that:	2020/21 – Medium	2020/21 – Medium	The Covid-19 pandemic has seen a wide scale increase in the use of digital technology. In areas where broadband infrastructure is

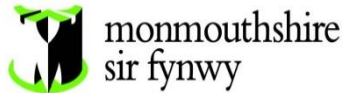
Ref	Risk	Risk Level – Pre mitigation	Risk Level – Post mitigation	Overview of Coronavirus (Covid-19) pandemic related updates
	Insufficient broadband infrastructure and a lack of digital skills in the county have the potential to lead to social and economic disadvantages	2021/22 – Medium 2022/23 – Medium	2021/22 – Medium 2022/23 – Low	<p>insufficient or for people who do not have digital skills, this may amplify the potential social and economic impact of the pandemic. The pandemic has amplified the need for good quality digital infrastructure and connectivity, including for the council, with many services moving to an on-line digital platform.</p> <p>Due to the pandemic and the preceding flooding that took place in November 2019 and February 2020, digital infrastructure works have been slow to move forward in the county and the digital deprivation rate still stands at 12.5%. Whilst progress to date has been slow, future planned activity will start to reduce the county's digital deprivation rate.</p>
11	Potential Risk of: Political, legislative and financial uncertainty for council services and local businesses as a result of the UK leaving the European Union	2020/21 – High	2020/21 – High	The UK Government has stated that the transition period for the negotiation of the future UK-EU relationship will not be impacted by the Covid-19 pandemic.
		2021/22 – High	2021/22 – High	
		2022/23 – Medium	2022/23 – Medium	The risks identified will need to continue to be monitored.
12	Potential risk that: The authority cannot deliver its services due to potential internal/external factors resulting in service disruption due to lack of Business Continuity planning.	2020/21 – Medium	2020/21 – Medium	The Covid-19 pandemic has seen many areas of the council adopting their Business Continuity strategies as part of the Council's response; the learning from the response will need to be reviewed in light of the pandemic to determine where improvements can be made.
		2021/22 – Medium	2021/22 – Medium	
		2022/23 – Medium	2022/23 – Medium	
13	Potential risk to: Communities and public service delivery in Monmouthshire due to Global climate changes could impact on the future social, economic, environmental and cultural well-being in the County	2020/21 – High	2020/21 – High	<p>The pandemic has caused some delays to progressing some of the Council's Climate Emergency aspirations, and created some uncertainty over funding.</p> <p>The pandemic is likely to impact on economic, social, environmental and cultural well-being of the County. There is a need to continue to understand the impact and adapt/develop the Council's climate emergency strategy accordingly. For example there has been changes to the way we work, the amount we travel, how we manage greenspaces and promote active travel.</p>
		2021/22 – High	2021/22 – High	
		2022/23 – High	2022/23 – High	
14	Potential risk that: Declining recycling rates will prevent achievement of the Welsh Government	2020/21 – Medium	2020/21 – Medium	Changes to services and social distancing restrictions due to the Covid-19 pandemic may have an impact on recycling rates for the county. Garden waste collections were cancelled, Household Waste Recycling Centres (HWRC) were closed, and there have been some missed
		2021/22 – Medium	2021/22 – Low	

Ref	Risk	Risk Level – Pre mitigation	Risk Level – Post mitigation	Overview of Coronavirus (Covid-19) pandemic related updates
	target of 70% recycling rates throughout Wales.	2022/23 – Medium	2022/23 – Low	collections due to staff shortages. The impact on fly tipping has also been monitored both during and through the easing of lockdown.  Data will continue to be reviewed to establish the impact of the pandemic on recycling rates, and to determine if any learning can be taken from recent months to improve recycling figures going forward.
<b>15.</b> <b>New</b>	Potential risk that: The spread of the Coronavirus (COVID-19) outbreak will impact on staff and residents health and cause delays or reductions in the Council's service delivery	2020/21 – High 2021/22 – High 2022/23 – High	2020/21 – High 2021/22 – Medium 2022/23 – Medium	The pandemic has posed a significant and unprecedented challenge to our way of life and how the Council continues to provide a range of vital services. The need to preserve life and stop the spread of the virus, while continuing to support communities, has meant that a lot of our usual work has been re-purposed or paused.  The number of COVID-19 cases and deaths has declined in Wales and Gwent. Welsh Government has continued to ease the lockdown restrictions that have been in place since March. Covid-19 remains an active threat. There is risk concerning any resultant resurgence of COVID-19 cases, whether it be through a local outbreak or a second wave.  Alongside Gwent partners, the council is contributing to the operation of the COVID-19 Test, Trace and Protect scheme. Arrangements continue to be developed for the prompt identification and investigation of clusters/outbreaks and appropriate control/prevention measures if/where required.  The impact of the coronavirus pandemic could lead to an increase in staff absence due to illness or self-isolation which continues to be monitored.  A shortage of Personal Protective Equipment (PPE) supplies could also put the health and wellbeing of front line staff at risk. Work continues to ensure all our staff, who have the need, can access the right equipment.
<b>16.</b> <b>New</b>	Potential risks that:	2020/21 – High 2021/22 – High	2020/21 – High 2021/22 – Medium	Evidence has shown that older age and certain underlying health conditions, as well as other factors, are associated with greater risk and impact of COVID-19.

Ref	Risk	Risk Level – Pre mitigation	Risk Level – Post mitigation	Overview of Coronavirus (Covid-19) pandemic related updates
	Care Homes could be hit by an outbreak of Covid-19, affecting some of our most vulnerable residents.	2022/23 – High	2022/23 – Medium	<p>Care homes have particularly been affected by Covid-19 with many homes suffering outbreaks. Patients being discharged from hospital and new residents admitted from the community could increase the risk of the virus entering the home.</p> <p>There is strengthened provision and support for care homes including on testing, Personal Protective Equipment and infection control</p>
17. New	Potential risk that: The coronavirus pandemic could have a considerable economic impact resulting in business closures and job losses, significantly impacting on the economy in Monmouthshire and financial situation of some Monmouthshire residents	2020/21 – High 2021/22 – High 2022/23 – High	2020/21 – Medium 2021/22 – Medium 2022/23 – Medium	<p>The relaxation of lockdown measures could result in the removal of financial safeguards such as the furlough scheme and the availability of grants, making it harder for local businesses to survive.</p> <p>The negative impact the pandemic could have on the local economy may result in the loss of local businesses, subsequent local job losses and increased unemployment.</p> <p>The wider impact this may have on families could result in financial hardship, and related issues such as food poverty and homelessness. The authority will need to monitor this situation closely and consider allocating additional resources to support those most significantly impacted.</p>
18. New	Potential risk that: The coronavirus and lockdown measures could have a disproportionately negative impact on the well-being of some sections of our communities, resulting in increased poverty and inequality	2020/21 – High 2021/22 – High 2022/23 – High	2020/21 – Medium 2021/22 – Medium 2022/23 – Medium	<p>There is evidence that the pandemic has a bigger impact on the well-being of those in more deprived communities. Analysis has shown the association between deprivation and the risk of COVID-19.</p> <p>Evidence has shown age, underlying health conditions and ethnicity, along with other factors, is associated with greater risk and impact of COVID-19.</p> <p>There is evidence that the economic impact of the virus disproportionately affects those working in lower-paid sectors, which can exacerbate issues of poverty and inequality</p> <p>There is a risk that those already facing poverty and inequality will face a worsening situation due to increased financial hardship, health deterioration and a decline in educational attainment.</p>

Ref	Risk	Risk Level – Pre mitigation	Risk Level – Post mitigation	Overview of Coronavirus (Covid-19) pandemic related updates
				As part of the Council's continued commitment to Social Justice, evidence is being reviewed and activity planned related to poverty in Monmouthshire.

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<b>SUBJECT:</b>	<b>OUTDOOR ADVENTURE – SERVICE UPDATE</b>
<b>MEETING:</b>	<b>CABINET</b>
<b>DATE:</b>	<b>29th July 2020</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>ALL</b>

## **1 Purpose**

- 1.1 To update members with regard to the performance for the Outdoor Adventure Sites for 2019/20 and to inform members on progress made with the action plan which was designed to enable the service to move to become a more financially sustainable model.
- 1.2 To provide an assessment of the potential impact of COVID19 on the service for 2020/21.

## **2 Recommendations**

- 2.1 Members note the overspending position for 2019/20 of £116k and early indications of an overspend in 2020/21 in the region of £350k. This deficit should be reduced further through the potential recovery of income loss shortfalls from Welsh Government.
- 2.2 Given the likely reduced numbers of customers due to Covid-19, the service should remain closed for residential visits until the end of December 2020. Continuing with a two site strategy is not viable in the short or medium term and therefore the service will adopt a one-site approach at Gilwern. A further report will be presented to Cabinet in autumn 2020 which will consider the long term future of the service.

## **3 Key Issues**

- 3.1 Members received a report in February 2020 which outlined the history of the service over the last 5 years, with the Gwent Outdoor Education Service partnership being dissolved at the end of 2018/19 and a reduction from three to two sites, retaining Hilston Park and Gilwern Outdoor Adventure Centres.
- 3.2 The joint service was previously supported by annual subsidies from Local Authority partners however by the end of 2018/19 the subsidy had been removed completely. Any previous annual surplus was carried forward and invested in the Outdoor Education reserve and was used to fund the deficits incurred in 2017/18 and 2018/19. This surplus has now been fully utilised.

## Performance 2019/20

- 3.3 During 2019/20, the year which all costs were met by the Council, the actual final position is shown in table 1. This indicates that the cost of delivering the service was £247k against a budget subsidy of £131k resulting in an overspend of £116k. This level of overall subsidy is incredibly high, given that the long term aim of the service is for it to be sustainable and to break even.

**Table 1 – 2019/20 Outturn**

	Hilston			Gilwern			Total		
	Budget £k	Actual £k	Variance £k	Budget £k	Actual £k	Variance £k	Budget £k	Actual £k	Variance £k
Employees	259	282	23	301	308	7	560	589	29
Premises	34	43	9	57	57	0	91	100	9
Transport	21	27	6	37	39	2	58	66	8
Supplies & Services	64	78	14	60	59	-1	124	137	14
<b>Total Expenditure</b>	<b>378</b>	<b>430</b>	<b>52</b>	<b>455</b>	<b>462</b>	<b>7</b>	<b>833</b>	<b>892</b>	<b>60</b>
Income	-310	-270	40	-392	-376	16	-702	-646	56
<b>Net</b>	<b>68</b>	<b>161</b>	<b>93</b>	<b>63</b>	<b>86</b>	<b>23</b>	<b>131</b>	<b>247</b>	<b>116</b>

\* Total Expenditure excludes one off redundancy costs

- 3.4 The budget for income is based upon activity in previous years but the loss of a key client, the National Citizen Service early in 2019/20 resulted in the summer occupancy being substantially reduced and a reduction in income from 2018/19 of £177k to £49k in 2019/20. The sites closed on 20th March 2020 because of COVID19 but both sites experienced reductions in the weeks prior to that as schools made decisions to withdraw from bookings because of health concerns. This led to further reductions in income of £47k.
- 3.5 Re-programming of spaces at Gilwern has given greater opportunity for selling meeting, conference and bookings space in buildings/rooms that are predominantly empty for most of the day. During the winter term, the Gilwern site was also able to offer accommodation to groups for board and lodging, resulting in extra income of £56k when the site was scheduled to be unoccupied for school groups. This has assisted with mitigating the overall loss.
- 3.6 Further analysis has identified that income from Monmouthshire schools was £143k, which is just over 22% of total income. Discounts have been given to Monmouthshire School children accessing free school meals and this has a value of £10k. The bulk of the overspending therefore relates to loss of income from external clients.
- 3.7 There has been a reduction in residential occupancy as the number and length of bookings are less than the previous year, the reasons for which were provided in the earlier February report. Table 2 provides occupancy levels for 2019/20. They indicate an average of just under 45% with Gilwern at 47% and Hilston at 39% occupancy.

**Table 2 – Occupancy Rates 2019/20**

Site Unit	Beds – Gilwern			Hilston	TOTAL
	Sugarloaf	Blorengre	Total		
No of Beds	62	35	97	56	153
School Days	187	187	187	187	187
Total Beds Nos	11,594	6,545	18,139	10,472	28,611
Actual Site Nos*	5,620	3,005	8,625	4,117	12,742
Occupancy %	48.47	45.91	47.55	39.31	44.54

\* Includes days for bed & breakfast usage

- 3.8 The gross costs for both sites are shown below and provides comparisons of cost per bed occupied. The cost per bed is higher at Hilston mainly due to lower occupancy levels.

**Table 3 – Cost Per Actual Beds in 2019/20**

Site	Gilwern	Hilston	Total
Gross Costs 19/20 (£k)*	462	430	892
Available beds	18,139	10,472	28,611
Cost Per Available Bed (day)	£26	£41	£31
Actual Beds	8,625	4,117	12,742
Cost per Bed (day)	£54	£104	£70

\* Gross costs exclude one off redundancy costs

### Action Plan

- 3.9 An independent review of the service was undertaken in December 2019 and an action plan developed to be delivered over a 12 – 18-month period which aimed to make significant changes in order to makes the sites more sustainable (See Appendix 1 - Action plan and progress to end May 2020). The service has reviewed its operating practices and costs to ensure value for money. In January 2020 changes were made to the management structure thus reducing staffing costs in 2020/21.
- 3.10 Following the review, and to increase the use of the centres, service provision has been broadened and extended. Prior to the pandemic, twelve additional services were either provided or in the process of being developed (See Appendix 2 for the full list)
- 3.11 Due to the current pandemic and the resultant closure of the sites, despite all efforts there is insufficient evidence to demonstrate any increase in bookings or sustainability of the service.

## **Potential Impact of COVID19 for 2020/21**

- 3.12 As a result of the pandemic recent market intelligence indicates a reduction in usage and therefore a reduction in sector income in 2020. During this period the service will support learning and education for pupils within our primary school settings
- 3.13 There has been a significant reduction in bookings for 2020/21 and bookings totalling £356k have already been cancelled for 2020. There is unlikely to be demand for the remainder of 2020/21 and it may be prudent for both sites to remain closed. Advantage will be taken of the furlough scheme and staff will remain furloughed until the end of the current scheme, 31<sup>st</sup> October 2020.
- 3.14 It is assumed that residential bookings will start to recover by spring 2021 but numbers are still likely to be less than those enjoyed in 2019/20. Given this indication, the preferred option is to operate at one site only for the rest of 2020/21 with one site reopening for residential visits in January 2021. Average occupancy across sites in 2019/20 was 45% and with a degree of rescheduling and more efficient programming, the majority of these bookings could have been delivered on one site.
- 3.15 A one site approach will help reduce costs and encourage fuller occupancy of the remaining site enabling the service to focus its partnership working with schools, the youth service and other areas of the Council to highlight the benefits of the service.
- 3.16 The Gilwern site is the preferred option as it the larger of the two sites, it is a level site, offers accessible accommodation and is more cost effective to operate. Recent service diversifications (see 3.7) has shown that the site could become an integrated young people's hub. The site however requires some capital investment to bring it up to required standards, this work will need to be undertaken to separate groups in order to maximise the number of bookings on site. The additional cost will need to be accommodated within the Capital Programme when a more detailed business case is prepared.
- 3.17 The benefits of the outdoors are known to be central to active lifestyles, wellbeing, and mental health and although the current situation is a significant challenge, our skilled and passionate workforce have the ability to respond and adapt.
- 3.18 In order to achieve this the Hilston Site would need to remain closed pending the upturn in confidence and the market. However, with the amount of competition in the market and trend analysis it is questionable as to whether MonLife will be able to operate two centres long term without a continuing subsidy. A longer term solution may be to operate at one site only.

## **Staffing Consequences**

- 3.19 The service currently employ 19 staff (15.04 FTE). The end of the furlough period (end of October 2020) will see these staff return to work, if sites remain closed staff would need to be temporarily redeployed to other areas of MonLife or the remainder of the Authority to support vacancies, annual leave and sickness. Initial discussions with the Site Co-ordinators have taken place and further consultation with staff will be undertaken. If demand does not increase sufficiently in early 2021 and there is a

continued need to operate at one site only then the future staffing structure will need to be reviewed.

## Other Consequences

- 3.20 Staffing costs and reduced running costs will still be incurred whilst the service is temporarily suspended. Assuming both sites remain closed until January 2021 with Hilston closed for the whole of 2020/21, anticipated lost income offset by some reduced costs are likely to be in the region of £446k (this is based on the assumption that government funding of furloughed staff will continue until the end of October). The budget for the year has been set at 100k, resulting in a potential over spending for the year of circa £350k.

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

- 4.1 There are no equality and sustainability implications arising from this report. The service will continue to be reviewed for both financial and practical reasons to ensure it is sustainable and continues to provide a quality service. By its very nature the service will continue to provide quality outdoor learning experiences, jobs and new skills and positive outcomes for all.

## 5. OPTIONS APPRAISAL

Option	Benefits	Risks
Do Nothing	<ul style="list-style-type: none"> <li>Continuation of Service</li> </ul>	<ul style="list-style-type: none"> <li>Deficit Increasing</li> <li>Deteriorating Assets</li> <li>Health and Safety (other providers are experiencing difficulties such as fire risk assessments)</li> <li>Accessibility issues</li> </ul>
Operate at One Site	<ul style="list-style-type: none"> <li>Reduced Subsidy</li> <li>Extend provision to supply services to other parts of the Council which are currently provided externally</li> <li>Quality provision which also aligns to policies about decarbonisation</li> </ul>	<ul style="list-style-type: none"> <li>Demand continues to reduce and more subsidy required</li> <li>Internal customers choose to outsource provision</li> </ul>

## **6. EVALUATION CRITERIA**

- 6.1 This will be evaluated through Delivery and Service Improvement Plans. Regular monthly meetings are held to review the marketing and sales action plans which captures data such as utilisation, and future occupancy rates. The regular monitoring of the service and its performance against budget will be reported through the standard budget monitoring report.

## **7 REASONS:**

- 7.1 To raise awareness of the issues facing the service and to operate at the Gilwern site until the market returns to “normal” and sites can operate more sustainably.
- 7.2 To suspend the use of Hilston Park as an Outdoor Adventure Residential Centre pending market improvements and increased demand.

## **8 RESOURCE IMPLICATIONS:**

- 8.1 The budgeted subsidy for the service in 2020/21 is £100k. Current predictions, assuming that staff are furloughed until October 2020 and that no income will be received for the first nine months of the year is an overspend of £350k. Whilst work is ongoing to reduce costs and seek new markets to increase occupancy, it will not be possible to deliver the service within budget in 2020/21. This deficit should be reduced further through the potential recovery of income loss shortfalls from Welsh Government.
- 8.2 The Gilwern site may require some updating to separate sections/ rooms within buildings so that they can host multiple groups thereby increasing potential occupancy. This may require additional capital funding. Due to the pandemic and site closure, costs have yet to be identified.

## **9 CONSULTEES:**

Cabinet Members  
SLT  
Service area staff

## **10 BACKGROUND PAPERS:**

Appendix 1 – Outdoor Adventure Action Plan  
Appendix 2 – Additional Groups utilising Centres  
Appendix 3 - Equality and Future Generations

## **11 AUTHOR:**

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## Appendix 1 - Outdoor Adventure Service – Action Plan

No	Action	Already Done (October - February 2020)	Short Term Action Points
Action 1	Completion of the primary school database covering MCC and surrounding LA footprint. To include capturing a range of information from basic contact details to their purchasing of outdoor education services (from you, from others). Try and capture what are their different reasons for engaging with outdoor services – for learning and development, or adventure etc. Know which schools get PDG funding (see Appendix A). The database should be a shared resource, with joint responsibility across both sites for its regular updating.	* All schools marketing list created - separate tab for each local LA. Monmouthshire schools have a separate contacts list and booking tracker. All schools in Monmouthshire & BG contacted re their bookings and for any schools that don't use us - why not?	<ul style="list-style-type: none"> <li>Central Shared Place for all Documents determined and all officers aware</li> <li>Schools list for Gwent Area to be provided showing name of each school, contact name and number – indicate which schools have not be contacted</li> <li>Provide list of all users over the last two years (to include numbers / number of FSM children)</li> <li>Provide list of reasons why schools had chosen not to rebook</li> <li>Contact all bookings for summer term to discuss rebooking / deposit return etc. Cancellation tracker created and saved in SharePoint to track all contact that has been made with schools and to issue refunds where requested.</li> <li>Map and agree future booking process and develop the Clarity system</li> </ul>
Action 2	Use the database to identify your current account and future prospectus. The immediate focus must be to retain those schools who engage with the service, exploring how the service can remove any barriers that put at risk their business. If feasible, make these changes. Identify a prospectus pipeline and plan for how and when to engage so as to maximise the opportunity of securing new business.	* Data has been captured to identify how many schools from each local authority use us and how many don't. This enables us to see where the retention of schools is essential and growth for new business is needed	<ul style="list-style-type: none"> <li>Draft Brochure sent round brochure for comments</li> <li>Final pictures sent 27/05/2020 and once agreed photo consent will be confirmed.</li> <li>For each reason given for not using the service – identify barriers and suggest options to help to remove / overcome them?</li> <li>Prepare list of potential schools / other clients outside of Gwent area etc.</li> <li>As with Action 1 schools categorised as: currently booked , booked within the last 2 years and booked historically with us</li> </ul>

## Appendix 1 - Outdoor Adventure Service – Action Plan

No	Action	Already Done (October - February 2020)	Short Term Action Points
Action 3	Actively engage with local provider networks, the South Wales Outdoor Activity Providers Group (SWOAPG). This is a representative organisation for all providers of Outdoor Adventurous Activities in the South Wales and Brecon Beacons area. With over 60 profit /not-for-profit outdoor operators involved, for a modest annual fee (circa £75) the service can network, understand best practice and be alert to market changes and developments.		<ul style="list-style-type: none"> <li>• Provide list of local networks, contact details and any membership fee – outline potential benefits from each group to the service</li> <li>• SWOAPG Full corporate membership £78 is recommended for all Providers who wish to fully support SWOAPG's work and is essential for all Providers operating gorge-walking.</li> <li>• AHOEC membership £120 GOLD standard badge</li> </ul>
Action 4	Investigate a range of professional bodies and become a member of that organisation which will help the service be better prepared to respond to and take advantage of changes in the sector.		<ul style="list-style-type: none"> <li>• Provide list of potential professional bodies that we could become members of - description, contact details and any membership fee – outline potential benefits from each organisation to the service</li> <li>• BC / Canoe Wales £800 approx. approved centre / we can run accredited courses</li> <li>• IOL £263 level 2 for organisations with 6-20 FTE staff. Includes 5 FREE job adverts per year, unlimited event listings and access to IOL Course Accreditation.</li> </ul>
Action 5	Investigate the feasibility of Gilwern becoming an integrated hub for children and young people's services, offering affordable services to address key priorities.	<p>*3 pilot programmes have been delivered engaging with children and young people in both Primary and Secondary Education. Programmes have been delivered working in partnership with MonLife colleagues across services utilising individual skill sets to maximise the individual's experience.</p> <p>* Conversations have taken place with colleagues in Sport</p>	<ul style="list-style-type: none"> <li>• Provide full descriptions of the pilot programmes – identify resources used, income raised and outcomes achieved (stories to be provided for future use)</li> <li>• Provide descriptions of potential alternative education offers</li> <li>• Provide narrative of any discussions with other areas of MCC (e.g. Social Services, Housing). Provide detail on the ALN programmes and discussions and work with OE so far</li> </ul>

## Appendix 1 - Outdoor Adventure Service – Action Plan

No	Action	Already Done (October - February 2020)	Short Term Action Points
		Development around growing an alternative education offer using statutory services to refer young people in a funded capacity, Gilwern will be an integral part of this offer.	
Action 6	Create a whole school offer, from year 3 to 6, that maps a learner journey showing progression and development. Then incentivise schools so this reinforces the service's role as a key partner, building on its USPs – high quality learning; trusted provider; strong partnership between the school, the pupils and the centre staff; etc.	* Development of the new MonLife Outdoor brochure started and work began on linking in with learning outcomes and creating an offer that fits in with the current education requirements.	<ul style="list-style-type: none"> <li>• Provide final booking form – review and reefer any comments back</li> <li>• Confirm with safe guarding details and T&amp;C's</li> <li>• Draft out potential learning journey for year 3 – 6 which may involve liaising with Education and other MonLife colleagues</li> <li>• Ongoing work and awaiting Learning Managers input</li> <li>• Research curriculum reform and assess impact on product that we offer</li> </ul>
Action 7	Review activities on offer to ensure the service continues to major on things that schools cannot do, maximising the local environment to do them in. To include reviews for off-site activity to ensure venues selected remain adventurous and exciting. Provide schools with a range of self-guided activities they can do in the evenings, with the option of having evening activities provided if required.		<ul style="list-style-type: none"> <li>• Provide list and description of all products we offer – both to schools and other clients. Make reference to the corporate price list. If no price is available, add it to the corporate price list TBC</li> <li>• Identify list of products we could offer as evening activities to schools. As above</li> <li>• Identify wider MonLife staff who may be able to contribute to evening activities</li> </ul>
Action 8	Review the primary offers so provision addresses Curriculum 2022, 'wrapping it up in a bow' to make it easy for schools to see how what you offer is of direct benefit to them. Do the creative thinking for them, piloting your work as you progress.	* As above - preparing content for the new brochure	<ul style="list-style-type: none"> <li>• As 7 (research).</li> <li>• Further discussion with youth and community team, and MonLife learning. Suggestion to make contact with CYP once ideas are confirmed.</li> <li>• Other areas to consider are the learning out comes for English based schools, FE and groups. Share experiences with learning group.</li> </ul>

## Appendix 1 - Outdoor Adventure Service – Action Plan

No	Action	Already Done (October - February 2020)	Short Term Action Points
			<ul style="list-style-type: none"> <li>Gilwern had a GCSE geography residential and Hilston had a college Public Service residential and both to be developed and new schools / colleges identified</li> </ul>
Action 9	Use the service's insight to pilot new primary school offers. For example, a collect-and-return adventure day for schools from schools, eliminating the school's transport costs and maximising the delivery time.	* We previously tried this with a Monmouthshire school however the distance travelled and resources needed demonstrated this was not a realistic offer to develop across the county.	<ul style="list-style-type: none"> <li>Review details of previous pilots so that we can establish financial contribution to the service.</li> <li>Potential to engage with MCC transport. Long term to follow up.</li> <li>Dewstow model as an example of how it can work locally with our minibuses</li> </ul>
Action 10	Explore how the service might commission others to undertake a study of its alumni to evidence the benefits of engagement (drawing on the Brathay Trust example). There are other sources from which to draw (see below). Undertake this work if possible. To source a broad range of impact statement from schools.	* We currently use an online feedback system that every visiting school gets a link to at the end of their trip.	<ul style="list-style-type: none"> <li>Provide previous feedback analysis for assessment</li> <li>Capture the feedback, case studies and testimonials we require as part of the MonLife performance and evaluation framework as set in the new KPI set</li> <li>Once residential visits commence the completion of the feedback system will be an evening activity with iPad on site.</li> </ul>
Action 11	Consider the products offered by other operators that appeal to a secondary school market and use your local insight to pilot products that appeals to this target group. For example, helping them to transition between primary and secondary or relieving stress at exam time.	* Contact has been made with the Secondary Schools in Monmouthshire to find out why they no longer use us.	<ul style="list-style-type: none"> <li>Provide list and details of current offer for Secondary Schools</li> <li>Research and prepare a list of products offered by other operators for secondary schools</li> <li>Link to Action point 8.</li> <li>Capitalise on DofE product – target MCC secondary schools with OE product and opportunities.</li> <li>Re-engage GCSE/A level activity intensive courses.</li> <li>Identify new DOE markets for the 21/22 season</li> </ul>
Action 12	Build on the service's connections with the sport development function and develop its holiday programme, working to maximise the opportunities presented by sport climbing featuring in Tokyo 2020.	* TMG Outdoor Adventure Days launched in early 2019 with approx. 150 attendances and £5000 income generated. * The original offer was aimed at	<ul style="list-style-type: none"> <li>Full appraisal of TMG outdoor Adventure Days – resources used / staff time etc. to be gathered</li> <li>Research accreditation schemes for young people</li> <li>Refer and review for corporate price list</li> <li>Confirm plans regarding TMG and COVID 19 for the</li> </ul>

## Appendix 1 - Outdoor Adventure Service – Action Plan

No	Action	Already Done (October - February 2020)	Short Term Action Points
		Secondary school age but we had limited success so we changed the target audience to 8 - 12 years and saw numbers increase significantly as a result.	rest of the 20/21
Action 13	Set clear parameters on acceptability, feasibility and viability for special events/one-off bookings, with an agreed approval process.	* Previously we have accepted many one off bookings without much thought.	<ul style="list-style-type: none"> <li>Determine principles for taking one off booking</li> </ul>
Action 14	<p>Develop a simple operational dashboard that can be used to record, track and measure performance. To discuss and agree this as a group, choosing metrics that will help the service track things that are of value to its long-term viability. This might include:</p> <ul style="list-style-type: none"> <li>Throughput figures: bookings by schools (per LA footprint), user days, and user numbers.</li> <li>Utilisation: room occupancy (set baseline and then track actuals).</li> <li>Forward order book position (value of future business secured at any point in time).</li> <li>Financials: income / cost ratio, payroll costs as a % of revenue; subsidy per user.</li> </ul>	<p>* A booking spreadsheet has been created which shows user numbers per booking and also the amount of user days per booking.</p> <p>* All available spaces for hire have been identified at Gilwern.</p> <p>* On the spreadsheet we calculate an estimated value of each booking so that we can have a running financial position.</p>	<ul style="list-style-type: none"> <li>Provide booking spreadsheet for 18-19 and 19-20</li> <li>Review use of Clarity for identification of key usage data – initially assess what is needed for the service prior to exploring the options.</li> <li>Options of booking instructors and activity bases with the correct ratios?</li> <li>Review us of 1-31 process (digital equivalent)</li> <li>Research and compile list of competitors for room hire/ bunk house / b&amp;b</li> </ul>
Action 15	Present the headline financials in a P and L format, with the subsidy / balancing line clearly identified. Ensure the income lines are of sufficient detail that the different income categories can be recorded and tracked. Share this with teams and discuss the implications.		<ul style="list-style-type: none"> <li>Financial training for site co-ordinators</li> <li>Review use of coding and set up any new requirements</li> <li>Design Reports</li> </ul>
Action 16	Profile the budget to identify trends in income and spend and highlight downtime and pinch points.		<ul style="list-style-type: none"> <li>Reprofile budget based on previous trends</li> </ul>

## Appendix 1 - Outdoor Adventure Service – Action Plan

No	Action	Already Done (October - February 2020)	Short Term Action Points
Action 17	Start the process of identifying fixed and variable costs and the minimum volume and type of business that needs to be generated to move towards breakeven.		<ul style="list-style-type: none"> <li>Action once points 15 &amp; 16 done</li> </ul>
Action 18	Start the process of identifying returns from each product so there is an improved appreciation of what loss leaders are and where surpluses are generated. Use this information to then make decisions on what to retain, what to withdraw/ scale back and where you should scale.		<ul style="list-style-type: none"> <li>Identify full list of products provided</li> <li>Add to corporate price list</li> </ul>
Action 19	Consider how to encourage better collaboration between the sites, sharing resources, reviewing performance, managing risk, creating a collective responsibility of purpose, and celebrating success.	<p>* New procedures and programmes have been implemented in both sites - such as Clarity, booking spreadsheet and all school marketing list.</p> <p>* There is now a consistency with pricing, booking procedures, invoicing and all other admin tasks.</p>	<ul style="list-style-type: none"> <li>Make sure both sites are using same administration process</li> <li>This is happening and will increase with the new clarity updates and staff training</li> </ul>
Action 20	Ensure that the site co-ordinators are educating, discussing and debating with their teams their collective responsibility for business change, being clear on the implications of not delivering budget.		<ul style="list-style-type: none"> <li>N/a – when site is operational again</li> </ul>
Action 21	Explore the merit in undertaking validation of the quality of your service delivery. This should test the full range of service and include customer care / safety management, facilities (including minibuses) and leadership and management. The obvious choice is the AHOEC Gold Standard but there may be others. Successful Gold Standard		<ul style="list-style-type: none"> <li>Review existing accreditations and ensure that we are using tier accreditation marks</li> <li>Research other external accreditations that would benefit the service – draw up a list and explain what we would need to do to achieve it</li> <li>There are changes with organisations providing LoTc and Adventure Mark in Jan 2021 And AALA has</li> </ul>

## Appendix 1 - Outdoor Adventure Service – Action Plan

No	Action	Already Done (October - February 2020)	Short Term Action Points
	accreditation automatically entitles the provider to the Learning Outside the Classroom Quality Badge and Adventure Mark accreditations on payment of a further nominal fee.		been retendered and is now run by Adventure – Risk Management Services (Adv-RMS)
Action 22	The website needs an overhaul, using content that engages and excites the user with a view of turning 'lookers into bookers'. While GOES staff can provide the copy, there is a need to secure the services for a period of a marketing post (a short-term contract role) to undertake this work.	<p>www.monlife.co.uk was launched in January 2020.</p> <p>* All of our current images are being sorted through to find the best ones for the new page.</p> <p>* The content of the webpage is being updated.</p> <p>* An e-brochure is currently being developed and also a new booking form.</p>	<ul style="list-style-type: none"> <li>Review the current pages of the MonLife website and provide content to update to describe services we offer / relevant pictures / stories etc.</li> </ul>
Action 23	Using a marketing specialist, complete a brand asset register and ensure there is an implementation plan for the rebrand roll out across the service, to include everything from vehicle livery, to clothing and quotation templates.	<p>* Brand guidelines have been established and have been rolled out across MonLife Services.</p> <p>* All staff have been issued with branded uniform.</p> <p>* Both the website and e-brochure will have consistent branding and allow cross advertising between MonLife services.</p> <p>* New letterhead, email signatures and booking forms are now also consistent with the brand.</p>	<ul style="list-style-type: none"> <li>Check that guidelines are being adhered to</li> <li>Check all methods of communication to ensure correct brand</li> <li>Identify any additional costs of compliance</li> </ul>

## Appendix 1 - Outdoor Adventure Service – Action Plan

No	Action	Already Done (October - February 2020)	Short Term Action Points
Action 24	Improve communications with your customer base, both in advance of their arrival and after they leave. Use the MonLife newsletter to reach new audiences by profiling non-term opportunities activities.		<ul style="list-style-type: none"> <li>Document the new process for dealing with pre-arrival and follow up post</li> <li>Explore option of iPad usage to gather data on site from users</li> <li>Work with Marketing Manager on what information is required to feed in to the MonLife newsletter</li> </ul>
Action 25	Move away from the summer-term annual mail out to schools (as adopted by Hilston Park) and adopt the process used at Gilwern, with schools being able to sign up for their return visit whilst they are at or shortly after leaving their residential. Such an approach will reward those who commit and give schools time to work with parents to utilise payment plans.	<ul style="list-style-type: none"> <li>* Booking forms have been made available for schools to complete for the following year whilst at site / take away with them to complete and then return.</li> <li>* A follow up email is then sent to confirm the booking.</li> </ul>	<ul style="list-style-type: none"> <li>Process has already changed – map the stages of the new process so that all fully understand it</li> </ul>
Action 26	Delegate fully the responsibility for responding to the central email contact point to the administration team, agreeing a process of tracking progress so the status of the enquiry can be easily understood at any point.	<ul style="list-style-type: none"> <li>* A new email address has been created which the site co-ordinators, the admin staff and leisure services manager has access to.</li> </ul>	<ul style="list-style-type: none"> <li>New email address being used. Map process so all staff understand</li> <li>Establish a tracking process to ensure all queries are dealt with</li> <li>Review the new booking form and make changes so that it is more suited to the service</li> <li>Form now reviewed the booking form and will submit a revised version for approval</li> </ul>
Action 27	Ensure the highest standards of safeguarding are maintained at all times. It is particularly important to ensure children's accommodation remains secure which may require installation of some form of access control system.	<ul style="list-style-type: none"> <li>* Completing quarterly SAFE's to ensure a clear policy and procedure is in place.</li> <li>* Staff are aware of the DSL and know how to report any concerns.</li> <li>* All staff are trained in Safeguarding and this is monitored centrally</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>

## Appendix 1 - Outdoor Adventure Service – Action Plan

No	Action	Already Done (October - February 2020)	Short Term Action Points
Action 28	Outdoor service provision has a strong connection locally, with an alumni in excess of 150,000 users over the 40+ years of operation. There is merit in developing a ‘friends of’ group, exploring the work of charity ‘Friends of Plas Dolly-Moch’ which supports the work of Coventry’s Outdoor Education Residential Centre. Such a group could support the continued work of the centres, promote the services provided, create links to other relevant groups and organisations and, importantly, raise funds. This could unlock donors and start to explore other forms of social investment funding.		<ul style="list-style-type: none"> <li>On hold at the moment</li> </ul>
Action 29	Investigate opportunities to partner with organisations and to apply for grants and contracts that aim to tackle issues that the centres are well positioned to address, for example, social isolation and loneliness. Use your insight and impact to diversify income sources, locking into local agendas and key corporate priorities as overviewed in section 3. This action needs to be undertaken in tandem with actions detailed in section 7, longer term thinking.		<ul style="list-style-type: none"> <li>On hold at the moment</li> </ul>
Action 30	Explore opportunities to provide services for those seeking to withdraw from outdoor education service provision. This could be on behalf of those already operating locally or those providing services elsewhere that are looking for innovative solutions for their withdrawal from direct provision. Either options should secure a long-term provider agreement. This action needs to be undertaken in tandem with actions detailed		<ul style="list-style-type: none"> <li>On hold at the moment</li> <li>Continue to gather market intelligence about other operators</li> </ul>

## Appendix 1 - Outdoor Adventure Service – Action Plan

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No	Action	Already Done (October - February 2020)	Short Term Action Points
	in section 7, longer term thinking.		

## Appendix 1 - Outdoor Adventure Service – Action Plan

### Quick Wins Section

No	Quick Win	Agreed Action Points
Action 1	Having a clear line on responsibility for approval and sign-off of one-off activities is key.	Confirm levels of authority / responsibility and sign off
Action 2	Delivering efficiencies and generating additional facility revenue; improving returns from your facility asset base; improved income by adjustments pricing for commercial and private lettings; improved sales by improved marketing.	<ul style="list-style-type: none"> <li>• Understand current cost base and drivers and identify potential savings</li> <li>• Review current charges in relation to commercial and private lettings</li> <li>• Develop marketing plan and strategy for when we re-open</li> </ul>
Action 3	In terms of staff-related costs, there are savings to be made associated with the imminent departure of the Head of the Outdoor Service. There may be scope to reduce the administration costs when the current administrator at Gilwern switches roles at Christmas. Whilst it is important to retain a level of administration capacity, the current allowance seems high.	<ul style="list-style-type: none"> <li>• Provide details of all work/ processes that are undertaken by admin team in order to establish if there are any potential savings to be made.</li> <li>• Following the service restructure staff regularly work across both sites.</li> </ul>
Action 4	Robust instructor/leader staff scheduling is key, with the amount of non-delivery contact time minimised and outputs scrutinised. The fluctuations in occupancy rates would indicate there are savings to be made. Sharing staff resource across the two sites should continue and be extended wherever possible to minimise use of freelancers in all but exceptionally busy periods. Staffing levels need to be set based on the current, not projected, level of business. Given the booking flows, this should be relatively straight forward to predict, with consideration given to a move to annualised contracts to build in maximum flexibility to deploy staff as the service dictates	On hold
Action 5	Carrying two site co-ordinators with an 80:20 management: delivery allocation should be reviewed to ensure this remains affordable. Initial indications are that the site coordinator at Hilston Park could move to a more balanced management: delivery mix.	<ul style="list-style-type: none"> <li>• Evaluate what the ration should be – establish what tasks are needed to be done by “management”</li> <li>• Conformation required follow the service restructure</li> </ul>

## Appendix 1 - Outdoor Adventure Service – Action Plan

Action 6	Efficiencies could be delivered through procurement gains. Using the services of specialist procurement businesses (for example, in the area of food and beverage) will drive down further operating costs as well as providing service enhancements (for example, producing list of allergens for each menu provided). Using specialists to deliver procurement efficiency savings will ensure the site co-ordinators are not diverted to address areas that are not their areas of expertise.	<ul style="list-style-type: none"> <li>• Negotiations with suppliers on hold until reopening</li> <li>• In recovery plan, continue to develop plans around catering provision and menus</li> <li>• Identify any staff training needs</li> </ul>
Action 7	Priced correctly, with any increased service charges offset met from the existing operating costs, improved facility revenue should be generated	On hold
Action 8	The Hilston Park Lodge is in an idyllic setting. A previous decision was made to configure the property as overflow centre accommodation, with the option for rental for small groups. This undervalues the asset. To maximise the potential income from the dwelling, it is recommended the Lodge is converted to service either a holiday booking, capitalising on the uplift in tourism, or short-term unfurnished residential rental.	<ul style="list-style-type: none"> <li>• Devise protocol on usage of building with suggested charge rates. Will need to be compared with market rates.</li> <li>• Holiday letting is not viable to due insurance MCC restrictions.</li> <li>• Group Accommodation booking services have been terminated 01/04/2020</li> </ul>
Action 9	The main house at Hilston Park is currently available for hire via the third-party website <a href="http://www.groupaccommodation.com">www.groupaccommodation.com</a> . The main section of the Hilston Park website refers to self-catering accommodation for the Lodge but not the main house. Market analysis shows there is limited stock within the locality for larger group bookings, with only a handful of sites available that can accommodate more than 30 people. There is a need to refresh the imagery and narrative on the web page, with content that better resonates with the target audience. Indicative pricing should be provided for both catered and non-catered hirer, with adventure activities an optional extra.	<ul style="list-style-type: none"> <li>• Devise protocol on usage of building with suggested charge rates (as in action 8)</li> <li>• Market analysis and web page development for this product on hold</li> <li>• As above</li> </ul>
Action 10	Ensure that the Council's events team are aware of the opportunity for rental of the camping field at Gilwern.	<ul style="list-style-type: none"> <li>• Events team no longer exists</li> <li>• Plan to ensure site is ready for camping – identify works / costs</li> <li>• Engage with Marketing Manager re marketing etc.</li> </ul>

## Appendix 1 - Outdoor Adventure Service – Action Plan

Action 11	Charges for the academic year (not financial) are exceptionally low, with illustrative prices ranging for £3 for a breakfast, £70 for the conference room hire that includes refreshments and £110 per day to access the hire ropes course (providing organisations have their own insurance and staff are suitably inducted).	<ul style="list-style-type: none"> <li>• Market analysis required of rates from other providers but also of room hire etc.</li> <li>• Provide Marketing Manager with list of products to enable comparisons</li> <li>• Following the floods 02/20 work is needed to recover the camping area.</li> <li>• SL to get fencing quotes</li> </ul>
Action 12	Having an improved understanding of the cost base, with a pricing policy that aims to maximise revenue, not simply cover costs, will ensure prices are better attuned to the market. Use by commercial operators of the site in particular needs review given the client listing of some of these users.	<ul style="list-style-type: none"> <li>• Finance Manager to provide 19/20 cost base so team can understand cost drivers etc. (other providers pricing in action 11)</li> </ul>
Action 13	The initial focus needs to be on improved marketing for those parts of the business most likely to return a positive net contribution to the core operating costs. This also needs to be focused on third party websites that will probably have higher levels of user traffic. For example, the Visit Monmouthshire website ( <a href="https://www.visitmonmouthshire.com/">https://www.visitmonmouthshire.com/</a> ) has reference to Hilston Park but only in relation to adventure activities, not featuring on its conferences and meetings listing. It would be a relatively simple and inexpensive task to undertake a review of all such sites and provide them with good copy to improve sales via third party channels.	<ul style="list-style-type: none"> <li>• On hold</li> </ul>

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## **Appendix 2.**

### **Additional Groups utilising the Centres**

- Quest Busters Children's Wellbeing Project (8-17 with diagnosed additional needs) were successful in a Comic Relief bid for accessible activities in 2020 including 4 family days and accessible climbing at Gilwern.
- Building Bridges Project (14- 25 with additional needs) had day visits and a residential booked.
- 21 Plus (Down syndrome charity) had summer sessions planned.
- Discussions with MCC Children with Disabilities Team for 2020 program following using the service in 2019
- Ready Steady Go had secured funding for a residential for children with Autism.
- Positive Future Groups (Sports development / Youth Service collaboration) for
  - Abergavenny Primary Cluster - Funded by Home Office Early Intervention Money – Round 1
  - KHS - Funded by Home Office Early Intervention Money – Round 2
  - Monmouth School - Funded by ABUHB Gwent Community Psychology Team.
- For 2020-21 planning to reengage all the disability groups, especially with the new off-road chair. For Positive Futures the service is hoping to utilise outdoor adventure for the RE-ENGAGE Alternative Education Programme (SLA currently being written with MCC ALN and Social Services).
- Individual referrals for this programme will be referred from MCC multi agency early intervention and prevention panel. Some examples used through lockdown have included 'teams 1:1 and home exercise sessions, weekly live class delivered by instructor.
- National Deaf Children's Society (NDCS) for summer residential.
- Youth groups from Torfaen / Blaenau Gwent / MCC
- Rugby clubs booked for weekend residential.
- Adventure days during the holidays as part of the TMG brand (Monmouthshire Games)

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## Appendix 3 : Equality and Future Generations

<b>Name of the Officer</b> Ian Saunders  <b>Phone no:</b> : 07876545793 <b>E-mail:</b> <a href="mailto:iansaunders@monmouthshire.gov.uk">iansaunders@monmouthshire.gov.uk</a>	<b>OUTDOOR EDUCATION – SERVICE UPDATE</b>
<b>Name of Service area – MonLife</b>	<b>Date</b> 1 <sup>st</sup> June 2020

1. 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.

<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected Characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Age	The service will continue and adapt its delivery to work towards meeting the need of our customers, predominantly school based children and young people.	Neutral	There has been an effort by the outdoor team to ensure suitable and sufficient provision, and preparation to be able to deliver future need, under the current circumstances.
Disability	The service will continue to allow people of all abilities to enjoy the local outdoor environment. Where applicable differentiate programmes and activities.	Neutral	There is work underway to improve the disability access to services at the Gilwern site. And increase adaptable measure and equipment.

<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected Characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Gender reassignment	Neutral	Neutral	
Marriage or civil partnership	Neutral	Neutral	
Pregnancy or maternity	Neutral	Neutral	
Race	Neutral	Neutral	
Religion or Belief	Neutral	Neutral	
Sex	Neutral	Neutral	
Sexual Orientation	Neutral	Neutral	
Welsh Language	Neutral	Neutral	
Poverty	To improve the food offer, ensuring all visitors enjoy a healthy nutritious meal and align with Government healthy eating standards.	Neutral	To align to Monmouthshire Healthy School programme in a residential setting.





**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.	Neutral	The service has continued to provide quality outdoor learning experiences – they will continue to deliver this and look at ensuring the facilities and activities they run deliver positive outcomes.
<b>A healthier Wales</b> People’s physical and mental wellbeing is maximized and health impacts are Understood.	Neutral - By the nature of the service it aims to give people skills and education to embrace the outdoors and participate in activity.	The team have continued to deliver great outcomes and evaluation forms from users groups. Further analysis of the feedback process will be undertaken, including a measure for increasing the number of participants who complete the survey.
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change).	Neutral	Look at further opportunities to reduce transport, where there are shorter journeys. Engage in schemes where there is potential to upgrade the current vehicles to be more efficient i.e hybrid or electric.
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected.	Neutral - the service continues to deliver excellent, safe residential sessions and activities to those networks.	The team continue to keep open clear lines of communication with visiting staff and head teachers to organise their bespoke visit. More work is being undertaken to align the delivery of the outdoor experience to the successful futures curriculum and children and young people’s wellbeing.

<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A globally responsible Wales</b> Taking account of impact on global wellbeing when considering local social, economic and environmental wellbeing.	The service will continue to provide opportunities - it is keen to ensure it is attractive, relevant and affordable. The cost of delivering the service has always been a challenge and how to ensure all pupils have an opportunity to attend a concern.	Costs and opportunities will be regularly reviewed and other markets explored.  The development of a future whole school outdoor activities programme targeting more children and young people, in place of visiting the centres, once in Primary school.
<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.	Neutral - The service will continue to provide activities and sessions predominantly at Gilwern, however Hilston would be accessible for individual activities, i.e archery, and making use of the space and features within the grounds.	The service by design maximizes the beautiful rich countryside and natural landscape in Wales. To connect children and communities and provide learning, sport and outdoor experiences are positive across the two sites and surrounding countryside. Bespoke programmes developed to encourage more children, young people and families, including half/full days and the potential for award schemes.
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances.	Neutral - there is still a service in place for all to access.	Actively marketing the service and making the products available attracted to all. More recent examples has included specific targeted groups including social services interventions and bespoke disability sessions.

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

<b>Sustainable Development Principle</b>	<b>Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.</b>	<b>Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
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 <p>Long Term</p>	<p>Balancing short term need with long term and planning for the future</p>	<p>The service in its format needs review for both financial and practical reasons. The service needs to be more sustainable and keep providing a quality service across its sites.</p>	<p>Service is working to ensure sustainability and opportunities for all.</p>
 <p>Collaboration</p>	<p>Working together with other partners to deliver objectives</p>	<p>It is hoped that the service continues to deliver excellent, safe residential sessions and activities to those networks.</p>	<p>Seek to maintain relationships with Head teachers and Schools and other key stakeholders. Additionally, work is underway to actively target, and support social services, ALN and other MCC services.</p>
 <p>Involvement</p>	<p>Involving those with an interest and seeking their views</p>	<p>Schools still send schools into the service but have accepted that the service needs to increase charges to become more sustainable.</p>	<p>A full audit, and appraisal of service delivery will have to be undertaken with all stakeholders, to ensure the service can deliver under the current difficult circumstances. And more importantly demonstrate that outdoor activities adds value, is important and can be delivered safe and sustainable.</p>
 <p>Prevention</p>	<p>Putting resources into preventing problems occurring or getting worse</p>	<p>The commitment for the service from MonLife is to ensure key posts are filled, a new marketing campaign and to drive new markets and opportunities to ensure the service is sustained and grows from its current financial pressures.</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>Considering impact on all wellbeing goals together and on other bodies</p>	<p>Service is embedded in MonLife which is targeted on preventative services and health and well-being.</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	<p>The service will give opportunities to all, giving people the best start in life and support them throughout their lives to lead a healthy and active lifestyle. It will look to close the gap and improve access to services across Monmouthshire.</p>	n/a	<p>We will continue to work closely with our partners to ensure we better understand the needs and engage closely with our users / non-users.</p>
Safeguarding	<p>We will ensure safeguarding is at the forefront of all plans with the relevant documentation, systems and procedures and levels of training in place for all staff relevant to the role consistently across the board.</p>	n/a	<p>We will continue to prioritise our safeguarding measures, reflect on current practice and continue to train staff to the appropriate levels.</p>

Corporate Parenting	We will continue to work with our partners to assist in any way we can and add value to the current provisions.	n/a	We will continue to have representation for this area at all team meetings and continuously monitor and review all systems and procedures mentioned above to ensure we are providing as safe an environment for all of our customers as possible. We actively encourage all staff to be vigilant and report any instances they feel appropriate and have procedures in place for this.
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**5. What evidence and data has informed the development of your proposal?**

- • Current Service Improvement Plans.
- Review of outdoor education completed in 2019 and further discussion from this review.

There have been team meetings to discuss income pipelines for future opportunities across the service. Several budget meetings have occurred over the period where the service has looked to review its operation with regard to efficiency and income generation. The current situation has resulted in the outdoor service being suspended, and no clear information on returning in its current capacity.

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

The service needs review for both financial and practical reasons to ensure it is sustainable and continues to provide a quality outdoor service. By its very nature the service has continued to provide quality outdoor learning experiences, jobs and new skills – the service will continue to deliver this whilst ensuring the facilities and activities deliver positive outcomes for all.

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

Continue working on action plan for bookings and logistics	Monthly	Outdoor Activities and MonLife SLT.
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**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.

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

**SUBJECT: REVENUE & CAPITAL MONITORING 2020/21  
FORECAST OUTTURN STATEMENT – MONTH 2**

**MEETING: CABINET**  
**DATE: 29<sup>TH</sup> JULY**  
**DIVISION/WARDS AFFECTED: ALL**

**1. PURPOSE:**

- 1.1 To provide Members with an 'early year' forecast of the revenue and capital outturn position for the current financial year. The forecast is heavily caveated given current lack of clarity from Welsh Government on compensating payments to recognise the financial impact of COVID-19 on the Council.
- 1.2 To provide an update on the financial impact of COVID-19 on the Council and to outline the timetable for a budget recovery plan to be developed.

**2. RECOMMENDATIONS:**

- 2.1 Cabinet recognise a net revenue forecast deficit of £10.37m with some £6.83 million of this directly associated with the extraordinary financial pressures attached to COVID-19.
- 2.2 Cabinet continue to make strong representations to Welsh Government for full reimbursement of £6.83 million leaving Council with a sum of £3.54 million to address as a true in-year pressure.
- 2.3 An in-year budget recovery plan to address the forecast overspend of £3.54 million is drawn up for Cabinet consideration in September.
- 2.4 Cabinet notes the extent of movements in reserve usage contained in appendix 1.
- 2.5 Cabinet agrees that the 2019/20 year-end one-off surplus of £1.8 million be set against this year's forecast pressure of £3.54 million leaving a residual sum of £1.74 million as a minimum to address by way of an in-year recovery plan.
- 2.6 In taking the approach set out in 2.5 above, Cabinet recognises the extraordinary nature of the current year and accepts that a further sum of £1.8 million will need to be found as part of the budget setting process for financial year 2021/22.
- 2.7 Cabinet considers the forecast capital outturn spend of £52.118m, introducing a £134k underspend, and the presumptions made around net financing consequences, as outlined in appendix 1.

- 2.8 Cabinet recognises that these numbers will have to be reconsidered in the event that Welsh Government falls short of expectation in compensating the Council or pressures such as pay award settlements are agreed at levels beyond our planning assumptions.

### 3. KEY ISSUES:

- 3.1 Since entering 2020 the Council has faced significant and unprecedented challenges notably the flood response and recovery resulting from Storms Ciara and Dennis in February 2020 and the subsequent COVID-19 pandemic and the impact of the lockdown restrictions that were put into effect on 23<sup>rd</sup> March 2020.
- 3.2 Each of these draws significantly on the Council's resources, both in terms capacity and finances and places an unprecedented strain on the Council. This is exhibited below in table 1 and 2 demonstrating an overspend forecast at year end of £10.37m.
- 3.3 This forecast comprises COVID-19 income losses of £5.71m and additional costs of £1.12m and non-COVID pressures of £3.54m. Non-COVID pressures have in part resulted from the implementation of budget savings proposals for 20/21 being delayed and a circa £300k pressure arising from the floods.
- 3.4 It is important to note that this presents a worst case scenario in that it does not take into account any of the Welsh Government funding anticipated to meet the additional costs of the COVID-19 emergency response or reimbursement of income losses that have equally resulted. The Council is calling for Welsh Government to reimburse all such COVID related costs and income losses.
- 3.5 The immediate focus for the Council whilst it awaits clarification on the level of compensating funding from Welsh Government is to manage the non-COVID pressures of £3.54m. The Council tactically generated headroom of £1.8m in its Council Fund balance as part of the outturn strategy for 2019/20.
- 3.6 If Welsh Government do in fact fully reimburse all COVID related costs and income losses the Council will have to find £1.74m in the current year through a combination of additional savings and any further utilisation of reserves deemed necessary. However, this would still leave the Council with a very challenging outlook for 2021/22 and over the medium term.

### 3.7 Overall Revenue Position

**Table 1: Council Fund 2020/21 Outturn Forecast Summary Statement at Month 2**

Service Area	Original Budget 2020/21	Budget Adjustments Months 1-2	Revised Annual Budget	Forecast Outturn	Forecast (Under) / Over Spend @ M2
	'000's	'000's	'000's	'000's	'000's
<b>Social Care, Health &amp; Safeguarding</b>	50,685	(182)	50,503	52,133	1,630

Children & Young People	55,539	(658)	54,881	54,965	84
Enterprise	24,132	47	24,179	30,128	5,949
Chief Executives Unit	4,745	4	4,749	4,936	187
Resources	7,746	41	7,787	8,569	782
Corporate Costs & Levies	22,743	229	22,972	24,452	1,480
<b>Net Cost of Services</b>	<b>165,590</b>	<b>(519)</b>	<b>165,071</b>	<b>175,183</b>	<b>10,112</b>
<b>Appropriations</b>	<b>4,857</b>	<b>778</b>	<b>5,635</b>	<b>5,557</b>	<b>(78)</b>
<b>Expenditure to be Financed</b>	<b>170,447</b>	<b>259</b>	<b>170,706</b>	<b>180,740</b>	<b>10,034</b>
<b>Financing</b>	<b>(170,447)</b>	<b>(259)</b>	<b>(170,706)</b>	<b>(170,370)</b>	<b>336</b>
<b>Net General Fund (Surplus) / Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,370</b>	<b>10,370</b>

**Table 2: Council Fund 2020/21 Outturn Forecast Detailed Statement at Month 2**

Service Area	Original Budget 2020/21	Budget Adjustments Months 1-2	Revised Annual Budget	Forecast Outturn	Forecast (Under) / Over Spend @ M2
	'000's	'000's	'000's	'000's	'000's
Adult Services	7,877	(50)	7,827	7,851	24
Children Services	14,428	(80)	14,348	15,923	1,575
Community Care	24,434	35	24,469	24,406	(63)
Commissioning	1,483	(64)	1,419	1,301	(118)
Partnerships	436	(8)	428	428	0
Public Protection	1,481	(12)	1,469	1,680	211
Resources & Performance	546	(3)	543	544	1
<b>Social Care, Health &amp; Safeguarding</b>	<b>50,685</b>	<b>(182)</b>	<b>50,503</b>	<b>52,133</b>	<b>1,630</b>
Individual Schools Budget	47,420	(648)	46,772	46,772	0
Resources	1,234	(3)	1,231	1,268	37
Standards	6,885	(7)	6,878	6,925	47
<b>Children &amp; Young People</b>	<b>55,539</b>	<b>(658)</b>	<b>54,881</b>	<b>54,965</b>	<b>84</b>
Business Growth & Enterprise	1,918	(167)	1,751	1,781	30

Service Area	Original Budget 2020/21	Budget Adjustments Months 1-2	Revised Annual Budget	Forecast Outturn	Forecast (Under) / Over Spend @ M2
	'000's	'000's	'000's	'000's	'000's
Neighbourhood Services, Facilities & Fleet	16,698	(140)	16,558	19,369	2,811
Planning & Housing	1,951	272	2,223	3,234	1,011
Countryside & Culture (MonLife)	1,348	(8)	1,340	1,382	42
Finance & Business Development (MonLife)	1,507	116	1,623	1,505	(118)
Leisure, Youth & Outdoor Adventure (MonLife)	710	(26)	684	2,857	2,173
<b>Enterprise</b>	<b>24,132</b>	<b>47</b>	<b>24,179</b>	<b>30,128</b>	<b>5,949</b>
Legal & Land Charges	839	(6)	833	911	78
Governance, Democracy & Support	3,906	10	3,916	4,025	109
<b>Chief Executives Unit</b>	<b>4,745</b>	<b>4</b>	<b>4,749</b>	<b>4,936</b>	<b>187</b>
Finance	2,597	(52)	2,545	2,682	137
Information, Communication Technology	2,803	135	2,938	2,978	40
People	1,725	50	1,775	1,773	(2)
Future Monmouthshire	(46)	(25)	(71)	41	112
Commercial & Corporate Landlord	667	(67)	600	1,095	495
<b>Resources</b>	<b>7,746</b>	<b>41</b>	<b>7,787</b>	<b>8,569</b>	<b>782</b>
Precepts & Levies	20,379	1	20,380	20,382	2
Coroner's	117	0	117	140	23
Archives	182	0	182	182	0
Corporate Management	293	0	293	293	0
Non Distributed Costs (NDC)	492	0	492	600	108
Strategic Initiatives	(167)	228	61	1,361	1,300
Borrowing Cost Recoupment	0	0	0	0	0

Service Area	Original Budget 2020/21	Budget Adjustments Months 1-2	Revised Annual Budget	Forecast Outturn	Forecast (Under) / Over Spend @ M2
	'000's	'000's	'000's	'000's	'000's
Insurance	1,447	0	1,447	1,494	47
<b>Corporate Costs &amp; Levies</b>	<b>22,743</b>	<b>229</b>	<b>22,972</b>	<b>24,452</b>	<b>1,480</b>
<b>Net Cost of Services</b>	<b>165,590</b>	<b>(519)</b>	<b>165,071</b>	<b>175,183</b>	<b>10,112</b>
Fixed Asset Disposal Costs	19	46	65	65	0
Interest & Investment Income	(252)	0	(252)	(89)	163
Interest Payable & Similar Charges	4,020	26	4,046	3,920	(126)
Charges Required under Regulation	6,251	(76)	6,175	6,062	(113)
Other Investment Income	(1,152)	1,153	1	0	(1)
Borrowing Cost Recoupment	(3,426)	50	(3,376)	(3,376)	0
Contributions to Reserves	143	0	143	143	0
Contributions from reserves	(746)	(421)	(1,167)	(1,168)	(1)
<b>Appropriations</b>	<b>4,857</b>	<b>778</b>	<b>5,635</b>	<b>5,557</b>	<b>(78)</b>
<b>Expenditure to be Financed</b>	<b>170,447</b>	<b>259</b>	<b>170,706</b>	<b>180,740</b>	<b>10,034</b>
General Government Grants	(64,823)	0	(64,823)	(64,823)	0
Non Domestic Rates	(32,937)	0	(32,937)	(32,937)	0
Council tax	(79,572)	(259)	(79,831)	(79,831)	0
Council Tax Benefit Support	6,885	0	6,885	7,221	336
<b>Financing</b>	<b>(170,447)</b>	<b>(259)</b>	<b>(170,706)</b>	<b>(170,370)</b>	<b>336</b>
<b>Net General Fund (Surplus) / Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,370</b>	<b>10,370</b>

3.8 As the Council transitions from the response phase of the pandemic it is important that Cabinet is kept informed as impacts are being assessed.

3.9 Putting the Council's finances into context, pre COVID-19 pandemic, the Council had:

- Brought forward budget savings proposals for 2020/21 of £8.5m to manage budget pressures of £9.5m and alongside a disappointing Welsh Government settlement where the extent of pressures on services were not recognised;
- Benefitted from a significant one-off VAT receipt and flexible use of capital receipts to arrest a £3.76m net over spend against services in 2019/20; and
- Finalised its draft accounts for 19/20 with useable capital receipts of only £3.2m, a Council Fund balance of £8.5m and useable earmarked reserves of £6.4m (of which there is planned use that will reduce earmarked reserves to £5.4m at the end of 2020/21).

3.10 The Council was already facing financial challenges pre-COVID. The pandemic has accentuated the challenge:

- Services and existing capacity has been redirected and redeployed to ensure that the Council met its core purpose of protecting life. This has seen additional unbudgeted costs being incurred.
- Many income generating services have had to stop in order to comply with UK and Welsh Government guidance. The income loss and shortfall is significant and ongoing.
- There is delay in the implementation of some budget savings proposals for 2020/21 as a result of people directed elsewhere to respond to the pandemic.

3.11 This report provides a 'point in time' assessment and forecast for 2020/21. The revenue and capital annual forecast at month 2 is shown in appendix 1. The forecasts have been prepared on assumptions that are uncertain. The forecasts have been supplemented by sensitivity analysis and risk assessments and that are contained alongside an analysis of pressures in appendix 2.

3.12 The table below provides a high level analysis of how the £10.37m reasonable worst case forecast outturn. This shows that whilst there are significant in-year pressures resulting from the COVID-19 pandemic there is also a set of significant in-year pressures that are unrelated or that result from a delay in budget savings proposals being implemented. The principal pressures are:

	Month 2 Forecast	Covid 19 Expenditure Increase	Covid 19 Income loss	Non-Covid 19
Social Care, Health & Safeguarding	1,630		497	1,133
Children & Young People	84	8	46	30
Enterprise	5,949	749	4,519	681
Chief Executives Unit	187	57	90	40
Resources	782	307	223	252
Corporate Costs & Levies	1,480			1,480
Appropriations	-78			-78
Financing	336		336	0
<b>Total Pressure</b>	<b>10,370</b>	<b>1,121</b>	<b>5,711</b>	<b>3,538</b>

- A significant pressure within Children's Services relating to a continued increase in the number of looked after children (LAC) cases carrying over 2019/20 and after the budget was approved.
- The anticipated 2.75% pay award now being much higher than the original 1% budget assumption built into the budget and where it had been expected that Welsh Government funding would be forthcoming.
- Pressures remaining within the Passenger Transport Unit (PTU) and that continue to be worked on as part of the PTU review and where implementation has been impacted by the pandemic.
- Pressures in waste & recycling as a result of delays in the rollout of waste reconfiguration and changes.
- A shortfall against additional commercial income targets as a consequence of the impact of COVID-19 and the current level of market and economic uncertainty.
- As result of the late receipt of the final settlement from Welsh Government and the disappointment of there being no funding floor introduced remaining efficiency savings that were left to be identified during the financial year and that are not forecast as delayed.

3.13 The key risk and uncertainty continues to be the amount of compensatory Welsh Government funding that the Council will receive. Announcements by both Welsh Government and UK Government have been made and have confirmed levels of commitment to support local authorities.

3.14 We are grateful to Welsh Government for the funding that has been provided to Welsh Councils to cover costs to date and that we anticipate will meet the income shortfalls up until the end of June. However, we are less certain on the levels of funding to be received for the remainder of the year. There is also lack of clarity as to when Welsh local authorities will have certainty around the level of funding to be received.

- 3.15 Council is unlikely to have all of its costs and pressure met by Welsh Government. The question therefore become one of how significant is the shortfall that needs to be managed in year and will Welsh local authorities obtain any flexibilities to spread the burden over more than one financial year.
- 3.16 Beyond Welsh Government funding an assessment is also being undertaken of reserve balances and available capital receipts. Clearly this will require a review of the Council's existing reserve strategy and regard will not only need to be given to the current year situation but also to the medium and long term. Reserve balances are finite and act as only a limited buffer to fund one-off costs.
- 3.17 Cabinet has asked officers to bring forward a budget recovery plan together with a proposed set of budget savings proposals. Draft proposals will be taken through select committees for scrutiny in September before being considered by Council in October.
- 3.18 It should finally be noted that local authorities have a statutory duty to balance their budgets and, under the framework set out in the Local Government Finance Act 1988, the S151 officer, needs to issue a S114 notice if she / he thinks spending is likely to exceed resource levels.
- 3.19 COVID-19 strategic aims approved by Cabinet at its meeting on 1<sup>st</sup> July commits Council to remaining financially sustainable. Officers have every intent to develop a budget recovery plan and subsequent budget savings proposals to deliver against that strategic aim. However, Welsh Government plays a pivotal role in this in ensuring that the financial challenge faced by the Council is surmountable rather than insurmountable. Recourse to application of a S114 notice should be and will be seen very much as a last resort and is not considered necessary at this time.

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

- 4.1 This report provides an update on the current financial situation and the challenges facing the Council now and over the medium term. It has been prepared at a time of great uncertainty as the Council transitions from the emergency response phase of the COVID-19 pandemic towards a period of recovery.
- 4.2 The outturn forecast that has been prepared for consideration is predicated on assumptions that have been independently assessed by budget holders and subsequently reviewed as part of the budget monitoring process. These assumptions don't look to represent a policy position that Cabinet is looking to take on when services are re-opening. Rather they represent a reasoned assessment of the impact on services in year based on known information, anticipated future changes and estimates.
- 4.3 Appendix 2 provides an analysis of the significant forecast pressures and summarises the assumptions upon which they are based as well as the risks and sensitivities that apply. This has been produced to aid understanding of the forecast and assumptions upon which it has been based.

- 4.4 By far the greatest uncertainty that exists is the level of Welsh Government funding to be received to offset additional costs incurred in responding to the COVID-19 emergency response and the significant income losses that have resulted where services have ceased as a result of the lockdown restrictions in place.
- 4.5 Options will be considered when determining the appropriate response to addressing the budget shortfalls contained in the report. These will be subsequently considered by Council and upon receipt of the budget recovery plan and revised budget savings proposals for 2020/21.

## **5. EVALUATION CRITERIA**

- 5.1 This forecast outturn report represents an early an initial assessment of the forecast for the 2020/21 financial year. More so than ever the combination of the impact of the COVID-19 pandemic and the fact that it is early in the financial year, and combined with the uncertainties on the level of Welsh Government funding support, means that this is an early assessment of an evolving situation.
- 5.2 There is no reasonable expectation that Welsh Government funding will meet all additional costs and losses of income brought about by the response to and the impact of the pandemic. And furthermore and beyond those impacts resulting from COVID-19 there exists a number of significant cost pressures that would need to be managed regardless.
- 5.3 The Council has recently maintained formal reporting to Cabinet at month 2 (period 1), month 5 (period 2) and outturn, with more frequent budget monitoring information being undertaken at a departmental level and reported to management and the Strategic Leadership Team. Only where circumstances necessitate it is more frequent formal reporting to Cabinet required.
- 5.4 As a result of the significant financial challenges facing the Council there will be a more frequent reporting of the in-year revenue and capital outturn forecast. Formal reporting will take place at months 2, 5, 7, 9 and outturn. There will be no formal reporting of the month 11 outturn forecast as the financial year-end will have already taken place by the time the report has been prepared.
- 5.5 A budget recovery plan is being developed and will be presented to Council for consideration at a future meeting in a couple of months and against which progress will be monitored throughout the remainder of the financial year.
- 5.6 The work on the budget recovery plan will run alongside the update of the Medium Term Financial Plan (MTFP) and the development of the budget proposals for 2021/22 and the medium term. This will again be challenging as it is anticipated that local authorities will receive late clarification of the funding settlement, the provisional settlement again being anticipated in December 2020 ahead of the final settlement in March 2021.
- 5.7 There is further uncertainty as to whether UK Government will, as part of the autumn budget announcement and the Comprehensive Spending Review, provide sufficient clarification to enable Welsh Government to provide greater certainty around indicative budget settlements for Welsh local authorities in future years.

## **6. REASONS:**

- 6.1 To ensure that the gravity of the financial challenges facing the Council are understood and that provide further detailed budget monitoring information to supplement the *Section 151 Officer COVID-19 report* considered by Council at its meeting on 16<sup>th</sup> July 2020.
- 6.2 To provide a timely update on the current financial circumstances and challenges resulting from the COVID-19 pandemic and that will in turn lead Council in needing to plan and plot a revised course to ensure it remains financially sustainable into the future.

## **7. RESOURCE IMPLICATIONS:**

- 7.1 The resource implications of the current in-year forecast outturn are contained in this report and the attached appendices. At its worst the forecast outturn exhibits an overspend of £10.37m. However, Welsh Government funding will mitigate part of this though it remains unclear as to how far that will extend.
- 7.2 The financial challenges facing the Council and resulting from the COVID-19 pandemic are significant in the current year and over the next 4 years of the MTFP. Not just for this Council but all councils across Wales and the UK. The Council is having to incur significant costs in its response effort and this will continue as it transitions towards recovery. Furthermore and resulting from the restrictions that UK Government and Welsh Government have had to put in place to contain the spread of the virus we are suffering significant shortfalls in our income levels. Some of these will return more quickly than others as services are able to be safely turned back on.
- 7.3 In terms of how the Council will respond to the challenges faced in the current year and over the medium term this will very much depend on the level of compensating funding received from Welsh Government and the flexibilities afforded to Welsh local authorities to spread the impact over more than one financial year. We are grateful to Welsh Government for the funding that has been provided to Welsh Councils to cover costs to date and that we anticipate will meet the income shortfalls up until the end of June. However, we are less certain on the levels of funding to be received for the remainder of the year.
- 7.4 The Council is working on the basis that it will be fully funded by Welsh Government. However, there is clearly a risk that this will not happen and beyond this there are £3.54m of non-COVID pressures to be managed. To that end a budget recovery plan is being developed. This will naturally look at the ability, beyond Welsh Government funding and flexibilities, to look at the use of useable reserves as well as further steps the Council can reduce costs. It is recognised that useable reserves are in the form of the Council Fund (the Council's general reserve), specific earmarked reserves and useable capital receipts. Each of which are at historically low levels and only just above prudent minimum levels. The Council will be looking to review its reserves strategy as part of the development of the budget recovery plan.
- 7.5 The more immediate steps have been to curtail non-essential expenditure. Going forward more targeted and planned cost reductions will be challenging and the Council will always look to minimise impact on service delivery. Though this cannot be guaranteed and is expected if Welsh Government funding falls short of expectations.

- 7.6 There are resultant consequences for the MTFP and the budget process for 2021/22 and these will be developed in parallel in the coming months and to feed into the normal budget cycle and process.
- 8. EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):**
- 8.1 This report provides Members with information on the revenue and capital outturn position of the Authority and carries no decisions. There are therefore no equality of future generations' implications directly arising from this report.
- 8.2 Any such impacts will be fully considered subsequently when Council receives the budget recovery plan and revised budget proposals.
- 9. CONSULTEES:**
- Senior Leadership Team  
Cabinet
- 10. BACKGROUND PAPERS:**
- Appendix 1 – Revenue and capital forecast Outturn report – month 2  
Appendix 2 – Pressure analysis – assumptions, sensitivities and risks
- 11. AUTHOR:** Peter Davies, Chief Officer for Resources
- 12. CONTACT DETAILS:**
- Tel:** 01633 644294 / 07398 954828  
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## Overall Revenue Position

Table 1: Council Fund 2020/21 Outturn Forecast Summary Statement at Month 2

Service Area	Original Budget 2020/21	Budget Adjustments Months 1-2	Revised Annual Budget	Forecast Outturn	Forecast (Under) / Over Spend @ M2
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Net Cost of Services	165,590	(519)	165,071	175,183	10,112
Appropriations	4,857	778	5,635	5,557	(78)
Expenditure to be Financed	170,447	259	170,706	180,740	10,034
Financing	(170,447)	(259)	(170,706)	(170,370)	336
Net General Fund (Surplus) / Deficit	0	0	0	10,370	10,370

Table 2: Council Fund 2020/21 Outturn Forecast Detailed Statement at Month 2

Service Area	Original Budget 2020/21	Budget Adjustments Months 1-2	Revised Annual Budget	Forecast Outturn	Forecast (Under) / Over Spend @ M2
	'000's	'000's	'000's	'000's	'000's
Adult Services	7,877	(50)	7,827	7,851	24
Children Services	14,428	(80)	14,348	15,923	1,575
Community Care	24,434	35	24,469	24,406	(63)
Commissioning	1,483	(64)	1,419	1,301	(118)
Partnerships	436	(8)	428	428	0
Public Protection	1,481	(12)	1,469	1,680	211
Resources & Performance	546	(3)	543	544	1

Service Area	Original Budget 2020/21  '000's	Budget Adjustments Months 1-2  '000's	Revised Annual Budget  '000's	Forecast Outturn  '000's	Forecast (Under) / Over Spend @ M2  '000's
Social Care, Health & Safeguarding	50,685	(182)	50,503	52,133	1,630
Individual Schools Budget	47,420	(648)	46,772	46,772	0
Resources	1,234	(3)	1,231	1,268	37
Standards	6,885	(7)	6,878	6,925	47
Children & Young People	55,539	(658)	54,881	54,965	84
Business Growth & Enterprise	1,918	(167)	1,751	1,781	30
Neighbourhood Services, Facilities & Fleet	16,698	(140)	16,558	19,369	2,811
Planning & Housing	1,951	272	2,223	3,234	1,011
Countryside & Culture (MonLife)	1,348	(8)	1,340	1,382	42
Finance & Business Development (MonLife)	1,507	116	1,623	1,505	(118)
Leisure, Youth & Outdoor Adventure (MonLife)	710	(26)	684	2,857	2,173
Enterprise	24,132	47	24,179	30,128	5,949
Legal & Land Charges	839	(6)	833	911	78
Governance, Democracy & Support	3,906	10	3,916	4,025	109
Chief Executives Unit	4,745	4	4,749	4,936	187
Finance	2,597	(52)	2,545	2,682	137
Information, Communication Technology	2,803	135	2,938	2,978	40
People	1,725	50	1,775	1,773	(2)
Future Monmouthshire	(46)	(25)	(71)	41	112
Commercial & Corporate Landlord	667	(67)	600	1,095	495
Resources	7,746	41	7,787	8,569	782
Precepts & Levies	20,379	1	20,380	20,382	2

Service Area	Original Budget 2020/21	Budget Adjustments Months 1-2	Revised Annual Budget	Forecast Outturn	Forecast (Under) / Over Spend @ M2
	'000's	'000's	'000's	'000's	'000's
Coroner's	117	0	117	140	23
Archives	182	0	182	182	0
Corporate Management	293	0	293	293	0
Non Distributed Costs (NDC)	492	0	492	600	108
Strategic Initiatives	(167)	228	61	1,361	1,300
Borrowing Cost Recoupment	0	0	0	0	0
Insurance	1,447	0	1,447	1,494	47
<b>Corporate Costs &amp; Levies</b>	<b>22,743</b>	<b>229</b>	<b>22,972</b>	<b>24,452</b>	<b>1,480</b>
<b>Net Cost of Services</b>	<b>165,590</b>	<b>(519)</b>	<b>165,071</b>	<b>175,183</b>	<b>10,112</b>
Fixed Asset Disposal Costs	19	46	65	65	0
Interest & Investment Income	(252)	0	(252)	(89)	163
Interest Payable & Similar Charges	4,020	26	4,046	3,920	(126)
Charges Required under Regulation	6,251	(76)	6,175	6,062	(113)
Other Investment Income	(1,152)	1,153	1	0	(1)
Borrowing Cost Recoupment	(3,426)	50	(3,376)	(3,376)	0
Contributions to Reserves	143	0	143	143	0
Contributions from reserves	(746)	(421)	(1,167)	(1,168)	(1)
<b>Appropriations</b>	<b>4,857</b>	<b>778</b>	<b>5,635</b>	<b>5,557</b>	<b>(78)</b>
<b>Expenditure to be Financed</b>	<b>170,447</b>	<b>259</b>	<b>170,706</b>	<b>180,740</b>	<b>10,034</b>
General Government Grants	(64,823)	0	(64,823)	(64,823)	0
Non Domestic Rates	(32,937)	0	(32,937)	(32,937)	0
Council tax	(79,572)	(259)	(79,831)	(79,831)	0
Council Tax Benefit Support	6,885	0	6,885	7,221	336
<b>Financing</b>	<b>(170,447)</b>	<b>(259)</b>	<b>(170,706)</b>	<b>(170,370)</b>	<b>336</b>

Service Area	Original Budget 2020/21  '000's	Budget Adjustments Months 1-2  '000's	Revised Annual Budget  '000's	Forecast Outturn  '000's	Forecast (Under) / Over Spend @ M2  '000's
Net General Fund (Surplus) / Deficit	0	0	0	10,370	10,370

## DIRECTORATE – DIVISION VARIANCE COMMENTS

Service Area	Original Budget 2020/21  '000's	Budget Adjustments Months 1-2  '000's	Revised Annual Budget  '000's	Forecast Outturn  '000's	Forecast (Under) / Over Spend @ M2  '000's
<b>SOCIAL CARE, HEALTH &amp; SAFEGUARDING</b>	50,685	(182)	50,503	52,133	1,630

### **SOCIAL CARE, HEALTH & SAFEGUARDING DIRECTOR'S COMMENTARY**

The 2020/21 month 2 directorate forecast outturn is an overspend of £1.63M, after accounting for the Social Care Workforce and Sustainability Grant from Welsh Government of £984K. The overall overspend is mainly around the care costs for our 217 Looked After Children (LAC) and the income lost resulting from the COVID 19 pandemic in non- residential adult care charges and Registrars from cancelled and lack of pre booking wedding ceremonies.

The Adult Services division is forecasting an under spend of £156K which is after accounting for lost income from non-residential care charges of £273K. The main reason for the under spend is reduced activity resulting from COVID 19 with the closure of day centres and our in house respite facilities.

Children's Services has a predicted overspend of £1.575M, which is a result of care costs to service our Looked-After Children population currently at 217, legal costs are £238K over budget and the need to employ 10 agency staff as part of workforce planning. This element of the directorate greatly benefitted from a significant injection as part of the 2020/21 budget allocation, however, this was based on LAC numbers at that time being 197. Since the budget for 2020/21 was set, the service had a further influx of children to 219 at the end of 2019/20, but with current LAC numbers of 217 there are early signs that this is stabilising.

Public Protection continues to strive to remain within its budget allocation, but the COVID 19 pandemic has hit this small service hard and is estimating an overspend of £211K. The worse affected area is Registrars, with wedding ceremonies cancelled or delayed, and a significant drop in people pre booking ceremonies income levels are showing a £241K loss.

### **ADULT SERVICES**

Outturn Forecast	Month 2	Month 7	Outturn
Deficit / (Surplus) £'s	24	0	0

Mainly due to not meeting the 2% staff efficiency saving.

CHILDREN SERVICES			
Outturn Forecast	Month 2	Month 7	Outturn
Deficit / (Surplus) £'s	1,575	0	0
£1.1M overspend in providing care and placements for our 217 Looked After Children, £238K overspend in legal costs and the remaining overspend as a result of continued use of agency staffing which currently stands at 10 being employed.			
COMMUNITY CARE			
Outturn Forecast	Month 2	Month 7	Outturn
Deficit / (Surplus) £'s	(63)	0	0
A small underspend due to closure of day care centres, however the underspend masks a loss in annual income of £273K resulting from non-residential charges to clients that have cancelled care due to COVID 19.			
COMMISSIONING			
Outturn Forecast	Month 2	Month 7	Outturn
Deficit / (Surplus) £'s	(118)	0	0
Ongoing vacant Commissioning Officer post and realignment of Service Level Agreements and Contracts.			
PARTNERSHIPS			
Outturn Forecast	Month 2	Month 7	Outturn
Deficit / (Surplus) £'s	0	0	0
No variances			
PUBLIC PROTECTION			
Outturn Forecast	Month 2	Month 7	Outturn
Deficit / (Surplus) £'s	211	0	0
A loss in Registrars income of £241K resulting from cancelled marriages and people not pre booking ceremonies because of the COVID 19 pandemic.			
RESOURCES & PERFORMANCE			
Outturn Forecast	Month 2	Month 7	Outturn
Deficit / (Surplus) £'s	1	0	0
Not fully meeting the 2% staff efficiency saving			

Service Area	Original Budget 2020/21	Budget Adjustments Months 1-2	Revised Annual Budget	Forecast Outturn	Forecast (Under) / Over Spend @ M2
	'000's	'000's	'000's	'000's	'000's
CHILDREN & YOUNG PEOPLE	55,539	(658)	54,881	54,965	84
CHILDREN & YOUNG PEOPLE DIRECTOR'S COMMENTARY					

The Directorate's Month 2 position is a forecasted overspend of £84,357 against the budget. The majority of this overspend relates to Breakfast Clubs, which is currently £46,674 overspent due to the loss of income relating to the summer term only, however this will need to be updated as more information becomes available as to how schools will operate from September 2020.

The remaining overspend is largely due to additional ICT essential upgrade costs and amount to £29,568.

#### INDIVIDUAL SCHOOLS BUDGET

Outturn Forecast	Month 2	Month 7	Outturn
Deficit / (Surplus) £'s	0	0	0

No variance to budget at month 2

#### RESOURCES

Outturn Forecast	Month 2	Month 7	Outturn
Deficit / (Surplus) £'s	37	0	0

Additional IT Licence costs

#### STANDARDS

Outturn Forecast	Month 2	Month 7	Outturn
Deficit / (Surplus) £'s	47	0	0

Breakfast Clubs - Loss of income due to Covid-19 for the summer term only

Service Area	Original Budget 2020/21	Budget Adjustments Months 1-2	Revised Annual Budget	Forecast Outturn	Forecast (Under) / Over Spend @ M2
	'000's	'000's	'000's	'000's	'000's
<b>ENTERPRISE</b>	24,132	47	24,179	30,128	5,949

#### ENTERPRISE DIRECTOR'S COMMENTARY

The Enterprise and Monlife Directorate is forecasting an outturn position of £5.949m adverse at month 2. The impact of COVID-19 has been significant across all of the services with both a loss of income and additional costs incurred to operate critical front line services during the pandemic. In addition to the direct impacts of the pandemic service areas have identified pressures where budget savings have not been implemented or ongoing pressures continue to affect services.

Each service area sets out the detail behind these projections in the next sections of this report and the key financial issues and implications that have arisen since COVID and lockdown commenced. The loss of income for Monlife, grounds maintenance, private hire, the Borough Theatre and trade waste is significant. It is not anticipated that these income streams will be restored fully within this financial year and assumptions have been built into the forecast to account for the services reopening/ recommencing. Due to schools closures there is a direct impact upon the income within schools catering, home to school transport and outdoor education and with ongoing social distancing requirements this will have a long term impact on these services. There are also significant increased costs across the directorate for example a downturn in the recycling market had increased the costs for disposal of recycling materials, in addition

there are additional resource requirements to operate services whilst complying with social distancing within building cleaning, waste services and grounds maintenance as examples.

Across all service areas we are looking to ensure that all eligible additional costs and income losses will be claimed against any Welsh Government funding being made available. Through the Job Retention Scheme we will also look to maximise the amount of UK Government funding available for furloughed staff.

## BUSINESS GROWTH & ENTERPRISE

Outturn Forecast	Month 2	Month 7	Outturn
Deficit / (Surplus) £'s	30	0	0

Business Growth & Enterprise is forecasting a £30k overspend, this can be split down to the following :-

- Abergavenny Borough Theatre - £62k overspend. This is due to the impact of the Covid-19 lockdown where it is anticipated that the theatre will not re-open until January. The loss of turnover has been part offset by Staff Furlough credits.
- Communications - £21k Overspend – the unit are unable to meet external fee income budgets as staff resource is taken up with in-house non-rechargeable work.
- Community & Partnership Development - £27k underspend due to staff vacancy savings.
- Events - £26k underspend due to staff vacancy savings.

## NEIGHBOURHOOD SERVICES, FACILITIES & FLEET

Outturn Forecast	Month 2	Month 7	Outturn
Deficit / (Surplus) £'s	2,811	0	0

Neighbourhood services, Facilities & Fleet is forecasting to overspend by £2,811k – the services within this area have been heavily impacted by the Covid 19 outbreak.

### Neighbourhood Services

- Highways & Street Lighting - £25k underspend. This is due to a saving in Street Lighting as electricity price increases were less than budgeted and due to KWH savings from energy efficient lamp replacement. Highways Operations and Swtra are currently forecasting to Break-Even.
- Waste & Street Scene - £1,481k overspend – This can be broken down into 2 main areas :-
  - Waste Services - £1,263k overspend due to :-
    - Staff Costs overspending by £210k due to the need to bring in more resource to cope with the impact of Covid19. This forecast assumes social distancing guidelines will be relaxed by September, if not then the over spend could increase.
    - Vehicle Hire & running costs increasing by £206k – extra vehicles have been brought in to help with social distancing of workforce.
    - Additional recycling costs increasing by £432k – the recycling market was in decline entering 20/21 and has continued to fall due to Covid. Reduced recycling rebates plus increased tonnage of material collected at kerbside equals increased treatment costs. Additional bags, boxes etc for increased collections at kerbside.
    - External Income reducing by £178k – The lockdown has meant that trade income and re-use shop income will not hit budget.
    - Non-Covid related pressures - £236k – budget pressures include abeyance of Usk closure £30k no budget pressure increases included for contracts, fuel etc., delayed roll out of polyprop bags budget reduced 19/20 (Actual 20/21 budget pressures of £540k to be managed as invest to save in year with roll out of polyprop bags, black bag sorting) enforcement etc have been partly netted off with savings in project staff vacancies).

- Grounds Maintenance – £219k overspend – this is mainly due to a forecast reduction in external contract income as a result of Covid lockdown. Grounds staff and vehicles were initially redeployed to help in the waste service. Forecast has been based on contract work returning to normal levels from July.

### **Facilities & Fleet Management**

- Schools Catering - £409k overspend - This is due to a shortfall in income as school closures from Covid19 has impacted on income. We are estimating that we will have no income between April-June with only a small amount in July. When the school year resumes in September we are only forecasting meal uptake to be 40% of normal levels for the rest of the year. In addition we have also taken a hit on our income streams from buffet services and the Police canteen.
- Building Cleaning - £154k overspend. This is due to the expected increase in staff hours that will be needed when buildings and schools re-open due to the need for more regular and more thorough cleaning as a result of Covid 19. We are currently estimating that staff hours will increase by a third to cope with demand. We are also anticipating a 25% drop in external income.
- Passenger Transport - £750k overspend, due in the main :-
  - Private Hire - £287k loss of private hire income as we anticipate no private hires, school trips etc... for the rest of the year.
  - Home to School Transport - £554k overspent :-
    - £437k additional staff costs – combination of historic staff pressure c/fwd from 19-20 and estimated additional hours required to cover new covid transport arrangements.
    - £50k new software packages & support costs.
    - £31k financing costs required for 3 new vehicles.
  - Vehicle Maintenance costs - £97k overspent – current estimates show that our maintenance budget is under pressure.
  - External School Transport - £221k underspend – we are anticipating an under spend in this area due to us only paying a 75% retainer for services during the Covid lockdown.

Fleet Maintenance - £40k overspend. Increased depot maintenance and vehicle repair costs (£34k). A reduction in members of the Green Car scheme has hit savings (£6k).

### **PLANNING & HOUSING**

<b>Outturn Forecast</b>	<b>Month 2</b>	<b>Month 7</b>	<b>Outturn</b>
<b>Deficit / (Surplus) £'s</b>	1,011	0	0

Planning & Housing is forecasting to overspend by £1,011k.

- Planning & Building Control - £217k overspend due to shortfalls in planning income and building control fees as a result of Covid-19 lockdown (£293k) offset by staff savings from a vacant post (£34k) and professional & specialist fees (£36k).
- Housing - £55k overspend. Main areas :-
  - Homelessness costs increasing by £22k due to an increase in B&B spend because of Covid-19.
  - Reduced income in Renovation grants as Covid-19 lockdown has affected fees (£33k).
- Car Parking, Highways Development & Flooding - £844k overspend. Main areas :-
  - Car Parks overspending by £1,049k – Forecast income overall is expected to be £1,013k below budget. Pay & display income has been affected by the Covid lockdown, we are expecting minimal income from April-July, a 50% reduction in August and 30% reduction from September through to year end. This leaves us with a £696k pressure on the pay & display budget, we are also expecting our season ticket and permit income to be £35k down. Civil Parking Enforcement income is expected to be below budget by £282k, this reduction can in part be attributed to the Covid impact but we have historically struggled to maintain income levels within this area anyway.

- Highways Development & flooding underspending by £205k – this is mainly due to staff vacancies across the department where the decision has been made to freeze vacant posts to help with recovery of car park overspend.

#### (MONLIFE) Countryside & Culture

Outturn Forecast	Month 2	Month 7	Outturn
Deficit / (Surplus) £'s	42	0	0

Countryside & Culture is forecasting a £42k overspend. This is predominately down to lost income from event cancellations, postponement of workshops and shop closures in Museums and Learning due to the impact of closing sites due to Covid-19.

#### (MONLIFE) Finance & Business Development

Outturn Forecast	Month 2	Month 7	Outturn
Deficit / (Surplus) £'s	(118)	0	0

Finance & Business development is forecasting to underspend by £118k. There has been lost income due to Covid-19 closures at Tintern Station and Caldicot Castle (£47k) but this has been offset by staff underspends across the services as posts have been purposely held vacant.

#### (MONLIFE) Leisure, Youth & Outdoor Adventure

Outturn Forecast	Month 2	Month 7	Outturn
Deficit / (Surplus) £'s	2,173	0	0

Leisure, Youth & Outdoor Adventure is forecasting a £2,173k overspend.

Leisure Centres are reporting a combined overspend of £1,752k. Since the Covid-19 lockdown started our 4 centres have been closed, resulting in no income generation. The forecast assumes limited re-opening from October but we still do not know what the effect of distancing guidelines will have on future memberships and centre use.

Outdoor Adventure is forecasting a £402k overspend. Both sites have been closed since March and we do not expect them to re-open for residential accommodation visits until January with anticipated income at a fraction of original budget.

The Youth & Community Team are reporting a £26k overspend mainly due to a staff overspend in Active Travel as we have not secured grant funding for the post.

Service Area	Original Budget 2020/21	Budget Adjustments Months 1-2	Revised Annual Budget	Forecast Outturn	Forecast (Under) / Over Spend @ M2
	'000's	'000's	'000's	'000's	'000's
<b>CHIEF EXECUTIVES UNIT</b>	4,745	4	4,749	4,936	187

#### LEGAL & LAND CHARGES

Outturn Forecast	Month 2	Month 7	Outturn
Deficit / (Surplus) £'s	78	0	0

Land Charges is overspending by £76k due to a reduction in income as a result of the impact Covid 19 has had on the Housing market.  
Due to Covid we have based our income projection on 35% of last year's activity.

Legal – no current issues. Income shortfall has been offset by staff savings.

<b>GOVERNANCE, DEMOCRACY &amp; SUPPORT</b>			
<b>Outturn Forecast</b>	<b>Month 2</b>	<b>Month 7</b>	<b>Outturn</b>
<b>Deficit / (Surplus) £'s</b>	109	0	0
<p>Community Education is forecasting to overspend by £30k, this is due to a reduction in income because of courses being unable to run due to Covid-19.</p> <p>Community Hubs is forecasting a £27k overspend mainly due to running costs outstripping budgets in Gilwern Library and Usk Post Office.</p> <p>The Contact Centre is reporting a £55k overspend, this is down to staff costs exceeding budget as restructure savings are put on hold whilst we deal with Covid-19 issues.</p> <p>Policy &amp; Partnerships is underspending by £9k due to staff savings from a vacant post being part offset by increases in welsh translation costs.</p>			

<b>Service Area</b>	<b>Original Budget 2020/21</b>	<b>Budget Adjustments Months 1-2</b>	<b>Revised Annual Budget</b>	<b>Forecast Outturn</b>	<b>Forecast (Under) / Over Spend @ M2</b>
	'000's	'000's	'000's	'000's	'000's
<b>RESOURCES</b>	7,746	41	<b>7,787</b>	<b>8,569</b>	<b>782</b>

## **RESOURCES DIRECTORS COMMENTARY**

Whilst the COVID pandemic has adversely impacted front line services the directorate has equally suffered significantly but in different ways. The forecast over spend of £782k is in part offset by vacancy savings and notably where senior finance posts are not being filled. This is not a sustainable position and will not be a permanent feature.

There is a significant pressure of £307k that centres itself on forecast increases in housing benefit claims, and that includes B&B claims for homeless people, and which doesn't attract full subsidy from DWP.

The directorate is also suffering income shortfalls as a consequence of the COVID-19 pandemic, with shortfalls in summons income, in Raglan training centre, Markets and with shortfalls in budgeted commercial income.

This remains an evolving and dynamic situation that is under constant review and every effort is being made to curtail non-essential spend in recognition of the directorate and whole authority forecast over spend.

## **FINANCE**

<b>Outturn Forecast</b>	<b>Month 2</b>	<b>Month 7</b>	<b>Outturn</b>
<b>Deficit / (Surplus) £'s</b>	137	0	0

Finance - £217k underspend - as a result of senior Finance staff vacancies and maternity leave. This forecast currently assumes these posts will be filled from January.

Revenues - £402k overspend. The outturn has been heavily impacted by Covid-19,

- Benefits is forecasting a £307k overspend due to a material increase in Housing Benefit Claims, government guidance on rough sleeping has resulted in a large increase in B&B claims (we have received the same number of claims in the first 2 months as we did all last year). Not all of this qualifies for subsidy so it is leaving a large pressure on the budget. Current modelling assumptions assume this will carry on until December.
- Council Tax is forecasting a £113k overspend, £60k of this relates to an anticipated shortfall in summons income, following the closure of courts and the decision to temporarily halt recovery for unpaid council tax and business rates, as a result of Covid-19. The remaining balance relates to a staffing overspend as budget has been moved as part of the Resources restructure, this has been offset by underspends within Finance above.
- Debtors is underspending by £17k due to a staff vacancy saving, due to the financial impact of Covid-19 the decision has been made not to fill this post.

Systems & Cashiers - £48k underspend – main reasons relate to software and system development savings and security carrier costs as activity is down due to Covid-19 shutdown.

#### INFORMATION, COMMUNICATION & TECHNOLOGY

Outturn Forecast	Month 2	Month 7	Outturn
Deficit / (Surplus) £'s	40	0	0

ICT is forecasting to overspend by £40k, due to the anticipated increase in licensing costs from January-March 2021. This is due to a mixture of contract inflation and an increase in licence numbers as a result of more staff requiring the ability to work agilely.

#### PEOPLE

Outturn Forecast	Month 2	Month 7	Outturn
Deficit / (Surplus) £'s	(2)	0	0

The department is forecasting a £2k underspend but there are variations amongst sections :-

- Payroll, Systems & Support - £24k overspend due to additional staff hours because of Covid-19 work and system development.
- Corporate Training - £38k overspend as income projections are down due to the training centre shutdown because of Covid-19.
- People Management - £64k underspend due to staff savings and increased SLA income.

#### FUTURE MONMOUTHSHIRE

Outturn Forecast	Month 2	Month 7	Outturn
Deficit / (Surplus) £'s	112	0	0

Future Monmouthshire is forecasting to overspend by £112k. Corporate Agency and travel savings have been included in the budget for 2020-21 – currently these are unachievable.

#### COMMERCIAL & CORPORATE LANDLORD

Outturn Forecast	Month 2	Month 7	Outturn
Deficit / (Surplus) £'s	495	0	0

Commercial & Corporate Landlord is forecasting a £495k overspend :-

- Investment Properties is forecasting a combined overspend of £237k, this can be split into 2 areas :-
  - Investment Assets other - £200k overspend, our MTFP for 20-21 included a £200k saving to reflect additional income from the purchase of more investment properties. Currently (and in part due to Covid-19) there are no further purchases in the pipeline this year so this saving is unachievable.

- Castlegate and Newport Leisure Park's combined surplus for 20-21 is estimated to be £572,000, although we are more than covering costs this is still a little short on our budgeted target of £609k so we are forecasting a £37k overspend for this year. This is mainly down to income reducing at our NLP site by £80k as we have lost a tenant (linked to the Covid-19 impact) and professional fees outstripping budget at our Castlegate site. Our vacancy rate at Castlegate has improved to 90% so income is now hitting budget. Apart from the one site in NLP we have not seen any further impact from Covid-19 on the achievability of rental levels – we do have some rent arrears/deferrals across our units but are confident that these will be paid in full once government guidelines allow trading to fully open up.
- Estates - £170k over spend. This is mainly due to income not reaching budgeted levels due to 3 issues 1) vacant space in Magor means rental income is down, 2) the budget assumed income from the creation of a development company, this has not happened yet 3) our service charge income is down as we are yet to come to an agreement with BAM. All three total a shortfall of £244,256. This is being offset by staffing savings of £73k due to vacant posts only being filled part way through the year.
- Solar Farm - £69k underspend, current weather predictions and improved maintenance are resulting in a higher income estimate.
- Cemeteries - £37k overspend mainly due to increased maintenance work on trees and boundary walls. We have seen less burials due to Covid-19 rules but we are confident that income will remain at 2019/20 levels.
- Markets - £106k overspend. This is mainly due to an estimated income loss of £125k where there has been no income for 3 months due to the Covid-19 shutdown. In addition once able to re-open we will likely only see 50% rental charges due to continuing building works in the market hall and the drive to rebuild the markets following Covid-19. The income loss is offset by staff savings of £29k, due to the delay in the appointment of the Deputy Markets manager and other smaller staffing savings.
- Industrial units - £10k overspend mainly due to the cost of EPC surveys and a reduction in rental income.
- Property Services & Facilities Management – On Budget

Service Area	Original Budget 2020/21	Budget Adjustments Months 1-2	Revised Annual Budget	Forecast Outturn	Forecast (Under) / Over Spend @ M2
	'000's	'000's	'000's	'000's	'000's
CORPORATE COSTS & LEVIES	22,743	229	22,972	24,452	1,480
PRECEPTS & LEVIES					
Outturn Forecast	Month 2		Month 7		Outturn
Deficit / (Surplus) £'s	2		0		0
Small overspend on National parks levy of £2k due to notification of levy late in the budget process					
CORONERS SERVICES					
Outturn Forecast	Month 2		Month 7		Outturn

<b>Deficit / (Surplus) £'s</b>	23	0	0
An increase in workload and staffing requirements along with DDA compliance works will lead to a forecast £23k overspend against budget.			
<b>NON DISTRIBUTED COSTS</b>			
<b>Outturn Forecast</b>	<b>Month 2</b>	<b>Month 7</b>	<b>Outturn</b>
<b>Deficit / (Surplus) £'s</b>	108	0	0
Additional pension strain costs relating to redundancies. Strain costs relate to staff who retire before their normal pension age and where the employer is required to top up the pension fund to cover the shortfall in contributions. The majority of these costs would not have been known about at budget setting stage due to the uncertainty over the timing, value and individual pension implications of redundancies			
<b>STRATEGIC INITIATIVES</b>			
<b>Outturn Forecast</b>	<b>Month 2</b>	<b>Month 7</b>	<b>Outturn</b>
<b>Deficit / (Surplus) £'s</b>	1,300	0	0
The proposed Local Government Employers pay offer of an increase of 2.75% would create a forecast pressure of £1.3m over and above the budgeted 1% increase across all service areas.			
<b>INSURANCE</b>			
<b>Outturn Forecast</b>	<b>Month 2</b>	<b>Month 7</b>	<b>Outturn</b>
<b>Deficit / (Surplus) £'s</b>	47	0	0
An overspend is currently forecast against the premium budget based on the potential for costs to increase for the period Oct 2020 to April 2021 due to the worsening of claims experience. The flooding events led to a significant property claim at Monmouth LC and Covid19 has led to significant travel claims relating to cancelled school trips. It should be noted that 2021/22 will see a full year impact of these events which will need to be taken account of in budget setting.			
There is a high degree of risk relating to this forecast due to the uncertainty in the Insurance market following the flooding events and Covid19 and how the Insurance market will look to recoup losses incurred over time.			

Service Area	Original Budget 2020/21	Budget Adjustments Months 1-2	Revised Annual Budget	Forecast Outturn	Forecast (Under) / Over Spend @ M2
	'000's	'000's	'000's	'000's	'000's
APPROPRIATIONS	4,857	778	5,635	5,557	(78)
INTEREST & INVESTMENT INCOME					
Outturn Forecast	Month 2	Month 7		Outturn	
Deficit / (Surplus) £'s	163	0		0	
The forecast rate of return achievable following the Covid19 pandemic has reduced significantly from budgeted levels as the UK Government refines its economic response. This has also impacted forecast returns on Property and combined funds					

<b>INTEREST PAYABLE &amp; SIMILAR CHARGES</b>			
<b>Outturn Forecast</b>	<b>Month 2</b>	<b>Month 7</b>	<b>Outturn</b>
<b>Deficit / (Surplus) £'s</b>	<b>(126)</b>	<b>0</b>	<b>0</b>
<p>In October 2019 the PWLB took the unprecedented step of increasing its borrowing margin across the board by 1% in reaction to increased levels of borrowing by Local Authorities to fund commercial investments. This has resulted in PWLB borrowing being uneconomic when compared to short term borrowing sourced from other public bodies and consequently the Authority's approach has been modified resulting in lower borrowing costs in the short term.</p>			
<b>CHARGES REQUIRED UNDER REGULATION</b>			
<b>Outturn Forecast</b>	<b>Month 2</b>	<b>Month 7</b>	<b>Outturn</b>
<b>Deficit / (Surplus) £'s</b>	<b>(113)</b>	<b>0</b>	<b>0</b>
<p>A high level of slippage in the capital programme has resulted in some assets not being operational by 31/03/2020 and consequently the MRP charge for those assets being deferred by at least one year</p>			

Service Area	Original Budget 2020/21	Budget Adjustments Months 1-2	Revised Annual Budget	Forecast Outturn	Forecast (Under) / Over Spend @ M2
	'000's	'000's	'000's	'000's	'000's
FINANCING	(170,447)	(259)	(170,706)	(170,370)	336
COUNCIL TAX BENEFIT SUPPORT					
Outturn Forecast	Month 2	Month 7	Outturn		
Deficit / (Surplus) £'s	336	0	0		
This budget is under particular pressure, as a direct result of Covid-19. Since the beginning of the financial year, caseloads has increased to around 6,040 cases (caseload at the end of March 2019 was 5,721). Cases are now slowly beginning to level off in terms of new applicants. However there is some evidence to suggest that this levelling off is due to the impact of the self- employed scheme which may only be temporary with cases increasing again next month when these return to Universal Credit.					

## 2. SCHOOLS

- 2.1. A Board of Governors who are responsible for managing the school's finances directly governs each of the Authority's Schools. However, the Authority also holds a key responsibility for monitoring the overall financial performance of schools. Below is a table showing the outturn forecast Schools' balances position based on month 2 projections for each Educational Cluster.

<b>Draft Council Fund Outturn 2020/21 – School Balances Summary outturn position at Month 2</b>	<b>(A) Opening Reserves (Surplus) / Deficit Position 2020/21 £'000's</b>	<b>(B) Budgeted Draw / Contribution from / (to) School Balances 2020/21 £'000</b>	<b>(C) Draw / (Contribution) from / (to) School Balances @ Month 2 £'000</b>	<b>(A+C) Forecast Reserve Balances at 2020/21 Outturn £'000</b>
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<b>Cluster</b>				
Abergavenny	(118)	125	84	(34)
Caldicot	160	89	98	258
Chepstow	24	211	250	274
Monmouth	518	(13)	(32)	486
Special	(149)	(26)	(26)	(175)
<b>Total</b>	<b>435</b>	<b>385</b>	<b>374</b>	<b>809</b>

2.2. Collective School Balances at the beginning of the financial year amounted to a £435,000 deficit. The Schools budgeted draw upon balances for the 2020/21 financial year is £385,000, therefore leaving £820,000 as a budgeted deficit closing reserve balance. At month 2, there is a slightly improved collective forecast of £11,000 from that budgeted.

2.3. A budgeted reduction in school balances are forecast for the majority of the total 36 Monmouthshire Schools, with 14 schools budgeting to be in a deficit position by the end of the financial year.

2.4. 14 schools exhibited a deficit position at month 2; this is a net decrease of three from the end of the 2019/20 financial year. The schools in a deficit at the start of the financial year are:

King Henry VIII Comprehensive; Llantillio Pertholey CIW Primary; Ysgol Gymraeg Y Fenni; Caldicot Comprehensive; Magor CIW Primary; Rogiet Primary; Undy Primary; Ysgol Gymraeg Y Ffin; Chepstow Comprehensive; St Mary's RC Primary, Thornwell Primary; Monmouth Comprehensive; Llandogo Primary; Osbaston Ciw Primary; Overmonnow Primary; Raglan CiW Primary and the Pupil Referral Service.

2.5. The four schools that are forecasting to return to a surplus from a deficit position are:

- Llantillio Pertholey CIW Primary;
- Magor CIW Primary;
- Rogiet Primary;
- Overmonnow Primary;

The Dell Primary school is forecasting to slip into a deficit balance position from a positive one.

2.6. All schools in a deficit budget have, or are in the process of agreeing recovery plans. These recovery plans will be confirmed with both the Local Education Authority and each School's Governing Body. Once finalised the schools with significant deficits will be monitored by the Cabinet member for Children and Young People and Resources on a termly basis.

2.7. Schools balances are exhibiting a fluctuating trend with some schools showing a continuing reduction in schools balances which is of concern and others a more balanced trend.

<b>Financial Year-end</b>	<b>Net level of School Balances</b>
2014-15	(1,140)
2015-16	(1,156)

2016-17	(269)
2017-18	(175)
2018-19	232
2019-20	435
2020-21 (Forecast)	809

- 2.8. There has been a significant reliance on reserve balances to supplement school spending plans in the last 4 years across individual schools with a certain amount of replenishment. As a rough guide, prior to 2010, Welsh Government advocated that school balance levels equated to no more than £50,000 for a primary school and £100,000 for a secondary school. Members may wish to seek a comfort that balances are not being used to subsidise and sustain core costs such as staffing.

### 3. CAPITAL OUTTURN

- 3.1. The summary forecast Capital position at Month 2 is as follows:

#### Forecast Capital Outturn Position 2020/21 at Month 2

Select Portfolio	Slippage B/F	Original Budget	Budget Adjustments	Provisional Slippage	Revised Budget 2020/21	Forecast	Variance
	£000's	£000's	£000's	£000's	£000's	£000's	£000's
<b>Expenditure</b>							
Children & Young People	1,245	14,423	10	0	15,678	15,544	(134)
Economic & Development	17,496	3,068	30	0	20,594	20,594	0
Adult	300	5,678	0	(5,978)	0	0	0
Strong Communities	5,801	10,139	40	0	15,980	15,680	0
<b>Total Expenditure</b>	<b>24,842</b>	<b>33,308</b>	<b>80</b>	<b>(5,978)</b>	<b>52,252</b>	<b>52,118</b>	<b>(134)</b>
<b>Financing</b>							
Supported Borrowing	0	(2,417)	0	0	(2,417)	(2,417)	0
General Capital Grant	0	(2,423)	0	0	(2,423)	(2,423)	0
Grants and Contributions	(393)	(18,229)	(50)	3,145	(15,527)	(15,527)	0
S106 Contributions	(1,052)	0	0	0	(1,052)	(1,010)	42
Unsupported Borrowing	(22,546)	(5,275)	0	1,833	(25,988)	(25,896)	92
Earmarked Reserve & Revenue Funding	(239)	(2)	0	0	(241)	(241)	0
Capital Receipts	(612)	(3,462)	(30)	1,000	(3,104)	(3,104)	0
Leasing	0	(1,500)	0	0	(1,500)	(1,500)	0
<b>Total Financing</b>	<b>(24,842)</b>	<b>(33,308)</b>	<b>(80)</b>	<b>5,978</b>	<b>(52,252)</b>	<b>(52,118)</b>	<b>134</b>

- 3.2. The capital expenditure forecast outturn at month 2 shows a net underspend of £134k against budget due to the Access for All budget of £92k and Monmouth Leisure Centre Pool budget of £42k not being required as the projects have been completed within budget.

3.3. Forecasted capital slippage totalling £5,978m at month 2 on the Crick Road Care Home scheme in Adult Select is due partly to the situation with COVID 19 pandemic and delay in getting the building tenders into the market place. The Chief Officer for Social Care Health and Safeguarding is planning to talk to Welsh Government officials about rolling forward the scheme and the associated funding into future years.

#### 3.4. Useable Capital Receipts Available

3.5. In the table below, the effect of the changes to the forecast capital receipts on the useable capital receipts balances available to meet future capital commitments are illustrated. There is also a comparison to the balances forecast within the 2020/24 MTFP capital budget proposals.

	2020/21	2021/22	2022/23	2023/24	2024/25
	£000	£000	£000	£000	£000
Balance as at 1st April	3,207	9,154	8,397	9,042	8,287
Capital receipts used for financing	(1,688)	(1,859)	(859)	(859)	(859)
Capital receipts used to support capitalisation direction	(1,416)	0	0	0	0
Capital receipts Received or Forecast	9,051	1,102	1,504	104	104
<b>Forecast Balance as at 31st March</b>	<b>9,154</b>	<b>8,397</b>	<b>9,042</b>	<b>8,287</b>	<b>7,532</b>
Forecast Balance 2020/24 MTFP	9,904	10,245	10,791	10,136	10,136
<b>Variance compared to 2020/24 MTFP</b>	<b>(750)</b>	<b>(1,848)</b>	<b>(1,749)</b>	<b>(1,849)</b>	<b>(2,604)</b>

3.6. Forecasted balances held at the end of each financial year are lower than forecast in the 2020/24 MTFP. Ignoring timing differences in the realisation of capital receipts, this is largely attributable to the use of unbudgeted receipts under the capitalisation direction in 2019/20 reflected in the balance brought forward.

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Children & Young People	Non Covid-19 Pressures	COVID- 19 Specific PRESSURES			
DIVISION	Service Pressures not related to Covid-19 (£,000)	Expenditure directly attributable to Covid- 19 (£,000)	Shortfall / Loss of Income due to Covid-19 (£,000)	Costs incurred due to changes in service delivery (£,000)	Total
Individual Schools Budgets	30	8	0	0	38
Resources	0	0	0	0	0
Standards	0	46	0	0	46
<b>Total CYP</b>	<b>30</b>	<b>54</b>	<b>0</b>	<b>0</b>	<b>84</b>

Children & Young People	Non Covid-19 Pressures	COVID- 19 Specific PRESSURES			HEADLINE PRESSURE ANALYSIS			20-21 Sensitivity			MTFP Risk 21-22		
					Core assumptions used to calculate forecast pressure*	Factors that are attributable / can alter forecast pressure figure / Sensitivity Value (£0,000) ~	Risk Factor (%) / Future Impact Pressures on Service where no value offered /Other factors	Worst	Medium	Best	Pressure	Risk	Notes
Division / Description of Pressure	Service Pressures not related to Covid-19 (£,000)	Expenditure directly attributable to Covid- 19 (£,000)	Shortfall / Loss of Income due to Covid-19 (£,000)	Costs incurred due to changes in service delivery (£,000)				Sensitivity: Worst £'000	Sensitivity: Medium £'000	Sensitivity: Best £'000	£'000	High / Medium / Low	Notes
Individual Schools Budgets					Core assumptions on how the value been calculated	State value range / monthly, weekly, daily impact if applicable							
Supply Compensation Scheme	0	8	0	0	The staff costs as a result of the delay in being able to implement the supply compensation scheme for schools.	This is for the summer term and the costs will be £8,000 per term.	10% it is highly likely that this will commence in September 2020.	16	0	0	0		
ICT cost	30	0	0	0	Total costs for the year to ensure all the essential upgrades are completed.			30	0	0	0		
Pressure Here	0	0	0	0				0	0	0	0		
<b>Total ISB</b>	<b>30</b>	<b>8</b>	<b>0</b>	<b>0</b>				<b>46</b>	<b>0</b>	<b>0</b>	<b>0</b>		
Resources	Service Pressures not related to Covid-19 (£,000)	Expenditure directly attributable to Covid- 19 (£,000)	Shortfall / Loss of Income due to Covid-19 (£,000)	Costs incurred due to changes in service delivery (£,000)	Core assumptions used to calculate forecast pressure*	Factors that are attributable / can alter forecast pressure figure / Sensitivity Value (£0,000) ~	Risk Factor (%) / Future Impact Pressures on Service where no value offered /Other factors	Sensitivity: Worst £'000	Sensitivity: Medium £'000	Sensitivity: Best £'000	£'000	High / Medium / Low	Notes
Pressure Here	0	0	0	0				0	0	0	0		
Pressure Here	0	0	0	0				0	0	0	0		
Pressure Here	0	0	0	0				0	0	0	0		
<b>Total Resources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
Standards	Service Pressures not related to Covid-19 (£,000)	Expenditure directly attributable to Covid- 19 (£,000)	Shortfall / Loss of Income due to Covid-19 (£,000)	Costs incurred due to changes in service delivery (£,000)	Core assumptions used to calculate forecast pressure*	Factors that are attributable / can alter forecast pressure figure / Sensitivity Value (£0,000) ~	Risk Factor (%) / Future Impact Pressures on Service where no value offered /Other factors	Sensitivity: Worst £'000	Sensitivity: Medium £'000	Sensitivity: Best £'000	£'000	High / Medium / Low	Notes
Loss of income for breakfast club for the summer term	0	46	0	0	This is the loss of income to the authority relating to the summer term when the breakfast clubs were unable to open.	£4,000 per week	50% - waiting for guidance from WG	156	104	46	52	Low	The risk for 21-22 is that no breakfast clubs operate during the 20-21 academic year
Pressure Here	0	0	0	0				0	0	0	0		
Pressure Here	0	0	0	0				0	0	0	0		
<b>Total Standards</b>	<b>0</b>	<b>46</b>	<b>0</b>	<b>0</b>				<b>156</b>	<b>104</b>	<b>46</b>	<b>52</b>		
<b>Total Children &amp; Young People</b>	<b>30</b>	<b>54</b>	<b>0</b>	<b>0</b>				<b>202</b>	<b>104</b>	<b>46</b>	<b>52</b>		

\*Core assumptions examples (time period ,number ,budget ,frequency, etc)

~Variable factors in Core assumptions (time period - sensitivity, numbers, policy, frequency, etc)

Social Care, Health & Safeguarding	Non Covid-19 Pressures	COVID- 19 Specific PRESSURES			
DIVISION	Service Pressures not related to Covid-19 (£,000)	Expenditure directly attributable to Covid- 19 (£,000)	Shortfall /Loss of Income due to Covid-19 (£,000)	Costs incurred due to changes in service delivery	Total
Adult Services	0	0	0	0	0
Children Services	1,575	0	0	0	1,575
Community Care	0	0	273	0	273
Commissioning	0	0	0	0	0
Partnerships	0	0	0	0	0
Public Protection	0	0	224	0	224
Resources & Performance	0	0	0	0	0
	1,575	0	497	0	2,072

Social Care, Health & Safeguarding	Non Covid-19 Pressures	COVID- 19 Specific PRESSURES			HEADLINE PRESSURE ANALYSIS			20-21 Sensitivity			MTFP Risk 21-22		
Division	Service Pressures not related to Covid-19 (£,000)	Expenditure directly attributable to Covid- 19 (£,000)	Shortfall /Loss of Income due to Covid-19 (£,000)	Costs incurred due to changes in service delivery	Core assumptions used to calculate forecast pressure*	Factors that are attributable / can alter forecast pressure figure / Sensitivity Value (£0,000) ~	Risk Factor (%) / Future Impact Pressures on Service where no value offered /Other factors	Worst	Medium	Best	Pressure	Risk	Notes
Adult Services					Core assumptions on how the value been calculated	State value range / monthly, weekly, daily impact if applicable		Sensitivity: Worst £'000	Sensitivity: Medium £'000	Sensitivity: Best £'000	£'000	High / Medium / Low	Notes
Pressure Here	0	0	0	0				0	0	0	0		
Pressure Here	0	0	0	0				0	0	0	0		
Pressure Here	0	0	0	0				0	0	0	0		
Total Adult Services	0	0	0	0				0	0	0	0		
Children Services	Service Pressures not related to Covid-19 (£,000)	Expenditure directly attributable to Covid- 19 (£,000)	Shortfall /Loss of Income due to Covid-19 (£,000)	Costs incurred due to changes in service delivery	Core assumptions used to calculate forecast pressure*	Factors that are attributable / can alter forecast pressure figure / Sensitivity Value (£0,000) ~	Risk Factor (%) / Future Impact Pressures on Service where no value offered /Other factors	Sensitivity: Worst £'000	Sensitivity: Medium £'000	Sensitivity: Best £'000	£'000	High / Medium / Low	Notes
Placement costs for LAC and non LAC population	1,100	0	0	0	2019/20 M2 forecast			0	0	1,100	0	High	Dependant on how the LAC and non LAC population changes and any intervention action that can be taken such as MyST
Legal costs	238	0	0	0	2019/20 M2 forecast			0	0	238	0	High	
Agency staffing	237	0	0	0	2019/20 M2 forecast	237		237	0	0	0	High	Dependant on workforce planning and how quickly the service can pull away from reliance on agency staffing and move into a permanent Authority employed staffing structure that is stable
Total Children's Services	1,575	0	0	0				237	0	1,338	0		
Community Care	Service Pressures not related to Covid-19 (£,000)	Expenditure directly attributable to Covid- 19 (£,000)	Shortfall /Loss of Income due to Covid-19 (£,000)	Costs incurred due to changes in service delivery	Core assumptions used to calculate forecast pressure*	Factors that are attributable / can alter forecast pressure figure / Sensitivity Value (£0,000) ~	Risk Factor (%) / Future Impact Pressures on Service where no value offered /Other factors	Sensitivity: Worst £'000	Sensitivity: Medium £'000	Sensitivity: Best £'000	£'000	High / Medium / Low	Notes
Loss of non residential income	0	0	273	0	Drop in income for period 1 and period 2 4 weekly invoicing runs			273	0	0	0	High	The impact on the bottom line will depend on if Welsh Government reimburse the Authority for this lost income
Pressure Here	0	0	0	0				0	0	0	0		
Pressure Here	0	0	0	0				0	0	0	0		
Total Community Care	0	0	273	0				273	0	0	0		

Commissioning	Service Pressures not related to Covid-19 (£,000)	Expenditure directly attributable to Covid-19 (£,000)	Shortfall / Loss of Income due to Covid-19 (£,000)	Costs incurred due to changes in service delivery	Core assumptions used to calculate forecast pressure*	Factors that are attributable / can alter forecast pressure figure / Sensitivity Value (£0,000) ~	Risk Factor (%) / Future Impact Pressures on Service where no value offered / Other factors	Sensitivity: Worst £'000	Sensitivity: Medium £'000	Sensitivity: Best £'000	£'000	High / Medium / Low	Notes
Pressure Here	0	0	0	0				0	0	0	0		
Pressure Here	0	0	0	0				0	0	0	0		
Pressure Here	0	0	0	0				0	0	0	0		
Total Commissioning	0	0	0	0				0	0	0	0		
Partnerships	Service Pressures not related to Covid-19 (£,000)	Expenditure directly attributable to Covid-19 (£,000)	Shortfall / Loss of Income due to Covid-19 (£,000)	Costs incurred due to changes in service delivery	Core assumptions used to calculate forecast pressure*	Factors that are attributable / can alter forecast pressure figure / Sensitivity Value (£0,000) ~	Risk Factor (%) / Future Impact Pressures on Service where no value offered / Other factors	Sensitivity: Worst £'000	Sensitivity: Medium £'000	Sensitivity: Best £'000	£'000	High / Medium / Low	Notes
Pressure Here	0	0	0	0				0	0	0	0		
Pressure Here	0	0	0	0				0	0	0	0		
Pressure Here	0	0	0	0				0	0	0	0		
Total Partnerships	0	0	0	0				0	0	0	0		
Public Protection	Service Pressures not related to Covid-19 (£,000)	Expenditure directly attributable to Covid-19 (£,000)	Shortfall / Loss of Income due to Covid-19 (£,000)	Costs incurred due to changes in service delivery	Core assumptions used to calculate forecast pressure*	Factors that are attributable / can alter forecast pressure figure / Sensitivity Value (£0,000) ~	Risk Factor (%) / Future Impact Pressures on Service where no value offered / Other factors	Sensitivity: Worst £'000	Sensitivity: Medium £'000	Sensitivity: Best £'000	£'000	High / Medium / Low	Notes
Lost income for Registrars mainly due to cancelled/reduced weddings and ceremonies	0	0	200	0	Based on 3 months lost income since lockdown on 20th March to 20th June			200	0	0	0		Dependant on 1) if Welsh Government reimburse the Authority for this lost income, 2) how quickly lockdown measures are eased on weddings and ceremonies, 3) when lockdown measures are eased how quickly bookings will recommence, 4) capacity to accommodate bookings and 5) if we get a resurgence of the COVID 19
Lost income in Licensing	0	0	12	0	Based on first quarter			0	0	12	0	High	From street trading and entertainment but with lockdown easing this may only be short term
Lost income in Environmental Services	0	0	12	0				0	0	12	0	Low	Minimal loss from food safety and water sampling assume pick up once lockdown eases and being offset by savings on expenditure in not undertaking the work
Total Public Protection	0	0	224	0				200	0	24	0		
Resources & Performance	Service Pressures not related to Covid-19 (£,000)	Expenditure directly attributable to Covid-19 (£,000)	Shortfall / Loss of Income due to Covid-19 (£,000)	Costs incurred due to changes in service delivery	Core assumptions used to calculate forecast pressure*	Factors that are attributable / can alter forecast pressure figure / Sensitivity Value (£0,000) ~	Risk Factor (%) / Future Impact Pressures on Service where no value offered / Other factors	Sensitivity: Worst £'000	Sensitivity: Medium £'000	Sensitivity: Best £'000	£'000	High / Medium / Low	Notes
Pressure Here	0	0	0	0				0	0	0	0		
Pressure Here	0	0	0	0				0	0	0	0		
Pressure Here	0	0	0	0				0	0	0	0		
Total Resources & Performance	0	0	0	0				0	0	0	0		
Total Social Care, Health & Safeguarding	1,575	0	497	0				710	0	1,362	0		

\*Core assumptions examples (time period ,number ,budget ,frequency, etc)

~Variable factors in Core assumptions (time period - sensitivity, numbers, policy, frequency, etc)

ENTERPRISE	Non Covid-19 Pressures	COVID- 19 Specific PRESSURES			
DIVISION	Service Pressures not related to Covid-19 (£,000)	Expenditure directly attributable to Covid- 19 (£,000)	Shortfall /Loss of Income due to Covid-19 (£,000)	Costs incurred due to changes in service delivery (£,000)	Total
Business Growth & Enterprise	0	0	62	0	62
Operations	1,106	717	1,141	206	3,170
Planning & Housing	250	0	1,090	23	1,363
MonLife	0	0	2,226	0	2,226
	1,356	717	4,519	229	6,821

ENTERPRISE	Non Covid-19 Pressures	COVID- 19 Specific PRESSURES			HEADLINE PRESSURE ANALYSIS		
Division / Description of Pressure	Service Pressures not related to Covid-19 (£,000)	Expenditure directly attributable to Covid- 19 (£,000)	Shortfall /Loss of Income due to Covid-19 (£,000)	Costs incurred due to changes in service delivery (£,000)	Core assumptions used to calculate forecast pressure*	Factors that are attributable / can alter forecast pressure figure / Sensitivity Value (£0,000) ~	Risk Factor (%) / Future Impact Pressures on Service where no value offered / Other factors
					Core assumptions on how the value been calculated	State value range / monthly, weekly, daily impact if applicable	
Business Growth & Enterprise							
Borough Theatre - Loss of income.	0	0	62	0	Theatre will remain shut until January 1st.	Best Case - Already Assumed. Worst Case - Theatre will remain closed until April 1st (£0k) - Reduction in spend matches income	There should be no recurring pressure into 21-22 as we assume normal operation from April 1st. Only Risk is that social distancing guidelines impact on capacity beyond 1st April - this will effect income.
Total Business Growth & Enterprise	0	0	62	0			
Operations							
Schools Catering - Loss of income	0	0	409	0	Very low income Apr-July. Assume 40% meal uptake from Sept-March.	Worst Case - Meals at 30% for Sept-March (+£39k). Best Case - Meals at 60% Sept-March (-£78k)	Risks - We do not know what impact the restricted return of pupils to schools will have on meal numbers in September - We are assuming that by April 2021 service will return to normal but there is a risk that income levels could be hit in 21-22.
Building Cleaning - Increase in Staff Costs and loss of external income.	0	124	30	0	We have assumed a 25% loss of external income as buildings have been closed Apr-Jun. We are assuming that increased cleaning requirements will increase our total staff costs by a third.	We think income figure is an accurate estimate and will not alter. Staff Costs Worst Case - Already in assumption. Best Case - Staff Costs will only increase by 15% (-£129k)	Increased hours could follow into 21-22 depending on cleaning guidelines etc..

20-21 Sensitivity			MTFP Risk 21-22		
Worst	Medium	Best	Pressure	Risk	Notes
0	0	0	0	Medium	Limited capacity due to distancing guidelines could impact turnover in 21-22.
0	0	0	0		
39	0	-78	0	Medium	There is a possibility that restricted numbers in schools carry forward in to 21-22 so income could be hit.
0	0	-129	0	Medium	If extra cleaning is still required in 21-22 then staff costs will exceed budget.

PTU - Staffing Pressure	260	177	0	0	Increase in staff costs once schools reopen in September. Additional drivers could be needed if additional pick up/drops off are needed due to social distancing.	Worst Case assumed. However once schools go back in September costs could increase significantly if social distancing requirements are still in place. We can currently transport 1360 pupils but if social distancing measures are still in place this drops to 157 pupils.	Risks - We do not know how schools will look in September and what transport will be required. If social distancing requirements are still in place costs could increase significantly.					260	High	Staff pressure of 200k carried forward from 19-21 plus 60k additional saving that will not be made.	
PTU - Loss of Private Hire Income due to Covid				287	We have assumed no private hire will be received this financial year due to transport/drivers needed to meet social distancing requirements once schools go back. Loss of income from external school contracts & internal schools for swim trips, school trips etc.	Worst Case assumed, we don't think this will change.	Social distancing guidelines mean that private hire is affected going into 21-22.					0	High	If social distancing requirements are still in place in 21/22 then private hire income will be impacted.	
PTU - Decrease in Concessionary Fare Income due to Covid.				18	Little or no income from concessionary fares due to decrease in passenger numbers.	Worst case assumed.	Risks - If social distancing requirements are still in place passenger numbers will drop.						Medium	If social distancing requirements are still in place in 21/22 passenger numbers will drop	
PTU - Fixed Vehicle Costs	97	0	0	0	Historic maintenance overspend.	Worst Case assumed.						97	High	Recurring pressure that will impact 21-22.	
PTU - New Software Package	50	0	0	0								0	Low	One off purchase cost. Annual support costs will be funded from existing budget.	
PTU - Vehicle Purchase	31	0	0	0								62	High	Borrowing costs for three new vehicles estimated at 62k per year. Half year costs included for this financial year.	
Waste - Increased Staff Costs due to Covid social distancing requirements.				210	Additional Staff required until September when service will return to normal.	Best Case - already assumed. Medium Case - Staff reqd until December (+£105k), Worst Case - Staff reqd until April (+£210k)	The accumulation of unused leave will create a pressure going forward - we will need to pull in agency to cover additonal leave days taken.		210	105	0		0	Low	We are hopeful that service will return to normal by April 2021 and extra staff cover will not be needed.
Waste - Increased vehicle Hire & Running Costs due to Covid social distancing requirements.				206	206	Additional vehicles required until September when service will return to normal.	Best Case - already assumed. Medium Case - Vehicles reqd until December (+£103k), Worst Case - Vehicles reqd until April (+£206k)		206	103	0		0	Low	We are hopeful that service will return to normal by April 2021 and extra staff cover will not be needed.
Waste - additional recycling Costs				432	0	The recycling market was in decline entering 20/21 and has continued to fall. Reduced recycling rebates plus increased tonnage of material collected at kerbside equals increased treatment costs. Additional bags, boxes etc for increased collections at kerbside.	We think this is an accurate projection and will not change.								Recurrent budget pressure in waste - previous overspends have been masked by grant/capital funding. If these funding streams stop then a potential pressure in 21-22.
Waste - External Trade Income				178		Assume 20% drop off in income.	Best Case already assumed (£0k), Worst Case - 37% drop off in income (+£150k)		150	0	0		Medium	Economic downturn could impact trade income into 21-22.	

Waste - Existing budget Pressures	236				Abeysance of closure of Usk HWRc, contract inflation pressure.	We think this is an accurate projection and will not change.	
Grounds Maintenance - Reduction in external trade income as a result of Covid.	0	0	219	0	Based on assumption that normal work levels will resume from July	Best case - already assumed. Medium case - normal work levels wont return until September (+£108k) Worst Case - Normal work levels wont resume until January (+£111k)	The accumulation of unused leave will create a pressure going forward - we will need to pull in agency to cover additional leave days taken.
<b>Total Operations</b>	<b>1,106</b>	<b>717</b>	<b>1,141</b>	<b>206</b>			
<b>Planning &amp; Housing</b>							
Building Control - Impact of covid on fees.	0	0	40	0	Assumes £40k (10%) reduction in income Apr-Jun. Remainder of year to return to normal levels.	Worst case - income drops to 50% (+£169k). Medium Case - Income drops 25% (+£104k). Best Case - already assumed.	Risk a second Covid wave could shutdown market again impacting turnover
Planning - Reduction in planning fees	0	0	253	0	Applications down 25% on last year. Delay in application fee increase by WG. Pre-app income 35% down.	Worst Case - Already assumed. Best Case - Applications 10% down (-£86k), Pre-app income 25% down (-£15k).	Risk a second Covid wave could shutdown market again impacting turnover
Civil Parking Enforcement - Income Pressure	250		31		PCN issues are very low against budgeted levels - also affected by Covid lockdown. No indication that income will increase in 20-21.	Worst Case - PCN numbers drop 15% on forecast numbers (+£11k). Best Case - already assumed.	Recurring income shortfall that needs to be dealt with. Risk of second covid wave could shutdown towns again and impact on PCN issues.
Car Parking Income down due to Covid Restrictions.	0	0	733	0	P&D income minimal Apr-Jun, 50% of 19/20 activity for July, 70% of 19/20 activity for Aug-Sept. Permit income down £35k.	Worst Case - 50% activity for remainder of year (+£157k) Medium Case - assumed in assumption (£0). Best Case - 80% activity Aug-Sept. (-£95k)	Further shutdown of towns due to second wave.
Renovation grants - Loss of fee income due to covid restrictions.			33		Based on average income to date	Best Case - more adaptations are able to be carried out as covid19 restrictions ease assumed only 20% loss (-£17k), Worst Case - contractors to carry out works are at capacity and works are delayed and restrictions are not eased (+£42k)	
Homelessness - Increase in B&B costs due to Covid				23	Based on government guidance that every homeless person needs to be housed and therefore currently assuming a 40% increase on last year	Best Case - already assumed. Worst Case 60% increase on last year (£+35k)	
<b>Total Planning &amp; Housing</b>	<b>250</b>	<b>0</b>	<b>1,090</b>	<b>23</b>			
<b>MONLIFE</b>							

			236	High	Recurrent budget pressure in waste - previous overspend has been masked by grant/capital funding. If these funding streams stop then a potential pressure in 21-22.
219	108	0	0	Low	We are not certain on how covid will impact on business going but we assume we will be back to normal levels come 1st April
824	316	-207	1,087		
169	104	0	0	Medium	Risk that economic downturn will effect building sector so turnover could be affected in 21-22.
0		-101	0	Medium	Risk that economic downturn will effect building sector so turnover could be affected in 21-22.
11	0	0	250	High	Service struggling to meet income budget, unless staffing issues resolved and activity improves then there will be a large pressure in 21-22.
157	0	-95	0	Medium	Foofall in our car parks remain low into 21-22 as people choose to stay away from town centres.
42		-17		Medium	If Covid19 restrictions are not lifted and works cannot be carried out in the home this will lead to a further decrease in fee income. Also if contractors are at capacity trying to play catch up this will have an effect on fee income.
35				High	This is just a best guess at what could happen, a second wave could mean costs escalate further and we have no idea how long this will mean people have to stay in B&B
414	104	-213			

Loss of Leisure Centre Income due to sites being closed for Covid.	0	0	1,752	0	Assumes only 25% of income budget will be received in 20-21. Limited re-opening in October.	Worst Case - already assumed (£0). Best Case - 35% of income achieved (-£367k)	This figure has been netted off by Furlough credits of (£474k) We do not know what impact distancing guidelines will have on memberships and admission income. Possibility turnover will be impacted into 21-22.
Outdoor Education - Loss of income as centres closed due to Covid.	0	0	393	0	Both sites will remain closed until end of December. Limited opening for Gilvern in final quarter. Only £38k estimated for Qtr 4.	Worst Case - Sites remain closed until April 2021 (+£38k). Best Case - Already assumed.	This figure has been netted off by Furlough credits of (£110k) We do not know what impact distancing guidelines will have on bookings. Possibility turnover will be impacted into 21-22.
Museums & Attractions- Loss of income as sites closed due to Covid.	0	0	81	0	Limited opening for Castle, Tintern, Shire Hall & TIC. Forecast assumes 25% income achieved.	Worst Case - assumed (£0k) Best Case - Income hits 35% (-£42k).	This figure has been netted off by Furlough credits of (£65k) We do not know what impact distancing guidelines will have on visitor numbers. Possibility turnover will be impacted into 21-22.
<b>TOTAL MONLIFE</b>	<b>0</b>	<b>0</b>	<b>2,226</b>	<b>0</b>			
<b>TOTAL ENTERPRISE &amp; MONLIFE</b>	<b>1,356</b>	<b>717</b>	<b>4,519</b>	<b>229</b>			

\*Core assumptions examples (time period ,number ,budget ,frequency, etc)

~Variable factors in Core assumptions (time period - sensitivity, numbers, policy, frequency, etc)

		-367				We do not know what impact distancing guidelines will have on memberships and admission income. Possibility turnover will be impacted into 21-22.
38					High	We may see a reluctance on schools to organise trips in the medium term, may impact on turnover in in 21-22.
		-42			High	We do not know what impact distancing guidelines will have on visitor numbers. Possibility turnover will be impacted into 21-22.
38	0	-409	0	0		
1,276	420	-829		1,087		

RESOURCES	Non Covid-19 Pressures	COVID- 19 Specific PRESSURES			
DIVISION	Service Pressures not related to Covid-19 (£,000)	Expenditure directly attributable to Covid- 19 (£,000)	Shortfall /Loss of Income due to Covid-19 (£,000)	Costs incurred due to changes in service delivery (£,000)	Total
Commercial, Corporate & landlord Services	245	0	325	0	570
Finance	0	307	60	0	367
Future Monmouthshire	114	0	0	0	114
Information Communication Technology	0	0	0	0	0
People	0	0	38	0	38
	359	307	423	0	1,089

RESOURCES	Non Covid-19 Pressures	COVID- 19 Specific PRESSURES			HEADLINE PRESSURE ANALYSIS		
Division / Description of Pressure	Service Pressures not related to Covid-19 (£,000)	Expenditure directly attributable to Covid- 19 (£,000)	Shortfall /Loss of Income due to Covid-19 (£,000)	Costs incurred due to changes in service delivery (£,000)	Core assumptions used to calculate forecast pressure*	Factors that are attributable / can alter forecast pressure figure / Sensitivity Value (£0,000) ~	Risk Factor (%)/ Future Impact Pressures on Service where no value offered /Other factors
					Core assumptions on how the value been calculated.	State value range / monthly, weekly, daily impact if applicable	
Commercial, Corporate & landlord Services							
Estates - Income Pressure	245	0	0	0	Income not reaching budgeted levels due to 3 issues 1) vacant space in Magor means rental income is down £79k 2) the budget assumed £100k income from the creation of a development company, this has not happened yet. 3) service charge income is below budget £65k.	Assumes no change for rest of year. Worst Case - Already Assumed - development company income will not be achieved this year. Best Case - Magor vacant space is filled assume 50% of rental achieved (-£34.5k). Assume service charge agreement is reached to 50% of budget (-£32.5k).	High risk that development company will not be set up so £100k recurring pressure. If Magor remains vacant then pressure on rental and service charge targets will remain into 21-22.
Investment Income Pressure	0	0	200	0	Budget saving built into 20-21 MTFP to reflect additional properties. Assume no purchases in 20-21 due to impact of Covid on economy.	Worst Case - Already assumed (£0). Best Case - Investment property is purchased and savings generated from September (-£100k)	Impact of Covid on available properties/tenants going forward - High risk that this income will not be achieved in 21-22.
MCC Markets - Income Loss			125		No income for Apr-Jun. Assume opening from July onward at 50% rental activity.	Worst Case - Remaining Rental to be 35% (+£27k). Best Case Remaining Rental to hit 65% (-£25k)	Second wave will re-close Markets.
<b>Total Commercial, Corporate &amp; landlord Services</b>	<b>245</b>	<b>0</b>	<b>325</b>	<b>0</b>			
Finance							
Benefits - B&B HB claims increasing due to Covid, not all can be claimed against Housing benefit subsidy so pressure on budget.	0	307	0	0	Forecast assumes the upward trend to continue until December.	Best Case - Already Assumed (£0k). Worst Case - Cases won't return to normal levels until April (+£88k)	Requirement continues on beyond this financial year.
Council Tax & NNDR - Shortfall in Summons income due to courts being closed and decision to halt recovery of Unpaid Council Tax & Business Rates		0	60	0	Assumed cases back to court from September.	Best Case - Already assumed (£0k) Worst Case - Courts not open until April (+£60k)	
<b>Total Finance</b>	<b>0</b>	<b>307</b>	<b>60</b>	<b>0</b>			
Future Monmouthshire							
Future Monmouthshire - Unachievable 20-21 Savings relating to Authority Wide Agency (£80k) and Fuel reductions (£34k).	114	0	0	0	Possible risk that amount will not be achieved but we are looking to capture savings when they are identified in services and to passport budget saving across.	Worst Case - Already Assumed. Best Case - Agency & Fuel costs will be captured within services (-£114k)	Agency saving will not be found so is a recurring pressure. Fuel saving is a possibility as home working and online meetings have increased reducing the need to travel.
<b>Total Future Monmouthshire</b>	<b>114</b>	<b>0</b>	<b>0</b>	<b>0</b>			
People							
Corporate Training - Reduced income	0	0	38	0	Income reduced as not able to provide courses for 1st quarter of the year	Best Case - Already Assumed. Medium Case - Courses not allowed to run until October (+£27k). Worst Case - Courses not allowed to run until January (+£54k)	Social distancing requirements could impact on class sizes affecting turnover.
<b>Total People</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>0</b>			
<b>TOTAL RESOURCES</b>	<b>359</b>	<b>307</b>	<b>423</b>	<b>0</b>			

\*Core assumptions examples (time period ,number ,budget ,frequency, etc)

~Variable factors in Core assumptions (time period - sensitivity, numbers, policy, frequency, etc)

20-21 Sensitivity			MTFP Risk 21-22			
Worst	Medium	Best	Pressure	Risk	Notes	
0	0	-67	245	High	High Risk that Magor will remain vacant due to impact of Covid on market. No sign that development company will be set up.	
0		-100	200	High	We are not sure of what impact Covid will have on available properties/tenants so this income target might not be achieved in 21-22. Once refurbishment of Market Hall is complete we should see an increase back to normal levels. There is a risk that a second Covid Wave could impact towns/buildings.	
27	0	-25	0	Medium		
27	0	-192	445			
88			0	Medium	Requirement to house all homeless means that this could continue into 21-22.	
60			0	Medium	Possibility that economic hardship caused to households will cause an increase in unpaid council tax etc...	
148	0	0	0			
0	0	-114	80	Medium	Possibility that fuel saving could materialise. High risk that agency saving will not be captured so this could be a pressure in 21-22.	
0	0	-114	80			
54	27			Medium	Social distancing guidelines could impact of class sizes going into 21-22 which will impact turnover.	
54	27	0				
229	27	-306	525			

Chief Executive	Non Covid-19 Pressures	COVID- 19 Specific PRESSURES			
DIVISION	Service Pressures not related to Covid-19 (£,000)	Expenditure directly attributable to Covid- 19 (£,000)	Shortfall /Loss of Income due to Covid-19 (£,000)	Costs incurred due to changes in service delivery (£,000)	Total
Legal & Land Charges	16	0	60	0	76
Governance, Democracy & Support	24	0	30	57	111
	40	0	90	57	187

Chief Executive	Non Covid-19 Pressures	COVID- 19 Specific PRESSURES			HEADLINE PRESSURE ANALYSIS		
Division / Description of Pressure	Service Pressures not related to Covid-19 (£,000)	Expenditure directly attributable to Covid- 19 (£,000)	Shortfall /Loss of Income due to Covid-19 (£,000)	Costs incurred due to changes in service delivery (£,000)	Core assumptions used to calculate forecast pressure*	Factors that are attributable / can alter forecast pressure figure / Sensitivity Value (£0,000) ~	Risk Factor (%) / Future Impact Pressures on Service where no value offered /Other factors
Legal & Land Charges					Core assumptions on how the value been calculated	State value range / monthly, weekly, daily impact if applicable	
Reduction in Land Charges Income due to 1) Recurrent budget pressure 2) impact of Covid on Housing market.	16	0	60	0	No income received Apr-Jun. Assuming 35% of previous year from July-March.	Worst Case - Current assumption Medium Case -Applications rise to 50% (-£14k). Best Case - Applications rise to 65% (-£28k)	Danger of Covid second wave causing housing market to shutdown again.
<b>Total Legal &amp; Land Charges</b>	<b>16</b>	<b>0</b>	<b>60</b>	<b>0</b>			
Governance, Democracy & Support							
Community Education - Loss of income due to closures of sites due to Covid.		0	30	0	Assumed closed until September with future course income affected by distancing guidelines.	Best Case - Current assumption (£0). Worst Case - Closed until April 1st. (+£30k)	Danger of Covid second wave causing longer shutdown.
Contact Centre - Staff Overspend		0	0	57	Because of the staff resource needed for Covid the service were not able to implement staff restructure. (savings already removed from budget)	No change predicted due to requirement for Track & Trace etc...	
Community Hubs	24				Recurring budget pressure, insufficient funding for Gilwern Library and Usk Post Office.		Recurrent pressure - Unless managed will repeat in 21-22.
<b>Total Governance, Democracy &amp; Support</b>	<b>24</b>	<b>0</b>	<b>30</b>	<b>57</b>			
<b>TOTAL CEO's</b>	<b>40</b>	<b>0</b>	<b>90</b>	<b>57</b>			

\*Core assumptions examples (time period ,number ,budget ,frequency, etc)

~Variable factors in Core assumptions (time period - sensitivity, numbers, policy, frequency, etc)

20-21 Sensitivity			MTFP Risk 21-22			
Worst	Medium	Best	Pressure	Risk	Notes	
0	-14	-28	16	Medium	Recurrent shortfall pressures of £16k.	
0	-14	-28	16			
30	0	0		Medium	Depends on effect distancing guidelines have on classroom capacity.	
0	0	0	57	High	If staff numbers need to remain at current levels to help manage calls and TTP then staff savings will not be made.	
0	0	0	24	High	Unless managed this will repeat in 21-22.	
30	0	0	81			
30	-14	-28	97			

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<b>SUBJECT:</b>	<b>DIGITAL INFRASTRUCTURE ACTION PLAN UPDATE</b>
<b>MEETING:</b>	<b>CABINET</b>
<b>DATE:</b>	<b>29<sup>TH</sup> JULY 2020</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>ALL</b>

**1. PURPOSE:**

To provide an update on activity following approval of the Digital Infrastructure Action Plan (Appendix A) in September 2019.

**2. RECOMMENDATIONS:**

- 2.1 Cabinet to receive the update and acknowledge the significant activity and progress that has been made in less than a year and to support the future plans for the deployment of broadband infrastructure across the County, to reduce the deficiencies in digital infrastructure that are seen across the County.
- 2.2 Following the very recent announcement by Welsh Government of additional funding for Openreach via the Superfast programme. Cabinet to approve Officers engagement in further dialogue with Welsh Government, to optimise the additional investment, in order to maximise the spread of connectivity across the County and alongside other digital infrastructure investment as outlined in the report.

**3. KEY ISSUES:**

- 3.1 In [September 2019](#) Cabinet approved the Digital Infrastructure Action Plan setting out how the Council wished to capitalise on the provision of a high speed, first class digital infrastructure, in order to deliver economic growth, wealth creation and increased productivity and GVA for the county and the country.
- 3.2 Less than 12 months later, the need for a robust digital infrastructure has become even more pronounced. As a result of the COVID-19 pandemic, the increase and impact of on-line, digital activity has been phenomenal from a wider societal and economic perspective, with the unprecedented increase in home working, acceleration of people doing on line shopping and wider digital social interactions with families and friends. All this has led to the amplified need for good quality digital infrastructure and connectivity, particularly for the Council, with many of the Council's services moving to an on-line digital platform.
- 3.3 It is therefore pleasing to be in a position to report that although the digital deprivation rates remain the highest in the Cardiff Capital Region 12.5% (approximately 8,000 premises) in Monmouthshire, in comparison to 3-4% in other CCR local authority areas, things are set to change.
- 3.4 This report seeks to highlight the scale of planned investment in broadband connectivity in the County and the activity that is set to take place over the coming months by commercial Altnets (Altnets are Network Service Providers other than BT). In addition, on the 20<sup>th</sup> July, Welsh Government announced that they had increased their agreement with Openreach, to increase the number of properties that will benefit through the project from 26,000 to 39,000 in local authority areas with less than 90% superfast broadband coverage. Officers will analyse the additional properties that will benefit from this

coverage and seek to engage with Welsh Government, to ensure investment is made in the right postcodes in order to maximise broadband connectivity in the County.

### 3.5 Current Situational Analysis

- 3.5.1 Unfortunately due to the COVID 19 situation and the preceding flooding that took place in November 2019 and February 2020, digital infrastructure works have been slow to move forward in the county.
- 3.5.2 Monmouthshire still has 8,000 premises in the county with poor broadband. Of these 5,600 are under review with the possibility of Altnets supplying services. 2400 premises are still considered with 'no potential suppliers available'.
- 3.5.3 Following the very recent announcement by Welsh Government of the additional funding for FTTP (Full Fibre to the Premise) by Openreach, the number of connected premises is likely to increase from 1581 to 2163, however further analysis will need to take place to identify where this investment is going and how it can maximise other planned activity in the County. Once complete all the premises receiving FTTP will be mapped under a broadband layer on Mon Maps to enable Officers to identify those who may still require connections following current planned interventions. This information will then be used to inform a funding application that will be made by Officers to Welsh Government's recently announced £10M Local Broadband Fund.

### 3.6 Progress following the Recommendations:

- 3.6.1 Table One below details the progress in relation to the recommendations made to Cabinet in September 2019:

**Table One: Progress to Date**

<b>Recommendation</b>	<b>Progress to Date</b>
<b>Establish a Strategic Broadband Working Group</b>	An initial meeting of the Group has been held, where the principal of working at pace to ensure all necessary internal Council processes are expedited to enable broadband providers to move at speed has been established.
<b>Consider commercial loans to companies wishing to progress digital infrastructure projects within the county that will address digital deprivation issues.</b>	On 18 <sup>th</sup> March 2020, the Council's Investment Committee agreed to provide providing loan funding to Broadway Partners through a Special Purpose Vehicle, Monmouthshire Broadband Ltd. The purpose of the loan is to build digital infrastructure across Monmouthshire that would rapidly accelerate and benefit digital connectivity to rural businesses and residents in the County.
<b>Fully consider any opportunities to engage with funding opportunities to install 5G and Lora WAN infrastructure within the County where there is a basis of evidence of need, opening up the</b>	On 20 <sup>th</sup> February 2020, the Council received notice of the approval of CoCoRE, a 5G testbed in South East Wales to connect rural communities across Monmouthshire and semi-urban communities in Blaenau Gwent, subsequently a report was presented to <a href="#">Cabinet</a> on the 4 <sup>th</sup> March 2020. As a partner, the Council will be involved in developing test cases for the use of 5G in:

<p><b>County as a regional testbed and pathfinder for the variety of applications likely to be developed as a result.</b></p>	<ul style="list-style-type: none"> <li>• Tourism: Scalable AR Experience for a Sensitive Site and Preservation &amp; Safety specifically at Raglan Castle; and</li> <li>• Diverse Rural Economy: Farms Security &amp; Safety and Farmer Mental Wellbeing &amp; Isolation</li> </ul> <p>Through the Rural Development Programme 2014-2020, funding has been secured to trial a project “IoT and Independent Living”. An MCC occupational therapist has been seconded to the project for 18 months until March 2021. The project focusses on three demographics, mild dementia, hospital re-enablement and social isolation. The team considered IoT sensors, operating in homes within a Lora WAN network and engaged Cardiff University to develop solutions around our concepts. The product was trialled with 2 users in Monmouthshire with good results, however the Covid 19 pandemic has interrupted the trials.</p> <p>A further funding application is currently being developed via the Local Government Digital Transformation Fund to extend the project across the wider Gwent region.</p>
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### 3.7 Planned Activity

- 3.7.1 An update from two Altnets has been provided for this report which is detailed in Table Two. In addition there will be the recently announced Superfast rollout and potential further updates from other Altnets working in the County.

**Table Two: Planned Digital Infrastructure Activity**

Altnet	Rollout Plans
<p><b>Broadway Partners</b></p>	<p>Build out of FTTP from September 2020 to be focussed initially on Llandenny, Llansoy, Llangwm, King Coed, Llanarth and the Pitt, Great Oak, Penrhos and Tregare, Llangovan and Cross Ash (together comprising ca. 1,000 premises), with a further 4,500 rural premises planned to be upgraded to FTTP as demand justifies and where commercially viable. This in addition to existing and continuing Fixed Wireless broadband operations. Ambition is for the Gigabit overlay network that is the subject of the commercial loan from the Council, to be 5G carrier grade to enable the deployment of 5G connectivity in rural areas. An additional bid will be</p>

	made to WG to secure funding to enable this upgrade to happen.
<b>Spectrum</b>	<p>Spectrum has significant plans for Monmouthshire which form part of an initial £200M investment in South Wales supported by one of the largest telecommunications infrastructure investment companies in the UK.</p> <p>Full-fibre infrastructure in the main towns in Monmouthshire to include Monmouth, Abergavenny, Chepstow, Caldicot and Usk. The higher density areas of Raglan, Magor and Undy will also be covered.</p> <p>Additional activity also to include the deployment of dark fibre (As yet unused optical fibre, available for use in fibre-optic communication which can be leased from a network service provider) along the county's main trunk roads to be used primarily to provide full fibre connections. This fibre will be available to community projects and other Internet Service Providers as well as Spectrum and will be very useful to 5G deployment in the County.</p>

3.7.2 As it is the Council's ambition to be in the vanguard of rural broadband connectivity in Wales, the Council is keen to maintain its policy position to 'proactively encourage broadband providers to install full fibre broadband infrastructure in the County' and seek to support other Altnets wishing to invest in the County.

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

4.1 The Assessment (Appendix B) demonstrates that the detail contained in the draft Digital Infrastructure Action Plan demonstrates compliance with the well-being five ways of working, supports the well-being goals and associated activities are expected to have a positive impact on all groups and people with protected characteristics.

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

5.1 Below is an updated analysis of current strategic opportunities, impacts, resource requirements and risks to the Council. In summary these can be assessed as follows:

- Local Full Fibre Network funding via a joint WG/CCR bid to upgrade 22 sites in Monmouthshire to 1 gig capability, with the potential to run spurs to unconnected premises utilising the Gigabit Voucher Scheme;
- The Trunk Road concession option held by Spectrum/Net Support UK has an ability to connect communities off the A465, A449/A40, M4 and A4042;

- Rural Gigabit Connectivity Programme - £200M funding pot from DCMS to adopt a new "outside-in" approach trialling models for local hubs in rural areas, starting with primary schools, alongside a voucher scheme for funding full fibre connectivity to nearby premises, providing full fibre connectivity to homes and businesses. Council Officers are currently awaiting information regarding application process and next steps.
- Rural Connected Communities - Monmouthshire is a part of a partnership in the 5G rural mobile connectivity programme to:
  - Identify and test demand-led coverage models;
  - Test a range of innovative technical solutions and commercial approaches; and
  - Build and prove demand through new 5G use cases.
- Commercial Loans to alternative broadband providers or 'Altnets' – BT's involvement in the roll out of further broadband infrastructure in the County other than SFC2 is likely to be minimal. Therefore as the commercial viability of broadband infrastructure is more limited than in an urban environment, due to reduced take up rates and more complex civil engineering requirements to install the infrastructure, it is likely that the Council will be approached for commercial loans to provide seed corn funding for the installation programmes as evidenced by the Council's recent commercial loan to Broadway Partners.
- Investigate additional funding opportunities e.g. Welsh Government's recently announced £10M Local Broadband Fund

## **6. REASONS**

- 6.1 The digital deprivation in Monmouthshire is unacceptable particularly in this current Covid 19 climate. It puts our communities, businesses and indeed Wales at a severe disadvantage, particularly given Monmouthshire's proximity to the economic powerhouses of the South West, Gloucestershire and Herefordshire. Therefore there is a strategic imperative to ensure that Monmouthshire has sufficient NGA connectivity to maximise our economic growth and wealth creation capability, and increase our productivity in order to increase the GVA for the county and the country.

## **7. RESOURCE IMPLICATIONS**

- 7.1 There are no resource implications for the Council although there is a commercial risk to the Council associated with the commercial loan to Broadway Partners as referenced in the report to the Investment Committee, recommending the approval of the loan. Future infrastructure interventions will either happen due to their commercial viability or will need to be supplemented with public funding from WG or DCMS as appropriate.

## **8. CONSULTEES**

- Monmouthshire communities;
- Senior Leadership Team
- Economy and Development Select Committee – 10<sup>th</sup> April 2019. Full minutes from the meeting can be found [here](#) however conclusions drawn from the meeting are detailed here as follows:
  - It is clear that Monmouthshire is lagging behind with regard to Superfast Cymru broadband provision;
  - There is an issue of deprivation within the County;

- It is critical for our economic future and the broadband provision gap needs to be closed as quickly as possible;
- Monmouthshire needs to be enabled. Superfast Cymru 2 is not going to realise remaining capacity. Therefore other options need to be investigated. Monmouthshire County Council needs to be an enabler to provide this service.
- The need for a dedicated staff resource has been identified to bring this to fruition.

## **9. BACKGROUND PAPERS**

Appendix A: Revised Digital Infrastructure Action Plan

Appendix B: Future Generations Evaluation

## **10. AUTHOR:**

**Cath Fallon, Head of Enterprise and Community Animation**

**Michael Powell, Rural Programmes Manager**

## **11. CONTACT DETAILS:**

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## Appendix B



monmouthshire  
sir fynwy

# Future Generations Evaluation (includes Equalities and Sustainability Impact)

<b>Name of the Officer</b> Cath Fallon  <b>Phone no:</b> 07557 190969 <b>E-mail:</b> <a href="mailto:cathfallon@monmouthshire.gov.uk">cathfallon@monmouthshire.gov.uk</a>	<b>Draft Digital Infrastructure Action Plan</b>
<b>Name of Service:</b> Enterprise	<b>Date:</b> Future Generations Evaluation 10 <sup>th</sup> July 2020

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




### 1. Does your proposal deliver any of the well-being goals below?



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	Improved broadband infrastructure improves opportunities for education and training via access to on line resources, universities and training courses.	There is a strategic imperative to ensure that Monmouthshire has sufficient NGA connectivity to maximise our economic growth and wealth creation capability, and increase our productivity in order to increase the GVA for the county and the country.

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 resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Improved broadband infrastructure can raise awareness of biodiversity and climate change issues and encourage positive participation.	Improved broadband infrastructure can also enable citizens to work from home thus reducing carbon emissions.
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Given the move towards tele health care improvements to digital infrastructure presents opportunities for digital healthcare delivery and helps raises awareness of the benefits of physical activity.	Improved digital infrastructure can provide the opportunity to raise awareness of the benefits of physical activity, classes for which can be delivered direct to citizen's homes via the Internet.
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Improved broadband access is proven to reduce social isolation and promote independence.	Improved broadband infrastructure is also proven to encourage wider participation in community and voluntary work.
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Improved broadband access can raise awareness of these issues and promote positive activity.	
<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	Improved broadband access can raise awareness of culture, heritage and the welsh language and encourage positive participation.	

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	Improved broadband access can enable access to on line learning resources to enable them to fulfill their potential, whatever their background.	

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	The technologies deployed in some circumstances will provide a short term fix e.g. wireless until a longer term solution e.g. Fibre to the Premise can be deployed.	Improved broadband access will ensure that Monmouthshire citizens are able to embrace future technologies and opportunities.
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	A partnership approach will be undertaken to ensure the best solution for communities can be found. This is likely to be with Welsh Government and a range of private sector network providers.	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	Citizens are invited to get involved by participating in local meetings with potential broadband providers or by contacting Monmouthshire Enterprise directly.	Further information can be found here: <a href="http://monmouthshire.biz/digital-monmouthshire/for-residents/">http://monmouthshire.biz/digital-monmouthshire/for-residents/</a>

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>Putting resources into preventing problems occurring or getting worse</p>	<p>A situational analysis of Superfast Broadband Next Generation Access (NGA) coverage in the Cardiff Capital Region (CCR), based on the OMR/SAPC undertaken prior to the Superfast Cymru Phase 2 (SFC2) Procurement has been undertaken. This paints a stark picture in terms of the current lack of coverage in Monmouthshire, in comparison to our other nine Local Authority partner.</p>	<p>Additional resources will be deployed to produce a dynamic model indicating current proposed interventions, timescales and premises targeted, leaving those requiring further interventions. Following receipt of the model, potential solutions can be costed and brought forward to the Council's Investment Committee for consideration.</p>
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>Access to broadband can reduce carbon emissions, rural isolation and rural poverty. It can also provide access to learning which can increase skills and subsequently wealth and overall well-being.</p>	

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Improved broadband access reduces the barriers to access for people with protected characteristics.	Any negative impacts can be reduced if suitable safeguarding strategies are put in place.	Affordable and accessible broadband solutions will be identified to maximize opportunities for all.

<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Disability	As per Age Line Above	As per Age Line above	As per Age Line Above. In addition, the proposals will take the needs of the disabled population into consideration during the development phase.
Gender reassignment	As per Age Line Above	As per Age Line above	As per Age Line Above
Marriage or civil partnership	As per Age Line Above	As per Age Line above	As per Age Line Above
Pregnancy or maternity	As per Age Line Above	As per Age Line above	As per Age Line Above
Race	As per Age Line Above	As per Age Line above	As per Age Line Above
Religion or Belief	As per Age Line Above	As per Age Line above	As per Age Line Above
Sex	As per Age Line Above	As per Age Line above	As per Age Line Above
Sexual Orientation	As per Age Line Above	As per Age Line above	As per Age Line Above
Welsh Language	As per Age Line Above	As per Age Line above	In addition, all signage will be compliant with the Welsh Language (Wales) Measure 2011 as specified in the Standards applied to Monmouthshire

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

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	<i>During the delivery of the programme of activities, safeguarding will be at the forefront to ensure that any future service delivery promotes the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.</i>	As above	As above
Corporate Parenting	<i>During the delivery of this programme of activities the needs of any 'looked after' children will be considered to ensure any future service delivery protects their welfare.</i>	As above	As above

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

The CCR Regeneration Plan along with the following:

- The Wellbeing of Future Generations Act;
- The Social Services and Wellbeing (Wales) Act;
- Prosperity for All;
- Welsh Government - Digital Wales;
- Growth & Competitiveness Commission Report Review and Recommendations;
- Cardiff Capital Region “Powering the Welsh Economy”;
- Equality Act 2010; and
- Welsh Language (Wales) Measure 2011

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

The Assessment demonstrates that the detail contained in the updated Digital Deprivation Action Plan demonstrates compliance with the well-being five ways of working, supports the well-being goals and associated activities are expected to have a positive impact on all groups and people with protected characteristics.

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

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

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

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

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Scrutiny – Economy and Development Select Committee	10 <sup>th</sup> April 2019	Action Plan reviewed, updated and renamed Digital Infrastructure Action Plan
2	Cabinet	4 <sup>th</sup> September 2019	Draft Action Plan approved
3	Cabinet	29 <sup>th</sup> July 2020	Updated Action Plan presented

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## Contents

	<b>Title</b>	<b>Page</b>
<b>1</b>	<b>Monmouthshire's Digital Infrastructure and Ambitions</b>	<b>3</b>
1.1	Situational Analysis – What's the problem we're trying to solve	
1.2	Resident's concerns drawn from Situational Analysis	<b>5</b>
1.3	Wider Strategic Concerns	
<b>2</b>	<b>Wider Strategic Context</b>	<b>6</b>
2.1	Superfast Broadband Exploitation Advisory Panel	
2.2	Digital Skills	
2.3	Wales Rural Broadband Task Force	<b>7</b>
<b>3</b>	<b>Future of Broadband Connectivity Applications</b>	<b>7</b>
3.1	Future Telecoms Review	
3.2	5G Connectivity	<b>8</b>
3.3	Internet of Things and LoRaWAN	
<b>4</b>	<b>Next Steps</b>	<b>9</b>
	Table Two – Current Opportunities August 2019	<b>11</b>
<b>5</b>	<b>Current Additional Opportunities</b>	<b>18</b>
<b>6</b>	<b>Future Opportunities</b>	<b>18</b>
<b>7</b>	<b>Future Legislation</b>	<b>18</b>
7.1	Universal Service Obligation	
<b>8</b>	<b>Conclusions and Recommendations</b>	<b>18</b>
<b>Appendix A: Anecdotal Evidence</b>		

# MONMOUTHSHIRE: DIGITAL INFRASTRUCTURE ACTION PLAN 2019-2022

## 1. Monmouthshire's Digital Infrastructure and Ambitions

### 1.1 Situational Analysis: What is the problem we are trying to solve?

1.1.1 In August 2018 the UK Government released [The Evaluation of the Economic Impact and Public Value of the Superfast Broadband Programme](#) an independent assessment of the impact the rollout Superfast Broadband had had in its first years (2012-2016). Key findings from the report concluded that:

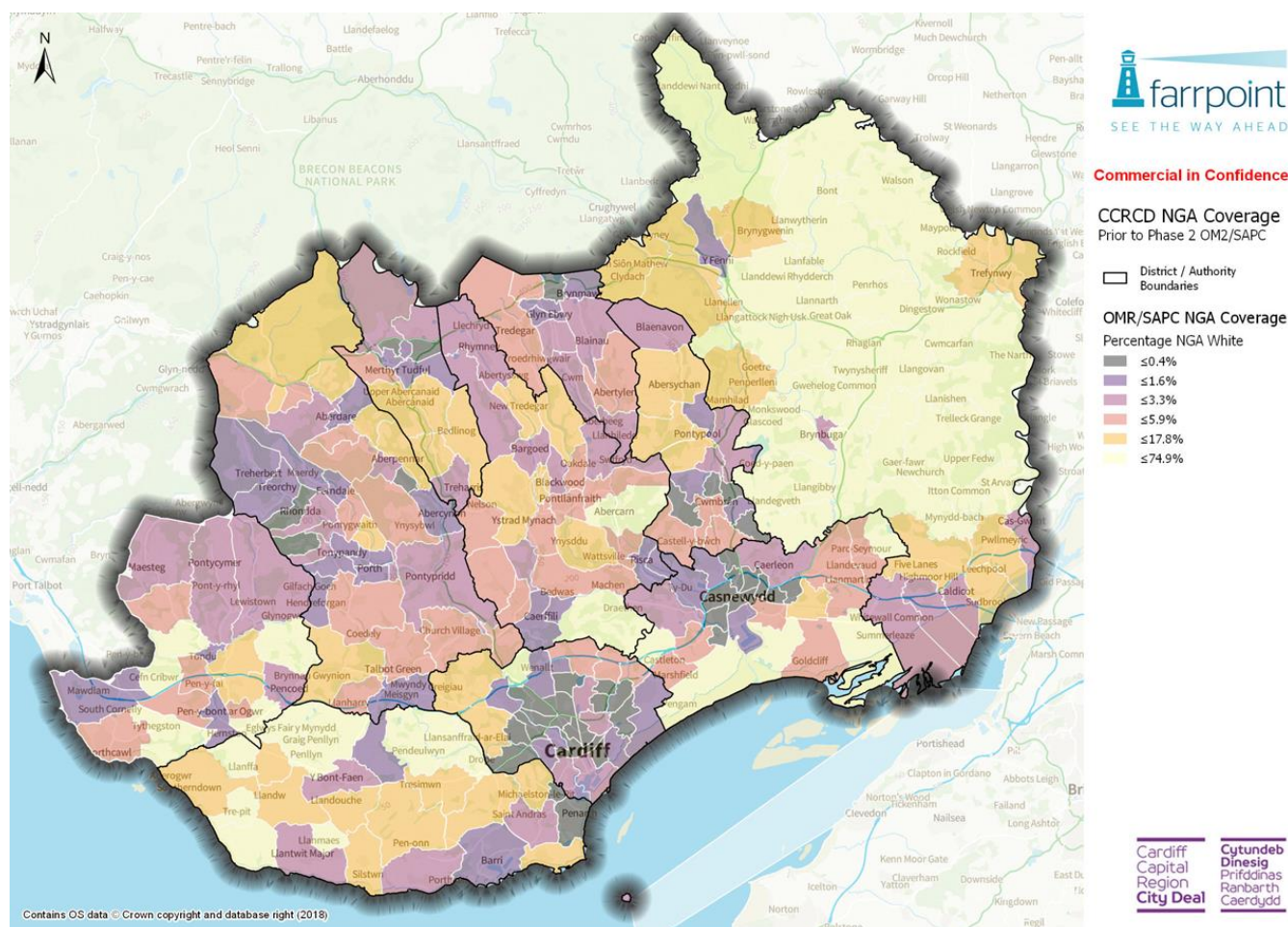
- The Programme had delivered £12.28 benefit for businesses for every £1 invested by the Government and local authorities;
- £9 billion surge in turnover for businesses benefitting from faster connections available;
- £690 million net increase in Gross Value Added to the UK economy;
- A reduction of almost 9000 individuals claiming jobseekers allowance, as well as a reduction in long term claimants by 2,500 in programme areas, accompanied by the creation of 49,000 local jobs;
- Strong indication that high take up rates of Government's superfast programme have encouraged telecommunications industry to expand their own commercial broadband projects

1.1.2 However, at a local level, Monmouthshire County Council (MCC) and Monmouthshire's residents feel that the delivery of the Superfast Cymru programme in Monmouthshire has not been seen as a priority area for Welsh Government or BT, their delivery agent. This is due to the sparsity of the population, the rurality of the landscape, the difficulty of the topography and subsequently the limited commercial viability of the county's deep rural areas. This is evidenced in the current situational analysis of Superfast Broadband Next Generation Access (NGA) coverage in the Cardiff Capital Region (CCR), based on the Open Market Review (OMR/SAPC) undertaken in 2017 prior to the Superfast Cymru Phase 2 (SFC2) Procurement in 2018. The analysis paints a stark picture in terms of the current lack of coverage in Monmouthshire in comparison to our other nine CCR Local Authority partners as detailed in Table One and Map one that follow. Another Open Market Review is currently taking place which will complete in August 2019, following which the market will be in a position to respond to more accurate and up to date information.

**Table One: Comparison of NGA coverage among the ten CCR Local Authorities**

Local Authority	NGA Coverage	% NGA White	NGA White Premises
BLAENAU GWENT	96.7%	3.26%	1,175
BRIDGEND	95.6%	4.41%	3,002
CAERPHILLY	95.2%	4.76%	4,002
CARDIFF	98.9%	1.14%	1,935
MERTHYR TYDFIL	96.8%	3.17%	925
MONMOUTHSHIRE	87.4%	12.56%	5,898
NEWPORT	98.0%	2.00%	1,480
RHONDDA CYNON TAFF	96.4%	3.58%	4,252
TORFAEN	96.4%	3.61%	1,615
VALE OF GLAMORGAN	96.1%	3.95%	2,453
<b>TOTAL</b>	<b>96.4%</b>	<b>3.64%</b>	<b>26,737</b>

**Map One: Comparison of NGA coverage among the ten CCR Local Authorities**



1.1.3 As one of the core strategic objectives of the Council is *'Supporting enterprise, entrepreneurship and job creation'* the Council wishes to capitalise on the provision of a high speed, first class digital infrastructure, alongside our ambition for a tailored skills package in order to deliver economic growth, wealth creation and increased productivity and GVA for the county and the country.

1.1.4 The ambition of the Council from its own digital perspective is made clear in its Digital Strategy which is based on seven key themes:

- **Building a Digitally Skilled and Enabled Workforce** – to enable staff to do their jobs in a digital world;
- **Digital Customer Services** – designing simple services accessible via numerous digital devices;
- **Business Digital Capacity and Automation** – improved efficiency through automation and digital design;
- **Technology** – having the right tools to do the job;
- **Data and Evidence** – data with integrity to enable efficient decision making;
- **Digital Platforms and Standards** – interconnected digital platforms to enable access at speed;
- **Protecting our Digital Assets and Security** – Enabling access without compromising security.

The digital imperative for the Authority is clear, the digital landscape is constantly changing, our customers are becoming more digitally savvy and we need to make digital access to our services easy so we can free up staff time and release cashable savings. Having also declared a Climate Change emergency we need to digitise our services to reduce the environmental impact upon our natural resources however without a robust digital infrastructure in place, progress in achieving these ambitions will be slow. This is a frustration, given the importance of public service delivery in a challenging rural environment already struggling with poor public transport and the resultant higher proportionate costs of delivering services e.g. social care.

## 1.2 Resident's Concerns drawn from the Situational Analysis

When comparing the ambition of the Council, the current NGA coverage and anecdotal evidence from residents received by Officers and Members alike (Appendix A), the following concerns can be drawn, indicating evidence of:

- Clear pockets of digital deprivation evidenced through independent CCR analysis and regular correspondence received from disgruntled residents who are receiving a service below 2MG;
- Digital businesses struggling to deliver a high quality service due to poor connectivity;
- Students being unable to undertake their studies effectively due to poor connectivity;
- Home owners struggling to sell their homes due to poor connectivity; and
- Delays in digitisation of council services due to the capability of current connectivity and limited access leading to increasing service costs at a time of austerity.

## 1.3 Wider Strategic Concerns

In addition to local concerns the current lack of NGA coverage also highlights additional wider strategic concerns:

- Monmouthshire is **strategically located** within the CCR as a key gateway into Wales from the economic power engines of the South West and the West Midlands accessed via the Severn Bridge, the M4 and the A40/A449;
- **The SFC2 programme was delayed** resulting in the NGA infrastructure delivery having ceased in Monmouthshire in December 2017 and not recommencing until early 2019. Although the tender for the 'Monmouthshire lot' has now been awarded to BT, intervention will be limited to circa 1580 properties, all by fibre to the premise service. Therefore any improvement on the NGA coverage via SFC2 during 2019/2020 will be minimal and any likely improvements in the county will be within our conurbations, leaving deep rural areas in the same situation faced today;
- **Rural Community Development Funding** (RCDF) previously used by the Council's Rural Development Programme team to draw in funds for Broadband pilots such as TV Whitespace **has now been withdrawn** from WG and the money diverted for environmental projects. Fortunately, MCC has had its last grant application approved enabling an estimated 500 premises to be connected. However Welsh Government has since announced a Local Broadband Fund (July 2020) which Officers are currently considering.
- The current **CCR digital objectives are ambitious** and **Monmouthshire's digital deprivation could stymie their ambitions** which are:
  - To ensure that the CCR citizens and businesses have access to world class digital infrastructure to facilitate Social inclusion, Economic development and inward investment by:
    - The creation of extensive Full Fibre Infrastructure across region;
    - Global connectivity - access to international fibre links to drive inward investment from key sectors such as media and finance;

- Welsh Connectivity - Exploitation of the Cardiff Internet Exchange (IX) and wider connectivity;
  - Community Broadband – Settlement and Individual Property Connectivity;
  - Regional and Community Wi-Fi;
  - Mobile 5G access - Pilot specific locations for 5G, establish PoC and Scale-Up;
  - Sensing the CCRD - Providing a constellation of sensors to provide Smart City information resources;
  - Open Data - Develop a fully Open Data environment
- The **Welsh economy is less productive than the rest of UK**, accounting for only 3.4% of the UK's GVA however **Monmouthshire**:
    - **Is the second most competitive authority in Wales** - UK Competitiveness Index (Cardiff = 1st);
    - Has the **third highest productivity in Wales** (Gross Value Added) = £20,684 per job (with Newport) (Cardiff & Vale =1st, Flintshire & Wrexham = 2nd);
    - Has the **highest rate of active businesses in Wales** - 750 per 10,000 popln;
    - Has the **highest rate of business births** (starts) in Wales - 83 per 10,000 popln;

We therefore need to ensure that Monmouthshire has sufficient NGA connectivity to maximise our economic growth and wealth creation capability, and increase our productivity in order to increase the GVA for the county and the country.

## 2. Wider Strategic Context

### 2.1 Superfast Broadband Exploitation Advisory Panel

Since its inception in 2016, the Council has been one of three Local Authorities representing the views of the public sector on the Superfast Broadband Exploitation Advisory Panel. The Panel oversees the delivery of the Superfast Business Wales programme which seeks to improve the digital maturity of companies across Wales and to date has:

- received over **7000 enquiries** from businesses that would like digital support;
- put on in excess of **625 workshops and events**, and delivered over 30,000 hours of help for businesses; and
- have worked with over **3,500 businesses** to give them digital fitness.

Details of how companies have embedded digital technologies into their working practices can be found here - [case studies](#). The Advisory Panel helps the Welsh Government shape the programme of support it delivers to help businesses make the most of superfast broadband. Acting as a critical friend, the panel draws on huge industry experience to guide Superfast Business Wales and hold Welsh Government accountable for delivering real value, helping businesses to adopt online technology so together they can drive profits for Welsh firms, jobs for Welsh people and increase the productivity in Wales. The Panel also provides the Council with a useful opportunity to network with ICT and broadband infrastructure companies and influence the type of support that is delivered to businesses whilst promoting the opportunities to Monmouthshire businesses. However, currently the Superfast Broadband programme has only reached 7% of Wales' businesses, demonstrating there is much more work to do.

### 2.2 Digital Skills

Although access to digital infrastructure is vital building digital skills amongst residents is equally important to ensure residents can maximise opportunities once they have a digital connection. To address this, the Council's Community Education Team offer a range of courses to help people

improve their ICT skills in the Hubs in Caldicot, Abergavenny, Usk, Chepstow and Monmouth. These courses range from weekly classes, to one day workshop ranging from beginners classes to Website design. The courses are generally accredited essential skills ICT classes that run for the academic year (36 weeks) whereby people can join anytime, apart from the one day workshops such as the iPad and Tablet workshops. Additional opportunities include Job Clubs where people can drop in for support whether it's for help to send emails, search for jobs online or write CVs etc. as well as literacy skills, confidence building and interview skills. Job Clubs also act as a stepping stone to enable low level or unconfident learners to gain the confidence to enable them to join further essential skills class. The Hubs also run more informal 'Tea and Tech' sessions to help residents who want to make the most of their smartphone/tablet/laptop by bringing their device along for a free 'problem solving' drop in sessions.

### **2.3 Wales Digital Infrastructure Group**

MCC is one of ten Welsh Local Authorities, invited to join the Welsh Government's Wales Digital Infrastructure Group. The group meets monthly, the purpose of which is:

- to identify immediate solutions to broadband coverage deficits;
- to identify and recommend practical actions that can be taken in the short-term to improve broadband access to the remaining white premises in Wales in consultation with Government Departments, Local Authorities and other key stakeholders;
- to consult and engage with the telecoms industry in order to identify and address barriers to infrastructure and service deployment;
- to identify solutions which can be implemented in the short, medium and long term; and
- to assist and inform future procurement routes and interventions.

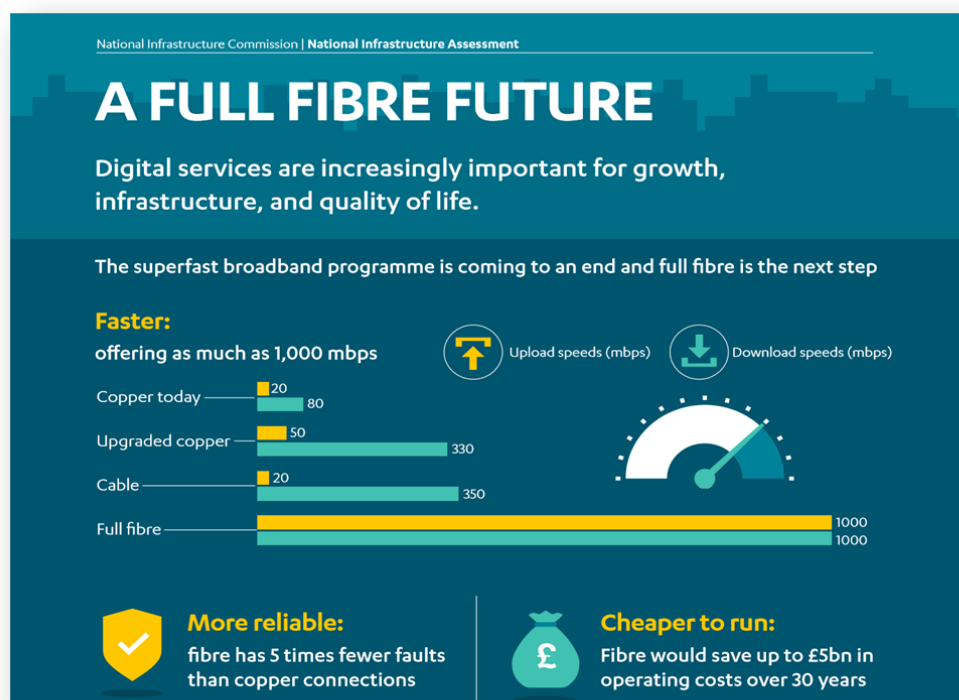
## **3. The Future of Broadband and Connectivity Applications**

### **3.1 Future Telecoms Review**

In July 2018 the UK Government published the [Futures Telecoms Review](#) which identified that the UK was lagging far behind its international competitors in deploying full-fibre gigabit capable networks. The Review promotes a full-fibre and 5G future for the UK and recognises the need for both public sector and commercial investment to deliver the new full-fibre networks that the UK requires to grow and compete in the global digital economy.

3.1.2 The Review also cites the July 2018 National Infrastructure report which has a key chapter on [Digital Society](#). Figure One that follows, extracted from this chapter, reveals the significant difference in upload and download speeds that are achievable from full-fibre connections (as opposed to the current predominately copper-based solutions as utilised by BT and Openreach). The Review proposes a switch off date for the existing copper networks of 2025 making the existing Superfast Broadband Services potentially redundant within 7 years, however, a more likely switch off date is 2033. The switch off date has implications for rural communities like Monmouthshire who receive a Whitespace or Wireless broadband connection as their connection speed options are likely to fall far below the future basic standard of full-fibre connectivity. In addition, the full potential of 5G connectivity is fully reliant on connecting to full-fibre networks. The connectivity technology and the current lack of full fibre infrastructure for it to connect into will therefore need to be a consideration for the Council when assessing opportunities moving forward.

**Figure One: A Full Fibre Future**



### 3.2 5G Connectivity

5G or Fifth Generation wireless is the latest development in cellular technology and is being designed to greatly increase the speed and responsiveness of the wireless network, enabling a significant increase in the amount of data being transmitted due to increased bandwidth and advanced antenna technology.

The much improved network will enable wireless network connections to support services that need to respond in real time, from connected and autonomous vehicles i.e. self-driving cars to smart connected home products such as remotely controlled central heating, lighting, etc. all of which use secure, data only connections via the Internet of things (IoT). 5G networks and services will be deployed over the coming years to accommodate the increasing reliance on mobile and internet-enabled devices and as a result will generate a huge variety of new applications and uses as the technology is rolled out for example, Agri-tech, Med tech, etc.

Concerns have been expressed, since the launch of 2G, that harnessing millimetre wave (mmWave) spectrum for faster data speeds poses adverse health effects for the public - 5G particularly as it uses very high frequency spectrum. Anxiety is centred round whether radiofrequency radiation can increase the risk of cancerous tumours however this remains unproven and Government currently believes that the safety limits remain acceptable.

### 3.3 Internet of Things and LoRaWAN

The Internet of Things (IoT) is a generic term for sensors that can measure parameters from the environment around them, and report these measurements back to an action point. The variety of sensors is increasing at a very high rate, for many different applications. These sensors relay very small packets of data, at predetermined intervals of time. As the quantities of data are small, the battery life on these devices can last for many years, so installation costs tend to be very low. They are ideal in situations where mains power is either difficult to access, or is not available at all.

The signals that the devices send can be picked up on a number of different network types, but are ideally suited for low power wide area networks (LPWANS). There are a number of these LPWAN standards, of which the most popular currently is LoRaWAN (long range wireless access network).

Due to the low power, and the fact that these networks operate on the same unlicensed frequencies as WiFi (2.4 and 5Ghz), LoRaWAN gateways (base stations) have a long range of many kilometres. Each gateway needs access to the internet, however, because of the small size of the data packets, internet connections can be through 2G, 3G, 4G, 5G or fixed broadband services. This makes them ideal where generally fixed or mobile broadband coverage is poor. It has been estimated that Monmouthshire as a whole would require approximately 50 gateways to obtain full coverage.

The current costs of gateways is circa £1k each, and the cost of sensors an average of £20 plus Installation costs. The IoT and associated LoRaWAN networks have the ability to make the vulnerable safer e.g. devices that register the front doors of dementia patients opening in the early hours; keep energy costs lower e.g. the remote control of temperature sensors; and reduce pollution e.g. by monitoring carbon dioxide levels in towns – ultimately improving the Council’s ability to reduce operating costs whilst also supporting our individuals, towns and communities.

#### **4. Next Steps**

- 4.1 In order to address Monmouthshire’s current digital deprivation rate of 12.5% (approximately 8,000 premises) as detailed, the Council has taken a policy position to proactively encourage BT and alternative broadband providers or Altnets to install broadband infrastructure in the County. This is in line with the CCR’s City Deal Digital Strategy which advocates ‘the creation of an extensive Full Fibre Infrastructure across region, and UK Government’s Future Telecoms Review which promotes a full-fibre and 5G future for the UK and recognises the need for both public sector and commercial investment to deliver the new full-fibre networks that the UK requires to grow and compete in the global digital economy. This policy position advocates a full fibre to the premise (FTTP) solution to ensure consistency and quality of broadband signal however where this is not commercially viable e.g. remote rural farms, then the Council also encourages alternative solutions such as wireless. A degree of proportionality between speed and ‘want’ will need to be considered, which balances the necessity for a business requiring 1Gb connectivity to run their operating systems as opposed to the needs of a rural home or home business where a reduced speed of say 30Mb will be sufficient. Other considerations will include the environmental impact of the deployment of the infrastructure, in a county bordered by a national park and an Area of Outstanding Natural Beauty. Favoured solutions will be those that avoid expensive, disruptive, carbon generating civil engineering works.
- 4.2 This proactive policy position has buy in from a whole range of services across the Council to include Planning, Highways, Economic Development, Rural Development, Estates and Legal. A Strategic Broadband Working Group has therefore been established to ensure necessary processes are expedited to enable broadband providers to move at speed.
- 4.3 It is also likely that, as this is still an emerging field, some of the Altnets may require seed corn loan funding to progress opportunities within the county to address digitally deprived areas. The Council has approved one loan proposal and will seek to support other Altnets wishing to invest in the County.
- 4.4 In order to ensure that the county takes full advantage of the emerging 5G cellular technology the Council is fully considering opportunities to engage with funding opportunities to install 5G and LoRaWAN infrastructure within the County and is now a partner in the Co-Core Rural Testbed 5G programme. By opening up the County as a regional testbed and pathfinder for this emerging technology, we also open up opportunities for businesses and residents to benefit from the variety

of applications that will be developed as a result. This is likely to have a beneficial impact within the agricultural sector through Agri Tech developments such as animal sensors, farm security, crop monitoring, etc. and also for our ageing population in the development of Med Tech to assist with dementia, health monitoring, etc. which will also complement the Council's ambition for the recently established Monmouthshire Med Tech.

- 4.5 Table Two below lists a number of opportunities currently open to the Council. As each of these opportunities is developed, proposals will be put forward to the Strategic Broadband Working Group and as necessary, to the Council's Investment Committee for commercial loan consideration. To ensure that actions are monitored and evaluated it is proposed that an update of the Action Plan is presented to the Economy and Development Select Committee on a six monthly basis.

Table Two: Current Opportunities August 2019				
Opportunity	Resources	Impact	Risk	Activity to Date
<b>Local Full Fibre Network:</b> Funding secured from DCMS to supply a minimum of 1Gb/s fibre to a number of local authority owned assets.	<ul style="list-style-type: none"> <li>MCC match funding contribution to be funded from the release of a portion of Public Sector Broadband Amalgamation (PSBA) revenue payments to BT, which can be capitalised over a 20 year period.</li> <li>Staff resource required to manage the whole process of installation, supplier discussions, highways work, scheduled building works etc. plus Gigabit Broadband Voucher Scheme promotion and application facilitation – further details can be found <a href="#">here</a></li> </ul>	<ul style="list-style-type: none"> <li>22 anchor tenancy sites with a minimum of 1 GB/s speed to service both business and citizens within their vicinity via Rural Gigabit Broadband Voucher scheme.</li> <li>Gigabit vouchers can be used by small businesses and the local communities surrounding them to contribute to the installation cost of a gigabit-capable broadband connection.</li> <li>Through the scheme businesses can currently claim up to £3,500 against the cost of a gigabit capable connection either individually or as part of a group project. Residents can claim a voucher worth £1500 as part of a group project with a business.</li> <li>For group projects, the Welsh Government will pay up to an additional £3,500 per small to medium-sized business (SME) and an additional £1,500 per</li> </ul>	<ul style="list-style-type: none"> <li>Funding now secured however risk is in delivery;</li> <li>Limited current resource in place to manage programme installation or voucher scheme promotion which could lead to failure to meet the needs of the bid;</li> <li>20% target of the 12.56% deprivation issue not addressed so wider impact lost;</li> <li>Reputational risk of non-delivery.</li> </ul>	<ul style="list-style-type: none"> <li>Funding secured activity underway</li> </ul>

		<p>residential property. This means that for group projects up to £7,000 is available per business and up to £3000 is available per residential property.</p> <ul style="list-style-type: none"> <li>• Potential to address 20% of 12.56% deprivation issue via Voucher Scheme;</li> <li>• Opportunities for communities to benefit e.g. free Wi-Fi to village halls;</li> <li>• Addresses CCR Regional fibre connectivity ambitions;</li> <li>• Enables/Complements WG Trunk Road project.</li> </ul>		
<p><b>Trunk Road concession option:</b> Opportunity to connect communities off the A465, A449/A40, M4 and A4042 via the Spectrum concession option.</p>	<ul style="list-style-type: none"> <li>• Staff liaison resource required to keep track of project delivery</li> </ul>	<ul style="list-style-type: none"> <li>• Potential to address 20% of 12.56% deprivation issue by taking spurs to local communities from the Trunk Road infrastructure;</li> <li>• Addresses CCR Regional fibre connectivity ambitions;</li> <li>• Enables/Complements WG Trunk Road project.</li> </ul>	<ul style="list-style-type: none"> <li>• No current resource in place to keep track of delivery so may fail to meet all objectives;</li> <li>• 20% target of the 12.56% deprivation issue not addressed so wider impact lost;</li> <li>• Reputational risk of non-delivery and opportunity lost.</li> </ul>	<ul style="list-style-type: none"> <li>• Concession contract has now been awarded to Spectrum. Dark fibre (As yet unused optical fibre, available for use in fibre-optic communication which can be leased from a network service provider) will be deployed along the county's main trunk roads to be used primarily to provide full fibre</li> </ul>

				connections. This fibre will be available to community projects and other Internet Service Providers as well as Spectrum and will be very useful to 5G deployment in the County.
<b>Rural Gigabit Connectivity Programme</b> - £200M funding pot from DCMS to adopt a new "outside-in" approach trialling models for local hubs in rural areas, starting with primary schools, alongside a voucher scheme for funding full fibre connectivity to nearby premises, providing full fibre connectivity to homes and businesses. Monmouthshire schools in the worst affected areas are Cross Ash and Pandy	<ul style="list-style-type: none"> <li>• DCMS funding bid to be considered following further clarification from DCMS;</li> <li>• Staff resource required to manage the whole process of installation, supplier discussions, highways work, scheduled building works etc. Plus Rural Gigabit Broadband Voucher scheme promotion and application facilitation.</li> </ul>	<ul style="list-style-type: none"> <li>• Potential to address 5% of 12.56% deprivation issue by taking spurs to local communities from the schools;</li> <li>• Addresses CCR Regional fibre connectivity ambitions;</li> </ul>	<ul style="list-style-type: none"> <li>• No current resource in place to submit funding application or manage project once approved;</li> <li>• 5% target of the 12.56% deprivation issue not addressed so wider impact lost;</li> <li>• Reputational risk of opportunity lost.</li> </ul>	<ul style="list-style-type: none"> <li>• Under consideration</li> </ul>
<b>Rural Connected Communities</b> - DCMS project with the aim of building the business case for rural mobile connectivity (including 5G) by:	<ul style="list-style-type: none"> <li>• MCC is a partner in Co-Core a 5G rural Testbed in the County.</li> <li>• Staff resource required in moving the project forward.</li> </ul>	<ul style="list-style-type: none"> <li>• Potential to address a percentage of the 12.56% through a 5G solution;</li> <li>• Potential for businesses and residents to benefit from the variety of IoT applications that will be developed as a result.</li> </ul>	<ul style="list-style-type: none"> <li>• Limited resource in place to manage project;</li> <li>• Potential to target a percentage of the 12.56% deprivation issue will be lost;</li> </ul>	Through the Co-Core 5G Rural Testbed project specifically Monmouthshire, as a partner, will be involved in developing test cases for the use of 5G in:

<ul style="list-style-type: none"> <li>Identifying and testing demand-led coverage models;</li> <li>Testing a range of innovative technical solutions and commercial approaches; and</li> <li>Building and proving demand through new 5G use cases.</li> </ul>			<ul style="list-style-type: none"> <li>Potential to benefit from the development of new IoT applications will be lost.</li> </ul>	<ul style="list-style-type: none"> <li><b>Tourism:</b> Scalable AR Experience for a Sensitive Site and Preservation &amp; Safety specifically at Raglan Castle; and</li> <li><b>Diverse Rural Economy:</b> Farms Security &amp; Safety and Farmer Mental Wellbeing &amp; Isolation</li> </ul>
<b>Welsh Government Local Broadband Fund</b> Funding to deliver interventions that provide or support the provision of fast reliable broadband to premises that remain unserved. The £10 million is planned to span an initial three year period.	<ul style="list-style-type: none"> <li>Funding bid to be considered in readiness for the 7<sup>th</sup> September 2020</li> <li>Staff resource required to submit bid and keep track of project delivery if successful.</li> </ul>	<ul style="list-style-type: none"> <li>Potential to address a percentage of the 12.56%</li> </ul>	<ul style="list-style-type: none"> <li>Funding bid not approved</li> <li>Limited resource in place to manage project;</li> <li>Potential to target a percentage of the 12.56% deprivation issue will be lost.</li> </ul>	
<b>Commercial Loans to Altnets</b> – BT's involvement in the roll out of further broadband infrastructure in the County other than SFC2 is likely to be minimal. Therefore as the commercial viability of broadband infrastructure is more limited than in an urban	<ul style="list-style-type: none"> <li>Staff resource required in the assessment of the commercial loan applications and in managing the Council's continuing interests in broadband deployment when applications are successful.</li> </ul>	<ul style="list-style-type: none"> <li>Potential to address a percentage of the 12.56%</li> </ul>	<ul style="list-style-type: none"> <li>Risk of loan not being approved;</li> <li>Risk in Altnet's ability to deliver broadband solution;</li> <li>Limited resource in place to manage Council's continuing interest in broadband deployment;</li> </ul>	<ul style="list-style-type: none"> <li>One loan approved for Broadway Partners</li> <li>Build out of FTTP from September 2020 to be focussed initially on Llandenny, Llansoy, Llangwym, King</li> </ul>

environment due to reduced take up rates and more complex civil engineering requirements to install the infrastructure the Council is being approached for commercial loans to provide seed corn funding.			<ul style="list-style-type: none"> <li>• Altnet likely to use voucher scheme to encourage take up, risk if Voucher scheme runs out of funds.</li> <li>• Potential to target a percentage of the 12.56% will be lost;</li> <li>• Reputational risk of non-delivery.</li> </ul>	<p>Coed, Llanarth and the Pitt, Great Oak, Penrhos and Tregare, Llangovan and Cross Ash (together comprising ca. 1,000 premises), with a further 4,500 rural premises planned to be upgraded to FTTP as demand justifies and where commercially viable. This in addition to existing and continuing Fixed Wireless broadband operations.</p> <ul style="list-style-type: none"> <li>• Ambition is for the Gigabit overlay network, that is the subject of the commercial loan from the Council, to be 5G carrier grade to enable the deployment of 5G connectivity in rural areas. An additional bid will be made to WG to secure funding to enable</li> </ul>
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				this upgrade to happen.
<p><b>LoraWAN:</b></p> <p>IoT and associated LoRaWAN networks have the ability to make the vulnerable safer; improve the Council's ability to reduce operating costs whilst also supporting our individuals, towns and communities.</p>	<ul style="list-style-type: none"> <li>Staff resource required in moving the project forward.</li> </ul>	<ul style="list-style-type: none"> <li>Potential to address a percentage of the 12.56%</li> <li>Potential for businesses and residents to benefit from the variety of IoT applications that will be developed as a result.</li> </ul>	<ul style="list-style-type: none"> <li>Limited resource in place to manage project;</li> <li>Potential to target a percentage of the 12.56% deprivation issue will be lost;</li> <li>Potential to benefit from the development of new IoT applications will be lost.</li> </ul>	<ul style="list-style-type: none"> <li>Through the Rural Development Programme 2014-2020, funding has been secured to trial a project "IoT and Independent Living". An MCC occupational therapist has been seconded to the project for 18 months until March 2021. The project focusses on three demographics, mild dementia, hospital re-enablement and social isolation. The team considered IoT sensors, operating in homes within a Lora WAN network and engaged Cardiff University to develop solutions around our concepts. The product was trialled with 2 users in Monmouthshire</li> </ul>

				<p>with good results, however the Covid 19 pandemic has interrupted the trials.</p> <ul style="list-style-type: none"> <li>• A further funding application is currently being developed via the Local Government Digital Transformation Fund to extend the project across the wider Gwent region.</li> </ul>
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## 5. Current additional opportunities

- 5.1 A consortium of SMEs (currently rolling out TV White Space (TVWS) and 5Ghz line of sight under a Rural Community Development Fund grant) have been awarded £1.2M for a **5G rural test-beds and trials project in Monmouthshire**. The trial, now complete, will continue to serve to raise the profile of the county's digital deprivation issues. The cutting edge opportunities arising from the 5G trial is the setting up of a pilot rural gigabit village in Monmouthshire, Llandewi Rhydderch, without the need for fibre infrastructure.
- 5.2 The current **RDP programme** has a digital strand namely the '**Exploitation of digital technology**' which is underutilised at present due to resource issues. There is therefore an opportunity to develop wider revenue and skills projects which will support the current and future capital infrastructure initiatives including the potential to fund a Digital Infrastructure Officer.

## 6. Future Opportunities

- a) Transport for Wales willingness to use Monmouthshire as a pilot area for its responsive transport strand, Mobility as a Service (MaaS);
- b) A Monmouthshire consortium of interested parties is being considered to deploy similar broadband solutions as Wales's fastest community at speeds of 1,000Mb/s in Michaelston-y-Fedw. An enabling DIY toolkit is available from DCMS link [here](#).

## 7. Future Legislation

### 7.1 Universal Service Obligation

The UK Government intends to introduce a Universal Service Obligation (USO) for broadband. The USO is a UK-wide measure to deliver broadband connections to the hardest to reach premises in the UK and is intended to fill the gap left by the UK Government's existing broadband roll-out programmes which is likely to assist some of the most hard to reach premises in Monmouthshire.

The USO will provide a legal right for citizens to request a broadband connection of at least 10 megabits per second (Mbps) download speed. Eligible consumers and businesses will be able to request a connection under the USO and a Universal Service Provider(s) will be required to fulfil all requests up to a cost threshold of £3,400. The USO is underpinned by secondary legislation made under the Digital Economy Act 2017, and Ofcom has the responsibility to implement the USO which will be funded by industry through a cost-sharing fund. A mix of technologies that meet the minimum specifications will be used to deliver the service.

UK Government anticipates that the USO will be in place by 2020 at the latest. Ofcom reported that as of January 2018, 925,000 premises in the UK (3%) would qualify for the USO based on the proposed technical specifications. USO will only be available to those consumers that do not have access to broadband connections that fulfil the minimum standards, not those who have such a connection available but choose not to subscribe to it. The number of premises covered by the USO will ultimately depend on the number of consumers that register.

## 8. Conclusions and Recommendations

- 8.1 The current NGA Broadband situation in Monmouthshire with 12.56% of properties (approximately 8,000) not having next generation access to broadband, compared to 3 or 4% in other counties in the CCR region is unacceptable. It puts our communities and businesses and indeed Wales at a severe economic and social disadvantage, particularly given our proximity to the economic powerhouses of the South West, Gloucestershire and Herefordshire.

- 8.2 The current opportunities available to address the issue as detailed in Table Two above provide options to address the issues and progress is being made.
- 8.3 There are therefore clear and substantiated recommendations within this report which are summarised as follows:
1. The Council has taken a policy position to proactively encourage BT and alternative broadband providers to install broadband infrastructure in the County. Ideally this will be a full fibre to the premise solution however where this is not commercially viable then alternative solutions such as wireless will be encouraged. A degree of proportionality between speed and 'want' will need to be considered, which balances the necessity for a business requiring 1Gb connectivity to run their operating systems as opposed to the needs of a rural home or home business where a reduced speed of say 30Mb will be sufficient. Other considerations will include the environmental impact of the deployment of the infrastructure, in a county bordered by a national park and an Area of Outstanding Natural Beauty. Favoured solutions will be those that avoid expensive, disruptive, carbon generating civil engineering works.
  2. The Council has established a Strategic Broadband Working Group to ensure a proactive approach is taken in ensuring all necessary internal Council processes are expedited to enable broadband providers to move at speed.
  3. Through its' Investment Committee, the Council has approved and will further consider commercial loans to companies wishing to progress digital infrastructure projects within the county that will address digital deprivation issues.
  4. The Council has engaged with funding opportunities to install 5G and LoRaWAN infrastructure within the County, opening up the County as a regional testbed and pathfinder for this emerging cellular network and the variety of applications likely to be developed as a result. However, a conscious note will be made of any changes to legislation regarding any potential health impacts.
  5. Monitoring and Evaluation of the progress of the associated Action Plan will be undertaken by the Economy and Development Select Committee on a six monthly basis.

## **Appendix A – Anecdotal Evidence**

### **Small Business Owners:**

“I have been trying to get a decent broadband service for several years now and in the last few weeks the service has been grinding to a halt which causes serious problems when trying to run a small business that works a lot internationally. It took me some 40 minutes the other day to make a simple hotel booking such was the slow and intermittent nature of the connection. The frustration, wasted time and sheer inefficiency this causes is so draining.

I was recently involved in a business Skype conference call with some 15 people around the world - USA, Denmark, and Asia - only for the signal to be corrupted for the first half of the call. I'll leave you to gauge how embarrassing, frustrating and annoying that is in 2017.

Is it not possible to connect me as the line is literally a few hundred yards away from a number of properties that are now able to access the service? Given it's a simple question of laying or trailing a fibre cable and wiring a box I am at a loss to understand why I have to be connected to a box some 2 miles away which I have been advised will impact on any signal strength. Again I stress, I and my next door neighbour are very willing and able to dig any trench and actually lay the cable if that were to aid and speed up the process”.

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“Trying to run a small business globally using Skype. Email, conference calls, etc. and have to work on a 19th century copper wire. Utter disgrace in this day and age”.

### **Technology Business**

“I access sites to do cloud accounting for clients. I can wait a long time for response. Multi-tasking between cloud applications is impossible”.

### **Frustrated Residents:**

“I have largely given up hope of achieving an Open reach solution for our small community, consequently the questions I have address the more strategic perspectives of any continued rollout; openness and transparency, honesty and communication.

A meeting a few weeks ago highlighted the passion and anger with BT, and the government's, hollow promises and propaganda embedded communication painting a somewhat skewed perspective on the reality ‘on the ground’ of the broadband roll-out.

Equally the isolation and loneliness of communities within communities, desperate for decent services, each dealing with the issue independently had a real feel resignation and powerlessness. The need for leadership, a coordinated plan and honest communication was very clear.

Increasingly I believe that I'm wasting my time pursuing this issue, but passionately believe that substantial communities are being left behind in an accelerating digital world. If we were a quaint backwater before, we are slipping further beneath the surface at an increasing pace. The really sad thing is that these communities have come to manage with what they have, however disadvantaged they are in a digital world”.

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“Speed is too slow to be able to use iPlayer or streaming services. Speed is typically 1 Mbps. Unfortunately this was considered too fast for us to take advantage of a recent local initiative to increase speeds in the Penallt area. The speed is also affected by rain! Following the repair of a fault I

was told by a BT engineer that the copper cables that bring the signal from the BT box to our house are extremely old and the cable covers had deteriorated and were letting in moisture. When I asked if there were any plans to upgrade the old cables I was told it was unlikely. I'm unsure whether fibre to the box will help as we will still be stuck with these ancient and unsuitable copper cables."

"Whole situation is a pathetic joke for Wales and its hopes of economic growth - yet so many people making living at BT WG and Superfast Cymru etc. are all saying they are working on it but its 2017 for God's sake - I'm going to give it another year and then probably move".

I imagine ALL of the below are key pillars or the Welsh Government and MCC's development plans-develop rural enterprise; reduce CO2 and raise education standards. All of these are being compromised by the absence of broadband in our area."

#### **Family Concerns:**

"We are a modern family with all of the same technical requirements as those who live in cities. I believe that people in rural areas now rely on broadband more than those in cities as we do not have easy access to many facilities. Businesses in rural areas with decent broadband can offer many of the same services as those in cities whilst those in areas with slow broadband are being left behind".

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"My wife is trying to run a business from home and has to drive to her parents in Chepstow to use her parent's internet. I can't lease our barn out as a Holiday Let ( people expect internet ) and my daughter struggles to do her homework as Shirenewton school like most now set a lot of her homework is online e.g. MyMaths".

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"Our lack of Broadband is restricting our ability to run a rural enterprise (employment). Increasing CO2 emissions (we have to drive to get a decent internet link) and impacting our children's education (they are disadvantaged compared to their classmates because they struggle to complete their homework)".

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<b>SUBJECT:</b>	<b>CoCoRE 5G TESTBED</b>
<b>MEETING:</b>	<b>CABINET</b>
<b>DATE:</b>	<b>29<sup>th</sup> JULY 2020</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>ALL</b>

**1. PURPOSE:**

To provide an update on the 'Connected Communities in the Rural Economy' (CoCoRE), 5G Testbed pathfinder project.

**2. RECOMMENDATIONS:**

- 2.1 To request approval to proceed with the CoCoRE 5G Testbed pathfinder project as a partner with Welsh Government as Lead Body.

**3. KEY ISSUES:**

- 3.1 In September 2019, [Cabinet](#) approved the Digital Infrastructure Action Plan. The approval decision was based on recommendations that the Council 'fully consider any prospects to engage with funding opportunities to install 5G infrastructure within the County where there is a basis of evidence of need'. This would involve opening up the County as a regional testbed and pathfinder for the variety of applications likely to be developed as a result.
- 3.2 On 20<sup>th</sup> February 2020, the Council received notice of the approval of CoCoRE, a 5G testbed in South East Wales to connect rural communities across Monmouthshire and semi-urban communities in Blaenau Gwent, subsequently a report was presented to [Cabinet](#) for information on the 4<sup>th</sup> March 2020.
- 3.3 CoCoRE is designed to demonstrate how 5G technology can be a force for good for businesses and citizens and constitutes Phase One of a wider ambition for a proposed Wales 5G programme being led by Welsh Government. The project will explore new ways that 5G can offer a speedier connection and advanced technology to boost business growth and productivity, improve the lives of people in rural areas and maximise the productivity benefits of new technologies. 5G therefore has the capability in the future, to transform the way the Council interacts with critical services for example, energy, water, transport and healthcare and will also drive the adoption of new technologies such as driverless cars, remote healthcare and the 'smart' devices that are increasingly used in homes and at work.
- 3.7 CoCoRE presents a real opportunity for the County to support innovation in IoT devices, leveraging the region's compound semiconductor sector. Activity will directly address the following rural challenges and opportunities in Monmouthshire:
- **Tourism:** Scalable Augmented Reality experience for a Sensitive Site and Preservation & Safety specifically at Raglan Castle; and
  - **Diverse Rural Economy:** Farms Security & Safety and Farmer Mental Wellbeing & Isolation

these issues will provide enormous opportunities to increase the region's competitive and social position.

- 3.8 The overall aim of CoCoRE is to create a digital environment over a meaningful semi-urban and rural area that benefits from high quality digital services, both fibre and 5G. The location of the scheme will be focused around a 'Place' concept in Ebbw Vale and Monmouthshire, where one 'Hub' location is a Semi-Urban location with a large rural component close-by.

The initial outcomes expected include:

- 5G coverage in Monmouthshire and Blaenau Gwent;
  - Management via Self-sustaining Special Purpose Vehicles providing missing skills and high value jobs;
  - Commercial IoT device manufacture & supply;
  - Scalable and transferable Use Cases; and
  - A clear investment model for 5G deployments in Wales.
- 3.9 CoCoRE is a partnership that includes Welsh Government, Blaenau Gwent County Borough Council, Cardiff Capital Region City Deal, Tech Valleys Programme, Cardiff University, Bristol University and private sector partners Cisco, Appy Way, Utterberry, Communication Service Providers and Local SMEs.

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

- 4.1 The Assessment demonstrates compliance with the well-being five ways of working, supports the well-being goals and associated activities are expected to have a positive impact on all groups and people with protected characteristics.

### 5. **OPTIONS APPRAISAL**

- 5.1 An options appraisal has been undertaken in Table One below.

**Table One: Options Appraisal**

Option	Benefits	Risks	Comments
Do nothing	None identified	<ul style="list-style-type: none"> <li>• Continue to be unable to influence the future direction of 5G deployment in the County and therefore may not get the full benefits of the initiative;</li> <li>• Lack of early investment in 5G may cause subsequent delays to large scale commercial roll-out and reduce local economic impact.</li> </ul>	Continuing disjointed delivery of digital infrastructure leading to further missed opportunities.

		<ul style="list-style-type: none"> <li>• Reputational risk if a decision to proceed was revoked.</li> </ul>	
Proceed with the CoCoRE 5G Testbed	<ul style="list-style-type: none"> <li>• The Council would gain a stake in the future direction of the 5G offer and an ability to shape test bed activities;</li> <li>• Council investment could secure 5G bandwidth, which could then be used to support businesses and public service delivery;</li> <li>• Benefits could include: job safeguarding; high value job creation opportunities; new business start-ups; productivity gains for existing SMEs; IoT device development opportunities; proposals to address current market failure; a 5G platform for future deployment and revenue generation, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Details of ROI to be determined.</li> <li>• Further details regarding governance, asset ownership, etc. to be clarified.</li> </ul>	

## 6. REASONS

- 6.1 Monmouthshire currently lags behind the rest of the Cardiff Capital Region with highest digital deprivation rates of circa 12% which is unacceptable, it puts our communities, businesses and indeed Wales at a severe disadvantage, particularly given Monmouthshire's proximity to the economic powerhouses of the South West, Gloucestershire and West Midlands. There is therefore, a strategic imperative to ensure that Monmouthshire has sufficient digital connectivity to maximise our economic growth and wealth creation capability, and increase our productivity in order to increase the GVA for the county and the country.
- 6.2 The Council has previously taken a decision to 'fully consider any prospects to engage with funding opportunities to install 5G infrastructure within the County where there is a basis of evidence of need'. A conscious note will be made of any changes to legislation regarding any potential health impacts.
- 6.3 5G infrastructure development and testbed schemes are a high political and economic priority for the UK and Welsh Government. 5G, alongside full fibre, will form the core and edge of modern place-based infrastructure to drive the economy and deliver social benefits. Existing digital infrastructure in Monmouthshire and the wider Cardiff Capital region is inadequate and has historically lagged that available in the UK including Superfast & Ultrafast Broadband and wireless technologies, particularly 4G and now 5G. Having strong digital coverage for Internet and Data services drives a host of socio/economic opportunities. The CoCoRE project which forms part of the wider Welsh Government 5G strategy and intervention represents an opportunity to not only catch up and keep pace, but exceed the UK deployment of Next Generation Wireless, (5G).

## 7. RESOURCE IMPLICATIONS

- 7.1 CoCoRE is 50% matched funded with £5M coming from the DCMS Rural Connected Communities Fund and £5M from funding partners over five years. The resource implication for the Authority is £242k which will be in the form of 'in kind' match funding via Officer time and therefore no additional budget resource will be required.

**8. CONSULTEES**

Previous consultees of the overarching Digital Infrastructure Action Plan have included:

- Monmouthshire communities;
- Cabinet;
- Senior Leadership Team;
- Economy and Development Select Committee

**9. BACKGROUND PAPERS**

N/A

**10. AUTHOR:**

**Cath Fallon, Head of Enterprise and Community Animation**







- 11. CONTACT DETAILS:** E-mail: [cathfallon@monmouthshire.gov.uk](mailto:cathfallon@monmouthshire.gov.uk) Mob: 07557 190969

## Appendix B



# Future Generations Evaluation (includes Equalities and Sustainability Impact)

<b>Name of the Officer</b> Cath Fallon  <b>Phone no:</b> 07557 190969 <b>E-mail:</b> <a href="mailto:cathfallon@monmouthshire.gov.uk">cathfallon@monmouthshire.gov.uk</a>	<b>Co-CORE 5G Rural Testbed</b>
<b>Name of Service:</b> Enterprise	<b>Date:</b> Future Generations Evaluation 10 <sup>th</sup> July 2020





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


### 1. Does your proposal deliver any of the well-being goals below?

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	Improved digital infrastructure improves opportunities for education and training via access to on line resources, universities and training courses.	There is a strategic imperative to ensure that Monmouthshire has sufficient NGA connectivity to maximise our economic growth and wealth creation capability, and increase our productivity in order to increase the GVA for the county and the country.

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 resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Improved digital infrastructure can raise awareness of biodiversity and climate change issues and encourage positive participation.	Improved digital infrastructure can also enable citizens to work from home thus reducing carbon emissions.
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Given the move towards tele health care, improvements to digital infrastructure presents opportunities for digital healthcare delivery and helps raises awareness of the benefits of physical activity.	Improved digital infrastructure can provide the opportunity to raise awareness of the benefits of physical activity, classes for which can be delivered direct to citizen's homes via the Internet.
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Improved digital access is proven to reduce social isolation and promote independence.	Improved digital infrastructure is also proven to encourage wider participation in community and voluntary work.
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Improved digital access can raise awareness of these issues and promote positive activity.	
<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	Improved digital access can raise awareness of culture, heritage and the welsh language and encourage positive participation.	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Improved digital access can enable access to on line learning resources to enable them to fulfill their potential, whatever their background.	

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The technologies deployed in some circumstances will provide a short term fix e.g. wireless until a longer term solution e.g. Fibre to the Premise can be deployed.</p>	<p>Improved digital access will ensure that Monmouthshire citizens are able to embrace future technologies and opportunities.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>A partnership approach will be undertaken to ensure the best solution for communities can be found. This is likely to be with Welsh Government and a range of private sector network providers.</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>Citizens are invited to get involved by participating in local meetings with potential broadband providers or by contacting Monmouthshire Enterprise directly.</p>	<p>Further information can be found here:  <a href="http://monmouthshire.biz/digital-monmouthshire/for-residents/">http://monmouthshire.biz/digital-monmouthshire/for-residents/</a></p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>A situational analysis of Superfast Broadband Next Generation Access (NGA) coverage in the Cardiff Capital Region (CCR), based on the OMR/SAPC undertaken prior to the Superfast Cymru Phase 2 (SFC2) Procurement has been undertaken. This paints a stark picture in terms of the current lack of coverage in Monmouthshire, in comparison to our other nine Local Authority partner.</p>	<p>Additional resources will be deployed to produce a dynamic model indicating current proposed interventions, timescales and premises targeted, leaving those requiring further interventions. Following receipt of the model, potential solutions can be costed and brought forward to the Council's Investment Committee for consideration.</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>Considering impact on all wellbeing goals together and on other bodies</p>	Access to digital communication technologies can reduce carbon emissions, rural isolation and rural poverty. It can also provide access to learning which can increase skills and subsequently wealth and overall well-being.	

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

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Improved digital access reduces the barriers to access for people with protected characteristics.	Any negative impacts can be reduced if suitable safeguarding strategies are put in place.	Affordable and accessible digital solutions will be identified to maximize opportunities for all.
Disability	As per Age Line Above	As per Age Line above	As per Age Line Above. In addition, the proposals will take the needs of the disabled population into consideration during the development phase.
Gender reassignment	As per Age Line Above	As per Age Line above	As per Age Line Above
Marriage or civil partnership	As per Age Line Above	As per Age Line above	As per Age Line Above

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	As per Age Line Above	As per Age Line above	As per Age Line Above
Race	As per Age Line Above	As per Age Line above	As per Age Line Above
Religion or Belief	As per Age Line Above	As per Age Line above	As per Age Line Above
Sex	As per Age Line Above	As per Age Line above	As per Age Line Above
Sexual Orientation	As per Age Line Above	As per Age Line above	As per Age Line Above
Welsh Language	As per Age Line Above	As per Age Line above	In addition, all signage will be compliant with the Welsh Language (Wales) Measure 2011 as specified in the Standards applied to Monmouthshire
Poverty	As per Age Line Above	As per Age Line above	As per Age Line Above

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
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Safeguarding	<i>During the delivery of the programme of activities, safeguarding will be at the forefront to ensure that any future service delivery promotes the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.</i>	As above	As above
Corporate Parenting	<i>During the delivery of this programme of activities the needs of any 'looked after' children will be considered to ensure any future service delivery protects their welfare.</i>	As above	As above

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

The Caldicot Vision document (February 2018) and various stakeholder engagement activities. In addition the CCR Regeneration Plan has been founded upon the following:

- The Wellbeing of Future Generations Act;
- The Social Services and Wellbeing (Wales) Act;
- Prosperity for All;
- Growth & Competitiveness Commission Report Review and Recommendations Page 22;
- Cardiff Capital Region "Powering the Welsh Economy";
- Equality Act 2010; and
- Welsh Language (Wales) Measure 2011

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

The Assessment demonstrates compliance with the well-being five ways of working, supports the well-being goals and associated activities are expected to have a positive impact on all groups and people with protected characteristics.

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

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


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

The impacts of this proposal will be evaluated on:	Six monthly via Economy and Development Select Committee
--	--

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

Version No	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Cabinet	29 <sup>th</sup> July 2020	

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<b>SUBJECT:</b>	<b>WELSH CHURCH FUND WORKING GROUP</b>
<b>MEETING:</b>	<b>Cabinet</b>
<b>DATE:</b>	<b>17th July 2020</b>
<b>DIVISIONS/WARD AFFECTED:</b>	<b>All</b>

## 1. PURPOSE:

- 1.1 The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications for the Welsh Church Fund Working Group meeting1 held on the 30<sup>th</sup> June 2020.

## 2. RECOMMENDATION:

- 2.1 We resolved that the following grants be awarded as per the schedule of applications.

### SCHEDULE OF APPLICATIONS CONSIDERED 2019/20 – MEETING 1.

1. **St John the Baptist Church, Llanhennock**, requested £16,818 in funding for the preventative maintenance to the stone fabric of the Church to prevent water ingress.

Recommendation: The application deferred for further information.

2. **St Cadoc's Church, Llangattock juxta, Usk**, requested £1,500 to assist in immediate repairs are required on the church roof slates that are missing and loose and the maintenance of the church windows.

Recommendation: £1,000 awarded to assist in providing for immediate repairs to the church roof.

3. **Crick Care Home Residents Committee** requested £400 to assist in purchasing a specialised Sensory Unit to add enrichment and stimulation to our residents

Recommendation: £400 awarded to assist in funding a Sensory Unit to enable and expand the well-being of the care home residents.

4. **Caldicot Events Committee**, requested £2,684 of funding to purchase tables and gazebos for use at future Caldicot Community Events.

Recommendation: £1,000, awarded to assist in funding assets to assist in the staging of community events.

5. **Clydach Wasps AFC** requested £1,158 to purchase a replacement pitch Spray Line Marker as the existing one is broken.

Recommendation: £525 awarded to assist in purchasing an asset for the community sports club.

- 6 St Mary's Church, Magor,** requested £1,500 for required to repair the Church Clock that has not operated for several years on this grade-1 listed building.

Recommendation: £1,500 awarded to assist in restoring the clock on a Grade 1 listed Community building.

- 7 St Arvans Community Plan Steering Group,** requested £8,000 for improvements to the St Arvans King George V playground by the purchase and installation of new play equipment and repairs to the damaged existing equipment.

Recommendation: £1,000 awarded to assist in purchasing new playground equipment for a community play area.

- 8 Caldicot Castle Junior Football Club,** requested £5,000 to purchase 10 tables and 20 Chairs as well as new seat coverings at the clubhouse.

Recommendation: This application deferred for further information

- 9 Monmouth Tennis Club** requested £1,000 to facilitate the resurfacing of the Tennis Courts and Gate Access to the tennis courts.

Recommendation: £1,000 awarded to assist in the provision of facilities at a community sports club.

- 10 St Cybi's Church Llangybi,** requested £2,500 for essential tree maintenance in the churchyard

Recommendation: £1,250 awarded to assist in the provision of tree maintenance in the churchyard

- 11 St Mary's Church, Llanvair Discoed,** requested £4,000 to facilitate the construction of an environmentally friendly Compost Toilet in the Churchyard.

Recommendation: £1,000 awarded to assist in the installation of a compost toilet for use by visitors to the churchyard

- 12 Castle Park Primary PTA,** requested £5,500 to purchase IT equipment for the School

Recommendation: Application deferred for further information.

- 13 Caldicot Community Garden,** requested £659.20 to replace rotten fencing around allotment area to protect crops and flowers being cultivated as current edging is crumbling and is a Health & Safety hazard to Volunteers

Recommendation: £659.20 awarded to assist in the provision of replacement fencing to enable this voluntary group to facilitate community well-being activities.

### **3. OPTIONS APPRAISAL**

Options available to the Committee are driven by the information supplied by the applicants

### **4. EVALUATION CRITERIA**

No evaluation criteria is applicable to the grant awarded by the trust

### **5. REASONS**

A Meeting took place on Tuesday 30<sup>th</sup> June of the Welsh Church Fund Committee Working Group to recommend the payment of grants as detailed in the attached schedule (Appendix 1).

County Councillors in attendance at meeting 1:

County Councillor A. Webb (Chair)  
County Councillor D. Evans (Vice Chair)  
County Councillor B. Strong  
County Councillor S. Woodhouse

OFFICERS IN ATTENDANCE:

D Jarrett      Central Finance  
W Barnard     Committee Administration

#### **5.1 DECLARATIONS OF INTEREST**

Meeting 1.

County Councillor D. Evans declared a personal, non-prejudicial interest as the counter signatory for the following applications:

item 3. Crick Care Home Residents Committee  
item 4. Caldicot Events Committee  
item 12.. Castle Park Primary School  
item 13. Caldicot Community Garden

County Councillor A. Webb declared a personal, non-prejudicial interest as the counter signatory for the following application:

item 7. St. Arvans Community Plan Steering Group

#### **5.2 APOLOGIES FOR ABSENCE at meeting 1**

None

#### **5.3 CONFIRMATION OF REPORT OF PREVIOUS MEETING**

The minutes of the meetings held on the 16<sup>TH</sup> January 2020

## **.RESOURCE IMPLICATIONS**

A total of £9,334.20 allocated at Meeting 1 of the Welsh Church Fund Committee. The remaining balance of £23,620.80 is available for distribution within the 2020-21 financial year.

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

There are no Future Generations, equality, safeguarding, corporate parenting or sustainable development implications directly arising from this report. The assessment is contained in the attached appendix.

#### **6.1.1 CONSULTEES:**

Senior Leadership Team  
All Cabinet Members  
Head of Legal Services  
Assistant Head of Finance  
Central Finance Management Accountant

### **7. BACKGROUND PAPERS:**

Welsh Church Fund Schedule of Applications 2020/21– Meeting 1 (Appendix 1)

### **8. AUTHOR:**

David Jarrett – Senior Accountant – Central Finance Business Support

### **9. CONTACT DETAILS**

Tel. 01633 644657  
e-mail: [davejarrett@monmouthshire.gov.uk](mailto:davejarrett@monmouthshire.gov.uk)

WELSH CHURCH FUND - APPLICATIONS 2020/21  
MEETING 1: 30th June 2020

APPENDIX 1

ORGANISATION		ELECTORAL DIVISION	Signed by Councillor	REQUEST	DECISION	NATURE OF PROJECT REQUEST	PROJECT TOTAL COST	DATE Application Received	D of I*	Additional Information
NEW APPLICATIONS AWAITING DECISION				£	£		£			
1	St John the Baptist Church , Llanhennock	Llangibby Fawr	P Clarke	£16,818	defer	Funding required to assist in preventative maintenance to the stone fabric of the Church to prevent water ingress	£16,818	24/02/20	No	
2	St Cadoc's Church, Llangattock juxta, Usk	Westend	D. Evans	£1,500	£1,000	Quinquennial report indicates that immediate repairs are required on the church roof slates that are missing and loose and the maintenance of the church windows.	£3,650	24/02/20	Yes	
3	Crick Care Home Residents Committee	Westend	D. Evans	£400	£400	Funding assistance required to purchase a specialised Sensory Unit to add enrichment and stimulation to our residents	£1,740	24/02/20	Yes	Groups that will benefit from the Sensory Unit include the 47 residents as well as visiting Schools, Nurseries and also enable sessions with Children who have special needs.
4	Caldicot Events Committee	Westend	D. Evans	£1,500	£1,000	Assistance required to purchase Tables and Gazebos for use at Caldicot Community Events.	£5,448	24/02/20	Yes	Currently have to borrow tables from the Leisure Centre or Church Halls and these are not always available
5	Clydach Wasps AFC	Llanelly Hill	J. Pratt	£1,158	£525	Funding required to purchase a replacement white line marker as the existing one is broken.	£1,158	30/01/20	No	Clydach Wasps has approximately 50 Senior Players and 20 Junior Players
6	St Mary's Church, Magor	Mill	F. Taylor	£1,500	£1,500	Funding required to repair the Church Clock that has not operated for several years on this grade1 listed building.	£12,100	19/02/20	No	The Church Tower can be viewed from all areas of Magor and Undy village (approx 6,000 inhabitants) and so a Clock that doesn't work is a poor reflection on the village.
7	St Arvans Community Plan Steering Group	St Arvans	A. Webb	£8,000	£1,000	Funding required for improvements to the St Arvans King George V playground by the purchase and installation of new play equipment and repairs to the damaged existing equipment.	£34,584	03/02/20	Yes	Improvements will result in benefits to the young families moving to the village; provide a modern and safe open space for all residents and reduce isolation; Some equipment dates back to WW2 and is unfit fro children with special needs; provide a Sensory area for villagers and visitors alike to enjoy
8	Caldicot Castle Junior Football Club	Dewstow / Caldicot Castle	A Easson / Joanne Watkins	£5,000	defer	To purchase 10 tables and 20 Chairs as well as new seat coverings at the clubhouse	£5,000	06/03/20	No	Club currently caters for 106 children at various age levels. There are approximately 18 volunteer coaches providing 3-4 hours per week
9	Monmouth Tennis Club	Overmonnow	J. Treharne	£1,000	£1,000	Funding assistance required to facilitate the resurfacing of the Tennis Courts and Gate Access to the courts	£50,695	10/03/20	No	
10	St Cybi's Church Llangybi	Llangibby Fawr	P Clarke	£2,500	£1,250	Funding required for essential tree maintenance in the churchyard	£3,000	05/06/20	No	Possible H&S issue with large trees possibly damaging adjacent properties
11	St Mary's Church, Llanvair Discoed	Caerwent	P Murphy	£4,000	£1,000	Funding required for the construction of a Compost Toilet in the Churchyard	£7,500	12/04/20	No	The benefit of this toilet are there are no running costs when completed and Parishioners' and visitors to the Churchyard can use it freely.
12	Castle Park Primary PTA	Westend	D Evans	£5,500	defer	PTA wishes to purchase IT equipment for the School	£5,500	20/02/20	Yes	
Deferred Applications										
	Caldicot Community Garden	Caldicot Castle	Jo Watkins	£659.20	659.20	Funding required to erect fencing around allotment area to protect crops and flowers being cultivated as current edging is crumbling and is a Health & Safety hazard to Volunteers	£659.20	14/01/20	No	Gareth Llewellyn (Site Co-coordinator at Caldicot Castle Park) response, From my understanding they are not looking to fence of the garden from the rest of the country park, its more of a case of replacing the existing fencing that is there to prevent the rabbits getting at the grow beds. No current lease exists, Estates to investigate once Covid 19 priorities have eased, NOT maintained by Grounds
SUB TOTAL Meeting 1				£49,535	9,334.20	OTHER INFORMATION :				
MEETING		DATE	CABINET		AWARD					
1		30 June 2020	July 15th 2020		0					
2		Sept 10th 2020	Oct 07th 2020		0					
3		Oct 22nd 2020	Nov 04th 2020		0					
4		Dec 03rd 2020	Dec 16th 2020		9,334.20					
5		Jan 14th 2021	Feb 03rd 2021		0					
6		Mar 04th 2021	Apr 14th 2021		0					
TOTAL AWARDED FOR 2020/21 TO DATE					9,334.20					
BUDGET 2020/21					32,955.00					
BALANCE B/F TO 2020/21					£0					
Monmouthshire's Allocation for 2020/21					32,955.00					
REMAINING BALANCE				23,620.80						

\*D of I = Declaration of Interest

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


<b>Name of the Officer</b> D Jarrett <b>Phone no: 4657</b> <b>E-mail: davejarrett@monmouthshire.gov.uk</b>	<b>Please give a brief description of the aims of the proposal</b> To assess the Grant Allocation Processes of the Welsh Church Fund for the meeting of the Welsh Church Fund Working Group on the 30 <sup>th</sup> June 2020
<b>Name of Service</b> Finance	<b>Date Future Generations Evaluation</b> 30 <sup>th</sup> June 2020





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

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been / will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Positive in relation to developing the skills and proficiencies of applicants	
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Positive in the teaching of biodiversity and ecological issues through the provision of educational resources	
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Positive in that people's mental health and physical health is enhanced by a collective activity / process.	

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been / will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Positive in relation to connecting the community and its constituents	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Positive in relation to social well-being. Also, helping the environmental well-being of the community through preservation of history.	
<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	Positive in relation to the promotion of culture in the community	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Positive in respect of helping people to achieve their potential irrespective of individual circumstances	

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 Balancing short term need with long term and planning for the future	Not applicable to Welsh Church Fund Trust	

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Working together with other partners to deliver objectives</p>	Not applicable to Welsh Church Fund Trust	
 <p>Involving those with an interest and seeking their views</p>	Not applicable to Welsh Church Fund Trust	
 <p>Putting resources into preventing problems occurring or getting worse</p>	Not applicable to Welsh Church Fund Trust	
 <p>Positively impacting on people, economy and environment and trying to benefit all three</p>	Not applicable to Welsh Church Fund Trust	

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

<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Age	Encouraging the socializing of differing age groups through social provision	None	
Disability	Proposal to assist in the provision of disabled facilities.	None	
Gender reassignment	No impact	No impact	
Marriage or civil partnership	No impact	No Impact	
Race	No impact	No Impact	
Religion or Belief	Encouraging religion through education at the point of delivery through the provision of enhanced facilities	None	
Sex	No impact	No impact	
Sexual Orientation	No impact	No Impact	
Welsh Language	No impact on Welsh Language	No impact on Welsh Language	

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

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	Not applicable		
Corporate Parenting	Not applicable		

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

The evidence and data used for the assessment of each applicant to the Welsh Church Fund is supplied by the applicant upon submission of their application. The data and information supplied or subsequently requested is used to form the basis of the Committees' decision on whether to award a qualifying grant.

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

The grant aid supports and highlights the positive effect that decisions the Welsh Church Fund Working Group have on the applicants funding requests from Voluntary Organisations, Local Community Groups, Individuals and Religious Establishments.  
All awards are made in the belief that the funding is utilised for sustainable projects and cultural activities that benefit individuals, organisations, communities and their associated assets.  
All grants are awarded within the Charitable Guidelines of the Trust

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

Page 152

What are you going to do	When are you going to do it?	Who is responsible	Progress
Award grants	July 2020	Welsh Church Fund	On target

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

<b>The impacts of this proposal will be evaluated on:</b>	The Payment of grants awarded to the successful applicants
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