

Public Document Pack



County Hall
Rhadyr
Usk
NP15 1GA

Wednesday, 26 October 2016

Notice of meeting:

Children and Young People Select Committee

Thursday, 3rd November, 2016 at 10.00 am,
The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA

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

AGENDA

Item No	Item	Pages
1.	Apologies for Absence.	
2.	Declarations of Interest.	
3.	To confirm the minutes of the previous meeting.	1 - 10
4.	Revenue and Capital Monitoring 2016/17 Period 2 Outturn Forecast Statement.	11 - 34
5.	Welsh Education Strategic Plan (To follow).	
6.	Annual Complaints, Comments and Compliments Report for Children's Social Services.	35 - 50
7.	Presentation on schools in a deficit budget and the recovery plan process.	
8.	Quarter 2 Performance Report 2016/17 (To follow).	
9.	List of actions arising from the previous meeting.	51 - 52
10.	Children and Young People Select Committee Forward Work Plan (To follow).	
11.	Council and Cabinet Business - Forward Plan.	53 - 54

12.	Date and time of the next meeting.	
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	Thursday 8 th December 2016 at 2.00pm.	
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Paul Matthews

Chief Executive

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

D. Blakebrough
P. Jones
P. Farley
P. Clarke
L. Guppy
R. Harris
M. Hickman
D. Jones
M. Powell

Added Members
Members voting on Education Issues
Only

M Fowler (Parent Governor Representative)
Vacancy (Catholic Church)

Added Members
Non Voting

K Plow (Association of School Governors)
Vacancy (NAHT)
Vacancy (ASCL)
Vacancy (NUT)
Vacancy (Free Church Federal Council)
Vacancy (NASUWT)

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Welsh Language

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Aims and Values of Monmouthshire County Council

Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

People Are Confident, Capable and Involved

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

Our County Thrives

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation
- Maintaining locally accessible services

Our Values

- **Openness:** we aspire to be open and honest to develop trusting relationships.
- **Fairness:** we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- **Flexibility:** we aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- **Teamwork:** we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

Public Document Pack Agenda Item 3

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Children and Young People Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 6th October, 2016 at 10.00 am

PRESENT: County Councillor P. Jones (Chairman)
County Councillor P. Farley (Vice Chairman)

County Councillors: L. Guppy, D. Blakebrough, M. Hickman,
D. Jones, M. Powell

Added Members

Members voting on Education issues only:

M Fowler (Parent Governor Representative).

County Councillor V. Smith (observing).

OFFICERS IN ATTENDANCE:

Sharon Randall-Smith	Head of Achievement and Attainment
Tracey Thomas	Youth & Community Manager, Youth Service
Nikki Wellington	Finance Manager
Tyrone Stokes	Finance Manager
Hazel Ilett	Scrutiny Manager
Richard Williams	Democratic Services Officer

APOLOGIES:

County Councillor P. Clarke
County Councillor R. Harris
Mr. K. Plow (Association of School Governors)

1. Declarations of Interest

County Councillor P.S. Farley declared a personal, non-prejudicial interest, pursuant to the Members' Code of Conduct, regarding any matters that might arise relating to Chepstow School and the Dell Primary School, as he is a governor of both schools.

2. Confirmation of minutes

The Minutes of the Children and Young People Select Committee meeting dated 7th July 2016 were confirmed and signed by the Chair, subject to the following amendments:

- County Councillor M. Hickman had registered his apologies for this meeting but it had not been noted in the minutes.
- Minute 4.1, Committee's Conclusion – The first sentence be amended as follows:

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Children and Young People Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 6th October, 2016 at 10.00 am

- The Chair thanked the Officers for bringing the report to the Committee and appreciated that this was the start of a long journey.
- Minute 4.2, Committee's Conclusion – The second sentence be amended as follows:
 - It also heightened the need to develop a confident, competent and stable workforce which is fully supported by the Committee.
- Minute 4.3, Sub heading - Member Scrutiny:
 - First paragraph, first sentence: Replace physiologist with psychologist.
 - Sixth paragraph: Replace Mountain with Mounton.

3. Revenue and Capital Monitoring 2016/17 Period 1 Outturn Forecast Statement

Context:

To provide information on the forecast revenue outturn position of the Authority at the end of period 1 which represents month 2 financial information for the 2016/17 financial year.

Recommendations proposed to Cabinet:

- (i) That Cabinet notes the extent of forecast revenue overspend at period 1 of £1.37 million.
- (ii) That Cabinet requires Chief Officers to provide information on how the overspend position will be brought back within budget, including alternative plans to deliver the £301,000 mandated savings reported as not achievable in the next monitoring report.
- (iii) That Cabinet requires Directors to review levels of over and underspends and reallocate budgets to reduce the extent of compensatory positions needing to be reported prior to month 6 reporting.
- (iv) That Cabinet appreciates the extent of predicted schools reserve usage and the anticipation that 13 schools will be in a deficit position by the end of 2016/17.
- (v) That Cabinet considers the capital monitoring which exhibits only a small variance to budget as a result of recent Cabinet and Council approval on Caerwent House.
- (vi) That Cabinet recognises the risk associated with having to rely on a use of capital receipts in the year anticipated and the potential for this to have significant revenue pressures should receipts be delayed and temporary borrowing be required.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Children and Young People Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 6th October, 2016 at 10.00 am

Member Scrutiny:

- In response to issues raised in respect of 13 of Monmouthshire's schools in a deficit budget, it was noted that of the 13 schools, six of them have a deficit budget below £20,000. It was considered that a separate report should be presented to a future meeting of the Select Committee outlining the schools in a deficit budget and details of their recovery plans.
- The Safeguarding and Looked After Children's budget needs to be increased as it tends to be constantly in deficit due to the fluidity and volatility of the service. However, it was noted that whilst the budget has reduced the service is still being provided efficiently. The commissioning plan has been in place since July 2016 and needs time to 'bed in'. In time, we will have a better understanding of the finances required for this service.
- In response to a Select Committee Member's question regarding schools budgets and recovery plans, it was noted that partnership working between the departments is an option for identifying funding. For a school with a deficit budget, a three year recovery plan is established. A reduction in agency staff is being looked at. Also, a court improvement plan is in place identifying ways of working with courts more efficiently and identifying ways of reducing legal costs.
- It was noted that some supply teachers are on the payroll and we encourage schools to use the Authority's preferred supplier.
- The Youth Service Manager was asked if there has been an adverse impact on the Youth Service because staff have been engaged in the income generation work that the Authority has asked for. The Youth Service Manager stated that the financial burden has been lifted for this financial year. The service is in a recovery plan and is now down to £130,000 deficit with inroads being made into this deficit. There has been no impact on service delivery and work is being undertaken regarding the Alternative Delivery Model.
- The Finance Manager would email the Select Committee Members with information relating to school balances, as outlined in appendix A of the report.

Committee's Conclusion

The Chair summed up as follows:

- The report is volatile and was subject to change.
- Areas of concern have been raised.
- Receive a position report on all schools at a future Select Committee meeting.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Children and Young People Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 6th October, 2016 at 10.00 am

- The Chair will write to the Cabinet Member to emphasise the lack of funding in respect of the Safeguarding and Looked After Children's budget.
- The Select Committee to receive formal feedback from the Authority's representative from the next meeting of the Schools Budget Forum. Nick Ramsay (AM) and Steve Davies (Education Achievement Service) will be in attendance at the Forum meeting.
- Await the response from the Schools Budget Forum before considering petitioning the Welsh Government.

4. Monmouthshire Integrated Youth Offer Annual Report

Context:

We received the Annual Report on progress and achievements made by Monmouthshire's Integrated Youth Offer group.

Key Issues:

- Maintained quarterly monitoring and scrutiny of subgroup work programmes ensuring that the Performance Indicators of the Single Integrated Plan are being met.
- The Integrated Youth Offer (IYO) has clear governance and reporting structures in place through the Local Service Board (LSB) Programme Board.
- The IYO has clear Safeguarding protocols and holds a database of all members of the IYO group for DBS clearance, training and policies worked to, and is current and valid.
- Sustained and grown membership of the IYO to stimulate momentum. The full group and sub groups are well represented by all partners which enables the workload to be shared and to implement the vision of the LSB and priorities of the Single Integrated Plan.
- The continued work of the Integrated Youth Offer group has led to reduced duplication and improved focused delivery of services to young people.
- Continued to develop 'community projects' in areas where specialist targeted projects support young people, in particular around issues of anti-social behaviour, criminal activity and bullying.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Children and Young People Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 6th October, 2016 at 10.00 am

- Continued to contribute towards the increase in attainment and attendance of those in Key Stages 3, 4 and 5 across Monmouthshire and to continue providing services that decreases NEET figures – currently at 1.7% (18 people).
- Collectively, all youth support services, as part of the IYO, have worked with 6907 individual young people between the ages of 11-25 in 2015/16 (39.9% of 11-25 population).
- The IYO has gathered intelligence from partners to feed into the Single Integrated Plan to provide clear evidence on outcomes achieved.
- Both the Chief Officer and Cabinet Member for Children and Young People attend and receive information quarterly on the work of the Integrated Youth Offer.

The Youth Service Manager provided the Select Committee with the following information regarding the positive outcomes achieved by the Youth Service over the previous year:

- Continued to develop and collaborate to ensure that the services available to young people are maintained.
- Increased community projects through partnership working.
- Have run a road safety awareness event in the summer which was held in Abergavenny which was well attended by the public and public service bodies.
- Held a multi-agency volunteering event in April 2016 in Chepstow Leisure Centre where there were 31 organisations working with young people. As a result, 97 volunteers expressed an interest in working with young people.
- Continue to provide specialist services to the most vulnerable young people in Monmouthshire.
- The positive futures programme is a collaboration between Leisure Services, the Youth Offending Service and the Youth Service. This has been delivered in the four comprehensive schools and in Mounton House School over the previous 12 months. This programme has now ended. The project is available for schools if they want it but they will have to pay for this programme. Other funding has been secured to provide this service in primary schools, particularly working with year 6 students with a view to helping them during the transition period from primary to secondary school.
- Engaging with young people with regard to education and training.
- Young Voices – important that young people are heard.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Children and Young People Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 6th October, 2016 at 10.00 am

- Collaboration with mental health services to provide young people with information on where to go to obtain help.
- One of the members of the Youth Council, who is from Monmouthshire, is now an ambassador on the Future Generations Programme for Welsh Government and has been tasked to work with local authorities to ensure that young people are involved in this process.
- Managed to sustain a good level of engagement with young people.
- Have had consistent scrutiny and challenge of the sub groups through the Integrated Youth Offer and the Public Service Board Performance Management Group.
- Three of the main priorities that will be looked at over the next 12 months are:
 - The mapping of funding of the Youth Service across Monmouthshire.
 - The safe audit carried out by the Safeguarding Team which is likely to be completed by December 2016.
 - Evaluating the work being done, prioritising areas for next year so that they can be aligned to the Future Generations Wellbeing Act

Member Scrutiny:

The following points were noted:

- There was no substantive evidence outlined in the report. In future, it would be beneficial to the Select Committee if reports could include more data.
- Appendix 1 of the report refers to Individual contacts for each service area as part of the IYO. Gwent Police had made 1000+ contacts with young people. It was noted that this figure related to Gwent Police's school liaison officers and the neighbourhood policing team. The Youth Service works very closely with these teams. Therefore, the 1000+ refers to the positive work being undertaken with young people.
- It was considered that the work of Monmouthshire's Youth Service needed to be more readily available in the report. It was noted that there were a number of Town and Community Councils within Monmouthshire that would like to invest financially in the Youth Service as they are aware that services are at risk due to the decline in grant funding availability. Also, it would be helpful if the report could identify any potential pressure points being experienced by the Youth Service.

The Youth Service Manager stated that the IYO report was not the place to provide the information requested as Monmouthshire Youth Service was one of

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Children and Young People Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 6th October, 2016 at 10.00 am

32 agencies in which partnership working was being undertaken. However, the Youth Service Annual report could be presented to a future meeting of the Select Committee which would provide the detail of the work being undertaken specifically by Monmouthshire's Youth Service.

- In response to a Select Committee Member's question, the Youth Service Manager provided the following information:

Contacts

There is a variance between an individual person and a contact. A contact is anything relating to three hours and above with a young person. The contacts identified in the report are young people that have been registered with every service area.

Soft outcomes

These are hard to measure. The Youth Service has an impact on young people's lives, sometimes this is immediate, sometimes this can be in 12 months' time, or even longer. It depends on the individual young person's journey. There are 11 counsellors available via the Youth Service. Teams are located within secondary and primary schools. This is well resourced.

Rural Youth Provision

Supports youth clubs if they come forward asking for support providing training, guidance and resources.

Youth Service Statutory Core Business

The core business is the free time that young people have making sure they are engaged in meaningful activity, somewhere young people can go to obtain advice, information, help and support. Added value such as schools programmes are grant funded programmes, which enhances what the Youth Service provides for young people.

Committee's Conclusion:

The Chair summed up as follows:

- The Select Committee had received an interesting and informative report.
- Future reports need to include substantive data alongside the case studies.
- In future, it would be beneficial to have the Monmouthshire Youth Service Report alongside the Integrated Youth Offer report in order

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Children and Young People Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 6th October, 2016 at 10.00 am

to provide a complete overview.

- Encourage further communication with the Town and Community Council's within Monmouthshire.

5. Forward Work Plan

We received the Children and Young People Select Committee forward work plan. In doing so, the following points were noted:

- The Chair informed the Select Committee that she, the Vice-Chair of the Select Committee, the Head of Achievement and Attainment, The Finance Manager, the Head of Governance, Engagement and Improvement and the Cabinet Member had met with the Head Teacher of Mounton House School regarding concerns that had been previously raised. The Head Teacher had expressed concerns regarding the cut in the school's budget. The meeting had been very positive and the Head Teacher had indicated that she was receiving a tremendous amount of support from the local Authority. Measures had been put in place which were helping the school to go forward in a positive way. The school's budget had been organised to better suit the school's needs. However, it was noted that a review of the school was still ongoing and when this is complete, a report will be presented to the Select Committee for scrutiny.
- The Finance Manager informed the Select Committee that the recovery plan for Mounton House School is four years and for this year, the school will not increase the deficit. There are a number of issues at the school that the Head Teacher is working through with the relevant County Council officers. It is anticipated that the school will make a saving of £50,000 for 2018/19 budget. The recovery plan will be brought back to the Select Committee when it is completed.
- The Head of Achievement and Attainment informed the Select Committee that with regard to the wider review, there were still some areas that officers were investigating. Therefore, information regarding the review will be presented to the Select Committee in due course.
- The Children and Young People Select Committee Chief Officer Report will be presented to the Special Joint Meeting of the Children and Young People Select Committee and the Adults Select Committee on 22nd November 2016, which is being held at 10.00am.
- Social Services and Wellbeing Act - An invitation was extended to Select Committee Members to attend a visit to the Prison Service with Adults Select Committee Members in advance of receiving this item at the Special Joint Select Committee meeting on 22nd November 2016.
- Children and Young People Select Committee meeting – 8th December 2016. Currently, this agenda has few items. The Scrutiny Manager will investigate

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Children and Young People Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 6th October, 2016 at 10.00 am

whether it will be feasible to move some of the agenda items from the 3rd November 2016 Select Committee meeting to the December 2016 meeting.

- It is unlikely that there will be a need to arrange any further special meetings this year.
- The Chair informed the Select Committee that she and the Head of Governance, Engagement and Improvement had received a presentation on the change in qualifications. Therefore, it was considered that the Select Committee required an expert in this matter to come to a future Select Committee meeting to update Members on the proposed changes.

6. Council and Cabinet Business - Forward Plan

We resolved to receive the Council and Cabinet Business Forward Work Plan and noted its content.

In doing so, it was noted that the Cabinet work programme for March 2016 referred to the proposed closure of Deri View Primary School. The wording should be amended as follows:

- Review of the proposed closure of Deri View Primary School.

7. Next meeting

The next meeting will be held on Thursday 3rd November 2016 at 10.00am.

The meeting ended at 11.34 am

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REPORT

SUBJECT	REVENUE & CAPITAL MONITORING 2016/17 PERIOD 2 OUTTURN FORECAST STATEMENT
DIRECTORATE	Chief Executive's Unit
MEETING	Children & Young People Select
DATE	3rd November 2016
DIVISIONS/WARD AFFECTED	All Authority

1. PURPOSE

- 1.1 The purpose of this report is to provide Members with information on the forecast revenue outturn position of the Authority at the end of period 2 which represents month 6 financial information for the 2016/17 financial year
- 1.2 This report will also be considered by Select Committees as part of their responsibility to,
- assess whether effective budget monitoring is taking place,
 - monitor the extent to which budgets are spent in accordance with agreed budget and policy framework,
 - challenge the reasonableness of projected over or underspends, and
 - monitor the achievement of predicted efficiency gains or progress in relation to savings proposals.

2. RECOMMENDATIONS PROPOSED TO CABINET

- 2.1 That Cabinet notes the extent of forecast revenue overspend at period 2 of £839,000, an improvement of £529,000 on previous reported position at period 1.
- 2.2 That Cabinet expects Chief officers to continue to review the levels of over and underspends and reallocate budgets to reduce the extent of compensatory positions needing to be reported from month 6 onwards.
- 2.3 That Cabinet appreciates the extent of predicted schools reserve usage and an anticipation that a further 4 schools will be in a deficit position by end of 2016-17.
- 2.3 That Cabinet approves a caveated use of reserves to finance £318,000 employment tribunal costs if the Council's budget is not able to absorb the effect of this extraordinary expenditure over the remaining 6 months of financial year.
- 2.4 That Cabinet considers the capital monitoring, specific over and underspends, and importantly that Cabinet recognises the risk associated with having to rely on a use of capital receipts in the year of sale and the potential for this to have significant revenue pressures should receipts be delayed and temporary borrowing be required.

3. MONITORING ANALYSIS

3.1 Revenue Position

3.1.1 Revenue budget monitoring information for each directorate's directly managed budgets is provided together with information on corporate areas.

3.1.2 Responsible Financial Officer's Summary of Overall Position Period 2 (Month 6)

Given the extent of service movement since period 1 and the creation of the Resources Directorate, a change from previous reporting has been implemented to highlight to Members where particular services now reside. The following more detailed table is also anticipated to reduce the need for subsequent tables.

Table 1: Council Fund 2016/17 Outturn Forecast Summary Statement at Period 2 (Month 6)	Original Budget	Budget Virements & Revisions Period 1	Budget Virements & Revisions Period 2	Revised Annual Budget @ Month 6	Annual Forecast @ Month 6	Forecast Over/ (Under) spend @ month 6	Equivalent Forecast Over/ (Under) spend @ month 2	Variance in Forecast since month 2
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Adult Services	6,925	0	0	6,925	6,740	(185)	20	(205)
Children Services	9,687	26	125	9,839	10,295	456	660	(203)
Community Care	20,121	39	464	20,624	21,512	888	483	405
Commissioning	2,008	0	(465)	1,543	1,497	(46)	(22)	(24)
Partnerships	347	0	0	347	347	0	0	0
Public Protection	1,486	(26)	0	1,460	1,437	(23)	0	(23)
Resources & Performance	928	(17)	0	911	891	(20)	(19)	(1)
Total Social Care & Health	41,502	22	124	41,649	42,719	1,070	1,121	(51)
Individual School Budget	43,298	10	0	43,308	43,308	0	0	0
Resources	1,508	0	0	1,508	1,499	(9)	0	(9)
Standards	5,066	0	0	5,066	5,116	50	209	(159)
Total Children & Young People	49,872	10	0	49,882	49,923	41	209	(168)
Business Growth & Enterprise	592	491	281	1,365	1,381	16	(5)	21
Planning & Housing	1,370	91	0	1,462	1,229	(233)	(10)	(223)
Tourism Life & Culture	2,342	51	600	2,993	3,389	396	398	(2)
Youth	600	0	(600)	0	0	0	0	0
Total Enterprise	4,905	633	281	5,819	5,999	180	383	(203)
Governance, Engagement & Improvement	4,233	206	0	4,439	4,411	(28)	(5)	(23)
Legal & Land Charges	516	(69)	0	448	418	(30)	0	(30)
Operations	17,120	(198)	0	16,922	16,988	66	41	25
Total Chief Executives Unit	21,869	(61)	0	21,808	21,817	8	36	(28)
Finance	2,063	214	0	2,277	2,248	(29)	(8)	(21)
Information Communication Technology	2,058	253	0	2,310	2,378	68	100	(32)
People	1,533	(107)	0	1,425	1,525	100	0	100
Place	(652)	6	0	(646)	(501)	145	217	(72)
Total Resources	5,002	365	0	5,367	5,651	284	309	(25)

**Table 1: Council Fund 2016/17
Outturn Forecast Summary
Statement at
Period 2 (Month 6)**

	Original Budget	Budget Virements & Revisions Period 1	Budget Virements & Revisions Period 2	Revised Annual Budget @ Month 6	Annual Forecast @ Month 6	Forecast Over/ (Under) spend @ month 6	Equivalent Forecast Over/ (Under) spend @ month 2	Variance in Forecast since month 2
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Precepts and Levies	16,484	0	0	16,484	16,488	4	0	4
Coroners	80	0	0	80	100	20	0	20
Gwent Joint Records	183	0	0	183	182	(0)	0	(0)
Corporate Management (CM)	361	(175)	0	186	505	319	0	319
Non Distributed Costs (NDC)	726	0	0	726	824	98	72	27
Strategic Initiatives	634	0	0	634	634	0	0	0
Office furniture & equipment	110	(110)	0	(0)	0	0	0	0
Insurance	1,218	0	0	1,218	1,159	(59)	0	(59)
Total Corporate Costs & Levies	19,796	(285)	0	19,511	19,892	381	72	309
Net Cost of Services	142,945	685	405	144,035	146,001	1,966	2,099	(133)
Attributable Costs – Fixed Asset Disposal	0	95	0	95	149	54	54	0
Interest & Investment Income	(55)	0	0	(55)	(61)	(6)	0	(6)
Interest Payable & Similar Charges	3,490	5	0	3,496	2,956	(540)	0	(540)
Charges Required Under Regulation	3,356	71	0	3,427	3,410	(17)	0	(17)
Contributions to Reserves	103	2	0	105	105	0	0	0
Contributions from Reserves	(1,139)	(860)	(405)	(2,404)	(2,141)	263	80	183
Appropriations	5,755	(686)	(405)	4,664	4,418	(245)	134	(379)
General Government Grants	(63,567)	0	0	(63,567)	(63,567)	0	0	0
Non-Domestic Rates	(27,981)	0	0	(27,981)	(27,981)	0	0	0
Council Tax	(63,411)	0	0	(63,411)	(63,941)	(530)	(550)	20
Council Tax Benefits Support	6,258	0	0	6,258	5,909	(349)	(313)	(36)
Financing	(148,701)	0	0	(148,701)	(149,580)	(879)	(863)	(16)
Budgeted contribution from Council Fund	2	0	0	2	0	(2)	(2)	0
Net Council Fund (Surplus) / Deficit	1	(1)	0	(0)	839	839	1,368	(529)

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

Net Council Fund Surplus	2016-17	2015-16	2014-15
	£'000	£'000	£'000
Period 1	1,511 deficit	867 deficit	219 deficit
Period 2	839 deficit	1,066 deficit	116 deficit
Period 3		162 deficit	144 deficit
Outturn		579 surplus	327 surplus

3.1.4 Overall an improved position is anticipated against month 2. The deficit at month 6 monitoring is also an improvement on the equivalent position last year. This is significantly affected by council tax receipts and treasury improvements, although the net cost of services still exhibits £2million

variance. Directorates are continuing to review the levels of over and underspends and reallocate budgets to reduce the extent of compensatory positions needing to be reported from month 6 onwards.

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

3.1.6 Stronger Communities Select Portfolio (£401k net underspend)

- Chief Executives Unit (£8k overspend)

Governance and Legal division exhibit underspends of £28k and £30k respectively. Operations exhibits an overspend, whose net effect is predominantly the effect of the Highways Trunk Road Agency contract being renegotiated on more of a cost recovery basis (£250k), overspend of £38k in passenger transport, compensated in part by underspends in waste (£140k) and Property Services (£82k).

- Resources Directorate (£284k overspend)

An underspend in Finance Division costs (£29k) compensates in part for overspends in IT (£68k) as a result of delays in commercialising and selling our developed Social Care application. People division forecast an overspend of £100k, due to the delays with implementing the Training budget mandate (£50k) and take of Flexible benefits being less than the target saving mandate (£50k). Place division forecast an overspend of £145k, the result of delays in meet previously agreed income targets in the sustainability budget, and £70k overspend in respect of Markets, a mixture of increased costs in association with Borough Theatre, and a shortfall in income against income targets.

- Corporate (£381k overspend)

This is caused predominantly by an excess of net pension strain costs (£98k), and Coroner costs being higher than budgeted (£20k overspend), offset by Insurance underspend of £59k. In addition a recent decision in an Employment Tribunal will cost £318k which is currently unbudgeted and will require one off reserve funding if the Council's budget is unable to absorb the effect of this over the remaining few months of the year.

- Appropriations (£245k underspend)

Caused predominantly by a net £509k saving in treasury/borrowing costs from active treasury management and utilising recurrent short term borrowing as an alternative to taking out more expensive long term borrowing. Net borrowing costs are also favourably affected by any delay in the timing of expenditure that has not already been factored into the budget calculations e.g. capital (of net £42.5m capital budget only net £12m has been incurred at month 6), and using receipts as more cost effective temporary internal borrowing. The extent of this saving is moderated by the net anticipated use of reserves which is £264k less than predicted and should have a directly compensating underspend within services as they are not incurring that reserve funded expenditure.

- Financing (£879k underspend)

The net effect from an excess of Council tax receipts and less than anticipated Council tax benefit payments

3.1.7 Economy & development Select Portfolio (£157k net overspend)

- Enterprise Directorate (£180k net overspend)

Commercial and people development (£17k overspend) - Business growth and enterprise is incurring a forecast overspend of £97k, compensated in part by underspend in Eisteddfod spending of £80k, which reduces the approved call upon reserves in Appropriations.

Planning & Housing (£232k underspend) – a £225k underspend is forecast in planning. The service is using £100k from reserves to assist with LDP work that is not anticipated to be drawn upon, and the 2016/17 budget reflects a further £125k that will not be incurred this year. Housing also anticipate an underspend, totalling £8k and the net effect of additional grant funding to afford homeless inclusion officer position, and increased income from the Council's lodging scheme through heightened occupation rates.

Tourism, leisure & culture (£396k overspend) - Countryside exhibit an underspend of £12k from part vacancy and extra grant funding. There is a £119k overspend in respect of Cultural services, of which the main pressure is Caldicot Castle, and Museums experiencing £37k as a result of unmet mandate savings. Leisure services anticipate £81k overspend, partly due to reduced grants to afford summer play schemes, but mainly due to redundancy costs of circa £40k, a shortfall in mandated savings £25k and reduced income. Tourist Information Centres indicate a £61k overspend due to savings not yet being achieved. Youth services are a recent addition to Enterprise Directorate, it has been received with an inherent pressure (£147k) as previous mandates presumed additional grant funding that has not been achieved.

- Social Care & Health (£23k underspend)

Public Protection (£23k underspend) – miscellaneous minor underspends on £1.5million expenditure budget

3.1.8 Adult Select Portfolio (net £637k overspend)

- Social Care & Health

Adult Services (£185k underspent) – the net effect of secondments and intermediate care funding sustaining services, a saving of £45k has resulted from the My Day review, which compensates in part for a short term staffing pressure at Severn View of £70k.

Community Care (£887k overspend) – this area is now the most significant financial challenge affecting Social Care Directorate. The net pressure is caused by care package demands predominantly within the Chepstow team and Mental Health Care team, collectively £1.1 million. These are compensated in part by savings within the other 2 teams (£152k), reported Frailty partnership cost underspends (£52k) and net community learning disability team savings of £27k.

Commissioning (£46k underspend) – predominantly a savings within Drybridge Gardens service area caused by a refund on the last 3 years management agreement and a vacant unit at the site.

Resources (net £19k underspend) – a mix of Finance team and Facilities management savings

Whilst the work around Changing Practice and the associated budget saving mandate of £628k is continuing, the service is facing increasing demand which is offsetting some of the progress that has been made.

3.1.9 Children & Young People Select Portfolio (net £497k overspend)

- Social Care & Health

Children's Services (net £456k overspend) – there are a variety of large value under and overspends within the service. Assessment and contact costs introduce a £140k cost pressure, consideration is being given to the most appropriate cost centre for these costs. As in previous years, Counsel/legal costs introduce a net pressure, this year of £118k. Encouragingly external placement costs exhibit a £300k underspend, which even with increased costs in fostering payments (£141k) still provides a net financial underspend for the service. There are continuing agency staff costs of £458k whilst the team seek to recruit and train new directly employed staff.

Youth offending team partnership (breakeven) – whilst it is unusual to highlight a service that is anticipated to have a neutral year end effect. As part of the Select Committee's work programme, Members may wish to understand the considerable effort made by the service to accommodate significantly declining government funding in 2016/17 and into future and how it could foreseeably impact upon sustainability of the service.

- Children and Young People (net £41k overspend)

Resources delegated to schools exhibit no variance to budgeted levels. There is a small underspend of £9k within the Finance team, which compensates in part for the net overspend in Additional Learning Needs costs.

3.2 SCHOOLS

3.2.1 Each of the Authority's Schools is directly governed by a Board of Governors, which is responsible for managing the school's finances. 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 6 projections.

Month 6 movement on school reserves

Reserve b/fwd (Surplus)/ Deficit	In Year forecast at Month 2 (Surplus)/ Deficit	Difference reported from Month 6 to Month 2 (Surplus)/ Deficit	In Year forecast at Month 6 (Surplus)/ Deficit	Projected c/fwd at year end (Surplus)/ Deficit
£'000	£'000	£'000	£'000	£'000

Abergavenny cluster

King Henry VIII Comprehensive	(107)	241	(37)	204	97
Cantref Primary	(42)	13	(3)	10	(32)
Deri View Primary	(86)	62	13	75	(11)
Gilwern Jnr & Infants	(41)	14	4	18	(23)
Goytre Fawr Jnr & Infants	(54)	34	(11)	22	(32)
Llanfair Kilgeddin CV Jnr & Infants	(67)	67	0	67	0
Llanfoist Fawr Primary	(94)	45	18	62	(32)
Llantillio Pertholey Jnr & Infants	(37)	42	(6)	37	(1)
Llanvihangel Crocorney Jnr & Infants	24	6	(0)	5	29
Our Lady and St Michael's RC Primary School	(31)	19	(14)	5	(25)
Ysgol Gymraeg Y Fenni Primary	(59)	21	2	23	(36)

Reserve b/fwd (Surplus)/ Deficit	In Year forecast at Month 2 (Surplus)/ Deficit	Difference reported from Month 6 to Month 2 (Surplus)/ Deficit	In Year forecast at Month 6 (Surplus)/ Deficit	Projected c/fwd at year end (Surplus)/ Deficit
£'000	£'000	£'000	£'000	£'000

Caldicot cluster

Caldicot Comprehensive	(209)	204	0	204	(5)
Archbishop Rowan Williams Primary	(84)	69	0	69	(16)
Castle Park Primary	21	23	3	26	48
Dewstow Primary	(113)	113	(41)	72	(40)
Durand Jnr & Infants	(61)	25	(6)	18	(42)
Magor Vol Aided Jnr & Infants	(56)	6	2	8	(48)
Rogiet Jnr & Infants	(60)	63	(11)	52	(8)
Undy Jnr & Infants	(17)	(33)	22	(11)	(28)
Ysgol Gymraeg Y Ffin Primary	(13)	60	(4)	56	43

Chepstow cluster

Chepstow Comprehensive	414	(257)	3	(254)	160
New Pembroke Primary	(36)	33	1	33	(3)
Shirenewton Jnr & Infants	(82)	6	(12)	(5)	(87)
St Mary's Chepstow RC Jnr & Infants	(25)	39	(6)	33	7
The Dell Jnr & Infants	(50)	45	(9)	36	(14)
Thornwell Jnr & Infants	(2)	24	(11)	13	11

Monmouth cluster

Monmouth Comprehensive	(46)	46	0	46	0
Cross Ash Jnr & Infants	(51)	26	1	27	(24)
Kymin View Primary	(19)	32	(8)	25	6
Llandogo Jnr & Infants	11	(1)	3	(4)	7
Osbaston Church In Wales Primary	(37)	8	18	26	(11)
Overmonnow Jnr & Infants	19	(39)	18	(21)	(2)
Raglan Jnr & Infants	(18)	14	4	18	0
Trellech Jnr & Infants	(86)	20	3	23	(63)
Usk CV Jnr & Infants	(71)	41	(3)	38	(33)

	(1,265)	1,130	(74)	1,055	(209)
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Special Schools

Mounton House	155	(50)	50	0	155
Pupil Referral Unit	(46)	0	0	0	(46)
	109	(50)	50	0	109
	(1,156)	1,080	(24)	1,056	(100)

3.2.2 6 schools exhibited a deficit position at the start of 2016/17. This is anticipated to rise to 10 by end of 2016-17, so effectively just over quarter of schools is anticipated to be in deficit by end of year. Significant volatility is particularly evident at Comprehensive school level, with Caldicot and Monmouth making significant use of their reserves. Conversely Chepstow exhibits good forecast

progress against their exacting recovery plan targets for the year, and if their trajectory remains constant over the next 6 months, they will provide enhanced confidence that they will resolve their deficit position by end of 2017/18 as agreed between Governing Body and LEA.

3.2.3 Collectively school balances at the beginning of the financial year amounted to £1,156,000. The Schools anticipated draw upon balances is forecasted to be £1,056,000 for 2016/17, leaving £100,000 as forecasted closing reserve balances.

Financial Year-end	Net level of School Balances
2011-12	(965)
2012-13	(1,240)
2013-14	(988)
2014-15	(1,140)
2015-16	(1,156)
2016-17 Forecast	(100)

3.2.4. Anticipated reserve levels have featured as a concern in previous years monitoring, and this year is really no different. This hasn't yet manifested itself as a problem at past year ends due to the receipt of adhoc grants from Education Advisory Service (EAS) late in the year which mitigated the forecast decline in the year end position.

3.2.5 CYP colleagues continue to work with EAS to improve the communication process to reduce this volatility, but ironically that may have an adverse effect on level of reserves to be carried forward, so reserve levels remain a focus for review.

3.3 2016/17 Savings Progress

3.3.1 This section monitors the specific savings initiatives and the progress made in delivering them in full by the end of 2016/17 financial year as part of the MTFP budgeting process. .

In summary they are as follows,

Budgeted Service Savings Mandates Progress 2016/17						
DIRECTORATE	Saving included in 2016/17 Budget £'000	Savings reported achieved month 2 £'000	Savings reported achieved month 6 £'000	Percentage progress in achieving savings %	Delayed savings £'000	Savings not achievable £'000
Children & Young People	600	600	600	100%	0	0
Social Care & Health	640	640	12	2%	628	0
Enterprise	385	285	285	74%	0	100
Resources	469	318	299	64%	15	155
Chief Executive's	1,565	1,442	1,442	92%	63	60
Total Mandated Service Savings 2016-17	3,659	3,285	2,638	72%	706	315

3.3.2 Forecasted mandated savings are currently running at 72%, down from 92% at period 1, with currently £315,000 being deemed unachievable at the end of month 6, and a further £706,000 unlikely to crystallise in 2016-17.

- 3.3.3 The emphasis of reporting savings has changed from previously where savings were reported when they were manifest, however the judgement is now whether saving is forecast to be achieved.
- 3.3.4 Consequently the savings appendix also has a traffic light system to indicate whether savings are likely to be achieved or have justifiable reasons explaining delayed implementation. The following summary of savings mandates are still reported to be red or amber risk.

3.3.5 **Stronger Communities Select Portfolio**

Resources Directorate

- Mandate A5: Sustainable Energy Initiatives: Expected income targets of £34,000 are unachievable, alternative delivery plan of increased income on property rental portfolio and reduced expenditure on repairs and maintenance proposed
- Mandate B3: Training Services Consolidation: Consolidation of authorities existing training functions and increased revenue streams of £50,000 are unachievable. Alternative delivery plans are being considered.
- Mandate B5a: Community Asset Transfer £60,000: MCC still in discussions over transfer of Chepstow Drill Hall and Melville Theatre. £45,000 of the £60,000 savings contained within the mandate are forecast to be achieved.
- Mandate B16: Flexible Employment Options £50,000: Scheme exhibits little demand amongst staff.
- Mandate B18: Strategic Property Review: £21,000 shortfall identified as a failure to achieve Residential Letting Income and the Depot Rationalisation Programme which will take longer than expected.

Chief Executive's Office

- Mandate B11: Senior Leadership Structure Review: Currently £42,700 of the £315,000 mandated savings still to be found. Current structures under review in regard to achieving this further saving.
- Mandate 21: Town & Community Councils: The mandate is currently £80,000 short of the £400,000 in regard to the service collaboration for Tourism (£20k), Museums (£20k), Public Conveniences (£20k) and Community Hubs (£20k)

3.3.6 **Economy & Development Select Portfolio**

Enterprise (ENT) Directorate

- Mandate B5 b and c: Community Asset Transfer / Income Generation £100,000 relates to revised Leisure income targets and the commercialisation of assets. Neither is forecast to be achieved this year.

3.3.7 **Adult Select Portfolio**

Social Care & Health (SCH) Directorate

- Mandate A34. Whilst current year savings were anticipated to be delivered in full at period 1, a revised overspend of £822,000 within Adult Services at month 6, makes it unlikely that the practice change mandate of £628,000 will be delivered this financial year.

3.3.8 **Children and Young People Select Portfolio**

Children and Young People (CYP) Directorate

- Current year savings are anticipated to be delivered in full.

3.4 Capital Position

3.4.1 The summary Capital position as at month 6 is as follows

MCC CAPITAL BUDGET MONITORING 2016-17 AT MONTH 6 by SELECT COMMITTEE						
SELECT PORTFOLIO	Annual Forecast	Slippage Brought Forward	Total Approved Budget 2016/17	Provisional Capital Slippage to 2017/18	Revised Capital Budget 2016/17	Forecasted Capital Expenditure Variance
	£000	£000	£000	£000	£000	£000
Children & Young People	32,399	39,731	43,227	(10,829)	32,398	1
Adult	83	30	92	0	92	(9)
Economic & Development	707	680	825	0	825	(119)
Strong Communities	9,264	3,243	9,508	(265)	9,243	21
Capital Schemes Total	42,453	43,684	53,653	(11,094)	42,559	(106)

Proposed Slippage to 2017-18

3.4.2 Proposed slippage at month 6 mainly relates to Future Schools (£10.8 million), £165,000 within S106 schemes, £63,000 in relation to LDP sales at Coed Glas and Crick, £28,000 in respect of Rights of Way work, and £10,000 in respect of Revenues IT system enhancements

3.4.3 Commonly slippage volumes increase into the third quarter and outturn as service managers realise the impracticality of realising commitments by the end of the financial year. Only £12m capital expenditure has been incurred against a working capital budget of £42.5million at month 6.

Capital Outturn

3.4.4 Major revisions to the capital programme since month 2 include Cabinet approvals for the Solar Farm grid connection (£350K) and Linkages at Woodstock Way in Caldicot (£30k). Other changes to General Capital and S106 schemes are reported in the Select Committee appendices.

3.4.5 Whilst many schemes are commonly reported as being at break even with budget this early in the financial year, past year's activity suggests this prediction is unlikely to be the reality at outturn. The Future schools programme, which remains the most significant element of capital programme, has been delayed whilst colleagues have secured additional funding. Following a Council meeting of 20th October it is anticipated the pace of expenditure will pick up.

3.4.6 The capital programme forecast at month 6 results in a minor net underspend of £106,000, most of which relates to settlement of cattle market costs below anticipation and a specific Abergavenny town team initiative that isn't proposed to go ahead.

3.4.7 There is conversely a forecast net overspend amongst section 106 schemes relating predominantly to Caldicot 3g pitch expenditure. Unfortunately this overspend had gone unnoticed due to a mistake in interpreting Committee reports that meant the previous budget addition of £53,000 was double

counted until spotted and removed at month 6. A review is being undertaken to understand the additional costs incurred with the intention of reporting back the position separately to Members if further funding remains advocated.

Capital Financing and Receipts

3.4.8 Given the anticipated capital spending profile reported in para 3.1.1, the following financing mechanisms are expected to be utilised.

MCC CAPITAL FINANCING BUDGET MONITORING 2016-17 AT MONTH 6 By FINANCING CATEGORY						
CAPITAL FINANCING SCHEME	Annual Forecast Financing	Slippage Brought Forward	Total Approved Financing Budget 2016/17	Provisional Budget Slippage to 2017/18	Revised Financing Budget 2016/17	Forecast Capital Financing Variance 2016/17
	£000	£000	£000	£000	£000	£000
Supported Borrowing	2,400	0	2,400	0	2,400	0
General Capital Grant	1,461	0	1,461	0	1,461	0
Grants and Contributions	15,721	16,050	17,832	(2,111)	15,721	0
S106 Contributions	1,113	880	1,305	(165)	1,140	(27)
Unsupported borrowing	13,059	11,553	21,151	(8,092)	13,059	0
Earmarked reserve & Revenue Funding	1,091	590	1,100	(10)	1,091	0
Capital Receipts	7,457	14,500	8,292	(716)	7,576	(119)
Low cost home ownership receipts	112	112	112	0	112	0
Unfinanced	40	0	0	0	0	40
Capital Financing Total	42,453	43,684	53,653	(11,094)	42,559	(106)

Useable Capital Receipts Available

3.4.9 In the table below, the effect of the changes to the forecast capital receipts on the useable capital receipts balances available to meet future capital commitments is shown. This is also compared to the balances forecast within the 2016/20 MTFP capital budget proposals.

Movement in Available Useable Capital Receipts Forecast

TOTAL RECEIPTS	2016/17	2017/18	2018/19	2019/20
	£000	£000	£000	£000
Balance b/f 1 st April	5,311	11,563	0	1,093
ADD				
Receipts received in YTD	14,041	0	0	0
Receipts forecast received	5,625	7,320	5,560	5,660
Deferred capital receipts	4	4	4	4
LESS				
Receipts to be applied	(7,457)	(18,887)	(4,471)	(509)
Set aside	(5,961)	0	0	0
Predicted Year end receipts balance	11,563	0	1,093	6,248
Financial Planning Assumption 2016/20 MTFP Capital Budget	18,151	6,452	3,985	3,481
Increase / (Decrease) compared to MTFP Capital Receipts Forecast	(6,588)	(6,452)	(2,892)	2,767

3.4.10 The above table indicates the anticipated receipts activity, but it should not be interpreted for instance that the Council will have £11.6 million unused receipts its bank account at the end of March 17. The Council utilises an active treasury management strategy, and borrowing decisions are based on daily cashflow considerations, so capital receipts received, together with cash income, grant receipts, and the effect of delayed expenditure will be utilised on a daily basis to avoid unnecessary borrowing. This concept is commonly a feature of Internal Borrowing, and is one of the reasons why interest charges can be favourably influenced to provide a net benefit to the revenue account above in para 3.1.2. Further consideration will be given to the balance of various funding streams at the outturn position to minimise the impact on the revenue account where possible.

3.4.11 The balances forecast to be held at the 31st March each year are lower than forecast in the MTFP, mainly due to the delayed LDP receipts. This difference is eradicated by March 2020 when all the LDP sites are forecast to have been sold.

3.4.12 The forecast / received receipt figure above for 2016/17 includes receipts from the old Abergavenny cattle market site, Coed Glas and the Old County Hall site. However there is an increasingly significant risk resulting from the need to utilise capital receipts in the same year that they come into the Council. This provides no tolerance or flexibility should the receipts be delayed, which isn't uncommon, and will necessitate compensatory temporary borrowing which is more costly than utilising capital receipts and will compromise the treasury team's success in outperforming the appropriations budget for the favourable benefit of the bottom line position.

3.5 Reserve Usage

3.5.1 Revenue and Capital monitoring reflects an approved use of reserves. Whilst commonly at this stage in the year, services assume full reserve usage of amounts previously approved, there are some likely deferrals in use identified together with an increased call upon reserves which account for the net difference in budgeted use of reserves against actuals in Appropriations section of financial monitoring. These variances are,

Reduced call upon reserves

- Innovations & marketing officer contribution £19k (deferral)
- Eisteddfod Community fundraising backstop £80k (no longer required)
- LDP expenditure contribution £100k (deferral)
- RDP expenditure contribution £63k (deferral)
- Elections expenditure contribution £100k (deferral)

Increased call upon reserves

- Pension strain costs (£98k)

3.5.2 The following predicted position reflects capital and revenue presumptions evident in period 2 monitoring.

Summary Earmarked Reserves Forecast 2016-17					
Earmarked Reserves	2015-16	Revenue Approved Usage		Capital Usage	2016-17
	C/FWD	Replenishment of Reserves	Draw on Reserves		c/fwd
Invest to Redesign	-1,298,155	-74,739	519,344	223,363	-630,187
IT Transformation	-826,835			238,862	-587,973
Insurance & Risk Management	-1,236,396				-1,236,396
Capital Receipt Regeneration	-322,361		95,376		-226,985
Treasury Equalisation	-990,024				-990,024
Redundancy & Pensions	-1,274,256		690,521		-583,735
Capital Investments	-1,264,599			628,236	-636,363
Priority Investments	-1,120,069		836,197		-283,872
Museum Acquisitions	-56,760				-56,760
Elections	-108,183	-25,000			-133,183
Grass Routes Buses	-139,702	-5,000			-144,702
Sub Total	-8,637,340	-104,739	2,141,438	1,090,461	-5,510,180
Restricted Use Reserves					0
Youth Offending Team	-325,000				-325,000
Building Control Trading	-12,008				-12,008
Outdoor Education Centres	-190,280				-190,280
CYP Maternity	-104,000				-104,000
Total Earmarked Reserves	-9,268,629	-104,739	2,141,438	1,090,461	-6,141,468

3.5.3 Earmarked reserves remain at limited levels unlikely to provide any material capacity/headroom to meet unanticipated volatility or significantly facilitate future service re-engineering and design.

4 REASONS

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

5 RESOURCE IMPLICATIONS

- 5.1 As contained in the report.

6 EQUALITY AND SUSTAINABLE DEVELOPMENT IMPLICATIONS

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

7 CONSULTEES

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

8 BACKGROUND PAPERS

- 8.1 Month 6 (period 2) monitoring reports, as per the hyperlinks provided

[Chief Executives Revenue Monitoring Month 6 201617](#)
[Children and Young People Revenue Monitoring Month 6 201617](#)
[Corporate Revenue Monitoring Month 6 201617](#)
[Enterprise Revenue Monitoring Month 6 201617](#)
[Resources Revenue Monitoring Month 6 201617](#)
[Social Care and Health Revenue Monitoring Month 6 201617](#)
[Appropriations Revenue Monitoring Month 6 201617](#)
[Financing Revenue Monitoring Month 6 201617](#)
[Capital Monitoring Month 6 201617](#)

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Appendices

Appendix 1 Mandated Savings Progress Report

Budgeted Service Savings Mandates Progress 2016/17

DIRECTORATE	Saving included in 2016/17 Budget £'000	Savings reported achieved month 2 £'000	Savings reported achieved month 6 £'000	Percentage progress in achieving savings %	Delayed savings £'000	Savings not achievable £'000
Children & Young People	600	600	600	100%	0	0
Social Care & Health	640	640	12	2%	628	0
Enterprise	385	285	285	74%	0	100
Resources	469	318	299	64%	15	155
Chief Executive's	1,565	1,442	1,442	92%	63	60
Total Mandated Service Savings 2016-17	3,659	3,285	2,638	72%	706	315







2015/16 Budgeted Service Savings Mandates Progress





RESOURCES								
Budget proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress
RESOURCES								
Sustainable Energy Initiatives (Ben Winstanley)	A5	Investing in biomass boilers, solar farms and reduction in Carbon Commitment.	34,000	0	0		34,000	Unachievable
Rationalise Business Support (Tracy Harry)	B2	Review the business support functions across the whole Authority to identify savings.	50,000	28,000	50,000			On track and expected to be fully met
Training Services Consolidation (Peter Davies)	B3	Consolidation of the Authorities existing training functions.	50,000	-	-		50,000	Unachievable
Community Asset Transfer/ Income generation (Peter Davies / Deb Hill-Howells)	B5	Community Asset Transfer of two properties, includes optimisation of assets to generate income	60,000	45,000	45,000	15,000	-	£60k of £160 relates to Estates of which £45k has been found. £15k shortfall is due to delayed implementation on Melville theatre and ongoing discussion with Town Council over Drill Hall.
Flexible Employment Options (Peter Davies)	B16	Market to all staff the Authority's flexible benefits and employment packages.	50,000	50,000	-		50,000	Unachievable
Business rates evaluation - Appeals (Ruth Donovan)	B17	Rate refunds following Appeals by Cooke & Arkwright	140,000	140,000	140,000			On track and expected to be fully met
Strategic Property Review (Ben Winstanley - Deb Hill-Howells)	B18	Reduction in Corporate Building Maintenance, Purchase Card rebates , Facility Management Restructure and reductions in Transport Costs and Supplies and Services costs	60,000	30,000	39,000		21,000	Alternative delivery plan has not been possible due to pressures within the service
Discretionary Fees and Income (Joy Robson)	B23	Increased Discretionary Fees & Charges	25,000	25,000	25,000			Spread across authority, assume it has been achieved.
TOTAL			469,000	318,000	299,000	15,000	155,000	











CHIEF EXECUTIVE'S UNIT								
Budget proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress
Garden Waste (Rachel Jowitt)		Increase in charges for Garden Waste collection service.	40,000	40,000	40,000			On track
Home to School Transport (R Hoggins / Richard Cope)	A14	Continuation of 2014-15 mandate. Fundamental policy review to nearest school, and more zealous application of free school travel criteria.	30,000	30,000	30,000			This saving is forecast to be achieved but through the reduction in contract costs for home to school transport rather than the policy review initially included in the original mandate. There is no appetite for the nearest school policy to be reviewed at this moment in time but it is still being looked into.
Community Hubs (Will McClean)	A28	It's about delivering services in a different way and aligning them with the Whole Place philosophy. This will introduce major changes to how the library and one stop shop services are delivered. <i>We will create a hub in each</i>	25,000	25,000	25,000			Achievable through alternative Delivery Plan
Community Hubs (Rachel Jowitt)	A28	It's about delivering services in a different way and aligning them with the Whole Place philosophy. This will introduce major changes to how the library and one stop shop services are delivered. <i>We will create a hub in each town where face to face services will be delivered.</i> The contact centre will sustain a reliable and informed first point of contact for people contacting us other than face to face.	25,000	25,000	25,000			Achievable through alternative Delivery Plan. Contact Centre experiencing overspend exceeding mandate target





CHIEF EXECUTIVE'S UNIT									
Budget proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	
Legal Services (Rob Trantor)	B7	Income generation by providing Legal Services to external organisations.	25,000	25,000	25,000			Currently staff resource is totally used up undertaking internal legal work so there is no spare capacity to generate income from outside of the organisation. This will not affect outturn in 16-17 as it has been offset by a grant windfall in Land Charges but will be a pressure from 17-18 onwards.	
Promoting Business Waste (Rachel Jowitt)	B8	Introduction of a new policy to charge for trade waste, and better control over the use of household waste recycling centres.	80,000	80,000	80,000			On Track	
Leadership Team Structure Review (Paul Matthews)	B11	Re-alignment of Senior Key Posts and Roles.	315,000	272,300	272,300	42,700		Waiting for update on the achievability, alternative delivery option	
Highways Infrastructure Income Generation (Roger Hoggins)	B13	Income generation from highway advertisements across Monmouthshire (£50k)	150,000	150,000	150,000			Planning approval delays means £25,000 relating to advertising income will be delayed. Shortfall will be managed within service budget.	
Grounds – Funding Review (Rachel Jowitt)	B14		75,000	75,000	75,000			on track	
Highways Maintenance (Roger Hoggins)	B15	Reducing the budgets within the highways section.	200,000	200,000	200,000			on track	

CHIEF EXECUTIVE'S UNIT									
Budget proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	
Property Services and Facilities Management Review (Rob O'Dwyer)	B19	Reduction in corporate building maintenance budgets. Purchase rebates from the use of procurement cards. (£15k), Facility Management restructure (£35k)	100,000	100,000	100,000			The section is forecast to achieve the full mandate saving, shortfall from purchase rebates will be covered through general expenditure efficiencies.	
Town and Community Councils (Roger Hoggins)	B21	Restructuring of Services in collaboration with Town / Community Councils PCs	110,000	90,000	90,000	20,000		Public conveniences are forecast to achieve £90,000 of the £110,000k mandate saving due to delayed implementation of which £80k is a contribution from the Town Council.	
		Grounds	83,500	83,500	83,500			On Track	
		Waste	71,500	71,500	71,500			On Track	

CHIEF EXECUTIVE'S UNIT									
Budget proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	
Town and Community Councils (Roger Hoggins)	B21	Restructuring of Services in collaboration with Town / Community Councils (Shortfalls) Museums (£0 out of £20k) Tourism (£5,000 out of £25k) Community Hubs (£70,000 out of £90K))	135,000	75,000	75,000		60,000	No contribution from Town council for museums. Only £5k received from Chepstow TC for TIC. £70k achieved from Hubs. So High Risk on Museums, Low Risk on Tourism and Community Hubs	
Collaboration and realigning structures in operations (Roger Hoggins)	B22		100,000	100,000	100,000			£70k of total saving related to Highways efficiencies from restructure, delay in implementation has meant staff savings have been delayed as well. Should not impact on outturn position as shortfall will be covered by managed efficiencies in expenditure.	
TOTAL			1,565,000	1,442,300	1,442,300	62,700	60,000		

ENTERPRISE									
Budget proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	
Leisure Services Income Generation (Ian Saunders)	B1	Income generation/cost savings within the service.	120,000	120,000	120,000			On track and expected to be fully met	
Planning Services- Income Generation (Mark Hand)	B9	Reduce the net cost of planning services with the increase of income from planning applications received.	40,000	40,000	40,000			On track and expected to be fully met	
Community Asset Transfer/ Income generation (Peter Davies / Deb Hill-Howells)	B5	Income Generation Leisure	25,000	-	-		25,000	Won't be achieved this financial year	
		Optimisation of Assets - PD	75,000	-	-		75,000	Unachievable	
Extension Shared Lodgings Housing Scheme (Ian Bakewell)	B10	Increase the Shared Housing Scheme within Monmouthshire.	50,000	50,000	50,000			On track and expected to be fully met	
Second Phase Review of subsidies to 3rd Sector (Will Mclean)	B12	Consolidation and reduction of grants to 3rd sector providers.	75,000	75,000	75,000			On track and expected to be fully met	
			385,000	285,000	285,000	0	100,000		

SOCIAL CARE & HEALTH									
Budget proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	
Transition - Bright New Futures (SC&H) (Julie Boothroyd)	A24	In 2014 we combined our Transitions Project Team within Bright New Futures Project. (based in Bridges)	12,000	12,000	12,000			On track and expected to be fully met	
Adult Social Care Transformation (Julie Boothroyd)	A34	The service is continuing its journey on practice change and restructuring itself to meet future mandate savings with community links and innovative approaches to domiciliary care, coupled with less reliance on admissions to residential care.	628,000	628,000	0	628,000		With an £822k Adults overspend identified at month 5, we are reviewing alternative courses of action to pursue alternative opinions to deliver the savings.	
			640,000	640,000	12,000	628,000	0		

CHILDREN & YOUNG PEOPLE								
Budget proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress
Gwent Music (Nicki Wellington)	A20	Gwent Music is a joint service hosted by Newport. The plan is to refocus the service to make them more efficient.	50,000	50,000	50,000	-	-	On track and expected to be fully met
Phase 3 of Additional Learning Needs Review (Sharon Randall-Smith)	B20	Closure off Deri View SNRB (£50k), Placement costs for External pupils attending Mounon House (£250k). Implementation of new funding formula from April 2016. (£250k).	550,000	550,000	550,000	-	-	On track and expected to be fully met
			600,000	600,000	600,000	0	0	



SUBJECT:	ANNUAL COMPLAINTS, COMMENTS AND COMPLIMENTS REPORT FOR CHILDREN'S SOCIAL SERVICES
MEETING:	CYP Select
DATE:	3 November 2016

1. PURPOSE:

To provide CYP Select committee with an overview of the number and types of complaints, comments and compliments received and dealt with about Children's Social Services from 1 April 2015 until 31 March 2016.

2. RECOMMENDATIONS:

To note the contents of the report.

3. KEY ISSUES:

- 3.1 All Local Authority Social Services are required to follow the new Social Services Complaints Procedure (Wales) Regulations 2014 and The Representations Procedure (Wales) Regulations 2014.

Guidance is also issued under Section 7 of the Local Authority Social Services Act 1970. This means that local authorities must comply with it.

4. REASONS:

The guidance on handling complaints and representations by local authority social services state that we must publish an Annual report on the handling and statistical information relating to the complaints and representations we've dealt with.

The guidance also states that the Annual report should be discussed at the appropriate Scrutiny Committee.

5. RESOURCE IMPLICATIONS:

- 5.1 The legislation requires that external independent investigating officers **must** be appointed for formal Stage 2 investigations, together with an independent person to ensure that the complaint is carried out in a fair and unbiased way towards all parties concerned.

5.2 There is an existing budget of £24,465 for this work (including complaints about Adults Social Care) and we will endeavour to keep within the budget expenditure. However, we cannot forecast how many complaints will be made.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

No implications have been identified.

7. CONSULTEES:

Chief Officer for Social Care & Health
Head of Children's Social Services
Children's Services Senior Leadership Team

8. AUTHOR:

Annette Evans, Customer Relations Manager
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monmouthshire
sir fynwy

SOCIAL CARE AND HEALTH
CUSTOMER RELATIONS
ANNUAL REPORT
FOR CHILDREN'S SOCIAL SERVICES
APRIL 2015 – MARCH 2016

August 2016

1 Introduction

- 1.1 Representation and complaints procedures in Social Services departments are a statutory requirement. New complaints regulations came into force on 1 August 2014 – The Representations Procedure (Wales) Regulations 2014 and the Social Services Complaints Procedures (Wales) Regulations 2014.
- 1.2 All local authority social services are required to produce an annual report on its performance in the handling and investigation of complaints and representations.

This report looks at complaints, compliments and comments about our Children's social services.

2 Listening to our Service Users

- 2.1 Everyone who makes a complaint about social services has a right to be listened to properly and have their concerns resolved quickly and effectively.
- 2.2 Despite our best intentions, things can go wrong. We recognise this and the representation and complaints procedure provides the opportunity for people to voice their concerns when they are dissatisfied so that the issue can be sorted to their satisfaction wherever possible; make compliments and suggest improvements.

3 Social Services Complaints Procedure

- 3.1 The complaints procedure has two stages:

Stage 1 Local Resolution – The emphasis at this stage is to resolve the complaint locally wherever possible by means of discussion and problem solving.

This approach should allow for the quick and successful resolution of most complaints, to the satisfaction of the complainant. The emphasis is on achieving service user satisfaction rather than avoiding a formal investigation.

Stage 2 Formal Investigation - Where initial discussions have not achieved a resolution, complainants have the right to make a formal complaint. Investigations are undertaken and are subject to statutory time limits for completion of the investigation (25 working days). The complainant receives a full response detailing findings, conclusions and recommendations.

If the complaint or representation is not resolved

If the complaint or representation is not resolved at the formal investigation stage, the complainant has the right to complain to the Public Services Ombudsman for Wales.

3.2 The Public Services Ombudsman for Wales

The Ombudsman provides an external independent service to consider complaints about all local authority services including social services. The Ombudsman is concerned with maladministration causing injustice and will normally require complainants to have used their local council's procedures before accepting a complaint for investigation.

4 Making a complaint

4.1 We have a leaflet for children and young people called "Listen to me" which explains the procedure.

4.2 General advice about the procedure can be found in our complaints leaflet "How to be heard". Alternatively, people can contact the Customer Relations team for help and advice about how to make a complaint.

4.3 Translations of the representation and complaints procedure can be provided on request and we can also arrange interpretation services where required.

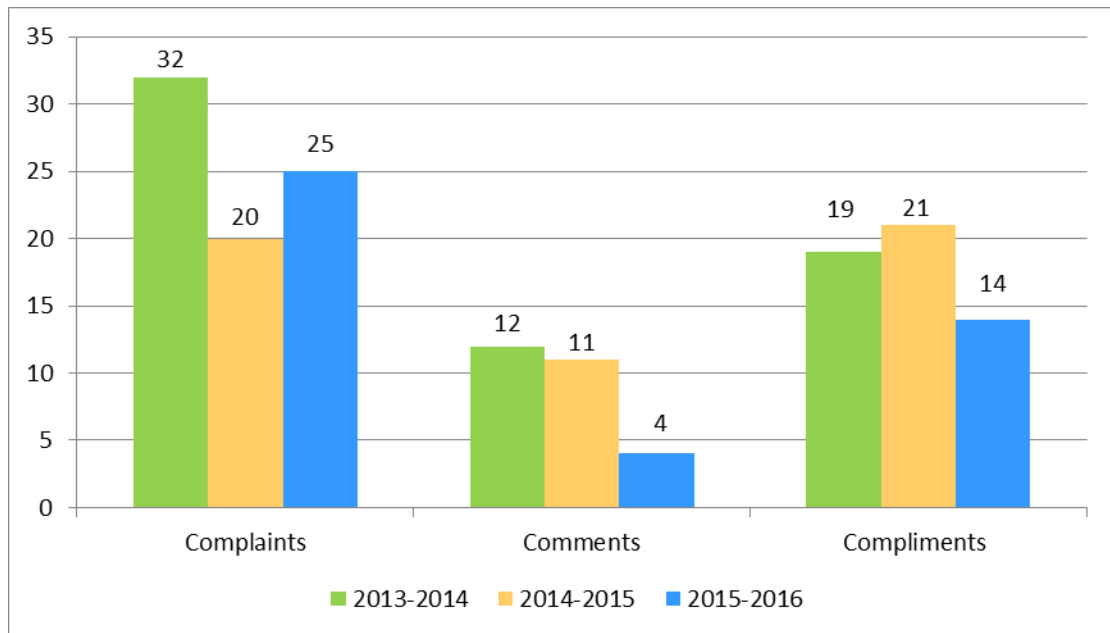
4.4 All children and young people are entitled to and offered an advocate.

4.5 Our aim is to secure a better service for people and we are:

- Accessible and supportive to those with particular needs
- Prompt and responsive with resolution at the earliest possible time
- Operate without prejudice or discrimination

5 How many complaints / comments / compliments were made

Period 1 April 2015 – 31 March 2016



5.1 Comments

4 comments were received about Children’s Services.

Comments made:

- Young person leaving a Crisis care centre wanted to return home rather than go to a foster placement
- Alleged lack of information about case going to Court
- No return calls to a number of messages left.
- Time taken to share reports with family.

5.2 Compliments

14 compliments were received that related to Children’s Services.

Compliments about staff in Children’s services were received with individual staff named for their support, help and professionalism. All staff were informed of the compliments received about them.

Some examples of compliments received:

- *A mum via her Counsel commented to the judge that she and her family had found the social worker “very helpful to the family and highly positive”.*
- *Social worker’s core assessment was described in Court as “as an exceptional piece of work”. His verbal evidence was also described as very clear and analytical of the pertinent issues. He did very well in his oral presentation of the LA case, particularly as it was this was the first time he has given evidence in a case.*

- *A service user said that she forgot to say at Panel meeting that she had a great working relationship with social worker and stated that she felt lucky to have such an understanding link worker.*
- *A thank you card was sent to social worker. This was a particularly difficult time for the family and emotions ran high. The social worker handled it very well and helped the family manage the situation.*
- *Email received thanking staff who they felt went above and beyond on numerous occasions to help “N” and his family. “I can honestly say that our family wouldn't be as strong as it is now and we would be in a very different situation than we currently are if we didn't have the support of both of these professionals.”*
- *“The time that we have both spent with you has been of immense value to us; you encouraged us to consider our approach, motive, attitudes and each other so that we may work in supported harmony to provide “A” with the love and care he needs. We most certainly have a better understanding of the task ahead.”*
- *“Thanks for all your support and the kindness you have shown “R”, it is lovely to see her going off and having fun now all due to you.”*
- *“I really enjoyed seeing them and I left feeling happy and positive. I'd like to thank you for all your support throughout everything. Also “X” and her husband for giving both boys the love and care they desired. You're all amazing people! Thanks again.”*
- *In the Judge's summing up he stated that the foster carers should be commended for a 'splendid job' and for their facilitation of the plan for the children.*
- *Support worker was described as 'her rock' throughout the transition arrangements for “M” and commented on her skill in planning the transition arrangements and in particular ensuring dates were all agreed and finalised at the planning meetings. Because the transition was so well planned, “D” described feeling happier about the placement ending, knowing that all had been done to ensure the best possible placement for “M”.*

5.3 Complaints

25 complaints were received about Children's Services.

9 of these were dealt with at the formal investigation stage.

- 6 out of the 9 complaints escalated from stage 1 to stage 2
- 3 complaints proceeded straight to stage 2

An additional 3 formal complaints were received in the period 2014-15 but the investigations did not start until 2015-16. Therefore these 3 complaints are mentioned below as they were investigated in this reporting period.

Just over half of the complaints received were resolved locally or no further contact made.

5.4 Benchmarking with other Comparable Local Authorities

The number of complaints we receive are low in comparison with our neighbouring authorities. Generally we receive and deal with at least half the amount that other comparable authorities receive.

5.5 Themes of complaints received

- ❖ General lack of communication / methods of communication
- ❖ Disagreement with a decision
- ❖ Disagreement with the action to be taken [the way in which a service will act to address a particular issue]
- ❖ Standard of Service
- ❖ Failure / Delay in providing service
- ❖ Employee Conduct
- ❖ Non Compliance with Policy/Procedure
- ❖ Failure to Attend

6 Stage 1 Complaints

22 complaints were dealt with at Stage 1 the local resolution stage. Of these 16 were resolved or no further contact made.

6.1 The most common aspects of services complained about were:

- Not answering and returning telephone calls
- Lack of communication with families
- Conduct of workers

Some examples of complaints:

- Way in which family were treated
- Department acted over cautiously, adopting heavy handed procedure
- Alleged remarks made by social worker
- Issues relating to children being removed from parent's care
- Incorrect information being given
- Parents feel they were being misled and bullied into course of action
- Issues with care plan
- Lack of communication and information

- Issues about the way family have been treated as kinship carers

7 Stage 2 Complaints

7.1 Information provided below on the nature of the complaints investigated at the formal stage of the complaints procedure.

7.1.1 The first complaint concerned:

Complainant did not consider that he had a fair hearing and was worried that meetings had been organised without him and his daughter receiving adequate notice. It was rushed and there was a general lack of communication between Children's Services and the Family.

The complainant considered that the Child and Family Parenting Assessment undertaken by the social worker was not factually correct.

One element of the complaint was partially upheld, two elements were upheld and two were not upheld.

7.1.2 The second complaint concerned:

Complainant considered there was poor communication between him and the department particularly in relation to the process that was taking place and timescales; appointments cancelled at the last minute. That there were delays to the completion of the Core Assessment and outcomes for the family.

5 elements of the complaint were partially upheld, two were upheld and one not upheld.

7.1.3 The third complaint concerned:

Complainant requested a visit from a social worker four times before a visit took place. The social worker who visited ignored her requests for help and support. Children's Services failed to inform her of her options; allegations of incompetence of Children's Services.

Two elements of the complaint were upheld and three elements were not upheld.

7.1.4 The fourth complaint concerned:

That social worker allegedly stated that complainants were "too old", "other forms of care would be more reliable" and that "they are retiring".

The complainant's believed that the decision not to consider using their services is an indication of a wider antipathy against them. The complainants believed that further evidence of this antipathy is that they were asked to attend Foster Panel as part of their annual review in 2015. This was the first request for their attendance during their tenure as Foster Carers. That the information provided in advance of the Foster Panel contained incorrect details.

Two elements of the complaint were upheld and 4 elements of the complaint were not upheld.

7.1.5 The fifth complaint concerned:

The process that led to the decision making to convene a child protection process and how this was formally conveyed to the complainants by Children's Services.

The category of registration chosen by multi agency conference members at the Initial Child Protection Conference and how this was determined. The lack of receipt of timely reports and minutes leading up to and following child protection conferences.

Four elements of the complaint were partially upheld and one was upheld.

7.1.6 The sixth complaint concerned:

The child protection process was not properly explained to the complainant. She was not made aware or provided with documentation of Children's Services involvement. The quality of reports provided by Children's Services has been poor and contained inaccuracies. The complainant has not been consulted properly and her views have not been recorded on Children's Services documentation. The social worker has not kept the complainant informed and has not returned telephone calls from her.

11 elements of the complaint were not upheld, two were partially upheld, three were upheld and three elements were deemed inconclusive.

7.1.7 The seventh complaint concerned:

The complainant has not received numerous written communications from the social worker, despite her noting in her recordings that letters have been sent. His phone calls to the social work team are being ended by whomever answers the call. At Court, it was agreed by all parties that a meeting would be held between the complainant and the new social worker who was to be allocated to his child. This meeting did not happen.

19 elements of the complaint were not upheld, two were partially upheld and 4 complaints were upheld.

7.1.8 The eighth complaint concerned:

Issues about what the complainant's social worker allegedly said about her son being in care. Concern that the complainant's son is not at school and has not been since he has been placed in Local Authority Foster Care. Concern about decision to exclude Grandmother from contact with her grandson.

Six elements of the complaint were not upheld, two were partially upheld and three were upheld.

7.1.9 The ninth complaint concerned:

That Children's services have failed to initiate arrangements for young person to maintain contact with her extended family. Children's services did not explain their decision nor initiate and promote the arrangement of supervised contact.

Five complaints were upheld, three were partially upheld, one was not upheld and no findings were made on two elements of the complaint.

7.1.10 The tenth complaint concerned:

The complainant initially made a complaint about the care plan not being followed and allegedly being misled by Children's services. However, the complainant did not turn up for meetings with the investigating officer or provide any evidence relating to her complaint. Therefore, the complaint was closed.

7.1.11 The eleventh complaint concerned:

The complainant felt that the member of staff who took her call failed to reassure her that she was being listened to and that her concerns were important. Further, that she was given the impression that, because allocated staff were not available, there was no more that could be done. Also, the alleged inappropriate manner in which information was hurriedly relayed on the doorstep of the centre in a public place.

One element of the complaint was upheld, one partially upheld and two elements not upheld.

7.1.12 The twelfth complaint concerned:

The complainant does not believe that Children's Services have paid any attention to the concerns raised about his ex-wife and have solely focused on the issues in relation to him.

Two complaints were partially upheld, ten were not upheld and two were found inconclusive.

8 Ombudsman Complaints

We received one request for information from the Ombudsman during this period and this is ongoing. No response has been received from the Ombudsman to date.

9 Complaints made by children and young people

Most complaints concerning Children's Services are from parents/carers. We did not receive any complaints directly from young people.

We encourage children and young people to contact us if they have any issues they wish us to help sort out. Each year we send a letter to young people reminding them of how they can contact us and raise any issues. A Careleavers' group is being formed which is another avenue for young people to bring their concerns to our attention.

10 Analysis of Complaints

The number of complaints received has increased this year. The main theme running through stage 1 complaints continue to be lack of communication and information.

Stage 2 complaints have risen significantly. 3 stage 2 complaints were carried over from the period 2014-15.

Year	Number of complaints	Number of Stage 2's	Number of Stage 3's
2015-2016	25	12	-
2014-2015	20	4	-
2013-2014	32	3	1
2012-2013	17	2	Nil
2011-2012	28	1	Nil
2010-2011	28	2	Nil

10.2 Response Timescales

There are statutory requirements established in respect of the timescales for responding to complaints. A full response should be provided within 17 working days for stage 1 complaints and for stage 2 complaints, a full response is required within 25 working days. Where we need to exceed these limits, we will get the service user/carer's agreement.

This table shows the length of time it has taken to respond to complaints:

Social Services Timescales	2014-31/07/2015*			
	Stage 1	Stage 2		
Up to 10 working days	5			
11 – 25 working days				
25+ working days	1	1		
Total	6	1		
	01/08/2014-31/03/2015*		2015-2016	
	Stage 1	Stage 2	Stage 1	Stage 2
Up to 17 working days	8		11	1
18 - 25 working days	3		6	
26+ working days	1	3	5	11
Total	12	3	22	12

*please note new statutory process and timescales started 1st August 2014

Complaints, in the main, have been dealt with, in the timescales. Where stage 2 complaints have exceeded the timescales, this is partly due to staffing issues and also to the complexity of the matter under investigation and the need to consult with others (who may not be available) before concluding matters. Complainants were kept informed of any delays.

11 Learning from and responding to complaints and comments made

Information collected during the handling of individual complaints provides feedback on performance management and operational matters. This information helps us to recognise where we need to focus our attention.

People do not always want to complain through a formal channel, however they may want to comment about aspects of the service they receive. We ensure that comments are noted and responded to.

The following are some examples of recommendations made as a result of formal complaints investigations. These recommendations have been taken forward and appropriate action taken.

- Multi agency strategy discussion / meetings to be properly recorded when Child In Need cases progress to Child Protection.
- Mandatory staff training is undertaken with all Children's Services staff on referral and assessments; undertaking child protection enquiries; preparing families for an Initial Child Protection Conference.
- That all Children's Services teams have a working link with South East Wales Adoption Service and a named officer for advice, support and partnership working. This should include SEWAS being represented at quarterly team meetings.

- That an apology be given for :
 - the delay in providing support to parents on receipt of the original referral
 - the lack of detailed decision making being conveyed to the family
 - the lack of timely reports and minutes being given to the family
- That the Placement and Support Team review the current invitation letter sent to Foster Carers inviting them to attend Foster Panel. The review should ensure that the language is more inclusive, and that carers have a clearer understanding of why their attendance is required.
- The information about Foster Panel that is sent to foster carers needs to be updated to reflect a true picture of current Panel membership.
- That the Fostering Handbook in relation to Health and Safety requirements for play equipment is updated to include information to foster carers on trampoline safety.
- Transfer summaries should be typed, and where possible a handover discussion should take place between outgoing and incoming fostering social worker.
- That we continue to hold regular reviews of communication with the complainant.
- That we review how decisions made at Court between the Parties to Proceedings, for example about planned meetings, are communicated to Social Workers not in attendance.
- That we ensure that staff are aware of their duty to circulate the decisions of LAC reviews to people with parental responsibility in a timely manner.
- Service users should be advised as soon as possible if any appointments are due to be cancelled. Where contact between family members are cancelled, alternative provision needs to be arranged.

The most commonly mentioned reasons for making a complaint are that:

- A genuine grievance is recognised and acknowledged
- An apology is provided
- Practical action to remedy an injustice is undertaken
- Where it has been identified as having failed, departmental policy, procedure and practice is reviewed
- Action is pursued against staff and managers

12 Commentary

- 12.1 Work is ongoing with Children's services teams to focus more on tackling issues quickly and effectively at the local resolution stage, in order to prevent, where possible, complaints escalating to the formal stage of the process.
- 12.2 Issues with communication is still causing problems and resulting in people complaining. We are addressing this with staff, emphasising the importance of maintaining communication channels.
- 12.3 Action plans are prepared after every formal investigation to ensure that recommendations arising from them are acted upon and lessons learned where appropriate.
- 12.4 I work closely with managers, the head of Children's social services and the Chief Officer for Social Care and Health to ensure that complaints are addressed in the most appropriate manner. Every effort is made to resolve complainants' dissatisfaction about our services and address any identified shortcomings.

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Children and Young People Select Committee

Action List

6th October 2016

Minute Item:	Subject	Officer / Member	Outcome
3	Revenue and Capital Monitoring 2016/17 Period 1 Outturn Forecast Statement	<p>Nikki Wellington</p> <p>County Councillor P. Jones</p> <p>County Councillor P. Clarke</p>	<p>Receive a position report on all schools at a future Select Committee meeting.</p> <p>The Chair will write to the Cabinet Member to emphasise the lack of funding in respect of the Safeguarding and Looked After Children's budget.</p> <p>The Select Committee to receive formal feedback from the Authority's representative from the next meeting of the Schools Budget Forum.</p>
4	Monmouthshire Integrated Youth Offer Annual Report	Tracey Thomas	<p>Future reports need to include substantive data alongside the case studies.</p> <p>In future, it would be beneficial to have the Monmouthshire Youth Service Report alongside the Integrated Youth Offer report in order to provide a complete overview.</p> <p>Encourage further communication with the Town and</p>

			Community Council's within Monmouthshire.
5	Forward Work Plan	<p>Sarah McGuinness</p> <p>Nikki Wellington</p> <p>Hazel Ilett</p> <p>Sarah McGuinness</p>	<p>Mounton House School – On completion of the review of the school, a report will be presented to the Select Committee for scrutiny.</p> <p>Mounton House School – A report regarding the school's budget recovery plan will be presented to a future Select Committee meeting for scrutiny.</p> <p>A Special Joint Meeting of the Children and Young People Select Committee and the Adults Select Committee will be held on 22nd November 2016 at 10.00am.</p> <p>Change in qualifications - The Select Committee to receive a report at a future meeting.</p>
6	Council and Cabinet Business - Forward Plan	Nicola Perry	<p>The Cabinet work programme for March 2016 referred to the proposed closure of Deri View Primary School. The wording should be amended as follows:</p> <p>'Review of the proposed closure of Deri View Primary School.'</p>

Council and Cabinet Business – Forward Plan

Monmouthshire County Council is required to publish a Forward Plan of all key decisions to be taken in the following four months in advance and to update quarterly. The Council has decided to extend the plan to twelve months in advance, and to update it on a monthly basis.

Council and Cabinet agendas will only consider decisions that have been placed on the planner by the beginning of the preceding month, unless the item can be demonstrated to be urgent business

Subject	Purpose	Consultees	Author
2nd MARCH 2016 – CABINET			
MEET strategy			Tracey Thomas
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2015/16 meeting 5 held on the 21 st January 2016		Dave Jarrett
2015/16 Education & Welsh Church Trust Funds Investment & Fund Strategy	The purpose of this report is to present to Cabinet for approval the 2016/17 Investment and Fund strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2015/16 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.		Dave Jarrett
New Monmouthshire Carers Strategy (Adults)			Deb Saunders
Mounton House Formula Change			Nikki Wellington
Review of the proposed closure of Deri View			Debbie Morgan

Subject	Purpose	Consultees	Author
Removal of post from CYP			Sharon Randall Smith
SRS			Sian Hayward
Pay Policy			Sally Thomas
9th MARCH 2016 – INDIVIUDAL DECISION			
Flexi retirement request			Ian Bakewell
Allocation Policy			Karen Durant
10th MARCH 2016 – COUNCIL			
Final Composite Council Tax Resolution	To set budget and council tax for 2016/17		Joy Robson
Treasury Management Strategy 2016/17	To accept the annual treasury management strategy		Joy Robson
The Future Food Waste Treatment Strategy: Outline Business Case & Inter Authority Agreement	for the Council to consider the inclusion of MCC in the Heads of the Valleys Anaerobic Digestion Procurement. To agree the Outline Business Case and the Inter Authority Agreement which commits the Council to the procurement and partnership and a 15-20 year contract.	SLT Cabinet	Rachel Jowitt
The Future Food Waste Treatment Strategy: Outline Business Case & Inter Authority Agreement	for the Council to consider the inclusion of MCC in the Heads of the Valleys Anaerobic Digestion Procurement. To agree the Outline Business Case and the Inter Authority Agreement which commits the Council to the procurement and partnership and a 15-20 year contract.	SLT Cabinet	Rachel Jowitt
Waste Strategy			Carl Touhig/ Roger Hoggins
CIL			Martin Davies
SPG			Martin Davies
Draft Diary			
Pay Policy			Sally Thomas
23rd MARCH 2016 – INDIVIUDAL CABINET MEMBER DEICSIONS			
Release of restrictive covenant			Gareth King
Creation of business support	To gain agreement to employ a full-time		Gill Cox

Subject	Purpose	Consultees	Author
officer post	Business Support Officer within Children's Services.		
Tender for Treasury Services			Mark Howcroft/Jon Davies
Conservation area appraisals	To adopt as supplementary planning guidance		Mark Hand
Flexible retirement request			Roger Hoggins
24th MARCH 2016 – SPECIAL CABINET			
Risk Assessment			Richard Jones
Proposed closure of Llanfair Kilgeddin CIW VA Primary School (23 rd March)			Debbie Morgan
Proposed establishment of an ALN facility and reduction in the capacity at Monmouth Comprehensive School (23 rd March 2016)			Debbie Morgan
Removal of CYP post (EXEMPT)			Sharon Randall-Smith
CYP Call-In (Mounton House)			Tracey Harry
13TH APRIL 2016 - CABINET			
Digital Strategy	To update members on progress with the digital strategy and to agree the next steps.		Sian Hayward
Community Coordination evaluation of pilot			Matt Gatehouse
Proposed Closure of Deri View Special Needs Resource Base			Debbie Morgan
Mardy Park			Colin Richings
EAS Business Plan			Debbie Hartevelde (EAS)
Play Sufficiency Assessment			Matthew Lewis

Subject	Purpose	Consultees	Author
People and organisational strategy			Lisa Knight Davies
Acorn Staffing Restructure			Clair Evans
Recommendations from Select			Hazel Ilett
27th APRIL 2016 – INDIVIDUAL DECISION			
SHG Programme			Shirley Wiggam
Moving Boverton House from CYP into the Enterprise Directorate			Ian Saunders
Monmouthshire Flood Risk Management Plan			Dave Harris
Primary Shopping Frontages Supplementary Planning Guidance'			Jane Coppock
4TH MAY 2016 – CABINET			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2015/16, meeting 5 held on the 10 th March 2016		Dave Jarrett
BUDGET MANDATE 2016/17 – PREPAREDNESS ASSESSMENT	To provide Cabinet with an assessment on the preparedness of services to deliver the 2016/17 budget mandates.		Deb Mountfield
Gilwern Setion 106 Funding	reporting back following the deferral of the Gilwern decisions at the February meeting		Mike Moran
Church Road Caldicot S106	new, short report to include some funding into the capital budget for 2016/17		Mike Moran
Monmouth S106 Funding			Mike Moran

Subject	Purpose	Consultees	Author
Transfer management of Raglan VC Primary school former Junior building to the Enterprise Directorate			Cath Sheen
Funding to Caldicot Town Team – Caldicot goes pop			Judith Langdon
Funding to Caldicot Town Team – Caldicot Market			Judith Langdon
4th MAY 2016 – SPECIAL COUNCIL			
11TH MAY 2016 – INDIVIDUAL CABINET MEMBER DECISION			
Transfer member of staff from Policy and Performance to CYP Directorate			Will McLean
SWTRA			Roger Hoggins
Monmouth Section 106 Funding – St Thomas Church Hall.			Mike Moran
40mph Speed Limit B4235 Myndbach			Paul Keeble
12TH MAY 2016 – COUNCIL			
Improvement Plan 2016-17			Matt Gatehouse
25TH MAY 2016 – INDIVIDUAL CABINET MEMBER DECISION			
Supplementary Planning Guidance – Draft Programme			Jane Coppock
Review of the administrative fee (Abergavenny Town Centre Loan Scheme) Councillor Greenland.			Stephen Griffiths
Review of the Council's			Craig O'Connor

Subject	Purpose	Consultees	Author
Planning Pre-application Advice Service including the proposal to increase the charges for this service			
Proposed prohibition of waiting at any time & prohibition of driving (except for access) mount way, chepstow.			Paul Keeble
8th JUNE 2016 – CABINET			
Contaminated Land report for Cabinet decision	To consider the options for revising the Authority's Contaminated Land Inspection Strategy		Huw Owen / David Jones
Review of Sundry Debtors Policy	To agree the updated Sundry Debtor Policy, to ensure that the Authority continues to adopt a consistent and transparent approach to the management of its sundry debts.		Joy Robson
Revenue & Capital Monitoring 2015/16 Outturn Forecast Statement	To provide Members with information on the outturn position of the Authority for the 2015/16 financial year.		Mark Howcroft
Monmouthshire Carers strategy	To gain the approval of Cabinet, for the publication of the Monmouthshire Carers Strategy 2016-2019.		Bernard Bonniface/ Deb Saunders
Volunteering Strategy	To introduce the Draft Volunteering Strategy 2016-19		Owen Wilce
Capital Programme Report	To seek member approval for highway and transportation schemes as part of Welsh Government transport grants and Section 106 agreements associated with new developments throughout Monmouthshire		Paul Keeble
S106 Funding Newport Road, Caldicot	To consider the release of S106 funding from the Newport Road allocation to enable the Caldicot Linkage Scheme to proceed		Deb Hill-Howells
Hydrogen Car Trial			Ben Winstanley /

Subject	Purpose	Consultees	Author
Changes to the EAS business arrangements	To seek Cabinet approval of the changes on Governance arrangements; Business arrangements; Funding arrangements		Roger Hoggins Sharon Randall Smith
Caerwent House	To update Cabinet on project progress and proposed action with regards to the Compulsory Purchase Order in relation to Caerwent House.		Philip Thomas
15TH JUNE – INDIVIDUAL CABINET MEMBER DECISIONS			
Establishing two temporary posts to facilitate new duties under the social services & well-being (wales) act 2014, part 11 – to assess and meet the needs of adults in the secure estate.			Julie Boothroyd
Capability Policy for school based employees			Sally Thomas
16th JUNE - COUNCIL			
Update on Syrian Resettlement Programme			Will McLean
Audit Committee Annual Report 2015/16, Annual report 2014/15			Andrew Wathan
29th JUNE 2016 – INDIVIDUAL CABINET DECISION			
EU Project			Deserie Mansfield
Re-Allocation of Resources within Development Management			Mark Hand
Amendments to the protocol on public speaking at Planning Committee			Mark Hand

Subject	Purpose	Consultees	Author
6TH JULY 2016 – CABINET			
Welsh Language Monitoring Report			Alan Burkitt
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17, meeting 1 held on the 16th June 2016.		Dave Jarrett
Review of Reserves			Joy Robson
End of year performance on Whole Authority Safeguarding			Teresa Norris / Claire Marchant
Proposed changes to the whole authority safeguarding approach			Teresa Norris / Claire Marchant
Car Park Management and Obstructions in the Highway			Roger Hoggins
ISS Annual report			Claire Marchant
13th July – INDIVIDUAL CABINET MEMBER DECISION			
Proposed prohibition of waiting at any time & prohibition of waiting mon – sat 10:00am – 3:00pm, st kingsmark avenue,			Paul Keeble
Proposed 30mph speed limit, R139 Crick Road, Crick.			Paul Keeble
Proposed prohibition of waiting at any time & prohibition of waiting mon –			Paul Keeble

Subject	Purpose	Consultees	Author
fri 8am – 5pm, Monmouth Road & other roads, Usk			
Proposed 30mph speed limit, R122 (Crick to Shirenewton), Crick.			Paul Keeble
Proposed 40mph speed limit, R122 Earlswood Road, Crick.			Paul Keeble
Proposed weight restriction order Usk			Paul Keeble
Monmouthshire Meals Leadership			Colin Richings
Mounon House – Catering Staff restructure			Rob O’Dwyer
27TH JULY – INDIVIDUAL CABINET MEMBER DECISION			
Wye Valley Management Plan			Matthew Lewis
Procurement Memorandum of Understanding for Regional Garden Waste Treatment			Carl Touhig
Team Abergavenny Business Case for Capital Expenditure	To consider an application for expenditure		Deb McCarty
Review of the Council’s Allocation Scheme			Karen Durrant
Language and Play/Engagement Worker Post Deletion Proposal			Beth Watkins
27TH JULY – CABINET			
Budget Monitoring report – Period 2	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2016/17 financial year.		Joy Robson/Mark Howcroft

Subject	Purpose	Consultees	Author
Children's Services Improvement Reports			Claire Marchant
Redundancy Report – Leisure Services	EXEMPT REPORT		Ian Saunders
Crick Road			Deb Hill-Howells
Effectiveness of Council Services – Q4			Matt Gatehouse
People Services Annual Report			Peter Davies
Social Care and Health Restructure Report			Claire Marchant
28th JULY - COUNCIL			
DSS Annual report			Claire Marchant
Solar Farm revised business case			Ben Winstanley
Safeguarding – year end performance 2015/16	To sign off end of year performance 2015/16 and present a new way forward on safeguarding		Teresa Norris
CYP Chief Officer report			Sarah McGuinness
Sustainable Development Policy			Matthew Gatehouse
17th AUGUST – INDIVIDUAL CABINET MEMBER DECISION			
Map Modification Order			Mandy Mussell
Delegated Waste Enforcement Powers for Waste and Street Services			Carl Touhig
Job Evaluation In Respect Of The Occupational Therapist In The Children With Disabilities Team Monmouthshire.			Carol Buck

Subject	Purpose	Consultees	Author
31ST AUGUST 2016 – INDIVIDUAL CABINET MEMBER DECISION			
Procurement Card Policy	To seek approval of the Procurement Card Policy to be used within the Authority		Lisa Widenham
Training And Events Co-ordination			John McConnachie
Temporary Animal Health & Feed Officer			Gareth Walters
DEFINITIVE MAP MODIFICATION ORDER 2016, Section 53 (C)(i) Wildlife and Countryside Act 1981, Restricted Byway (53-18), Great Panta, Devauden			Paul Keeble
7TH SEPTEMBER - CABINET			
63			
Section 106 Education Contributions - Land at Ty Mawr and Cae Meldon, Gilwern	To decide on the use of education balances available from the Section 106 Agreements relating to the development of land at Tw Mawr and at Cae Meldon, Gilwern.		Simon Kneafsey
Allocation of Section 106 Funds – Magor and Undy			Deb Hill Howells
Youth Offending Service Restructure Report			Jacalyn Richards
Effectiveness of Council Services – Q1 2016/17 update			Richard Jones
Caldicot Town Team Section 106 Funding Pilot			Judith Langdon
Recommendations from Select Committees			Hazel Ilett

Subject	Purpose	Consultees	Author
14TH SEPTEMBER – INDIVIDUAL CABINET MEMBER DECISIONS			
Permanent Adoption of post CDLL18			R Tranter
To Establish The Temporary Post Of Carers Development Manager			B Boniface
22ND SEPTEMBER 2016 – COUNCIL			
MCC Audited Accounts 2015/16(formal approval	To present the audited Statement of Accounts for 2015/16 for approval by Council		Joy Robson
ISA 260 report – MCC accounts	To provide external audits report on the Statement of Accounts 2015/16		WAO
Re-Appointment of Monmouthshire Local Access Forum	To secure the appointment of members to the Monmouthshire Local Access Forum for its next 3 year period.		Matthew Lewis
Provision of a Community Hub in Abergavenny			Deb Hill-Howells
Stage 2 Improvement Plan – How we performed 2015/16			Richard Jones
City Deal			
Future Schools Programme			Simon Kneafsey
28TH SEPTEMBER 2016 – INDIVIDUAL CABINET MEMBER DECISION			
Emergency planning – business continuity register of priority services	To seek agreement from the Emergency Planning ‘Portfolio Holder’ to the revised and updated MCC Register of Priority Services.		Ian Hardman
5TH OCTOBER 2016 – CABINET			
Gilwern Section 106 funding			Mike Moran

Subject	Purpose	Consultees	Author
Community Asset Transfer of Caerwent Hall and Playing fields			Ben Winstanley
LDP/AMR			Jane Coppock
12th OCTOBER 2016 – INDIVIDUAL CABINET MEMBER DECISION			
Monmouthshire Museums Accreditation			Rachel Rogers
Carer Information And Support			Bernard Boniface
Request for Change in Establishment	EXEMPT REPORT		Ruth Donovan
20th OCTOBER 2016 – COUNCIL			
Future Schools T			Will Mclean/Pete Davies
25th OCTOBER 2016 – INDIVIDUAL CABINET MEMBER DECISION			
Redundancy costs for one employee arising from relocation of My Day My Life (Swanraft) to Overmonnow Resource Centre'			Shelley Welton
Creation of an apprentice position on the Financial System support team			Lisa Widenham
Change of Senior Practitioner Social Worker to Social Worker Post			Julie Boothroyd
Private Rented Sector Housing Development Policy			Ian Bakewell
Job Evaluation Of Legal Assistant Post CDLL 39			Rob Tranter

Subject	Purpose	Consultees	Author
2ND NOVEMBER 2016 – CABINET			
Discretionary Housing Payments			Ruth Donovan
Welsh Church Fund working group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17, meeting 2 held on 22 nd September 2016.		Dave Jarrett
MTFP and Budget proposals for 2017/18	To provide Cabinet with revenue Budget Proposals for 2017/18 for consultation purposes		Joy Robson
Revenue & Capital Monitoring 2016/17- Period 2 Outturn Forecast Statement	The purpose of this report is to provide Members with information on the forecast revenue outturn position of the Authority at the end of period 2 which represents month 6 financial information for the 2016/17 financial year		Joy Robson/Mark Howcroft
Delivering Excellent Practice in Children's Services - Progress report			Deb Hill Howells
Abergavenny Town Centre Loan Application	EXEMPT REPORT To approve the recommendation of the Abergavenny Town Centre Loan Board		Steve Griffiths
Revised Staff Contractual arrangements – Individual Support Service			Ceri York
CIL:	For approval to submit for examination		Mark Hand
Undy Athletic Football Club Community Asset Transfer			Ben Winstanley

Subject	Purpose	Consultees	Author
16th NOVEMBER 2016 – INDIVIDUAL CABINET MEMBER DECISION			
DEFINITIVE MAP MODIFICATION ORDER 2016, Section 53 (C)(i) Wildlife and Countryside Act 1981, Restricted Byway (53-16), Great Panta, Devauden			Paul Keeble
30th NOVEMBER 2016 – INDIVIDUAL CABINET MEMBER DECISION			
1st DECEMBER 2016 - COUNCIL			
CYP CHIEF OFFICER REPORT			Sarah McGuinness
Stock Transfer Agreement – service charge de-pooling			Ian Bakewell
Community Governance Report			Will McLean
7th DECEMBER 2016 – CABINET			
Capital Budget Proposals	To outline the proposed capital budget for 2017/18 and indicative capital budgets for the 3 years 2018/19 to 2020/21		Joy Robson
Chippenham Mead play area, Monmouth	**PRESENTATION PRIOR TO ITEM – RACHEL JUPP – FRIENDS OF CHIPPENHEMA MEAD GROUP**		Mike Moran
Asset Management Strategy			Deb Hill Howells
Welsh Church Fund working group	The purpose of this report is to make recommendations to Cabinet on the schedule of applications 2016/17, meeting 4 held on 1 st December 2016.		Dave Jarrett
Effectiveness of Council Services – Quarter 2 update			Richard Jones
Welsh Language 5 Year Strategy			Alan Burkitt

Subject	Purpose	Consultees	Author
The Knoll, Abergavenny Section 106 funding			Mike Moran
Council Tax Base 2017/18 and associated matters	To agree the Council Tax Base figure for submission to the Welsh Government together with the collection rate to be applied for 2017/18 and to make other necessary related statutory decisions		Sue Deacy/Ruth Donovan
Review of Fees and Charges	To review all fees and charges made for services across the Council and identify proposals for increasing them in 2017/18		Joy Robson
14TH DECEMBER 2016 – INDIVIDUAL MEMBER DECISION			
Local Government (Wales) Act 1994 The Local Authorities (Precepts)(Wales) Regulations 1995	To seek approval of the proposals for consultation purposes regarding payments to precepting Authorities during 2017/18 financial year as required by statute		Joy Robson
16TH DECEMBER 2016 – SPECIAL CABINET			
Budget Proposals			Joy Robson
11TH JANUARY 2017 – CABINET			
18TH JANUARY 2017 – INDIVIDUAL MEMBER DECISION			
Local Government (Wales) Act 1994 The Local Authorities (Precepts)(Wales) Regulations 1995	To seek Members approval of the results of the consultation process regarding payments to precepting Authorities for 2017/18 as required by statute.		Joy Robson

Subject	Purpose	Consultees	Author
19TH JANUARY 2017 - COUNCIL			
5 year Welsh Language Strategy			Alan Burkitt
Council Tax Reduction Scheme 2017/18			Ruth Donovan
1ST FEBRUARY 2017 – CABINET			
Revenue & Capital Budget final proposals after public consultation	To present Revenue and Capital Budget proposals following receipt of final settlement		Joy Robson
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17 meeting 5 held on the 19 th January 2017.		Dave Jarrett
Budget Monitoring report – Period 9	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2016/17 financial year.		Joy Robson/Mark Howcroft
15TH FEBRUARY 2017 – SPECIAL CABINET			
Final Draft Budget Proposals for recommendation to Council			
1ST MARCH 2017 – CABINET			
2016/17 Education and Welsh Church Trust Funds Investment and Fund Strategy	The purpose of this report is to present to Cabinet for approval the 2017/18 Investment and Fund Strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2016/17 grant allocation to Local Authority beneficiaries of the Welsh Church Fund		Dave Jarrett

Subject	Purpose	Consultees	Author
9TH MARCH 2017 - COUNCIL			
Final Budget Proposals			Joy Robson
Final Composite Council Tax Resolution	To set budget and Council tax for 2017/18		Joy Robson
Population Needs Assessment			Matt Gatehouse
Well-being Assessment			Matt Gatehouse
Treasury Management Strategy 2017/18	To accept the annual Treasury Management Strategy		Joy Robson
Wellbeing Assessment			Matt Gatehouse
Population Needs Assessment			Matt Gatehouse
5TH APRIL 2017 – CABINET			
Welsh Church Fund Working Group	The Purpose of this report is to make recommendations to Cabinet on the Schedule of applications 2016/17, meeting 6 held on the 9 th March 2017		Dave Jarrett
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17, meeting 7 held on the 30 th March 2017.		Dave Jarrett
3RD MAY 2017 – CABINET			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17, meeting 8 held on the 2017.		Dave Jarrett
Transfer of management of Raglan VC Primary School	To receive a progress update on the transfer of the management of Raglan VC Primary School former junior building to the Enterprise Directorate.		Cath Sheen

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