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Neuadd y Sir
Y Rhadyr
Brynbuga
NP15 1GA

Dydd Llun, 12 Medi 2016

Hysbysiad o gyfarfod

Pwyllgor Craffu Oedolion

Dydd Mawrth, 20fed Medi, 2016 at 10.00 am
Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA

AGENDA

BYDD CYFARFOD CYN I AELODAU'R PWYLLGOR 30 COFNODION CYN I'R CYCHWYN Y CYFARFOD

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Paul Matthews

Prif Weithredwr

CYNGOR SIR FYNWY

MAE CYFANSODDIAD Y PWYLLGOR FEL SY'N DILYN:

Cynghorwyr Sir:

P. Farley
R. Harris
R. Chapman
R. Edwards
M. Hickman
P. Jones
P. Jordan
P. Watts
A. Wintle
D Hill
D Hudson
P White

Gwybodaeth Gyhoeddus

Mynediad i gopiau papur o agendâu ac adroddiadau

Gellir darparu copi o'r agenda hwn ac adroddiadau perthnasol i aelodau'r cyhoedd sy'n mynychu cyfarfod drwy ofyn am gopi gan Gwasanaethau Democrataidd ar 01633 644219. Dylid nodi fod yn rhaid i ni dderbyn 24 awr o hysbysiad cyn y cyfarfod er mwyn darparu copi caled o'r agenda hwn i chi.

Edrych ar y cyfarfod ar-lein

Gellir gweld y cyfarfod ar-lein yn fyw neu'n dilyn y cyfarfod drwy fynd i www.monmouthshire.gov.uk neu drwy ymweld â'n tudalen Youtube drwy chwilio am MonmouthshireCC. Drwy fynd i mewn i'r ystafell gyfarfod, fel aelod o'r cyhoedd neu i gymryd rhan yn y cyfarfod, rydych yn caniatáu i gael eich ffilmio ac i ddefnydd posibl y delweddau a'r recordiadau sain hynny gan y Cyngor.

Y Gymraeg

Mae'r Cyngor yn croesawu cyfraniadau gan aelodau'r cyhoedd drwy gyfrwng y Gymraeg neu'r Saesneg. Gofynnwn gyda dyledus barch i chi roi 5 diwrnod o hysbysiad cyn y cyfarfod os dymunwch siarad yn Gymraeg fel y gallwn ddarparu ar gyfer eich anghenion.

Nodau a Gwerthoedd Cyngor Sir Fynwy

Cymunedau Cynaliadwy a Chryf

Canlyniadau y gweithiwn i'w cyflawni

Neb yn cael ei adael ar ôl

- Gall pobl hŷn fyw bywyd da
- Pobl â mynediad i dai addas a fforddiadwy
- Pobl â mynediad a symudedd da

Pobl yn hyderus, galluog ac yn cymryd rhan

- Camddefnyddio alcohol a chyffuriau ddim yn effeithio ar fywydau pobl
- Teuluoedd yn cael eu cefnogi
- Pobl yn teimlo'n ddiogel

Ein sir yn ffynnu

- Busnes a menter
- Pobl â mynediad i ddysgu ymarferol a hyblyg
- Pobl yn diogelu ac yn cyfoethogi'r amgylchedd

Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

Ein gwerthoedd

- **Bod yn agored:** anelwn fod yn agored ac onest i ddatblygu perthnasoedd ymddiriedus
- **Tegwch:** anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- **Hyblygrwydd:** anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- **Gwaith tîm:** anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

Public Document Pack Agenda Item 4

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Adults Select Committee held
at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 12th July,
2016 at 10.00 am

PRESENT: County Councillor P. Farley (Chairman)

County Councillors: R. Chapman, R. Edwards, M. Hickman,
P. Jones, P. Jordan, P. Watts, A. Wintle and D Hudson

OFFICERS IN ATTENDANCE:

Nicola Perry	Senior Democracy Officer
Ian Bakewell	Housing & Regeneration Manager
Matthew Gatehouse	
Hazel Ilett	Scrutiny Manager
Sharran Lloyd	LSB Development Manager

APOLOGIES:

County Councillor R. Harris and D Hill

1. Declarations of interest

County Councillor A. Wintle declared a personal non-prejudicial interest in relation to agenda item 7, as a board member for Monmouthshire Housing Association.

2. Public Open Forum

There were no questions from members of the public.

3. To confirm the minutes of the meeting held on 21st June 2016

The minutes of the meeting held on 21st June 2016 were confirmed as an accurate record, and signed by the Chairman, with the following amendment:

In attendance: Shirley Lightbound, not Lightfoot.

4. To discuss the partnership framework relating to Adult's Services and their relationship to the Public Service Board.

We welcomed the PSB Development Manager, to the meeting who presented her report on the Landscape and the Partnership Structure in Monmouthshire. She provided additional detailed information to the previously circulated organogram.

Background:

- An extensive audit and review of all the partnerships in Monmouthshire was undertaken in 2014/15 to gather information to better understand the activities and services they deliver, their outcomes, how they fit within the structure of the Local Service Board Single Integrated Plan (SIP) and how they report back.

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- The Well-being of Future Generations (Wales) Act 2015 provides for transition to a statutory Public Service Board (PSB), chaired by the Chief Executive. It is made up of the Chief Executive Officers of the multi agencies involved (Police, Fire and Rescue, Health, National Resources Wales, Welsh Government etc.) and is the responsible body that will oversee the SIP until March 2017. The PSB sets out the vision and direction to respond to needs within Monmouthshire.
- The Programme Board, chaired by Mr. W. McLean, Head of Democracy, Engagement and Improvement, is more operational ensuring that agencies are maximising contributions to deliver outcomes against the SIP.
- The SIP Performance Group monitors partnerships to ensure delivery of outcomes, that they are accountable when delivering statutory responsibilities and that they are effective. During the review, the group acted as a critical friend and offered a peer review to consider barriers, challenges and opportunities for improvement. Issues identified were escalated to provide resolution. All partnerships have action plans for development and report back accordingly.
- The Engagement and Participation group considers the data in context and the Gwent Needs Assessment Group considers the data in detail. The partnerships and their sub groups sit below these groups in the structure and the additional information circulated provides details of the organisations and agencies represented on each.

Members Scrutiny:

It was queried and confirmed that partnerships meet quarterly; their sub groups vary with some meeting quarterly and some monthly.

The Chair questioned how well the perspectives of the whole County are covered in the various groups. It was explained that there was more peer alignment at operational level on the Safer Monmouthshire Group and Integrated Youth Offer Group which have multi-agency representation from across Gwent or Monmouthshire. It was commented that the Community Safety Action Teams (CSAT) are very responsive; based in each town and working with town and community partners. Work is being undertaken to consider ways of developing them to be based more on information from the community.

In response to Members' concerns, it was confirmed that variations in response from the 101 service have been reported to Gwent Police.

Members asked how the Older People's Forum is advertised. It was confirmed that the Forum is advertised on the website and in the press, an officer visits local groups and distributes leaflets and posters. The Aging Well Executive Group has requested that a Communications Plan to promote the forum is established.

It was confirmed that the Violence against Women, Domestic Abuse and Sexual Violence Board champions recognition that such acts are also committed against men.

Members commented that 50 plus is no longer an appropriate age range. It was confirmed that 50 plus is derived from Welsh Government and acknowledged that the 50-70 age group had differing needs (e.g. preparing for retirement) from the 70 plus age group.

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It was queried if the many organisations that deal with older people could be integrated. It was confirmed that the agencies that work with older people are all represented on the Aging Well Executive Group.

Future work programme: It was agreed to consider further consideration of the work of the Aging Well Executive group and the Older Person's Forum, and also the consistency of service across the County.

Chairmans Summary:

The Chair summarised that the item had been a helpful insight into the work of partnerships in Monmouthshire adding that although the PSB Select Committee was responsible for the overall scrutiny of the PSB, there were key areas for individual Select Committees to consider specific matters in more depth.

We thanked the officer for her attendance and contribution to the meeting.

5. Year-end Performance Reporting together with Outcome Agreements and Improvement Plan

Context:

We welcomed the Policy and Performance Manager to the meeting who presented the Year-end Performance Reporting together with Outcome Agreements and Improvement Plan:

The purpose of the report was:

- To present the end of year data for the Improvement Objectives which are under the remit of Adult Select Committee:
 - Improvement Objective 2: We will safeguard people, whether young or old, while reducing people's dependence on social care.
- To present an evaluation of the progress and impact made over the three years of the Outcome Agreement 2013 -16, for themes which are under the committee's remit:
 - *Outcome Agreement Theme 2: Ensuring people receive the help they need to live fulfilled lives.*
- To present the latest performance against wider key national performance indicators that are under the committee's remit.

Members Scrutiny

The Chair questioned the consistency of provision of services across the County.

Members queried if anything has been learnt about how to remove persons from social care when appropriate once in the system. It was confirmed that this is a difficult aspect, referring particularly to people with low level care needs. It was explained that there is a high satisfaction rate in the services provided, and the individual and family rely on the

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support provided. It was discussed that it may be better to limit entry to the system which could provide cost benefits in the longer term. Members spoke of concerns related to delayed transfer to social care from hospital. It was explained that the performance data spiked in September/October which has been attributed to a change in the measurement system used by the Aneurin Bevan Health Board which incorrectly included non-Monmouthshire residents. Although figures are not as low now as last year, anecdotal reports support that systems appear to be working well. It was agreed it would be useful to gain the perspective of Aneurin Bevan Health Board witnesses when they next attend our meeting.

Members questioned the use of over 60 bus passes and wished to understand more about their usage given that in many areas of the county, there is no bus service. It was agreed that take up is limited because of service availability and that this was an area that would be assessed as part of Wellbeing of Future Generations evaluations. It was agreed to monitor the suggested proposal to stop persons over the age of 70 driving. Interest was also expressed in the percentage of disabled badges issued. It was commented that there had been a dramatic reduction due to a change in criteria for renewal.

Recommendations:

- To scrutinise the performance achieved and impact made, particularly in areas that fall under the committee's remit, to assess progress and performance against the improvement objectives.
- That members scrutinise the performance achieved and impact made, over the three years (2013/14, 2014/15 and 2015/16) of the Outcome Agreement
- That members identify and explore any areas of underperformance or concerns, and to seek assurance from those responsible for future activity where they conclude that performance needs to improve.
- That members confirm the evaluation scores based on the evidence provided.

Chairmans Summary:

The Chair sought and achieved agreement that the Committee had fulfilled the recommendations in the report.

The Chair expressed his appreciation for the volume of data and graphs provided and its presentation which has provided greater clarity.

We thanked the Policy and Performance Manager for his attendance and contribution to the meeting.

6. Joint Housing Solutions Service Pilot - Joint evaluation of the service.

Context:

The Housing and Regeneration Manager was welcomed to the meeting to present a report to provide an update on the pilot joint Housing Solutions Service with Torfaen County Borough Council that started in March 2015. The report seeks to both highlight the achievements secured and key conclusions of the progress.

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Members Scrutiny

Members recognised the drive for greater engagement with the private sector to increase the number of houses available to let within a context of the UK Government seeking to limit private landlords' ability to provide private rental properties through a 3% increase in stamp duty on second property purchases and the discontinuation of the ability to offset income from private rental properties against mortgage interest payments, from tax year 2017/18.

Members asked how it was intended to increase engagement with landlords. It was explained that this was a less successful area of the pilot and would require a dedicated resource to engage with them and to market working with the Council. This continues to be a challenge and there is much work to do which still might not eliminate the risk. Feedback from the Landlords Forum is that the sector is being squeezed and that letting properties is becoming a less attractive prospect. It was reported that the level of prevention work has improved which is linked to engagement with private landlords. It was suggested that default to social stock was the fall-back position but there are limited numbers of vacancies unfortunately, and it would be preferable to increase stock. Members spoke of the need for more affordable housing and identified the 30-35% percentage of such housing included in the Local Development Plan noting that it is difficult to achieve the percentage when developers seek profits of 20%.

It was queried if the pilot highlighted cultural differences between the two counties. This was not thought to be the case.

Members asked what HR involvement there had been to support staff. It was confirmed that staff had received support for six months. It was confirmed that the problems have diminished and that a temporary member of staff has been appointed to provide cover. In response to a question, it was confirmed that it was not a geographical problem but that staff felt isolated from the Council and its priorities.

Members referred to the Financial Inclusion Officer post and queried if there was duplication with similar posts provided by the Citizens Advice Bureau (CAB) and Monmouthshire Housing Association (MHA) comparing the higher volume of referrals dealt with by CAB, and querying if it might be more efficient to use the CAB dedicated officer instead. It was explained that the services of each Financial Inclusion Officer are quite distinct. The Financial Inclusion Officer is funded by a Welsh Government grant to prevent homelessness. The CAB offers a wider service; a differing role. MHA has invested in a similar post to maximise its rental income. The Chair sought assurances that the three sources of advice collaborate, that any differences are clarified and opportunities for rationalisation are explored.

Members asked if there were any funding issues. They were informed that there were some financial benefits to the partnership e.g. access to the Torfaen furniture store and a joint out of hours service. It was added that there was an allocation of grant funding from Welsh Government last year and this year. This year's is suspended in relation to statutory returns. There are issues with the IT system e.g. the need to align with new legislation and financial responsibility will return to Monmouthshire for this.

The Chair concluded that there had been problems with the pilot and a proposal to withdraw in favour of reintegration to Monmouthshire. The disadvantages identified were access to Torfaen accommodation and vice versa which provided useful flexibility for the provision of emergency accommodation for Monmouthshire residents and noted that this could possibly continue. It was possible that the shared IT system could continue and options are being explored. There will also be short term reintegration costs mostly related to IT provision.

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Recommendations:

- Consider the achievements of the service, how the service has benefited the Council and community and the ongoing issues and risks identified
- To consider the proposal to end the pilot and withdraw from elements of the joint Housing Solutions service that are not delivering added value and to agree an exit plan with Torfaen.

Chairmans Summary:

The Chair summarised that the pilot had been tried and evaluated, with a proposal to reverse the arrangement which, for a range of reasons hasn't achieved what was intended. He remarked that there is an expectation for authorities to collaborate more. He asked if there were any lessons learnt that could be communicated to other Heads of Service. It was recommended that a lead authority should be appointed instead of a joint approach.

The recommendations were unanimously agreed. The Chair emphasised that this decision would not rule out joint working in the future.

The Chair expressed his gratitude to the Head of Housing and Regeneration Manager for his report, for providing him with regular updates and invited him to return to report on reintegration.

7. Adults Select Committee forward work programme

We received the Forward Work Programme. In doing so, we noted the following topics for future discussion:

- Report from Financial Inclusion Officer
- GWICES – ongoing monitoring report
- CSSIW Domiciliary Care Report
- Aging Well Group – invite to meeting
- Aneurin Bevan Health Board: The Chair was authorised to negotiate topics with the Health Board (to include Primary care, Out of hours GP service in Monmouthshire and Specialist Centre).

8. To note the date and time of the next meeting as Tuesday 20th September 2016

20th September 2016 at 10.00am. Apologies for absence were tendered in advance from County Councillor R. Edwards.

The meeting ended at 12.30 pm



MONMOUTHSHIRE COUNTY COUNCIL Discretionary Housing Payment Policy

1. Background - What is a Discretionary Housing Payment?

- 1.1 Under powers contained within the Discretionary Financial Assistance Regulations 2001 (as amended) Monmouthshire County Council has the ability to authorise Discretionary Housing payments (DHP) to those who may “require some further financial assistance...in order to meet housing costs”. This payment is in addition to any Housing Benefit or Universal Credit housing cost award.
- 1.2 Housing costs are not defined in the Regulations but, in general, housing costs mean rental liability. However, for the purposes of the DHP scheme they can be interpreted more widely to include
- rent in advance
 - rent deposits
 - any other lump sum costs associated with a housing need (e.g. removal costs).
- 1.3 Although the scheme is discretionary there are conditions that must be met before a DHP can be considered. The customer must be entitled to Housing Benefit (HB) or Universal Credit (UC) that includes an element towards rental liability and require further financial assistance with housing costs.
- 1.4 A DHP may be granted to meet the shortfall between rent and HB and may include the following
- Reductions in HB (or UC) where the household benefit cap has been applied;
 - Reductions in HB (or UC) due to the maximum rent (social sector) size criteria the so-called 'bedroom tax';
 - Reductions in HB (or UC) as a result of local housing allowance / private sector rent restrictions;
 - A reduction in HB (or UC) as a result of other welfare reforms e.g. the removal of the family premium for new claims;
 - Rent shortfall to prevent a household becoming homeless whilst Housing Options Team explores housing alternatives;
 - Non dependant deductions in HB or housing costs contribution in UC ;
 - The effect of income tapers, where the customer receives less than full benefit owing to the means test;
 - Rent in advance;
 - Rent deposits;
 - Any other lump sum costs associated with a housing need (e.g. removal costs).
- Please note this list is not exhaustive
- 1.5 Following the abolition of Council Tax Benefit in April 2013 DHPs can no longer be made to help meet any shortfall in council tax liability.
- 1.6 A DHP also **cannot** be used to
- pay ineligible service charges (such as water rates and meals)

- minimise the effects of other benefit sanctions e.g. Job Seekers Allowance or UC sanctions or any HB overpayments;
- make a payment when HB is suspended;
- cover increases in rent (e.g. court costs) due to outstanding rent arrears.

2. Funding

2.1 DHP payments are cash limited. Each year the Department for Work and Pensions (DWP) sets out in the annual finance orders the cash limit for each authority and the government contribution.

2.2 The maximum level for each local authority is 2.5 times the government contribution. It is unlawful to exceed the cash limit. Any unspent amount from the government contribution (40 per cent of the cash limit) must be returned to the DWP.

3. Purpose of this Policy

3.1 The purpose of this policy is to specify how the Benefits Service will operate the DHP scheme and to indicate some of the factors that will be considered when deciding if a DHP can be awarded. Each case will be treated strictly on its merits and all customers will receive equal and fair treatment. The Council is committed to working with the local voluntary sector, social landlords and other interested parties in the Borough to maximise entitlement to all available state benefits and this will be reflected in the administration of the DHP scheme.

3.2 This policy should be read in conjunction with the DWP's DHP guidance manual (last updated in February 2016) and the Council's DHP procedure.

4. Statement of objectives

4.1 The Benefits Service will consider making a payment of a DHP to all customers who meet the qualifying criteria. The Benefits Service will treat all applications on their individual merits, and will seek through the operation of this policy to:

- Alleviate poverty;
- Mitigate the effects of welfare reform ;
- Support vulnerable young people in the transition to adult life;
- Encourage Monmouthshire residents to obtain and sustain employment;
- Assist people to maintain their tenancy and prevent them from becoming homeless;
- Safeguard Monmouthshire residents in their homes;
- Help those who are trying to help themselves;
- Keep families together;
- Support the vulnerable in the local community;
- Support disabled people to remain in their own homes/ adapted properties ;
- Support the work of foster carers;
- Support domestic violence victims who are trying to move to a place of safety;
- Help customers through personal and difficult events.

4.2 The Council considers that the DHP scheme should be primarily seen as a short term emergency fund. It is not and should not be considered as a way around any current or future entitlement restrictions set out within HB and UC legislation.

5. Awareness, publicity and take up

5.1 We will make every effort to publicise the DHP scheme particularly as they are a key element of the Government's strategy for mitigating the impact of welfare reform changes.

5.2 We will also proactively promote the DHP scheme by working in partnership with community, voluntary and statutory organisations to advertise the availability and take up of DHPs. In doing so, the Council will make claim forms and literature on DHPs available to the wider community via its website.

5.3 Information about the DHP scheme is given on all HB decision letters.

6. The application and decision making process

6.1 A claim for a DHP can only be considered if it includes sufficient information to make a decision on entitlement. Claims can only be made in writing on a form specifically to claim a DHP. A claim can be made by the claimant or by their representative.

6.2 The Benefits Section may request any reasonable evidence in support of an application for a DHP. The customer must also demonstrate that he/she is suffering from financial hardship as a direct result of his / her housing costs.

6.3 All income will be taken into account when deciding whether a DHP is appropriate unless it is a disability-related benefit.

6.4 In cases where a disability –related benefit is in payment the Council take into account the decision of the High Court in R v Sandwell MBC, ex parte Hardy. Each case will be considered on a case by case basis, the Council must have regard to the purpose of those benefits and whether the money from those benefits has been committed to other liabilities associated with disability.

6.5 The Council will also consider whether the claimant has any savings which can be used to help them meet the shortfall.

6.6 All genuine and reasonable expenses such as food, clothing utility bills travel costs and debts etc. will be considered. However in certain circumstances it may be reasonable to expect the claimant to reduce their household expenditure before they claim /reapply for a DHP.

6.7 The Council will also take all relevant circumstances into account when making the award including

- Is there any genuine risk of eviction if help with housing costs is not provided?
- The medical needs of the claimant, their partner and any other person in the household.
- What other outgoings does the customer have which make it harder for them to meet their housing costs?
- Is it possible for the customer to negotiate a rent reduction with the landlord?
- Could the customer relocate to alternative accommodation that would incur lower housing costs?
- Has the customer applied for all available sources of income to them?
- The level of indebtedness of the customer and their family. Has the customer tried to renegotiate loans to reduce their expenditure or are they paying off debts, which are making their expenditure temporarily higher.
- Has the customer sought advice from a debt advisor to try to alleviate their situation?

- Is the hardship having particular effects on individuals within the family, for instance young children?
- Are non-dependants living in the household contributing financially?
- Is there a risk of the customer being declared statutorily homeless if a payment is not made?

This is not an exhaustive list and is covered in more detail in the Council's DHP Procedure.

7. The award

7.1 In all cases, the Council will make its decision on the known facts and the evidence supplied. The period and level of the award will be on the basis of need, with a minimum period of award of one week and a maximum period of fifty two weeks. An award will usually be made for between three to six months.

7.2 The DHP award may be a full award covering the whole shortfall or a partial award which does not cover the full shortfall. This depends on the circumstances of the claimant and their household.

7.3 The Council will decide the most appropriate person to pay based upon the circumstances of the case. This could include paying the claimant, an appointee or the landlord (or agent of the landlord).

7.4 Payments will usually be made into a bank account every 4 weeks in line with the HB payment run.

7.5 Any reasonable request for backdating an award of a DHP will be considered in line with good cause criteria as laid out in the 2006 Housing Benefit Regulations as to why there was a delay in making a claim. A DHP cannot be awarded for any period outside an existing HB benefit period granted under the HB statutory scheme. UC DHPs will be considered using the same criteria

7.6 In all cases, we will inform the customer that the scheme is cash limited and that future payments cannot be relied upon. Awards will be reviewed if the customer's circumstances change e.g. starting employment.

7.7 The onus is on the claimant to reapply for a DHP if help is still required to meet the shortfall in rent. There is no guarantee however that a further award will be made even if their circumstances remain the same. We do expect the claimant to show that they have made every effort to improve their financial position this includes working with the Council and its partners to improve their financial position.

8. Housing Options / Debt Advice

8.1 In all cases customers will be provided with details of contact arrangements for the Housing Options service.

8.2 Customers requiring specialist debt advice and support will be referred to the Citizen's Advice Bureau or to their registered social landlord.

8.3 If the customer gives us written permission they will be referred to the Housing Options Team, Council's Financial Inclusion Officer or their registered social landlord as appropriate. They may be able to provide assistance on a range of issues including

- Debt /budgeting advice;
- Housing related matters e.g. if a claimant is faced with eviction.

9. Notification

9.1 The Council will aim to inform the customer in writing of the outcome of their application within one week of receipt. Where the application is unsuccessful, the Benefits Service will set out the reasons why this decision was made and explain the right of review. Where the application is successful, the Benefits Service will advise:

- The weekly amount of DHP awarded;
- The period of the award;
- How, when and to whom the award will be paid;
- The requirement to report a change in circumstances.

9.2 The notification will also advise the claimant of appropriate steps that should be taken to improve their financial situation. If they subsequently reapply for a DHP they will need to demonstrate the action taken and the outcome of such actions.

10. Review procedure

10.1 DHPs are not payments of HB and are therefore not subject to the statutory appeals procedure. The Council is committed to providing an appropriate review procedure.

A customer (or their appointee or agent) who disagrees with a DHP decision may dispute the decision. A request for a review should be delivered in writing to a designated office within one calendar month of the written DHP decision being issued to the customer. The Head of Revenues and Benefits will then consider the request and review the decision made and respond to the customer within fourteen days.

11. Final review

If the customer is still unhappy with the decision a further review may be undertaken by an independent panel including a Chief Officer independent of the service. This is the final stage of the review process and may only be challenged further via the judicial review process.

12. Fraud

12.1 Monmouthshire County Council is committed to the fight against fraud in all its forms. A customer who tries to fraudulently claim a DHP by falsely declaring their circumstances, providing a false statement or evidence in support of their application, may have committed an offence under the Fraud Act 2006. Where it is alleged, or the authority suspects that such a fraud may have been committed, the matter will be investigated and if fraud is found to have occurred, action will be taken including the recovery of overpaid monies and, if appropriate, criminal proceedings.

13. Overpayments

13.1 Any DHP award found to be overpaid may be recovered where appropriate.

14. Review of policy

14.1 A review of this policy will be undertaken when major changes to Benefits legislation occur affecting the criteria for entitlement.

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SUBJECT: Homeless Prevention – Financial Inclusion Service
MEETING: Adults Select Committee
DATE: 20th September 2016
DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

- 1.1 To provide an overview of the Council's homeless prevention Financial Inclusion Service, which forms part of the Housing Options Service.

2. RECOMMENDATIONS:

- 2.1 Consider how the service is contributing to the Council's statutory duty to prevent homelessness and make recommendations as appropriate.

3. KEY ISSUES:

- 3.1 In April 2015, the Housing (Wales) Act 2014 placed a duty on the Council to prevent homelessness. In addition, the Welsh Government's regulatory Code of Guidance recommends that Financial Inclusion forms part of local authority homeless services.
- 3.2 The Committee will be aware from previous reports that it has been a priority of the Options Team to both strengthen homeless prevention activity and to implement the said legislation. In 2013, to inform improvement, an independent health-check was undertaken and identified a lack of access to specialist money advice was a weakness. In May 2015, a Financial Inclusion Officer was appointed to work alongside both Housing Option's and Housing Support staff to prevent homelessness. The post is targeted at preventing homelessness and, therefore, is focused on facilitating housing related solutions
- 3.2 Applicants at risk of homelessness due to underlying financial issues are offered specialist support from the Institute of Money Advice accredited Financial Inclusion Officer. Referred applicants, who are often in crisis and/or suffer from mental health issues, are initially assessed through a home visit to maximise engagement. Applicants are prioritised on the basis of impending homelessness. Cases are supported through a range of interventions which particularly include assistance with rent and council tax arrears, attendance and court liaison and negotiating with landlords. See **Appendix 1** for a more detailed overview of interventions.
- 3.4 The responsiveness of the service is critical (in order to try and prevent homelessness) as the Council has a legal duty to work with people who are threatened with homelessness within 56 days. In reality, timescales can be shorter because there are delays in presentations by applicants or referrals from other agencies. It's not uncommon for applicants to come to the attention of the team within days of an eviction, which minimises the opportunity to prevent. An overview of service activity and performance is detailed in **Appendix 2**.
- 3.6 The service also supports other functions:
- Under a Delivery Partnership, agreed by Cabinet in 2015, the Department of Works & Pensions are supported with the national expansion of Universal

Credit. This includes providing personal budgeting support. The Council receives formula based funding for actual provision.

- Affordability assessments for Welsh Government Home Improvement Loans. This attracts a fee of 8%.
- Increasingly, the service is receiving non-homeless prevention referrals from other agencies. Homeless prevention cases, however, need to be given priority.
- Affordability checks to assist applicants access private rented accommodation.

3.7 Improvement proposals include further professional development and accredited training to expand the scope of the service. Due to the prevalence of Council Tax arrears, this includes training in relation to Council Tax, which will provide wider support with regards to corporate income collection. Also, a funding bid has been submitted to the Money Advice Service 'What Works' funding programme to provide additional staffing capacity. The outcome of the bid is awaited.

4. REASONS:

4.1 The Service contributes to a number of strategic priorities including the legal duties of the Housing (Wales) Act 2014; the Welsh Government's Homeless Plan for Wales 2009-19, Tackling Poverty Action Plan and Financial Inclusion Strategy 2016. Locally, it contributes to the Single Integrated Plan, particularly the priority outcome of 'Families are Supported.'

5. RESOURCE IMPLICATIONS:

5.1 The service costs are approximately £32,000. Funding is currently through Welsh Government grant, to support the Council to implement the Housing (Wales) Act 2014. The post attracts income through the Universal Credit Delivery Partnership (£1,500 in 15/16) with the Department of Works & Pensions and affordability assessments for Home Improvement Loans (estimated at £1,500 for 16/17).

5.2 Although the post is able to utilise the Prevention Fund of £29,000 to help prevent homelessness, the post also secures seeks to acquire funding from external sources such as The Vicars Fund.

5.3 All successful prevention through the service supports the Council to avoid the need to find alternative or temporary accommodation and associated costs (which is limited in availability) and particularly helps to minimise the use of B & B.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

6.1 Implications have been identified. **See Appendix 3**

7. SAFEGUARDING & CORPORATE PARENTING IMPLICATIONS

7.1 The service has an important role in relation to both safeguarding and corporate parenting in the context of preventing homelessness.

8. **CONSULTEES:** Chief Officer for Enterprise; Head of Planning; Cabinet Member for Community Development

9. **BACKGROUND PAPERS:** None

10. **AUTHOR:** Ian Bakewell, Housing & Communities Manager

11. **CONTACT DETAILS:** Tel: 01633 644479 Email: ianbakewell@monmouthshire.gov.uk

Appendix 1

Overview of Role & Interventions of Financial Inclusion Service

- Home visits (to maximise the chances of engagement)
- Assistance to clear or reduce and repay rent arrears. Council Tax debt often accompanies rent arrears and assistance, therefore, extends to recovering this.
- Attending court and liaising with the Courts eg applying for cases to be set aside or submitting papers for administration changes (to change rulings)
- Debt management and engaging with relevant agencies, including utilities
- Financial capability assistance including personal budgeting support and assistance with regards to priority and non-priority debt.
- Negotiating and supporting repayment arrangements with creditors eg landlords; banks and building societies
- Identifying other issues that further increases the risk of homelessness eg mental health issues, substance mis-use, learning difficulties
- Income maximisation through reviewing benefit entitlement and engaging with relevant agencies. Housing Benefit and Child Tax Credits is common-place.
- Partnership working with other agencies such as Foodbanks, Social Services, Citizens Advice, Step Changes.
- Engage directly with private (and social) landlords to support tenants who have fallen into arrears. This forms part of the Council's 'landlord offer.'
- Post intervention monitoring and after-care, often with Housing Support
- Providing affordability checks in liaison Housing Options Officers when matching and re-housing applicants with accommodation placements to ensure sustainability.

Appendix 2

Financial Inclusion Service Activity & Performance

Activity	2015/16 (from May 15)	Q1 2016/17
Context of General Demand		
S.66 application determinations ¹	248	75
S.66 applications successfully prevented	182	25
S.73 applications determinations ² -	95	33
S.73 applications successfully relieved (eg similar to prevention)		10
Financial Inclusion Performance		
Money Advice Referrals. Includes:	102	33
<ul style="list-style-type: none"> • Housing Association • DWP Universal Credit • Home Improvement Loans 	10 5 2	5 4 0
Cases carried forward	-	20
Referrals relating to debt	52	10
Cases completed	87	19
Cases prevented from homelessness (Facilitating to remain at address or finding alternative accommodation)	45*	11*
Overview of interventions:		
DWP applications	36	17
HB or CT benefit	34	10
Foodbank	10	1
Charities	14	6
DHP applications	15	6
Discretionary Assistance	3	0
Utility assistance eg water assist	17	2
No. of cases referred back to Housing Options eg unable to assist	8	2
UC DPA Budgeting Referrals	5	4
<i>Home Improvement Loan</i>	2	0
Applicant satisfaction level	87.5%	88.23%
Q1 Total income and payment secured	-	£94,445.00 +

¹Section 66 is the duty to prevent an applicant from becoming homeless

²Section 73 is the duty to secure accommodation for homeless applicants where the duty to prevent has been unsuccessful

**These statistics forms part of the performance of S66 applications successfully prevented and S.73 applications successfully relieved. The service continues to stay in touch with these applicants for a period after homeless prevented to provide a level of after-care and to support applicants with sustaining the solutions that have been facilitated.*

The impact of the service can be illustrated through the following case study

Case Study

An overview of a recent case study will be circulated on the day of the meeting in order to help maintain confidentiality.

Mr A needed to stop working and apply for Employment and Support Allowance due to a serious illness to a family member. Unfortunately he didn't qualify as he hadn't paid enough National Insurance Contributions. The result was being without an income for the first year and living off savings and family assistance, after the family illness. The household were in considerable debt.

This ESA advice that Mr A had received was incorrect, as he should have considered for Income based ESA. ESA was eventually awarded, but it was put in Mr A's name in error. At this point Social Services referred the family to Housing Options due to concerns that lack of income would cause homelessness due to not being able to pay the mortgage. Citizens Advice were involved with the case and a shared approach was agreed where Citizens Advice would continue to provide support in relation to ESA from the perspective of pursuing a benefits related complaint and applying for a backdated award.

It was found that Mr & Mrs A had Personal Independence Payment in place and Carers Allowance, as they had received assistance from a charity. However, Mr Mrs A hadn't been advised to apply for Child Tax Credits nor DWP Support for Mortgage Interest relief. Due to being incorrectly set up, ESA was subsequently stopped.

Income support with medical enhancements was facilitated which was backdated to when the ESA stopped and an application for Mortgage Interest support was made from the DWP, which was back dated. The Mortgage Company were informed that the DWP would be paying the Interest. After clarifying the Capital repayments, a standing order was set up with the bank to pay the mortgage. Although homelessness was prevented, the future sustainability was at risk. Mrs A used to manage the household money but was unable to due to her health. Mr A received on-going support and was assisted with his budgeting and the management of his benefits, which were paid into one account to pay the bills by Direct Debit. They had two other accounts, which any money left over was placed. Mr A had debts with two utilities and arrangements to pay were set up to solve these issues.

In addition an application was made on Mr A's behalf for a Blue Badge through the Council, arranged for Careline to install a Lifeline.

Support continues in relation to a debt with HMRC and liaising with Citizens Advice in respect of the ESA backdate.

The family were successfully prevented from becoming homeless and having their home re-possessed.

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<p>Name of the Officer Ian Bakewell</p> <p>Phone no: 01495 742437 E-mail: karendurrant@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>Homeless Prevention – Financial Inclusion Service</p>
<p>Name of Service</p> <p>Housing & Communities</p>	<p>Date Future Generations Evaluation</p> <p>1st August 2016</p>






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

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Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The service promotes and facilitates income maximisation and minimising household and living expenditure</p>	
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>N/A</p>	<p>N/A</p>
<p>A healthier Wales</p>	<p>The service supports people to remain in their accommodation or access alternative</p>	<p>It is an on-going procedure for the Council and the Housing Options Team to liaise with partner</p>

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
People's physical and mental wellbeing is maximized and health impacts are understood	accommodation which contributes to health and well-being	agencies to encourage clients to consider private sector accommodation
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	The service support this	N/A
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	N/A	N/A
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	N/A	N/A
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The service supports this. Additional disposable income facilitates people to be able to become involved in their local community eg through less exclusion	Service introduced from May 2015 and was previously a gap for MCC

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Long-term Balancing short term need with long term and planning for the future</p>	<p>The service supports the Council to discharge its legal duty to prevent homelessness as per the Housing (Wales) Act 2014.</p>	<p>The service retains links with applicants after interventions to support applicants to sustain their improved circumstances.</p>
 <p>Collaboration Working together with other partners to deliver objectives</p>	<p>The service links closely with other agencies in order for services to complement each other. Other agencies can and do refer into the service</p>	<p>The service is represented on the Financial, Economic and Digital Inclusion Partnership providing a basis for on-going networking</p>
 <p>Involvement Involving those with an interest and seeking their views</p>	<p>It is proposed to acquire the views of FEDIP members about the effectiveness of the service</p>	
 <p>Prevention Putting resources into preventing problems occurring or getting worse</p>	<p>The service is a preventative service and accesses and utilises external resources to facilitate people to remain at home or secure alternative accommodation.</p>	<p>The service provides after-care and retains links with applicants after interventions to maximise sustainability</p>
 <p>Integration Positively impacting on people, economy and environment and trying to benefit all three</p>	<p>The services positively impacts upon the local economy by facilitating additional disposable income for individuals</p>	<p>N/A</p>

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The service is available to this and all groups	The service is targeted at preventing homelessness and, therefore, can't necessarily assist other non-related referrals.	Non homeless prevention cases will be referred to other services such as Citizen Advice
Disability	Ditto	Ditto	Ditto
Gender reassignment	Ditto	Ditto	Ditto
Marriage or civil partnership	Ditto	Ditto	Ditto
Race	Ditto	Ditto	Ditto
Religion or Belief	Ditto	Ditto	Ditto
Sex	Ditto	Ditto	Ditto
Sexual Orientation	Ditto	Ditto	Ditto
Welsh Language	Ditto	None	Bi-lingual information will be available

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	The service will help to identify issues and refer accordingly.	None	Level 1 Training
Corporate Parenting	Ditto	None	

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

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Financial inclusion statistics
 Homeless prevention related statistics
 Housing (Wales) Act 2014
 Welsh Government Code of Guidance for Local Authorities for the Allocation of Accommodation & Homelessness

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

The Council has a financial inclusion service that is focused on homeless prevention and supports the Council to meet the legal duties under the Housing (Wales) Act 2014

The service is helping to facilitate a small income for the Council

The service helps reduce the need to identify alternative or temporary accommodation, such as B & B and the associated costs.

The service doesn't have the capacity to support non-homeless prevention households who need money advice, but these would be referred to other agencies

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

What are you going to do	When are you going to do it?	Who is responsible	Progress
Seek the views of stakeholder agencies	Oct 2016	Ian Bakewell	None as yet
Seek additional funding from the Money Advice Service 'What Works' funding stream to enhance capacity	Oct/Nov 2016	Karen Durrant	Bid submitted July 16 and a decision is awaited

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

The impacts of this proposal will be evaluated on:	Will be reviewed on an on-going basis through quarterly monitoring reports and Housing Options Team Meeting The service will be considered during periodic analysis of failed homeless prevention, undertaken to identify possible improvements and understand potential service flaws.
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REPORT

SUBJECT	REVENUE & CAPITAL MONITORING 2016/17 PERIOD 1 OUTTURN FORECAST STATEMENT
DIRECTORATE	Chief Executive's Unit
MEETING	Adults Select Committee
DATE	20th September 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 1 which represents month 2 financial information for the 2016/17 financial year. Revenue and Capital forecasting is being brought forward by a month against the usual timescale to provide members with relevant financial information before summer recess.
- 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 1 of £1.37 million
- 2.2 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.
- 2.3 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.
- 2.4 That Cabinet appreciates the extent of predicted schools reserve usage and the anticipation that 13 schools will be in a deficit position by end of 2016-17.
- 2.5 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,
- 2.6 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.

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 1

Table 1: Council Fund 2016/17 Outturn Forecast Summary Statement at Period 1 (Month 2)	Annual Forecast @ Month 2	Revised Annual Budget @ Month 2	Forecast Over/(Under) Spend @ Month 2
	£'000	£'000	£'000
Social Care & Health	41,186	40,065	1,121
Children & Young People	50,936	50,520	416
Enterprise	9,654	9,179	475
Operations	17,291	17,250	41
Chief Executives Unit	6,808	6,834	(26)
Corporate Costs & Levies	19,868	19,796	72
Net Cost of Services	145,743	143,644	2,099
Attributable Costs – Fixed Asset Disposal	149	95	54
Interest & Investment Income	(55)	(55)	0
Interest Payable & Similar Charges	3,493	3,493	0
Charges Required Under Regulation	3,418	3,418	0
Contributions to Reserves	103	103	0
Contributions from Reserves	(1,919)	(1,999)	80
Amounts to be met from Government Grants and Local Taxation	150,932	148,699	2,233
General Government Grants	(63,567)	(63,567)	0
Non-Domestic Rates	(27,981)	(27,981)	0
Council Tax	(63,961)	(63,411)	(550)
Council Tax Benefits Support	5,945	6,258	(313)
Net Council Fund (Surplus) / Deficit	1,368	(2)	1,370
Budgeted contribution from Council Fund	0	2	(2)
	1,368	0	1,368

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

Net Council Fund Surplus	2016-17 £000	2015-16 £000	2014-15 £000
Period 1	1,368 deficit	867 deficit	219 deficit
Period 2		1,066 deficit	116 deficit
Period 3		162 deficit	144 deficit
Outturn		579 surplus	327 surplus

3.1.4 Whilst the expectation is for the trend to show a similarly improving position as the year progresses, the extent of forecast deficit reported as a consequence of this first period is cause for concern, especially in comparison to outturn figures which are only 3 months different and would have absorbed the effect of circa £0.7 million redundancy costs, mandated savings not made of £0.537m and cost pressures in children's social services circa £1.2 million. Since last year, however, £2.8 million has been taken out of the budget as mandated savings. It might therefore be expected that the first forecast of the year would be closer to the budget, rather than the picture shown below.

3.1.5 .

Service	2015-16 Outturn Variance £000	2016-17 Period 1 variance £000	Difference £000
Social Care	1283	1121	(162)
Children & Young People	(86)	416	502
Enterprise	(70)	475	545
Operations	(398)	41	439
Chief Executives	(270)	(26)	244
Corporate	(195)	72	267
Net Cost of Services	264	2099	1835

3.1.6 This first forecast is, however, indicative of the fact that it is based on 2 months actual data and 10 months estimated data. Service managers are naturally cautious about forecasting at this stage in the year, especially in areas where spend can be quite volatile. Directorates will be undertaking a piece of work to see if there is scope to move budgets to more accurately reflect where they are needed instead of continuing to report the extent of over or underspends outlined in the detail below. This would allow senior managers and Members to more clearly understand where the real pressures are and focus attention on managing these areas to ensure the overall budget is not exceeded. Once this further work is undertaken, recommendations will be brought back to Cabinet to find alternative savings for mandates and if further decisions are required to bring spending back in line with the budget.

3.1.7 Schools are also forecasting to use most of their reserves by the end of the year. Work is progressing to ensure that grant funding is identified in a timely manner so that this can be factored into the budget forecasts rather than coming it at the end of the year and causing a significant swing on the forecast. Budget management plans for all schools in deficit will be closely monitored to assess feasibility and progress and the need for any other mitigating actions.

3.1.8 In terms of the capital programme this year, it is relying on capital receipts being received in year – this is a risk that needs to be managed. If the capital receipts are not achieved there is the potential that borrowing will be required putting further strain on the revenue budget. In addition the tendered prices on the Future Schools programme are currently being worked through to see how the programme can be maintained within budget.

Analysis of the Revenue budget under and overspending positions in each Directorate.

3.1.9 A summary of main pressures and under spends within the Net Cost of Services Directorates are presented here:

Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position <u>net</u> of savings not achieved £'000	Movement since Period 0 Red= Adverse (Green) = Favourable	Headline Comment
Social Care & Health (SCH)	<p>Director's commentary</p> <p>At this early stage of the year the overall budget position for the directorate is exhibiting a £1.12m overspend.</p> <p>For the Adult Services division, the over spend at month 2 is £462K. We are on track to meet the £640K of mandated savings allocated to this division and are driving on with our practice change agenda.</p> <p>One area which we will further investigate as the year progresses is the Chepstow Community Care team which largely accounts for the divisional overspend. Over the past 12 months the Chepstow team has had pressures in terms of the need for residential placements and usage of approved domiciliary care providers is an additional factor.</p> <p>In terms of Children's Services, this division has a forecast overspend of £690K. As this is very early in the year being month 2, we need to exercise some caution as we know the external placement budget, which for some years has seen large overspends, has reduced demand from 2015/16. As placements in this area are very expensive, one or two placements during the year can see a rapid increase in spend.</p> <p>We are currently embarking on a new Children's Services strategy which will allow us to deal with future demand more effectively, not only from the budget but the outcomes of the child. Another strand is the workforce plan and once in full operation, will see a spend reduction with the withdrawal from the use of agency staffing.</p>				
ADULT SERVICES					
Severn View DC	112	0	112	112	Main overspend is within the staffing budget due to cover for rota. The food and cleaning budgets are still overspending but a review of costs has commenced.
Transition Co-operative	(27)	0	(27)	(27)	Income from staff seconded to the partnership agreement with Bridges Community Centre
Adult Services Man/Support	(50)	0	(50)	(50)	Vacant Team manager disabilities post pending directorate restructure
Other Adult Services	(15)	0	(15)	(15)	See Appendix 6
CHILDREN SERVICES					
Fostering Allowances and Payments For Skills	153	0	153	153	Reflects financial support to the current number and age mix of children in foster care and skills payments to carers with SGO's
Younger People's Accommodation	124	0	124	124	Overspend mainly due to supported housing costs for 3 young people
Counsel Costs	111	0	111	111	At present we have no data to suggest the overspend position will not change from that of last financial year.
External Placements - LAC	72	0	72	72	At present we are forecasting a reduction in children requiring

Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position <u>net</u> of savings not achieved £'000	Movement since Period 0 Red= Adverse (Green) = Favourable	Headline Comment
					placement and in the number of placement days (especially residential & schools/colleges). However this budget is extremely volatile and as such we estimate 61 placements compared to 71 in 2015/16.
External Placement - Non-LAC	(150)	0	(150)	(150)	This budget needs to be considered in conjunction with External Placement Lac Budget
SCYP - Placement & Support Team	131	0	131	131	Increased Court assessment and contact costs over and above the budget is the main cause of over spend
SCYP - Supporting Children & Young People Team	222	0	222	222	Continued use of agency staff and conveyance costs have contributed to the budget position
Safeguarding Unit	(35)	0	(35)	(35)	Vacant Safeguarding team manager pending restructure
FRS – Family Support Team	(29)	0	(29)	(29)	Underspend mainly due to a reduction in section 17 and conveyance costs.
Bus Cases / Temp Funding - Cabinet 06/05/15	71	0	71	71	Posts within this Reserve funded budget are employed for the full year and agency staff are being used to cover vacancies.
Other Children Services	(10)	0	(10)	(10)	See Appendix 6
COMMUNITY CARE					
Abergavenny Adult Team	(122)	0	(122)	(122)	There has been a reduction in the clients requiring residential care as more clients are able to cover own residential care
Monmouth Adult Team	116	0	116	116	The over spend is mainly within the domiciliary care budget which is supporting 1,200 weekly care hours.
Chepstow Adult Team	535	0	535	535	over the past 12 months a steady increase in clients requiring residential care. In addition the use of approved providers has also contributed to increase
Mental Health Care Team	74	0	74	74	This budget is seeing some early affects of the new charging policy. Loss of income due to how the new Social Services and wellbeing Act treats charging for respite care in particular.
Intermediate Care Fund	(115)	0	(115)	(115)	We are currently in the planning phases of development to allocate this remaining budget Awaiting bid approval from host Health Board

Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position <u>net</u> of savings not achieved £'000	Movement since Period 0 Red= Adverse (Green) = Favourable	Headline Comment
Other see Appendix 6	(45)	0	(45)	(45)	See SCH Appendix 6
Total SCH at Month 2	1,121	0	1,121	1,121	Total SCH Outturn at Month 2

Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position <u>net</u> of savings not achieved £'000	Movement since Period 0 Red= Adverse Green = Favourable	Headline Comment
Children & Young People (CYP)	<p>Director's commentary</p> <p>The Directorate's Month 2 position is a forecasted overspend of £416,000, which we are anticipating will fall as we progress through the year. The Youth Service remains a volatile area having been subject to a £200,000 saving mandate in 2015/16 and additional reductions in external grants this year. The ALN budget is also under significant pressure due to the requirement to support more of our pupils with complex needs.</p>				
Psychology Service	21	n/a	21	21	High levels of sickness have resulted in the requirement to bring in additional staff. In addition, new test equipment needed to be purchased for which no budget was originally set.
Additional Learning needs	188	n/a	188	188	The contingency budget is forecasted to overspend by £260,000. This has been offset by a projected saving of £72,000 against Independents and Local Authorities.
Community Education Youth General	207	0	207	207	Significant reduction in external grants (C.£358k) has resulted in a sizeable projected overspend position.. 16-17 income – all we know of is £349k but this includes £90k of ESF, Remaining overspend is due to high income target set in order to compensate for loss of grant.
Other see Appendix 7	0	n/a	0	0	
Total CYP at Month 2	416	0	416	416	Total CYP Outturn at Month 2

Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position <u>net</u> of savings not achieved £'000	Movement since Period 0 Red= Adverse (Green) = Favourable	Headline Comment
Enterprise (ENT)	Director's commentary				
	<p>The Directorate continues to respond to significant upheaval during the year with regard to increasing previous and current year mandated saving delivery and re-engineering of services. All of this is happening in tandem with lead responsibility for Future Monmouthshire and so balancing resources to manage today, whilst preparing for tomorrow is a challenge, but equally an opportunity we must continue to vigorously pursue.</p> <p>Commonly outturn forecasts improve during the year, and efforts will continue to be made to that end. But looking forward, continuing cost pressures remain around markets, leisure, museums and culture, and whilst we are generating more income than ever – it remains insufficient in meeting annually uplifted targets. This reflects some of the issues we're experiencing whereby the current service formats, mean we have saturated the markets available to us and without considerable capital investment - it is not feasible to charge premium rates. This position, which will not change as things currently stand, is now a driver underpinning exploration of alternative delivery vehicles and the Future Monmouthshire programme.</p>				
Sustainability	51	34	85	85	£85k this is due to the sections inability to achieve the expected income target along with sustainable energy mandate
Strategic Property Management	48	30	78	78	Overspend by £78k is due in part to the inability to achieve this from the Strategic Property review mandate saving
Cemeteries	(54)	0	(54)	(54)	Under spend by £50k this mainly relates to higher income.
County Farms Unit	(19)	0	(19)	(19)	lower than anticipated revenue maintenance
Markets	130	0	130	130	inability to achieve the expected income target by £121k and unbudgeted employee costs from Borough Theatre
Community Hubs	1	20	21	21	unbudgeted supply staff along with the sections inability to achieve the full mandate saving relating to Community Hubs
Eisteddfod	(80)	0	(80)	(80)	£80k to be returned to the reserve the communities have raised £180k of the £300k underwritten
Whole Place	(18)	0	(18)	(18)	forecasting to underspend by £18k on supplies and services.
Economic Development	0	90	90	90	Delay in Commercialisation of assets mandate
Training Consolidation	0	40	40	40	The saving relating to the Training Services consolidation of £50,000 is unachievable. Alternative delivery plan being formulated
ICT General Overheads	100	0	100	100	The overspend relates to a past service mandate not yet achieved to realise extra income from commercialisation of our software and onward sale to external customers.

Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position <u>net</u> of savings not achieved £'000	Movement since Period 0 Red= Adverse (Green) = Favourable	Headline Comment
Museums	(20)	20	0	0	Whilst there is £40k inherent pressure affecting museums i.e. 20k relates to the additional Town Council Savings, 10k relates to Green screen savings carried forward from 2015-16 and 10k relates to the conservation service. The annual forecast is will be mitigated in full in future recovery plan proposals through revisions to service levels.
Leisure Service Management	49	25	74	74	46k relates to a learning co-ordinator post which has been grant funded in the past, £20k relates to mandate B5 which is unachievable and £40k unbudgeted redundancy costs offset by underspends in supplies and services
Tourist Information, Caldicot Castle & Country Parks	97	20	117	117	£80k over spend at Caldicot relating to staff costs and historical budget pressures. £37k relates to TICS staff costs and the inability to raise extra income to cover these due to the reduced operating hours.
Other see Appendix 8	(89)	0	(89)	(89)	
Total ENT at Month 2	196	279	475	475	Total ENT Outturn at Month 2

Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position <u>net</u> of savings not achieved £'000	Movement since Period 0 Red= Adverse (Green) = Favourable	Headline Comment
Operations (OPS)	Head of Operations Commentary				
	Following the first two months transactions a small overspend is predicted in cleaning and schools catering. Work continues with town and community councils to gain support and funding for toilet cleaning which will assist is recovering the cleaning position and primary sector catering does suffer from variations leading into the Summer period. Often this is recovered in the Autumn and Winter period but officers will be monitoring performance. At this stage in the financial year officers anticipate some typical movement in budgets relating to service demand (waste disposal, recycling, winter maintenance etc.) but do not anticipate such variations placing pressure upon service budgets over the year. However the new SWTBA agreement and the new financial arrangement between the				

Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position <u>net</u> of savings not achieved £'000	Movement since Period 0 Red= Adverse (Green) = Favourable	Headline Comment
	lead authorities and SWTRA/WG is presently being developed and this has the potential to have a significant impact upon the budget as the method of cost recovery and the value of works undertaken is eventually agreed. Welsh Government is seeking to reduce the budget overall but at this stage it is not clear what effect this has upon MCC. It will become clearer during the year and the financial impact can be better assessed.				
Building Cleaning	8	20	28	28	Over spend in relation to delay in passing cleaning service to Town /Community Councils
Schools Catering	17	0	17	17	The catering service is forecasting to overspend due to the sections inability to achieve the full additional 2.5% increase on income.
Other see Appendix 9	(4)	0	(4)	(4)	Property Services on budget, need to ensure capital fee's estimates are achievable. Currently being analysed
Total OPS at Month 2	21	20	41	41	Total OPS Outturn at Month 2

Chief Executive's Office (CEO)					
Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position <u>net</u> of savings not achieved £'000	Movement since Period 0 Red= Adverse (Green) = Favourable	Headline Comment
Revenues	15	0	15	15	Overspend mainly due to summons income being less than budgeted
Systems & Exchequer	(22)	0	(22)	(22)	additional recharge income received from Schools
Other see Appendix 10	(84)	65	(19)	(19)	
Total CEO at Month 2	(91)	65	(26)	(26)	Total CEO Outturn at Month 2

Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position <u>net</u> of savings not achieved £'000	Movement since Period 0 Red= Adverse (Green) = Favourable	Headline Comment
Corporate (COL)					
Audit Commission Fees (Certification Grant Claims)	0	0	0	0	No variance identifiable at Month 2
Early Retirement Pension Costs	72	0	72	72	Additional pension strain cost notified in latter part of 2015/16

Insurance Premium Payment(Direct)	0	0	0	0	No variance identifiable at Month 2
Total COL at Month 2	72	0	72	72	Total COL Outturn at Month 2

Directorate / Service area	Forecast Outturn Position exclusive of savings not yet achieved £'000	Targeted 2016-17 Savings not yet realised £'000	Forecast Outturn Position net of savings not achieved £'000	Movement since Period 0 Red= Adverse (Green) = Favourable	Headline Comment
Appropriations (APP)					
Attributable Costs - Fixed Asset Disposal	54	0	54	54	A reserve funded budget for Estates Officer time was omitted in error when preparing the 16/17 MTFP
Interest Payable and Similar Charges	0	0	0	0	No variance identifiable at Month 2
Priority Investment Reserve	80	0	80	80	£80k contribution from reserves in respect of Eist
Total APP at Month 2	134	0	134	134	Total App Outturn at Month 2

Financing (FIN)					
Council Tax	(550)	0	(550)	(550)	Increased Council Tax Base
Benefit Support	(313)	0	(313)	(313)	Less claimants than Budgeted
Total Financing	(863)	0	(863)	(863)	Total Financing Outturn at Month 2
Grand Total @ Month 2	1,006	364	1,370	1,370	

3.1.10 More detailed monitoring information together with a narrative of more significant variance over £25,000 is provided in the Select Appendices 2 to 5.

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 2 projections.

Draft Council Fund Outturn 2016/17– Schools Summary outturn position at Month 2 (Period1)	(A) Opening Reserves (Surplus) / Deficit Position 2016/17 £'000	(B) Budgeted Draw on School Balances 2016-17 £'000	(C) Variance on Budgeted Reserve Draw £'000	(D) Draw Forecasted on School Balances @ Month2 £'000	Forecasted Reserve Balances at 2016-17 Outturn (A+D) £'000
Clusters					
Abergavenny	(594)	508	56	564	(30)
Caldicot	(590)	498	31	529	(61)
Chepstow	218	(162)	52	(110)	108
Monmouth	(299)	181	(34)	147	(152)
Special	109	(50)	0	(50)	59

	(1,156)	975	105	1,080	(76)
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3.2.2 School balances at the beginning of the financial year amount to £1,156,000. The Schools budgeted draw upon balances is forecasted to be £975,000 for 2016/17, therefore leaving £181,000 as forecasted closing reserve balances. All schools are required to provide final budget statements by 31st May. CYP are, however, still awaiting 2 signed budgets which may result in a change to this budgeted amount. The anticipated draw on reserves as at period 1 is £105,000 more than budgeted, with the key message that 2016-17 likely to effectively eliminate collective school reserves.

3.2.5. This remains a cause for concern, which has been expressed in previous years, but hasn't actually manifest itself as a problem at the year-end due to the receipt of ad-hoc grants by EAS late in the year which supplement/mitigate the year end position.

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	(76)

CYP colleagues continue to work with EAS to improve the communication process, but ironically that may have an adverse effect on level of reserves needing to be carried forward.

3.2.4 6 schools exhibited a deficit position at the start of 2016/17 it is anticipated this will rise to 13 by end of 2016-17, effectively a third of schools will be in deficit by end of year. Particularly significant volatility is evident at Comprehensive school level with Monmouth not yet having returned its approved budget, King Henry utilising £241,000 reserve and pushing them to a £134,000 deficit, Caldicot utilising £204,000 of their reserve leaving a £5,000 surplus reserve and Chepstow being intent to replenish its reserve by £257,000. In the latter case governors subscribed to a further £56,000 savings during their budget setting consideration to ensure they were back on track with the 2016-17 reserve levels communicated in its original recovery plan.

3.2.7 Individual School Balances are available in Appendix A at the end of this report

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,

2016/17 Mandated Budgeted Savings Progress at Month 2

DIRECTORATE	Specific Savings Initiatives 2016/17 £'s	Savings Identified @ Month 2 £'s	% Progress In Savings Achieved	Delayed Savings to 2017/18 £'s	Savings Unachievable in 2016/17 £'s
Children & Young People	600,000	600,000	100%	0	0
Social Care & Health	640,000	640,000	100%	0	0
Enterprise	799,000	540,000	68%	0	259,000
Operations	1,065,000	1,045,000	98%	0	20,000
Chief Executives Office	555,000	490,000	88%	43,000	22,000
Total Budgeted Savings	3,659,000	3,315,000	91%	43,000	301,000

3.3.2 Forecasted mandated savings are currently running at 91%, with currently £301,000 being deemed unachievable at the end of month 2, and a further £43,000 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 The savings appendix also has a traffic light system to indicate whether savings are likely to be achieved or have reasons explaining the mandates delayed implementation. The following summary of savings mandates are still reported to be high or medium risk.

Children and Young People (CYP)

- Current financial year savings anticipated to be met in full.

Social Care & Health (SCH)

- Current financial year savings anticipated to be met in full.

Enterprise (ENT)

- 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 is only likely to achieve £10,000 of the £50,000 originally reported. Alternative delivery plans are being considered.

- Mandate B5: Community Asset Transfer / Income Generation £160,000: £115,000 is currently unachievable as 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 B18: Strategic Property Review: £30,000 shortfall identified as £10,000 from failure to achieve Residential Letting Income and £20,000 on the Depot Rationalisation Programme which will take longer than expected.
- Mandate 21: Town & Community Councils: The mandate is currently £60,000 short of the £135,000 in regard to the service collaboration for Tourism (£20k), Museums (£20k) and Community Hubs (£20k). The Museums element is anticipated to be found from revised service levels.

Operations (OPS)

- Mandate 21: Town & Community Councils: The mandate is currently £20,000 short of the £265,000 in regard to the service collaboration for Public Conveniences.

Chief Executive's Office

- Mandate B2: Rationalise Business Support: £22,000 currently being forecast as unachievable, alternative delivery plan will be implemented at month 6 if savings still cannot be found.
- 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.

3.4 Capital Position

3.4.1 The summary Capital position as at month 2 is as follows

MCC CAPITAL BUDGET MONITORING 2016-17 AT MONTH 2 by SELECT COMMITTEE						
CAPITAL BUDGET SELECT PORTFOLIO	Annual Forecast £'000	Slippage Brought / Forward £'000	Total Approved Budget 16/17 £'000	Provisional Capital Slippage to 2017/18 £'000	Revised Capital Budget 2016/17 £'000	Forecasted Capital Expenditure Variance £'000
Children & Young People	33,161	39,731	43,227	(10,066)	33,161	0
Adult	92	30	92	0	92	0
Economic & Development	445	680	380	0	380	65
Strong Communities	7,939	3,243	7,939	0	7,939	0
Capital Schemes Total	41,637	43,684	51,638	(10,066)	41,572	65

3.5 Proposed Slippage to 2017-18

3.5.1 The only proposed slippage apparent at month 2 relates to Future Schools initiative, and reflects the latest cash flow profile provided by CYP colleagues.

3.6 Capital Outturn

3.6.1 The only revision to capital programme has been to reflect the changes approved to Caerwent House scheme approved by Cabinet in June meeting, which introduces net £65,000 costs to be afforded from unspecified underspends in capital programme as year progresses.

3.6.2 Whilst schemes are commonly reported as being at breakeven with budget this early in the financial year, past year's activity suggests this prediction is unlikely to be the reality at outturn. The tendered prices on the Future Schools programme are currently being worked through and may result in a capital pressure.

3.7 Capital Financing and Receipts

3.7.1 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 2 By FINANCING CATEGORY

CAPITAL FINANCING SCHEME	Annual Forecast Financing	Slippage Brought / Forward	Total Approved Financing Budget 16/17	Provisional Budget Slippage to 2017/18	Revised Financing Budget 2016/17	Forecasted 2016/17 Capital Financing
	£'000	£'000	£'000	£'000	£'000	£'000
Supported Borrowing	2,406	0	2,406	0	2,406	0
General Capital Grant	1,464	0	1,464	0	1,464	0
Grants and Contributions	15,640	16,050	16,875	(1,235)	15,640	0
S106 Contributions	1,262	880	1,262	0	1,262	0
Unsupported borrowing	11,969	11,553	20,801	(8,832)	11,969	0
Earmarked reserve & Revenue Funding	1,091	590	1,091	0	1,091	0
Capital Receipts	7,627	14,500	7,627	0	7,627	0
Low cost home ownership receipts	112	112	112	0	112	0
Unfinanced	0	0	0	0	0	0
Capital Financing Total	41,572	43,684	51,339	(10,066)	41,572	0

3.8 Useable Capital Receipts Available

3.8.1 In the table below, the effect of the changes to the forecast capital receipts on the useable capital receipts balances available to meet future capital commitments is shown. This is also compared to the balances forecast within the 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	11,753	(2,746)	(1,812)
ADD				
Receipts forecast received	21,640	5,400	5,400	5,500
Deferred capital receipts	4	4	4	4
LESS				
Receipts to be applied	(7,928)	(18,171)	(4,471)	(509)
Set aside	(7,274)	(1,732)	0	0
Predicted Year end receipts balance	11,753	(2,746)	(1,813)	3,182
Financial Planning Assumption 2016/20 MTFP Capital Budget	18,151	6,452	3,985	3,481
Increase / (Decrease) compared to MTFP Capital Receipts Forecast	(6,398)	(9,198)	(5,798)	(298)

3.8.2 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. The difference reduces to virtually nil by March 2020 when all the LDP sites are forecast to have been sold. The table above is artificial in evidencing negative receipts, this wouldn't be the reality, alternative funding sources would need to be utilised when a positive level of receipts expires, and levels of set aside will be reviewed during 2016/17 to ensure the balances held at the 31st March remain positive.

3.8.3 The forecast 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 to the Council resulting from the need to utilise capital receipts in the same year that they come into the Council. This provides no tolerance or flexibility should the receipts be delayed, which isn't uncommon, and would necessitate compensatory temporary borrowing which is more costly than utilising capital receipts and would necessitate additional revenue savings annually to afford. Much of the capital receipts funding presumptions concerning affording Future schools aspirations are predicated on receiving the cattle market receipt during 2016-17, and at the moment the timing of this material receipt appear a little uncertain.

3.9 Reserve Usage

3.9.1 Revenue and Capital monitoring reflects an approved use of reserves. At this early stage in the year, services assume full reserve usage of amounts previously approved, with the exception of Eisteddfod funding where the Council agreed to underwrite any shortfall in £300,000 community fund raising. Given activity evident in this first period a further £80,000 backstop funding won't be necessary on top of the previous £130,000 fund raising evident at outturn. There is a separate report on the Cabinet agenda relating to a review of earmarked reserves and recommendations for how they are managed going forward.

3.9.2 The following predicted position reflects capital and revenue presumptions evident in period 1 monitoring.

SUMMARY EARMARKED RESERVES FORECAST 2016-17					
Earmarked Reserves	2015-16	Revenue		Capital Usage	2016-17
		Approved Usage			
	C/FWD	Replenishment	Draw on		c/fwd
		of Reserves	Reserves		
Invest to Redesign	-1,298,155	-72,508	507,357	233,363	-629,943
IT Transformation	-886,835			248,862	-637,973
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	-1,311,256		592,521		-718,735
Capital Investment	-1,264,599			619,236	-645,363
Priority Investment	-1,120,069		783,914		-336,155
Museums Acquisitions	-56,760				-56,760
Elections	-108,183	-25,000	100,000		-33,183
Grass Routes Buses	-139,702	-5,000			-144,702
Sub Total	-8,734,340	-102,508	2,079,168	1,101,461	-5,656,219
Restricted Use Reserves					
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	-9,365,628	-102,508	2,079,168	1,101,461	-6,287,507

4 REASONS

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

5 RESOURCE IMPLICATIONS

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

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 2 monitoring reports, as per the hyperlinks provided in the Select Appendices

9 AUTHOR

Mark Howcroft – Assistant Head of Finance
Dave Jarrett – Senior Accountant Business Support

10 CONTACT DETAILS

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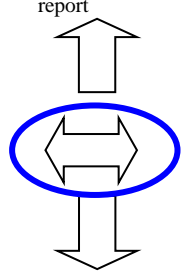

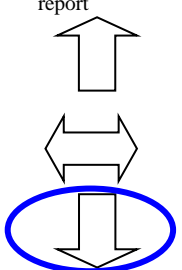
Appendices

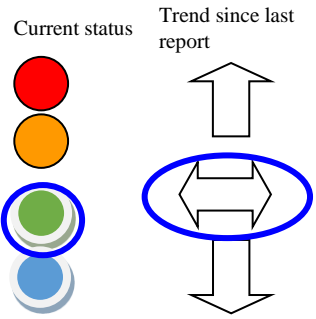
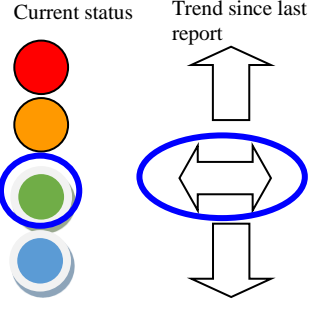
Appendix 1 Mandated Savings Progress Report
Appendix 2 Strong Communities Select Committee portfolio position statement
Appendix 3 Economy and Development Select Committee portfolio position statement
Appendix 4 Adult Select Committee portfolio position statement
Appendix 5 Children and Young People Select Committee portfolio position statement

Budget Mandates

Progress and Next Steps at Month 2 (31st May 2016)

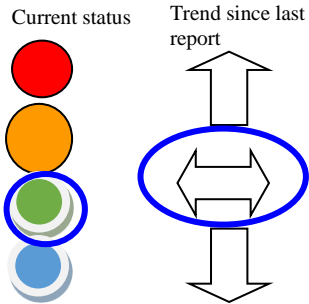
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Mandate RAG	Progress up to month 2	Next Steps	Type	Year-end target	Forecasted to achieve	Variance	Owner
Mandate Financial Year 13/14 Garden Waste Current status  Trend since last report 	Increase in charges for Garden Waste collection service. The charge for a garden waste service has increased from the 1 st April 2016 to £14 per permit. Each permit provides a one bag entitlement to a weekly collection service. A proportion of the additional income has already been realised at month 2 with the service predicting full income achievable in the financial year.	No next steps	Income Savings Total	40,000 0 40,000	40,000 0 40,000	0 0 0	Rachel Jowitt
Mandate A5 Sustainable Energy Initiatives Current status  Trend since last report 	Investing in biomass boilers, solar farms and reduction in Carbon Commitment. The solar farm grid connection has now been achieved. A business case for the solar farm is currently being considered by finance colleagues. Following approval it is anticipated that partial income will be generated in the financial year against the mandate target.	Establish timeline for approval of business case and Member approval.	Income Savings Total	0 34,000 34,000	0 0 0	0 34,000 34,000	Ben Winstanley

<p>Mandate A20</p> <p>Gwent Music</p> <p>Current status Trend since last report</p> 	<p>Gwent Music is a joint service hosted by Newport. The plan is to refocus the service to make them more efficient.</p> <p>Following consultation with Schools it was agreed to maintain the Gwent Music subsidy with the funding reduction to come via the Individuals School's Budget (ISB)</p> <p>The £50k was removed from the ISB for delegated funds to schools for the financial year 2016/17.</p> <p>An Access fund continues to operate and administered through the service.</p>	<p>To continue to work with Gwent music to develop the music provision for Monmouthshire schools in light of the current financial climate.</p> <p>Gwent music continues to work closely with MCC to ensure the funding is used to support the need of Monmouthshire's pupils.</p> <p>Gwent music to continue to work on any potential income generation opportunities</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>50,000</p> <p>50,000</p>	<p>0</p> <p>50,000</p> <p>50,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Nikki Wellington</p>
<p>Mandate A24</p> <p>Transition - Bright New Futures (SC&H)</p> <p>Current status Trend since last report</p> 	<p>Partnership transition project with Bridges.</p> <p>We entered the second year of a three year partnership transitions project with Bridges.</p> <p>The second year of the project we achieved savings in line with the original mandates as well as meeting the project objectives.</p> <p>This financial year we have entered the final year of the partnership agreement, mandate targets are on track to achieve within this financial year.</p>		<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>12,000</p> <p>12,000</p>	<p>0</p> <p>12,000</p> <p>12,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Julie Boothroyd</p>

Mandate A28

Community Hubs



Community Hubs aim to deliver services in a different way, aligning them with the Whole Place philosophy. This will introduce major changes to how the library, one stop shop, Community Education and citizen advice and support services are delivered. We will create a hub in each town where in person services will be delivered. The contact centre will aim to provide a reliable and informed first point of contact for people contacting us other than in person.

We envisage works to commence on Abergavenny Hub during 2017 following a period of public and Member consultation to agree plans and costs.

Alternative Delivery Plan as at Month 2 (variance on original mandate target)
Due to delayed implementation of the community hub in Abergavenny the service has identified a reduction in the services resources budget along with the savings from staffing budgets due to vacancies.

Commence Member and Public consultation to agree plans and costs.

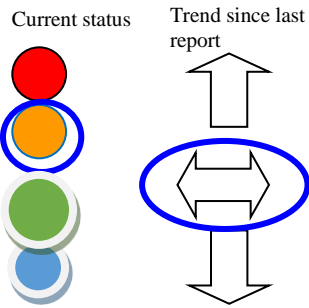
Income	0	0	0
Savings	50,000	0	50,000
Total	50,000	0	50,000

Income	0	0	0
Savings	50,000	50,000	0
Total	50,000	50,000	0

Deborah Hill-Howells/
Rachel Jowitt

Mandate A34

Adult Social Care Transformation



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.**

During the financial year 2014/15 we worked as a collective team with Learning Disabilities as a more strategy area for practice change. As a result of this work we met the full mandate savings target which has been a major challenge but one that we have succeeded.

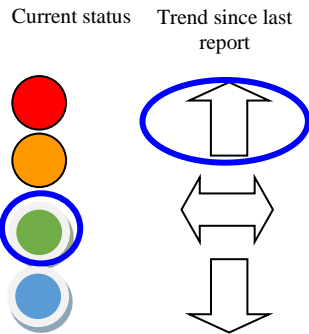
Moving into 2016/17 the size of the challenge around the mandate cannot be underestimated. We have the right size and operate practice change to deliver the identified savings as well as pave the way for savings planned for 2017/18. As a collective team we appear to be on line to make these savings but stress it is very early in the financial year.

Income	0	0	0
Savings	628,000	628,000	0
Total	628,000	628,000	0

Julie Boothroyd

Mandate B1

Leisure Services Income Generation



Income generation/cost savings within the service.

The summer activities have been remodelled to being more commercially focused, 'The Monmouthshire Games'. This new model if proved to be successful will be rolled out across other school holiday periods. The change in delivery method is anticipating to generate an additional £10k across the whole of the financial year

We have re-engaged with Technogym to look at innovative ways to retain members through the 'My Wellbeing System'. We have designed monthly member challenges and introduced KPI's to monitor performance, and

To continue to develop the new model and provide activities through all other school holiday periods.

Continue to monitor retention rates of members and continue to promote facilities at specific times throughout the year.

Income	55,000	55,000	0
Savings	65,000	65,000	0
Total	120,000	120,000	0

Ian Saunders

designed 3 specific targeted promotions. Retention and increase in new membership anticipates to generate an additional £10k

The current Learn to swim programme is operating very successfully at 95%. Opportunities have been identified in some of our settings to further increase the % take up in swimming to generate an additional £10k.

Events have already been planned for the financial year that include 'Status Quo' at Caldicot Castle this summer. This act along with other events already being planned will generate £25k additional income.

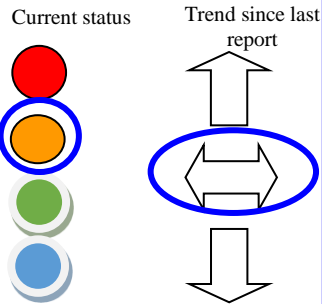
A restructure is scheduled to take place within the next few months, resulting in a reduced budget requirement amounting to £55k.

Current external management arrangements for the cleaning contract will be brought back in house resulting in a saving of £10k.

Continue to monitor the membership of the programme.

Mandate B2

Rationalise Business Support


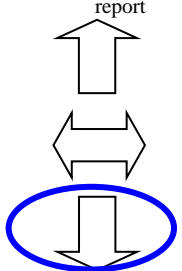
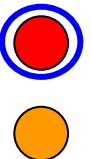



Review the business support functions across the whole Authority to identify savings.

To date 56% of the total savings have been achieved. Further exploration continues to identify the current shortfall in mandate target.

An alternative delivery plan will be put in place at month 6 if further savings have not been identified.

Income	0	0	0	Tracey Harry
Savings	50,000	28,000	22,000	
Total	50,000	50,000	22,000	

<p>Mandate B3</p> <p>Training Services consolidation</p> <p>Current status </p> <p>Trend since last report </p>	<p>Consolidation of the Authorities existing training functions.</p> <p>An initial report for the Authorities training provision has been produced outlining some income generating opportunities along with some budget savings through identified efficiencies.</p> <p>Further work is required across all training leads in the Authority to firm this report up, an update expected to be known at Month 6. Due to the delay in this detailed work the original mandate will not be achieved in the financial year 2016/17.</p> <p>Alternative Delivery Plan as at Month 2 (variance on original mandate target) - The service has considered alternative plans to deliver savings identified in the original mandate, however this would require a reduction in staffing levels resulting in non-delivery of demand led training needs of the Authority.</p>	<p>Continue to work with training leads to provide greater detail to the initial report, clearly identifying income generation opportunities and efficiencies.</p> <p>The service to continue to review other opportunities to contribute to original mandate savings identified.</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>50,000</p> <p>50,000</p>	<p>0</p> <p>10,000</p> <p>10,000</p>	<p>0</p> <p>40,000</p> <p>40,000</p>	<p>Peter Davies</p>
<p>Mandate B5</p> <p>Community Asset Transfer/ Income generation</p> <p>Current status </p> <p>Trend since last report </p>	<p>Community Asset Transfer of two properties (£60k)</p> <p>MCC are still in discussion with Chepstow Town Council over the future usage of the Drill Hall building.</p> <p>The Estates department are currently requesting expression of interests from the Community groups for transfer of the Melville Theatre.</p>	<p>Continue discussions</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>100,000</p> <p>60,000</p> <p>160,000</p>	<p>0</p> <p>45,000</p> <p>0</p>	<p>100,000</p> <p>15,000</p> <p>115,000</p>	<p>Peter Davies</p> <p>Deb Hill-Howells/</p>





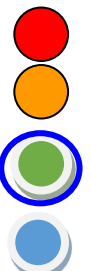
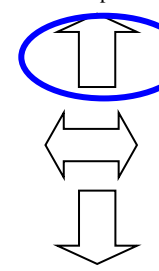

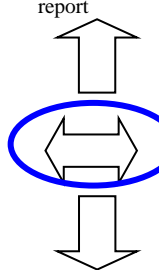
The savings identified in this mandate will be partially achieved in this financial year - £45k

Optimise Council Assets to Income Generate (£100k)

The savings to be achieved from Mandate B5 had been increased by £100k as a result of opportunities that the Authority wished to explore around working with commercial partners to exploit income generation opportunities around the use of its assets. As a result of initial exploration it is now unlikely that savings will be generated in 2016/17 from opportunities originally identified although these are still being pursued. However, as a result of the emergent Future Monmouthshire programme a specific work stream is being developed that will focus on identifying opportunities to optimise and commercially exploit assets. As this work stream develops there will be an early focus on opportunities that might offer the ability to generating savings in the short-term. A further update will be provided at month 6 where it is hoped that a more optimistic view can be offered on part or all of the savings being achieved.”

Alternative Delivery Plan as at Month 2 (variance on original mandate target) –

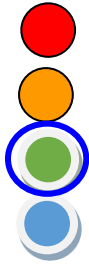
There is no alternative savings plan being offered forward at this stage as this will be explored as part of the FM strand referred to above.

<p>Mandate B7</p> <p>Legal Services</p> <p>Current status </p> <p>Trend since last report </p>	<p>Income generation by providing Legal services to external organisations.</p> <p>Negotiations with Melin Homes were delayed to an unsuccessful recruitment process following retirement of the team member that had responsibility for planning agreements.</p> <p>The service has seen an increase in demand from within the Authority, and current proposals are to realign the vacant post to cover this demand, resulting in little scope to income generate from external bodies.</p> <p>Alternative Delivery Plan as at Month 2 (variance on original mandate target) The service has received a one off grant from WG in respect of local land charges litigation. This grant will allow for the Income generation figures included in the original mandate to be covered for this financial year, however a pressure will exist for future financial years.</p>			<p>Income 25,000</p> <p>Savings 0</p> <p>Total 25,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>25,000</p> <p>0</p> <p>25,000</p>	<p>Robert Tranter</p>
<p>Mandate B8</p> <p>Promoting Business Waste</p> <p>Current status </p> <p>Trend since last report </p>	<p>Introduction of a new policy to charge for trade waste, and better control over the use of household waste recycling centres.</p> <p>A policy was approved through Individual Member Decision on the 11th November 2015 for the prohibition of commercial vehicles at the Household Waste Recycling Centres.</p> <p>The policy was introduced in April 2016. Tonnages (which equal cost) appeared to have reduced and therefore there is confidence that the savings will be made.</p>	<p>Continue to monitor trade waste.</p>		<p>Income 80,000</p> <p>Savings 0</p> <p>Total 80,000</p>	<p>80,000</p> <p>0</p> <p>80,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Rachel Jowitt</p>

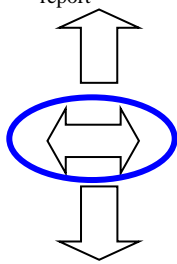
Mandate B9

**Planning Services-
Income Generation**

Current status



Trend since last report



Reduce the net cost of planning services with the increase of income from planning applications received.

Planning application fee income for the first 2 months of the year is down on the same period last year, some of which can be explained by the higher than normal number of major applications attracting large fees received in April 2015.

Income within the service can fluctuate significantly from month to month due to the high fees a small number of large applications can make.

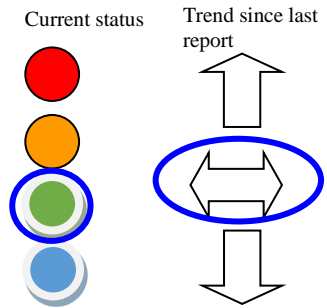
Legislative changes from August 2016 may increase application number before implementation, further update on applications will be available at month 6 reporting.

Income	40,000	40,000	0
Savings	0	0	0
Total	40,000	40,000	0

Mark Hand

Mandate B10

Extension shared lodgings housing scheme



Increase the Shared Housing Scheme within Monmouthshire. (£40k)

The service is experiencing the on-going challenge of acquiring private accommodation to discharge duty. The service continues to market the scheme and is further developing the web site to attract new landlords.

The service has secured leased properties.

Reduction in B&B costs. (£10k)

B&B placement and in average stay time reductions has resulted in a reduction in costs, however with the on-going challenge on securing private landlords for the Shared Housing Scheme this could result in B&B placements increasing in the future.

A priority for this financial year will be to evaluate the impact and benefit of the Joint Housing approach, engage with private landlords to facilitate discharging the homeless prevention duty and develop a private leasing model.

Continue to monitor the emerging risk of the consideration by Central Government to review the housing benefit regulations which could potentially reduce the housing benefit management charge resulting in a reduction in income to the service in future years.

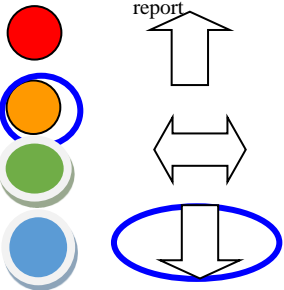
Income	40,000	40,000	0
Savings	10,000	10,000	0
Total	50,000	50,000	0

Ian Bakewell

Mandate B11

Leadership Team Structure Review

Current status Trend since last report



Re-alignment of Senior Key Posts and Roles.

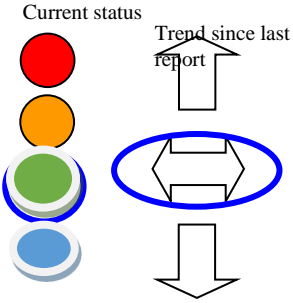
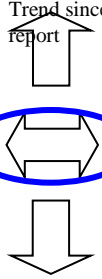
Cabinet gave approval to the Chief Executive on the 4th May 2016 to proceed with the Leadership Review.

The report outlined a reduction of 8 management positions at Head of Service level, with the addition of 3 new posts.

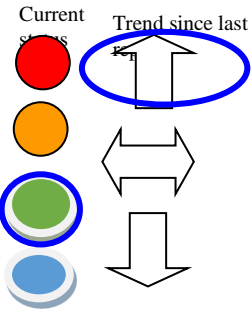
Interviews took place on the 28th May 2016.

Council on the 8th June approved the post of Chief Officer Resources.

Income	0	0	0	Paul Matthews
Savings	315,000	272,300	42,700	
Total	315,000	272,300	42,700	

	<p>This restructure amounts to a reduction in budget amounting to £272.3k</p> <p>Alternative Delivery Plan as at Month 2 (variance on original mandate target) – An alternative delivery plan is not available as at Month 2.</p>					
<p>Mandate B12</p> <p>Second Phase Review of subsidies to 3rd Sector</p> <p>Current status</p>  <p>Trend since last report</p> 	<p>Consolidation and reduction of grants to 3rd sector providers.</p> <p>Following discussions with 3rd Sector bodies, revenue contributions were reduced in line with the mandate proposals.</p> <p>Funding has been secured for the Healthy Homes Scheme from another service for a 12 month period which commenced in April 2016, following this timescale the service will cease unless an alternative funding stream is secured.</p>		<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>75,000</p> <p>75,000</p>	<p>0</p> <p>75,000</p> <p>75,000</p>	<p>0</p> <p>0</p> <p>0</p> <p>Will McLean</p>
<p>Mandate B13</p>			<p>Income</p>	<p>150,000</p>	<p>130,000</p>	<p>20,000</p>

**Highways
Infrastructure
Income Generation**



Page 58

Income generation from highway advertisements across Monmouthshire (£50k)

Due to planning problems that have been encountered by the service with the installation of the signs, an anticipated delay in income is currently being reported amounting to £20k as at Month 2. Highway and planning colleagues are working on acceptable locations.

Increase in additional car parking spacing (£100k)

Review of off street public parking took place in 2014 and following extensive consultation a report was taken to Cabinet in September 2014, with a decision to propose a new car park order.

The Car Park Order has been circulated for consultation.

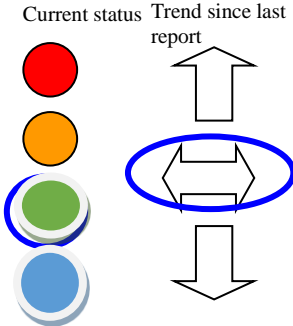
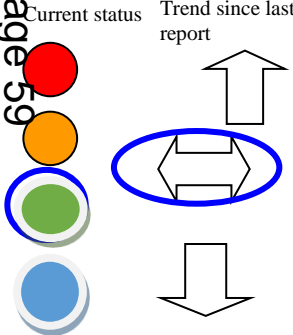
The service is currently reporting that the additional income identified from increased car park spaces in the mandate is on track for delivery but is subject to the outcome of the Car Park Order and Cabinet approval.

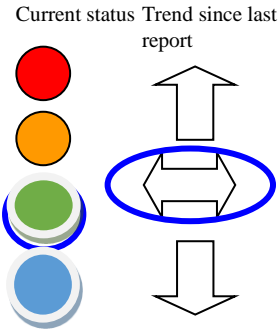
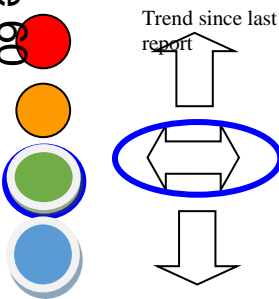
Alternative Delivery Plan as at month 2 (variance on original mandate target) – The service is looking to wider advertising opportunities to vehicles, bus shelters to offset the anticipated shortfall on original mandate targets.

The report along with recommendations is scheduled for Cabinet in July 2016.

Alternative Delivery Plan due to forecasted shortfall on budget target as at Month 2

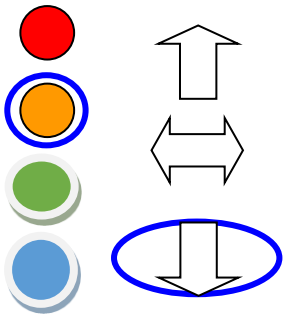
Savings	0	0	0	Roger Hoggins
Total	150,000	130,000	20,000	
Income	20,000	20,000	0	Alternative Delivery Plan due to forecasted shortfall on budget target as at Month 2
Savings	0	0	0	
Total	20,000	20,000	0	
Income	0	0	0	Mandate B14

<p>Grounds – Funding Review</p> <p>Current status Trend since last report</p> 	<p>Highways verge maintenance – reduce the number of cuts in the contract in line with the pollinator policy.</p> <p>In line with the pollinator policy the Authority has reduced highway verge mowing to one cut.</p> <p>Expansion of the partnership arrangements with Green Fingers, Abergavenny.</p> <p>MCC have been working in partnership with Green Fingers on the Lina Vista Site, Abergavenny. This partnership has been expanded and the group are now undertaking the routine maintenance of the site with support from MCC.</p>	<p>The Authority will continue to monitor highway verges to ensure safety remains a priority and where required take appropriate action.</p>	<p>Savings</p> <p>Total</p>	<p>75,000</p> <p>75,000</p>	<p>75,000</p> <p>75,000</p>	<p>0</p> <p>0</p>	<p>Rachel Jowitt</p>
<p>Mandate B15</p> <p>Highways Maintenance</p> <p>Current status Trend since last report</p> 	<p>Reducing the budgets within the highways section.</p> <p>Two posts have been transferred to SWTRA and an additional post deleted from the highways service.</p> <p>In addition a reduction in budgets for materials and vehicles has taken place.</p> <p>The mandate is on target to be delivered within the financial year</p>	<p>No next steps necessary</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>200,000</p> <p>200,000</p>	<p>0</p> <p>200,000</p> <p>200,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Roger Hoggins</p>
<p>Mandate B16</p>							

<p>Flexible Employment Options</p> <p>Current status Trend since last report</p> 	<p>Market to all staff the Authority's flexible benefits and employment packages.</p> <p>The Authority has introduced an additional annual purchase scheme to the other flexible employment benefits already on offer.</p> <p>The new scheme was launched on the 31st May allowing employees the opportunity to buy an additional 10 days leave per year.</p> <p>The service is confident in achieving the savings identified in this mandate based on information received from other Authorities operating similar schemes.</p>	<p>Monitor the number of additional leave purchased in line with the financial reporting timeline.</p> <p>Continue to market all of the flexible employment benefits available to employees.</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>50,000</p> <p>50,000</p>	<p>0</p> <p>50,000</p> <p>50,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Peter Davies</p>
<p>Mandate B17</p> <p>Business rates evaluation - Appeals</p> <p>Current status Trend since last report</p> 	<p>Rate refunds following appeals</p> <p>The valuation office are continuing to focus on business rates so little progress has been made on any appeals to date. A monitoring meeting is scheduled with Cook and Arkwright on the 22nd September by which time progress is expected on appeals work with further information being available for month 9 reporting.</p> <p>Despite the current delay, Cooke and Arkwright are still very confident that these appeals will be successful and the £140k identified income will be achieved towards the end of the financial year.</p>	<p>Continued monitoring of position and planned update meetings with Cooke and Arkwright.</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>140,000</p> <p>0</p> <p>140,000</p>	<p>140,000</p> <p>0</p> <p>140,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Ruth Donovan</p>
<p>Mandate B18</p>							

Strategic Property Review

Current status



Residential Agency Service (£10k)

The original mandate identified the creation of an Arm's Length Company to provide a residential agency service. Following Legal advice it is highly unlikely that this is now a sound proposition, however discussions are on-going.

Termination of lease (£10k)

Termination of leases to generate efficiencies is on track to achieve the savings identified in the mandate for the financial year 2016/17.

Depot Rationalisation Programme (£20k)

Discussions have commenced around depot rationalisation. The project will require detailed service modelling, along with staff and public consultation. The timeline for this work will span over several financial years. The reduction in costs included in this mandate will not be achieved within this financial year.

Letting Income from renting additional properties (£20k)

Proposed income being delivered from additional property rental in on target to deliver within the financial year.

Alternative Delivery Plan as at Month 2 (variance on original mandate target) – Due to other pressure within the service an alternative delivery plan has not been possible.

Income	30,000	20,000	10,000	Deb Hill-Howells/ Ben Winstanley
Savings	30,000	10,000	20,000	
Total	60,000	30,000	30,000	

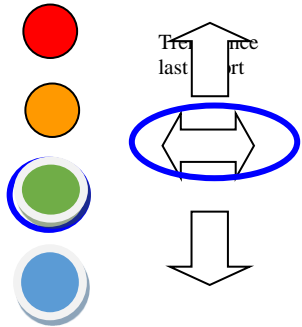
Page 61

Mandate B19

Income	15,000	15,000	0	
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Property Services and Facilities Management review

Current status



Page 62

Reduction in corporate building maintenance budgets.
 The budgets have been reduced within the financial year. ***The shortfall in the purchase card rebate savings of £7.5k will be covered by increasing the reduction in the corporate building maintenance budget.***

Purchase rebates from the use of procurement cards. (£15k)
 The implementation of the procurement card is anticipated by the 1st July, ***It is anticipated that this will reduce the savings to £7.5k for the financial year.***

Facility Management restructure (£35k)
 Two vacant posts have been removed from the staffing establishment that has contributed to the savings identified along with additional income generation through the provision of services to Gwent Police via the Shared facility management arrangement.

Transport cost reductions (£10k)
 The fleet size for the catering/cleaning service has reduced, along with changing to more fuel efficient vehicles, resulting in targeted savings on track for delivery.

Reduction in supplies and services (£20k)
 The service has reduced the supplies and services budgets

Continue to monitor corporate buildings maintenance requirements to ensure they remain fit for purpose for the organisation.

Continue to monitor progress of implementation. If a delay in proposed implementation date, Service Manager to identify an alternative delivery plan at Month 6.

Continue to review fleet to identify any further efficiencies.

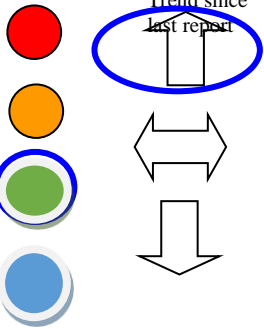
Savings	85,000	85,000	0
Total	100,000	100,000	0

Rob O'Dwyer

Mandate B20

Phase 3 of Additional Learning Needs review

Current status



Deri View SNRB (£50k)

Cabinet considered a report on the 13th April 2016 regarding the SNRB at Deri View with a decision to consider the place of the SNRB within a much wider review that is currently underway, including the provision for Additional Learning Needs and Inclusion Services across the Authority and South East Wales region. There has been a significant reduction in the pupils being educated in the SNRB resulting in a reduction in the staffing requirements and savings achievable for the financial year amounting to £50k

Placement costs for External pupils attending Mounton House (£250k).

Placement costs were increased from January 2016. Current projected numbers from external placements for this term and the Autumn term will result in income target being achieved within the financial year.

Implementation of new funding formula from April 2016. (£250k).

Statutory process to introduce the change in the funding formula for delegation rates to Mounton House School has been completed and came into effect from April 2016, resulting in savings identified in the mandate being achieved within the financial year.

Continue the wider review to include Additional Learning Needs and Inclusion Services across the Authority and the South East Wales region as agreed by Cabinet on the 13th April 2016.

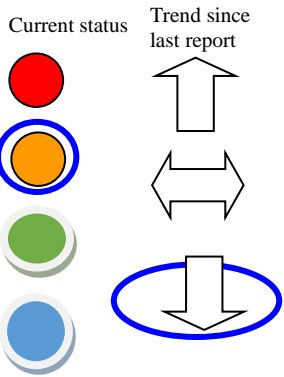
Continue to monitor external pupil placements numbers.

Income	250,000	250,000	0
Savings	300,000	300,000	0
Total	550,000	550,000	0

Sharon Randall-Smith

Mandate B21

Town and Community Councils



Community Hubs (£90k)

A reduction in resources budgets, and savings from staff vacancies will result in £70k of the identified target being achievable in the financial year.

Public Conveniences (£110k)

Contribution from Town Councils amounting to £80k, and a reduction in maintenance and utilities of £10k. £90k of the identified target is achievable within the financial year.

Tourism (£25k)

A contribution of £5k to date has been secured from the Town Council for Chepstow TIC.

Museums (£20k)

No contribution from the Town Councils for Museum Services have been secured to date. But the service will be revised accordingly to mitigate the savings pressure in full.

Waste (£83.5k)

Contributions received from the Town Councils.

Grounds (£71.5k)

Staff vacancies within the service will achieve the identified target within the financial year.

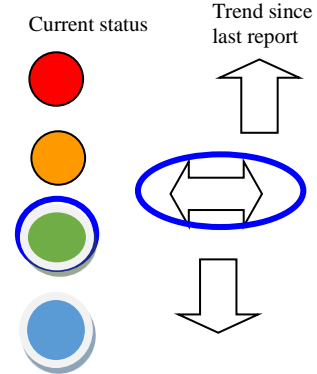
Alternative Delivery Plan as at Month 2 (variance on original mandate target) – An alternative delivery plan is not available as at Month 2.

Income	0	0	0
Savings	400,000	320,000	80,000
Total	400,000	320,000	80,000

Roger Hoggins

Mandate B22

Collaboration and realigning structures in operations



A joint working/collaboration between Newport City Council and Monmouthshire County Council for the provision of passenger transport.

Newport and MCC continue to collaborate Management arrangements to deliver passenger transport. Interim arrangements have been extended until the 31st October 2016, with a view to taking forward collaboration during this period.

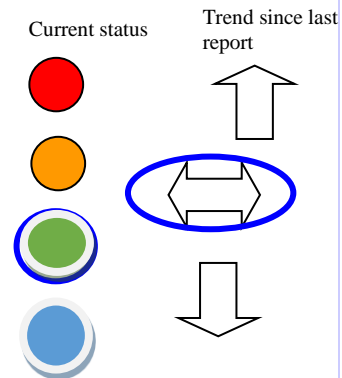
Income	0	0	0
Savings	100,000	100,000	0
Total	100,000	100,000	0

Roger Hoggins

Page 6

Mandate B23

Discretionary Fees and Income

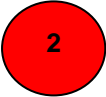
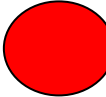
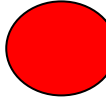
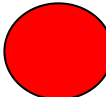
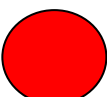

















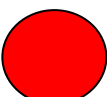
Increase discretionary fees and charges, calculated at 10% through cost reduction the service area or increased income.


Early indications from the services are that discretionary fee targets are on track for delivery, however they are subject to external factors that will continue to be monitored by service areas.


Income	25,200	25,200	0
Savings	0	0	0
Total	25,200	25,200	0


Joy Robson

Status Summary Month 2	Status Summary Month 6	Status Summary Month 9	Status Summary Outturn	Key
				
				
				
				

 Not on target. Concerns identified with delivery of mandate.

 Monitoring required. Current status indicates partial delivery on mandate targets for the financial year.

 On target to deliver all savings within the financial year.

 Over achieving on original targets identified.

Mandate Reference Key

A – Mandates that originated in the financial year 2015/16 or earlier but also impact in the current financial year, 2016/17.

B – New mandates for the financial year 2016/17

Mandate Number	Mandate Summary	RAG Month 2	RAG Month 6	RAG Month 9	RAG Outturn
13/14	Waste				
A5	Sustainable Energy Initiatives				
A14	Home to School Transport				
A20	Gwent Music				
A24	Transition - Bright New Futures				
A28	Community Hubs/Contact Centre				
A34	Adult Social Care Transformation				
B1	Income generation – Leisure				
B2	Rationalise business support				
B3	Training Services Consolidation				
B5	Community Asset Transfer/Income Generation				
B7	Legal Services				
B8	Promoting Business Waste				
B9	Planning Services – Income Generation				
B10	Extension shared lodgings housing scheme				
B11	Leadership Team Structure Review				
B12	Second Phase Review of subsidies to 3 rd Sector				
B13	Highways Infrastructure Income Generation				
B14	Grounds – Funding Review				
B15	Highways Maintenance				
B16	Flexible employment options				
B17	Business rates Evaluation - Appeals				
B18	Strategic Property Review				
B19	Property Services and Facilities Management Review				
B20	Phase 3 of Additional Learning Needs review				
B21	Town and Community Councils				
B22	Collaboration and realigning structure sin operations				
B23	Discretionary Fees and Income				

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Strong Communities Select Committee Portfolio Position Statement Month 2 (2016/17)

APPENDIX 2

Head of Operations Commentary

Following the first two months transactions a small overspend is predicted in cleaning and schools catering. Work continues with town and community councils to gain support and funding for toilet cleaning which will assist in recovering the cleaning position and primary sector catering does suffer from variations leading into the Summer period. Often this is recovered in the Autumn and Winter period but officers will be monitoring performance. At this stage in the financial year officers anticipate some typical movement in budgets relating to service demand (waste disposal, recycling, winter maintenance etc.) but do not anticipate such variations placing pressure upon service budgets over the year. However the new SWTRA agreement and the new financial arrangement between the lead authorities and SWTRA/WG is presently being developed and this has the potential to have a significant impact upon the budget as the method of cost recovery and the value of works undertaken is eventually agreed. Welsh Government is seeking to reduce the budget overall but at this stage it is not clear what effect this has upon MCC. It will become clearer during the year and the financial impact can be better assessed.

1. Revenue Outturn Forecast

1.1 The combined budget and outturn forecast for this portfolio is

Service Area	Original Budget £000's	Budget Virements £000's	Budget at Month 2 £000's	Forecast Outturn £000's	Variance at Month 2 £000's
Chief Executive's Office	6,810	24	6,834	6,808	(26)
Operations	17,255	(5)	17,250	17,291	41
Corporate	19,795	0	19,795	19,867	72
Appropriations	5,755	(700)	5,055	5,189	134
Financing	(148,701)	0	(148,701)	(149,564)	(863)
Total	(99,086)	(681)	(99,767)	(100,409)	(642)

1.2 The most significant over and underspends are

Service	Overspend Predicted £000's	Underspend Predicted £000's	Commentary on forecasted outturn
CEO			
Revenues	15		Overspend mainly due to summons income being less than budgeted
Systems & Exchequer		(22)	additional rechargeable income received from Schools
Other CEO		(19)	See Appendix 10
OPERATIONS			
Service	Overspend Predicted £000's	Underspend Predicted £000's	Commentary on forecasted outturn
Operations – Building Cleaning	28		Over spend in relation to delay in passing cleaning service to Town /Community Councils
Operations – School Catering	17		The catering service is forecasting to overspend due to the sections inability to achieve the full additional 2.5% increase on income
Other Operations		(4)	See Appendix 9

Corporate Services	Overspend Predicted £000's	Underspend Predicted £000's	Commentary on forecasted outturn
CORPORATE			
Early Retirement Pension Costs	72		Additional pension strain cost notified in latter part of 2015/16 for 2016/17 financial year
APPROPRIATIONS			
Attributable Costs - Fixed Asset Disposal	54		A reserve funded budget for Estates Officer time was omitted in error when preparing the 16/17 MTFP
Priority Investment Reserve Funding	80		£80k is not required to help fund the Eisteddfod in Abergavenny
FINANCING			
Council Tax		(550)	Increased Council Tax Base
Benefit Support		(313)	Less claimants than budgeted for
Total Strong Communities	266	(908)	Net Underspend (642)

1.3 Please see Appendix 9,10,11,12 and 13 for further analysis of the directorate expenditure at month 2.

2. 2016-17 Savings Progress

2.1 The savings required by the 2016-17 budget mandates have not yet been fully secured.

Operations Budgeted savings are £1,065,000 and at month 2, £1,045,000 have been identified. Of the remaining savings, £20,000 are deemed to be unachievable.

Chief Executives budgeted savings were £555,000. £490,300 has been identified at month 2. Of the remaining savings, £22,000 is deemed to be unachievable and £47,200 will be achieved through an alternative delivery model.

Man. No.	Description	Target Savings £'s	Forecast Savings Identified £'s	Delayed Till 2016/17 £'s	Unachievable £'s
	STRONG COMMUNITIES				
13/14	Garden Waste	40,000	40,000	0	0
A14	Home to School Transport	30,000	30,000	0	0
A28	Community Hubs	25,000	25,000	0	0
B8	Promoting Business Waste	80,000	80,000	0	0
B13	Highways Infrastructure Income Generation	150,000	150,000	0	0
B14	Grounds – funding review	75,000	75,000	0	0
B15	Highways Maintenance	200,000	200,000	0	0
B19	Property Services Management Review	100,000	100,000	0	0
B21	Town & Community Councils	265,000	245,000	0	20,000

B22	Collaboration and realigning structures in Operations	100,000	100,000	0	0
	Total Operations	1,065,000	1,045,000	0	20,000
	CHIEF EXECUTIVES'				
B2	Rationalise Business Support	50,000	28,000	0	22,000
B7	Legal Services	25,000	25,000	0	0
B11	Senior Leadership Team Restructure	315,000	272,300	42,700	0
B17	Business Rates Appeals	140,000	140,000	0	0
B23	Discretionary Fees And income	25,000	25,000	0	0
	Total CEO	555,000	490,300	42,700	22,000

2.1.1 Please see Savings Mandate Appendix SM for further details on savings

Mandate Reference Key

A – Mandates that originated in the financial year 2015/16 or earlier but also impact in the current financial year, 2016/17.


B – New mandates for the financial year 2016/17

Mandate Number	Mandate Summary	RAG Month 2	RAG Month 6	RAG Month 9	RAG Outturn
13/14	Waste				
A14	Home to School Transport				
A28	Community Hubs/Contact Centre				
B2	Rationalise business support				
B7	Legal Services				
B8	Promoting Business Waste				
B9	Planning Services – Income Generation				
B11	Leadership Team Structure Review				
B13	Highways Infrastructure Income Generation				
B14	Grounds – Funding Review				
B15	Highways Maintenance				
B17	Business rates Evaluation - Appeals				
B19	Property Services and Facilities Management Review				
B21	Town and Community Councils				
B22	Collaboration and realigning structure in operations				
B23	Discretionary Fees and Income				

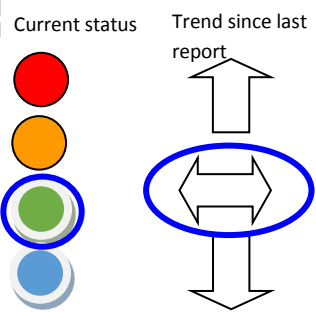
Budget Mandates

Progress and Next Steps at Month 2 (31st May 2016)

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Mandate RAG	Progress up to month 2	Next Steps	Type	Year-end target	Forecasted to achieve	Variance	Owner
Mandate Financial Year 13/14 Garden Waste 	Increase in charges for Garden Waste collection service. The charge for a garden waste service has increased from the 1 st April 2016 to £14 per permit. Each permit provides a one bag entitlement to a weekly collection service. A proportion of the additional income has already been realised at month 2 with the service predicting full income achievable in the financial year.	No next steps	Income Savings Total	40,000 0 40,000	40,000 0 40,000	0 0 0	Rachel Jowitt

Current status Trend since last report

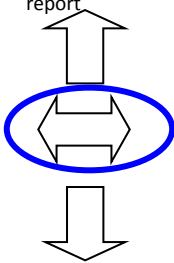


Mandate A14

Home to School Transport

Current status

Trend since last report



Continuation of 2014-15 mandate. Fundamental policy review to nearest school, and more zealous application of free school travel criteria.

Post 16 travel grant was removed in the financial year 2014/15 and budget base realigned.

Mandate monitoring for the service identified for the financial year 2015/16 further savings would not be realised as grant had previously ceased and budget removed from service area.

This maintains to be the position will the savings allocated to the financial year 2016/17.

Continue discussions with elected Members on commencement of policy review.

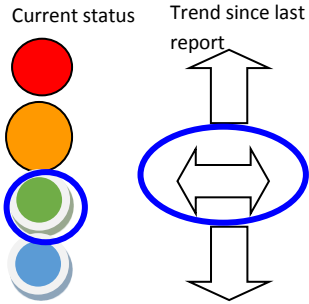
Income	0	0	0
Savings	30,000	0	30,000
Total	30,000	0	30,000

Roger Hoggins/
Richard Cope

	<p>Transport Policy review has yet to be commenced.</p> <p>Alternative Delivery Plan at month 2 – The service has reduced other operational budgets to realise the savings identified in this mandate.</p>	<p>Alternative Delivery Plan – Month 2 reporting identified original plan not achievable as budget removed from service in previous financial year</p>	Total	30,000	30,000	0	
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Mandate A28

Community Hubs



Community Hubs aim to deliver services in a different way, aligning them with the Whole Place philosophy. This will introduce major changes to how the library, one stop shop, Community Education and citizen advice and support services are delivered. We will create a hub in each town where in person services will be delivered. The contact centre will aim to provide a reliable and informed first point of contact for people contacting us other than in person.

We envisage works to commence on Abergavenny Hub during 2017 following a period of public and Member consultation to agree plans and costs.

Alternative Delivery Plan as at Month 2 (variance on original mandate target)
 Due to delayed implementation of the community hub in Abergavenny the service has identified a reduction in the services resources budget along with the savings from staffing budgets due to vacancies.

Commence Member and Public consultation to agree plans and costs.

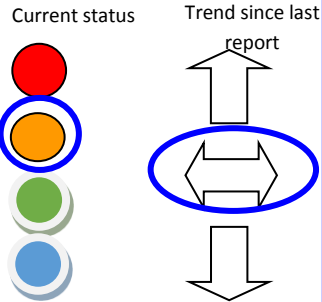
Income	0	0	0
Savings	50,000	0	50,000
Total	50,000	0	50,000

Income	0	0	0
Savings	50,000	50,000	0
Total	50,000	50,000	0

Deborah Hill-Howells/
Rachel Jowitt

Mandate B2

Rationalise Business Support



Review the business support functions across the whole Authority to identify savings.

To date 56% of the total savings have been achieved. Further exploration continues to identify the current shortfall in mandate target.

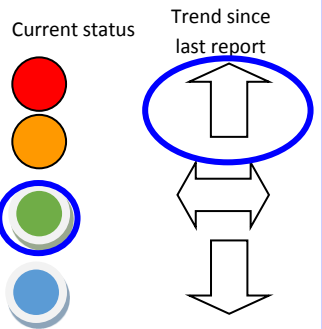
An alternative delivery plan will be put in place at month 6 if further savings have not been identified.

Income	0	0	0
Savings	50,000	28,000	22,000
Total	50,000	50,000	22,000

Tracey Harry

Mandate B7

Legal Services



Income generation by providing Legal services to external organisations.

Negotiations with Melin Homes were delayed to an unsuccessful recruitment process following retirement of the team member that had responsibility for planning agreements.

The service has seen an increase in demand from within the Authority, and current proposals are to realign the vacant post to cover this demand, resulting in little scope to income generate from external bodies.


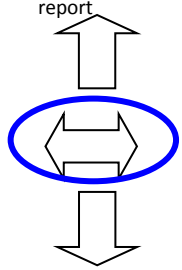
Alternative Delivery Plan as at Month 2 (variance on original mandate target)

The service has received a one off grant from WG in respect of local land charges litigation. This grant will allow for the

Income	25,000	0	25,000
Savings	0	0	0
Total	25,000	0	25,000

Robert Tranter

Income	0	0	0
Savings	25,000	25,000	0
Total	25,000	25,000	0

	<p>Income generation figures included in the original mandate to be covered for this financial year, however a pressure will exist for future financial years.</p>						
<p>Mandate B8</p> <p>Promoting Business Waste</p> <p>Current status  Trend since last report </p>	<p>Introduction of a new policy to charge for trade waste, and better control over the use of household waste recycling centres.</p> <p>A policy was approved through Individual Member Decision on the 11th November 2015 for the prohibition of commercial vehicles at the Household Waste Recycling Centres.</p> <p>The policy was introduced in April 2016. Tonnages (which equal cost) appeared to have reduced and therefore there is confidence that the savings will be made.</p>	<p>Continue to monitor trade waste.</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>80,000</p> <p>0</p> <p>80,000</p>	<p>80,000</p> <p>0</p> <p>80,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Rachel Jowitt</p>

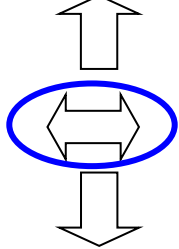
Mandate B9

**Planning Services-
Income Generation**

Current status



Trend since last
report



Reduce the net cost of planning services with the increase of income from planning applications received.

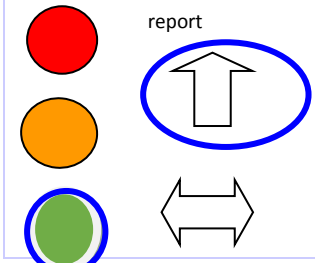
Planning application fee income for the first 2 months of the year is down on the same period last year, some of which can be explained by the higher than normal number of major applications attracting large fees received in April 2015.

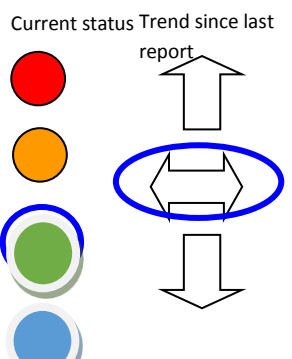
Income within the service can fluctuate significantly from month to month due to the high fees a small number of large applications can make.

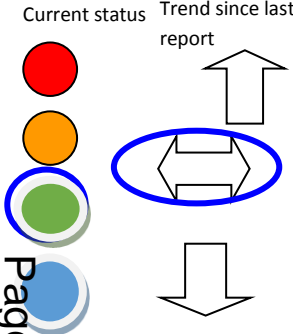
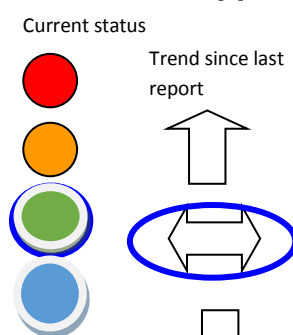
Legislative changes from August 2016 may increase application number before implementation; further update on applications will be available at month 6 reporting.

Income	40,000	40,000	0	Mark Hand
Savings	0	0	0	
Total	40,000	40,000	0	

<p>Mandate B11</p> <p>Leadership Team Structure Review</p> <p>Current status Trend since last report</p> 	<p>Re-alignment of Senior Key Posts and Roles.</p> <p>Cabinet gave approval to the Chief Executive on the 4th May 2016 to proceed with the Leadership Review.</p> <p>The report outlined a reduction of 8 management positions at Head of Service level, with the addition of 3 new posts.</p> <p>Interviews took place on the 28th May 2016.</p>		<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>315,000</p> <p>315,000</p>	<p>0</p> <p>272,300</p> <p>272,300</p>	<p>0</p> <p>42,700</p> <p>42,700</p>	<p>Paul Matthews</p>
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	<p>Council on the 8th June approved the post of Chief Officer Resources.</p> <p>This restructure amounts to a reduction in budget amounting to £272.3k</p> <p>Alternative Delivery Plan as at Month 2 (variance on original mandate target) – An alternative delivery plan is not available as at Month 2.</p>					
<p>Mandate B13</p> <p>Highways Infrastructure Income Generation</p> <p>Current status</p> <p>Trend since last report</p> 	<p>Income generation from highway advertisements across Monmouthshire (£50k)</p> <p>Due to planning problems that have been encountered by the service with the installation of the signs, an anticipated delay in income is currently being reported amounting to £20k as at Month 2. Highway and planning colleagues are working on acceptable locations.</p> <p>Increase in additional car parking spacing (£100k)</p>	<p>The report along with recommendations is</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>150,000</p> <p>0</p> <p>150,000</p>	<p>130,000</p> <p>0</p> <p>130,000</p>	<p>20,000</p> <p>0</p> <p>20,000</p> <p>Roger Hoggins</p>

	<p>Review of off street public parking took place in 2014 and following extensive consultation a report was taken to Cabinet in September 2014, with a decision to propose a new car park order.</p> <p>The Car Park Order has been circulated for consultation.</p> <p>The service is currently reporting that the additional income identified from increased car park spaces in the mandate is on track for delivery but is subject to the outcome of the Car Park Order and Cabinet approval.</p> <p>Alternative Delivery Plan as at month 2 (variance on original mandate target) – The service is looking to wider advertising opportunities to vehicles, bus shelters to offset the anticipated shortfall on original mandate targets.</p>	<p>scheduled for Cabinet in July 2016.</p> <p>Alternative Delivery Plan due to forecasted shortfall on budget target as at Month 2</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>20,000</p> <p>0</p> <p>20,000</p>	<p>20,000</p> <p>0</p> <p>20,000</p>	<p>0</p> <p>0</p> <p>0</p>	
<p>Mandate B14</p> <p>Grounds – Funding Review</p> <p>Current status Trend since last report</p> 	<p>Highways verge maintenance – reduce the number of cuts in the contract in line with the pollinator policy.</p> <p>In line with the pollinator policy the Authority has reduced highway verge mowing to one cut.</p> <p>Expansion of the partnership arrangements with Green Fingers, Abergavenny.</p> <p>MCC have been working in partnership with Green Fingers on the Lina Vista Site, Abergavenny. This partnership has been</p>	<p>The Authority will continue to monitor highway verges to ensure safety remains a priority and where required take appropriate action.</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>75,000</p> <p>75,000</p>	<p>0</p> <p>75,000</p> <p>75,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Rachel Jowitt</p>

	<p>expanded and the group are now undertaking the routine maintenance of the site with support from MCC.</p>						
<p>Mandate B15</p> <p>Highways Maintenance</p> <p>Current status Trend since last report</p>  <p>Page 85</p>	<p>Reducing the budgets within the highways section.</p> <p>Two posts have been transferred to SWTRA and an additional post deleted from the highways service.</p> <p>In addition a reduction in budgets for materials and vehicles has taken place.</p> <p>The mandate is on target to be delivered within the financial year</p>	<p>No next steps necessary</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>200,000</p> <p>200,000</p>	<p>0</p> <p>200,000</p> <p>200,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Roger Hoggins</p>
<p>Mandate B17</p> <p>Business rates evaluation - Appeals</p> <p>Current status Trend since last report</p> 	<p>Rate refunds following appeals</p> <p>The valuation office is continuing to focus on business rates so little progress has been made on any appeals to date. A monitoring meeting is scheduled with Cook and Arkwright on the 22nd September by which time progress is expected on appeals work with further information being available for month 9 reporting.</p> <p>Despite the current delay, Cooke and Arkwright are still very confident that these</p>	<p>Continued monitoring of position and planned update meetings with Cooke and Arkwright.</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>140,000</p> <p>0</p> <p>140,000</p>	<p>140,000</p> <p>0</p> <p>140,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Ruth Donovan</p>

appeals will be successful and the £140k identified income will be achieved towards the end of the financial year.

Mandate B18

Strategic Property Review

Current status Trend since last report

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Residential Agency Service (£10k)

The original mandate identified the creation of an Arm's Length Company to provide a residential agency service. Following Legal advice it is highly unlikely that this is now a sound proposition, however discussions are on-going.

Termination of lease (£10k)

Termination of leases to generate efficiencies is on track to achieve the savings identified in the mandate for the financial year 2016/17.

Depot Rationalisation Programme (£20k)

Discussions have commenced around depot rationalisation. The project will require detailed service modelling, along with staff and public consultation. The timeline for this work will span over several financial years. The reduction in costs included in this mandate will not be achieved within this financial year.

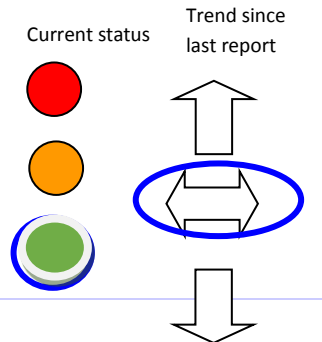
Letting Income from renting additional properties (£20k)

Income	30,000	20,000	10,000
Savings	30,000	10,000	20,000
Total	60,000	40,000	30,000

Deb Hill-Howells/
Ben Winstanley

Mandate B19

Property Services and Facilities Management review



Proposed income being delivered from additional property rental in on target to deliver within the financial year.

Alternative Delivery Plan as at Month 2 (variance on original mandate target) – Due to other pressure within the service an alternative delivery plan has not been possible.

Reduction in corporate building maintenance budgets.
The budgets have been reduced within the financial year. ***The shortfall in the purchase card rebate savings of £7.5k will be covered by increasing the reduction in the corporate building maintenance budget.***


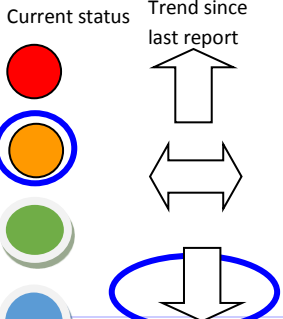
Purchase rebates from the use of procurement cards. (£15k)
The implementation of the procurement card is anticipated by the 1st July, ***It is anticipated that this will reduce the savings to £7.5k for the financial year.***

Continue to monitor corporate buildings maintenance requirements to ensure they remain fit for purpose for the organisation.

Continue to monitor progress of implementation. If a delay in proposed implementation date, Service Manager to identify an alternative delivery plan at Month 6.

Income	15,000	15,000	0
Savings	85,000	85,000	0
Total	100,000	100,000	0

Rob O'Dwyer

	<p>Facility Management restructure (£35k) Two vacant posts have been removed from the staffing establishment that has contributed to the savings identified along with additional income generation through the provision of services to Gwent Police via the Shared facility management arrangement.</p> <p>Transport cost reductions (£10k) The fleet size for the catering/cleaning service has reduced, along with changing to more fuel efficient vehicles, resulting in targeted savings on track for delivery.</p> <p>Reduction in supplies and services (£20k) The service has reduced the supplies and services budgets</p>	<p>Continue to review fleet to identify any further efficiency.</p>					
<p>Mandate B21</p> <p>Town and Community Councils</p> <p>Current status Trend since last report</p> 	<p>Community Hubs (£90k) A reduction in resources budgets and savings from staff vacancies will result in £70k of the identified target being achievable in the financial year.</p> <p>Public Conveniences (£110k) Contribution from Town Councils amounting to £80k, and a reduction in maintenance and utilities of £10k. £90k of the identified target is achievable within the financial year.</p> <p>Tourism (£25k)</p>		<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>400,000</p> <p>400,000</p>	<p>0</p> <p>320,000</p> <p>320,000</p>	<p>0</p> <p>80,000</p> <p>80,000</p>	<p>Roger Hoggins</p>

A contribution of £5k to date has been secured from the Town Council for Chepstow TIC.

Museums (£20k)

No contribution from the Town Councils for Museum Services have been secured to date.

Waste (£83.5k)

Contributions received from the Town Councils.

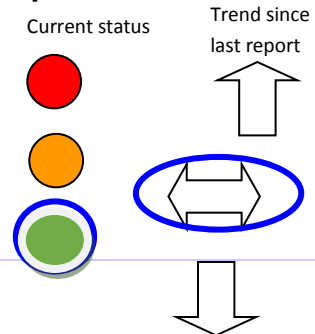
Grounds (£71.5k)

Staff vacancies within the service will achieve the identified target within the financial year.

Alternative Delivery Plan as at Month 2 (variance on original mandate target) – An alternative delivery plan is not available as at Month 2.

Mandate B22


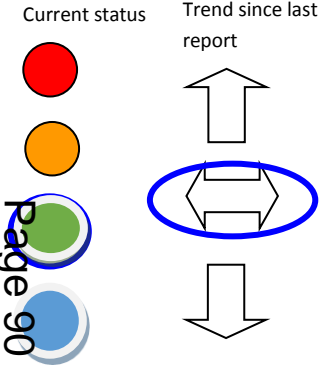
Collaboration and realigning structures in operations



A joint working/collaboration between Newport City Council and Monmouthshire County Council for the provision of passenger transport.

Newport and MCC continue to collaborate Management arrangements to deliver passenger transport. Interim arrangements have been extended until the 31st October 2016, with a view to taking forward collaboration during this period.

Income	0	0	0	Roger Hoggins
Savings	100,000	100,000	0	
Total	100,000	100,000	0	

							
<p>Mandate B23</p> <p>Discretionary Fees and Income</p> <p>Current status Trend since last report</p>  <p>06 page 90</p>	<p>Increase discretionary fees and charges, calculated at 10% through cost reduction the service area or increased income.</p> <p>Early indications from the services are that discretionary fee targets are on track for delivery; however they are subject to external factors that will continue to be monitored by service areas.</p>		<p>Income</p> <p>Savings</p> <p>Total</p>	<p>25,200</p> <p>0</p> <p>25,200</p>	<p>25,200</p> <p>0</p> <p>25,200</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Joy Robson</p>

3. Capital Outturn Forecast

The capital budget of £0 had been increased by slippage from 2015/16 of £3,242,549 to a new total of £7,938,860. The budget is separated under the following headings

Strong Communities	Annual Forecast £000's	Original / Revision Budget £000's	Slippage from 2015/16 £000's	Total Approved Budget £000's	Slippage to 2015/16 £000's	Total Adjusted Budget £000's	Annual Overspend / (Underspend) Month 2 £000's
Development Schemes Over £250k	0	0	0	0	0	0	0
Development Schemes Under £250k - Essential Works	402	0	402	402	0	402	0

Development Schemes Under £250k - Other Recommend	475	270	205	475	0	475	0
Infrastructure	3,649	2,241	1,408	3,649	0	3,649	0
IT Schemes - Infrastructure/Hardware	72	0	72	72	0	72	0
IT Schemes - Web Related	35	0	35	35	0	35	0
Low Cost Home Ownership	112	0	112	112	0	112	0
Maintenance Schemes - General	439	301	138	439	0	439	0
Renovation Grants	607	600	7	607	0	607	0
Section 106	1,098	382	716	1,098	0	1,098	0
Specific Grant Funded	0	0	0	0	0	0	0
Maintenance Schemes - Property	1,049	902	147	1,049	0	1,049	0
Grand Total	7,939	4,314	3,243	7,939	0	7,939	0

Further details of all the schemes are contained in the appendix 2C. Currently no variation has been reported and so the budgets are presented here for information only.

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**Economy & Development Select Committee
Portfolio Position Statement Month 2 (2016-17)**

APPENDIX 3

DIRECTOR'S COMMENTARY

The Directorate continues to respond to significant upheaval during the year with regard to increasing previous and current year mandated saving delivery and re-engineering of services. All of this is happening in tandem with lead responsibility for Future Monmouthshire and so balancing resources to manage today, whilst preparing for tomorrow is a challenge, but equally an opportunity we must continue to vigorously pursue.

Commonly outturn forecasts improve during the year, and efforts will continue to be made to that end. But looking forward, continuing cost pressures remain around markets, leisure, museums and culture, and whilst we are generating more income than ever – it remains insufficient in meeting annually uplifted targets. This reflects some of the issues we're experiencing whereby the current service formats, mean we have saturated the markets available to us and without considerable capital investment - it is not feasible to charge premium rates. This position, which will not change as things currently stand, is now a driver underpinning exploration of alternative delivery vehicles and the Future Monmouthshire programme.

1. Revenue Outturn Forecast

1.1 The combined budget and outturn forecast for this portfolio is

Service Area	Original Budget £000's	Budget Virements £000's	Budget at Month 2 £000's	Forecast Outturn £000's	Variance at Month 2 £000's
Community led Delivery	1,512	242	1,754	1,873	119
Commercial and People Development	3,398	190	3,589	3,754	165
Enterprise Management	409	0	409	409	0
Development Planning	935	100	1,035	1,035	0
Tourism, life and Culture	2,342	51	2,393	2,584	191

Total	8,596	583	9,179	9,655	475
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1.2 The most significant over and underspends are

Service	Overspend Predicted £000's	Underspend Predicted £000's	Commentary on forecasted outturn
Markets	130		Inability to achieve the expected income target by £121k and unbudgeted employee costs from Borough Theatre
Sustainability	85		Due to the sections inability to achieve the expected income target along with sustainable energy mandate A5
Property Management	78		Overspend by £78k is due in part to the inability to achieve mandate saving B18
Cemeteries		(54)	50k this mainly relates to higher income
County Farms		(19)	lower than anticipated revenue maintenance
Eisteddfod		(80)	£80k to be returned to the reserve the local communities have raised £210k of the £300k underwritten by MCC
Community Hubs	21		unbudgeted supply staff along with the sections inability to achieve the full mandate saving B21
Whole Place		(18)	underspend by £18k on supplies and services
Economic Development	90		Delay in Commercialisation of assets mandate B5
Training	40		Alternative delivery plan being formulated as restructured training organisation cannot sustain proposed cut to funding
ICT Technology	100		A £100k overspend is due to budget for software sales that has not yet been achieved
Museums	0		Whilst there are £40k pressures inherent within the service at the moment i.e. 20k relates to the additional Town Council Savings. 10k relates to Green

			screen savings carried forward from 2015-16 and 10k relates to the conservation service. The service is forecasting a breakeven position by end of year due to revised service levels.
Leisure	74		relates to a learning co-ordinator post which has been grant funded in the past, £20k relates to mandate B5 which is unachievable and £40k unbudgeted redundancy costs
Tourism	117		£80k over spend at Caldicot relating to staff costs and historical budget pressures. £37k relates to TICS staff costs
Other		(89)	See Appendix 8
TOTAL	735	(260)	Net Total 475

1.3 Further analysis of Economic and Development Select Expenditure can be found in Appendix 8

2016-17 Savings Progress

The savings required by the 2016-17 have not yet been fully secured.

Enterprise budgeted savings were £799,000 and at month 2, £510,000 have been identified. Of the remaining savings £289,000 are deemed to be unachievable.

Man. No.	Description	Target Savings £'s	Forecast Savings Identified £'s	Delayed Till 2017/18 £'s	Unachievable £'s
	ECONOMY & DEVELOPEMNT				
A5	Sustainable Energy Initiatives	34,000	0	0	34,000
A28	Community Hubs	25,000	25,000	0	0

B1	Leisure Services Income Generation	120,000	120,000	0	0
B3	Training Services Consolidation	50,000	10,000	0	40,000
B5	Community Asset Transfer / / Income Generation	160,000	45,000	0	115,000
B9	Planning Services / Income Generation	40,000	40,000	0	0
B10	Extension Shared Lodgings Housing Scheme	50,000	50,000	0	0
B12	Second Phase Review of subsidies to 3rd Sector	75,000	75,000	0	0
B16	Flexible Employment Options	50,000	50,000	0	0
B18	Strategic Property Review	60,000	30,000	0	30,000
B21	Town and Community Councils	135,000	95,000	0	40,000
	TOTAL ENTERPRISE	799,000	540,000	0	259,000

1.4 Further detailed analysis of Savings mandates are contained with Appendix SM

Mandate Reference Key

A – Mandates that originated in the financial year 2015/16 or earlier but also impact in the current financial year, 2016/17.

B – New mandates for the financial year 2016/17

Mandate Number	Mandate Summary	RAG Month 2	RAG Month 6	RAG Month 9	RAG Outturn
A5	Sustainable Energy Initiatives				
A28	Community Hubs/Contact Centre				
B1	Income generation – Leisure				
B3	Training Services Consolidation				

B5	Community Asset Transfer/Income Generation			
B9	Planning Services – Income Generation			
B10	Extension shared lodgings housing scheme			
B12	Second Phase Review of subsidies to 3 rd Sector			
B16	Flexible employment options			
B18	Strategic Property Review			
B21	Town and Community Councils (Part)			

Budget Mandates

Progress and Next Steps at Month 2 (31st May 2016)

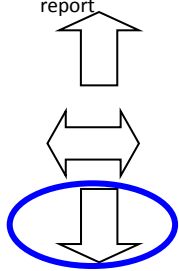
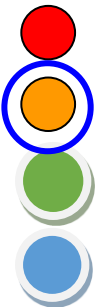
Page 97

Mandate A5

Sustainable Energy Initiatives

Current status

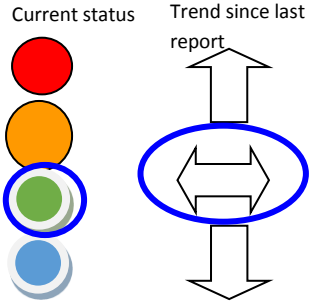
Trend since last report



Mandate RAG	Progress up to month 2	Next Steps	Type	Year-end target	Forecasted to achieve	Variance	Owner
	<p>Investing in biomass boilers, solar farms and reduction in Carbon Commitment.</p> <p>The solar farm grid connection has now been achieved.</p> <p>A business case for the solar farm is currently being considered by finance colleagues. Following approval it is anticipated that partial income will be generated in the financial year against the mandate target.</p> <p>An alternative plan for any shortfall in budget target will be considered as part of Month 6 reporting.</p>	<p>Establish timeline for approval of business case and Member approval.</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>34,000</p> <p>34,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>0</p> <p>34,000</p> <p>34,000</p>	<p>Ben Winstanley</p>

Mandate A28

Community Hubs



Community Hubs aim to deliver services in a different way, aligning them with the Whole Place philosophy. This will introduce major changes to how the library, one stop shop, Community Education and citizen advice and support services are delivered. We will create a hub in each town where in person services will be delivered. The contact centre will aim to provide a reliable and informed first point of contact for people contacting us other than in person.

We envisage works to commence on Abergavenny Hub during 2017 following a period of public and Member consultation to agree plans and costs.

Alternative Delivery Plan as at Month 2 (variance on original mandate target)
 Due to delayed implementation of the community hub in Abergavenny the service has identified a reduction in the services resources budget along with the savings from staffing budgets due to vacancies.

Commence Member and Public consultation to agree plans and costs.

Income	0	0	0
Savings	50,000	0	50,000
Total	50,000	0	50,000

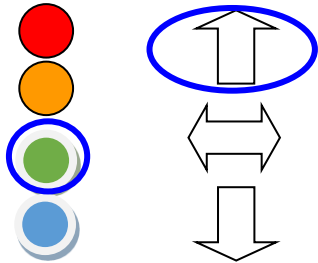
Income	0	0	0
Savings	50,000	50,000	0
Total	50,000	50,000	0

Deborah Hill-Howells/
Rachel Jowitt

Mandate B1

**Leisure Services
Income Generation**

Current status Trend since last report



Income generation/cost savings within the service.

The summer activities have been remodelled to being more commercially focused, 'The Monmouthshire Games'. This new model if proved to be successful will be rolled out across other school holiday periods. The change in delivery method is anticipating to generate an additional £10k across the whole of the financial year

We have re-engaged with Technogym to look at innovative ways to retain members through the 'My Wellbeing System'. We have designed monthly member challenges and introduced KPI's to monitor performance, and designed 3 specific targeted promotions. Retention and increase in new membership anticipates to generate an additional £10k

The current Learn to swim programme is operating very successfully at 95%. Opportunities have been identified in some of our settings to further increase the % take up in swimming to generate an additional £10k.

Events have already been planned for the financial year that include 'Status Quo' at Caldicot Castle this summer. This act along with other events already being planned will generate £25k additional income.

A restructure is scheduled to take place within the next few months, resulting in a reduced budget requirement amounting to £55k.

To continue to develop the new model and provide activities through all other school holiday periods.

Continue to monitor retention rates of members and continue to promote facilities at specific times throughout the year.

Continue to monitor the membership of the programme.

Income	55,000	55,000	0
Savings	65,000	65,000	0
Total	120,000	120,000	0

Ian
Saunders

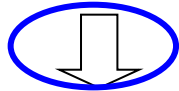
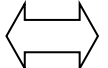
Mandate B3

Training Services consolidation

Current status



Trend since last report



Current external management arrangements for the cleaning contract will be brought back in house resulting in a saving of £10k.

Consolidation of the Authorities existing training functions.

An initial report for the Authorities training provision has been produced outlining some income generating opportunities along with some budget savings through identified efficiencies.

Further work is required across all training leads in the Authority to firm this report up, an update expected to be known at Month 6. Due to the delay in this detailed work the original mandate will not be achieved in the financial year 2016/17.

Alternative Delivery Plan as at Month 2 (variance on original mandate target) - The service has considered alternative plans to deliver savings identified in the original mandate, however this would require a reduction in staffing levels resulting in non-delivery of demand led training needs of the Authority.

Continue to work with training leads to provide greater detail to the initial report, clearly identifying income generation opportunities and efficiencies.

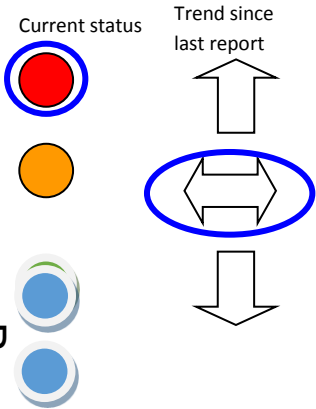
The service to continue to review other opportunities to contribute to original mandate savings identified.

Income	0	0	0
Savings	50,000	0	50,000
Total	50,000	0	50,000

Peter Davies

Mandate B5

Community Asset Transfer/ Income generation



Community Asset Transfer of two properties (£60k)

MCC are still in discussion with Chepstow Town Council over the future usage of the Drill Hall building.

The Estates department are currently requesting expression of interests from the Community groups for transfer of the Melville Theatre.

The savings identified in this mandate will be partially achieved in this financial year - £45k

Optimise Council Assets to Income Generate (£100k)

The savings to be achieved from Mandate B5 had been increased by £100k as a result of opportunities that the Authority wished to explore around working with commercial partners to exploit income generation opportunities around the use of its assets. As a result of initial exploration it is now unlikely that savings will be generated in 2016/17 from opportunities originally identified although these are still being pursued. However, as a result of the emergent Future Monmouthshire programme a specific work stream is being developed that will focus on identifying opportunities to optimise and commercially exploit assets. As this work stream develops there will be an

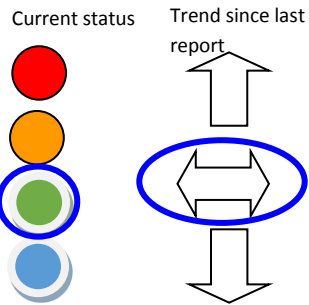
Continue discussions

Income	100,000	0	100,000
Savings	60,000	45,000	15,000
Total	160,000	0	115,000

Peter Davies
Deb Hill-Howells/

Mandate B9

**Planning Services-
Income Generation**



early focus on opportunities that might offer the ability to generating savings in the short-term. A further update will be provided at month 6 where it is hoped that a more optimistic view can be offered on part or all of the savings being achieved.”

Alternative Delivery Plan as at Month 2 (variance on original mandate target) –
There is no alternative savings plan being offered forward at this stage as this will be explored as part of the FM strand referred to above.

Reduce the net cost of planning services with the increase of income from planning applications received.

Planning application fee income for the first 2 months of the year is down on the same period last year, some of which can be explained by the higher than normal number of major applications attracting large fees received in April 2015.

Income within the service can fluctuate significantly from month to month due to the high fees a small number of large applications can make.

Legislative changes from August 2016 may increase application number before implementation, further update on applications will be available at month 6 reporting.

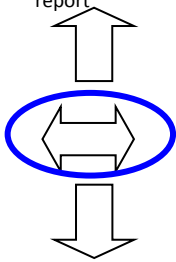
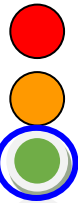
Income	40,000	40,000	0	Mark Hand
Savings	0	0	0	
Total	40,000	40,000	0	

Mandate B10

Extension shared lodgings housing scheme

Current status

Trend since last report



Increase the Shared Housing Scheme within Monmouthshire. (£40k)

The service is experiencing the on-going challenge of acquiring private accommodation to discharge duty. The service continues to market the scheme and is further developing the web site to attract new landlords.

The service has secured leased properties.

Reduction in B&B costs. (£10k)




B&B placement and in average stay time reductions has resulted in a reduction in costs, however with the on-going challenge on securing private landlords for the Shared Housing Scheme this could result in B&B placements increasing in the future.

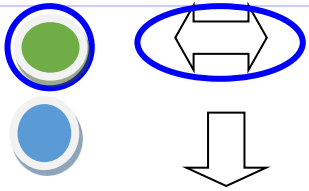
A priority for this financial year will be to evaluate the impact and benefit of the Joint Housing approach, engage with private landlords to facilitate discharging the homeless prevention duty and develop a private leasing model.

Continue to monitor the emerging risk of the consideration by Central Government to review the housing benefit regulations which could potentially reduce the housing benefit management charge resulting in a reduction in income to the service in future years.

Income	40,000	40,000	0
Savings	10,000	10,000	0
Total	50,000	50,000	0

Ian Bakewell

<p>Mandate B12</p> <p>Second Phase Review of subsidies to 3rd Sector</p> <p>Current status  Trend since last report </p> <p></p>	<p>Consolidation and reduction of grants to 3rd sector providers.</p> <p>Following discussions with 3rd Sector bodies, revenue contributions were reduced in line with the mandate proposals.</p> <p>Funding has been secured for the Healthy Homes Scheme from another service for a 12 month period which commenced in April 2016, following this timescale the service will cease</p>		<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>75,000</p> <p>75,000</p>	<p>0</p> <p>75,000</p> <p>75,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Will McLean</p>
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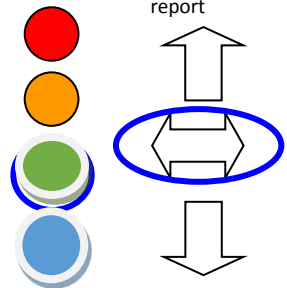


unless an alternative funding stream is secured.

Mandate B16

Flexible Employment Options

Current status Trend since last report



Market to all staff the Authority's flexible benefits and employment packages.

The Authority has introduced an additional annual purchase scheme to the other flexible employment benefits already on offer.

The new scheme was launched on the 31st May allowing employees the opportunity to buy an additional 10 days leave per year.

The service is confident in achieving the savings identified in this mandate based on information received from other Authorities operating similar schemes.

Monitor the number of additional leave purchased in line with the financial reporting timeline.

Continue to market all of the flexible employment benefits available to employees.

Income	0	0	0
Savings	50,000	50,000	0
Total	50,000	50,000	0

Peter Davies

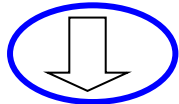
Mandate B18

Strategic Property Review

Current status



Trend since last report



Residential Agency Service (£10k)

The original mandate identified the creation of an Arm's Length Company to provide a residential agency service. Following Legal advice it is highly unlikely that this is now a sound proposition, however discussions are on-going.

Termination of lease (£10k)

Termination of leases to generate efficiencies is on track to achieve the savings identified in the mandate for the financial year 2016/17.

Depot Rationalisation Programme (£20k)

Discussions have commenced around depot rationalisation. The project will require detailed service modelling, along with staff and public consultation. The timeline for this work will span over several financial years. The reduction in costs included in this mandate will not be achieved within this financial year.

Letting Income from renting additional properties (£20k)

Proposed income being delivered from additional property rental in on target to deliver within the financial year.

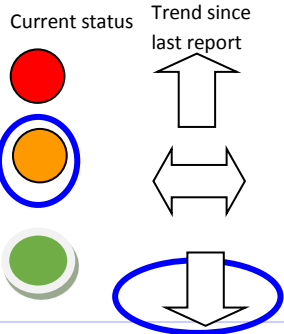
Income	30,000	20,000	10,000
Savings	30,000	10,000	20,000
Total	60,000	40,000	30,000

Deb Hill-Howells/
Ben Winstanley

Alternative Delivery Plan as at Month 2 (variance on original mandate target) – Due to other pressure within the service an alternative delivery plan has not been possible.

Mandate B21

Town and Community Councils



Community Hubs (£90k)

A reduction in resources budgets, and savings from staff vacancies will result in £70k of the identified target being achievable in the financial year.

Public Conveniences (£110k)

Contribution from Town Councils amounting to £80k, and a reduction in maintenance and utilities of £10k. £90k of the identified target is achievable within the financial year.

Tourism (£25k)

Income	0	0	0
Savings	400,000	340,000	60,000
Total	400,000	340,000	60,000

Roger Hoggins



A contribution of £5k to date has been secured from the Town Council for Chepstow TIC.

Museums (£20k)

No contribution from the Town Councils for Museum Services have been secured to date.

Waste (£83.5k)

Contributions received from the Town Councils.

Grounds (£71.5k)

Staff vacancies within the service will achieve the identified target within the financial year.

Alternative Delivery Plan as at Month 2 (variance on original mandate target) – An alternative delivery plan is not available as at Month 2.

2. Capital Outturn Forecast

There was no original budget for capital schemes within this portfolio however capital slippage from 2015/16 of £680,000 has been allowed into 2016/17. The budget is separated under the following headings

ECONOMIC DEVELOPMENT	Annual Forecast	Original Budget	Slippage from 2015/16	Total Approved Budget	Slippage to 2017/18	Adjusted Budget	Annual Overspend / (Underspend) Month 2
	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Development Schemes Over £250k	239	0	474	174	0	174	65

Development Schemes under £250k	30	0	30	30	0	30	0
Section 106 Schemes	177	0	177	177	0	177	0
Grand Total	446	0	680	380	0	380	65

Further details of all the schemes are contained in the appendices. The variance relates to the Caerwent House report that obtained Cabinet approval during the June cycle.

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Adult Select Committee Portfolio Position Statement Month 2 (2016-17)

DIRECTOR'S COMMENTARY

At this early stage of the year the overall budget position for the directorate is exhibiting a £1.12m overspend.

For the Adult Services division, the over spend at month 2 is £462K. We are on track to meet the £640K of mandated savings allocated to this division and are driving on with our practice change agenda.

One area which we will further investigate as the year progresses is the Chepstow Community Care team which largely accounts for the divisional overspend. Over the past 12 months the Chepstow team has had pressures in terms of the need for residential placements and usage of approved domiciliary care providers is an additional factor.

1. Revenue Outturn Forecast

1.1 The combined budget and outturn forecast for this portfolio is

Adult Service Area	Original Budget	Budget Revision Virements	Budget @ Month 2	Forecast Outturn	Forecast Variance Outturn @ Month 2
	£000's	£000's	£000's	£000's	£000's
Adult Services	6,925	0	6,925	6,945	20
Community Care	20,121	48	20,169	20,652	483
Commissioning	2,008	0	2,008	1,986	(22)
Resources & Performance	928	0	928	909	(19)
SCH Directorate	29,982	48	30,030	30,492	462

1.2 The most significant over and underspends are

Adult Select Service Area	Overspend Predicted	Underspend Predicted	Commentary on forecasted outturn
	£000's	£000's	
Community Care	483		Overspend within the Chepstow Community Care team with factors being increased residential placements and use of approved domiciliary care providers
Management team		49	Vacant team manager disabilities post
Commissioning Strategy		30	Vacant unit and management charge refund at Drybridge Gardens
Direct Residential Care	112		Within Severn View as a result of rota hours and food and cleaning costs exceeding budget.
Transition co-operative		27	Income from staff seconded to the Bridges Community partnership
Other	0	17	See Appendix 6
TOTAL ADULT SELECT	595	106	Net Total 462

Further analysis of the Costs centres contained within the Adult Select Service areas can be obtained in Appendix 6.

2 2016-17 Savings Progress

As at month 2, SCH are on track to meet our mandated savings as illustrated below: -

Man. No.	Mandate Description	Target Savings £'s	Forecast Savings Identified £'s	Delayed Till 2017/18 £'s	Unachievable £'s	Forecasted Savings Variance Since Period 0 £'s
SOCIAL CARE & HEALTH						
A 24	Bright new futures	12,000	12,000	0	0	0
A 34	Adult Social Care Transformation	628,000	628,000	0	0	0
TOTAL SCH		640,000	640,000	0	0	0

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Mandate Reference Key

- A – Mandates that originated in the financial year 2015/16 or earlier but also impact in the current financial year, 2016/17.
 B – New mandates for the financial year 2016/17

Mandate Number	Mandate Summary	RAG Month 2	RAG Month 6	RAG Month 9	RAG Outturn
A 24	Transition - Bright New Futures				
A 34	Adult Social Care Transformation				

Budget Mandates

Progress and Next Steps at Month 2 (31st May 2016)

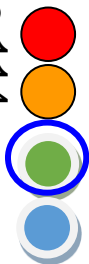
Mandate RAG	Progress up to month 2	Next Steps	Type	Year-end target	Forecasted to achieve	Variance	Progress up to month 2
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Mandate A 24

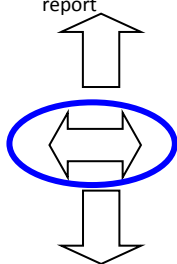
Transition - Bright New Futures (SC&H)

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Current status



Trend since last report



Partnership transition project with Bridges.

We entered the second year of a three year partnership transitions project with Bridges.

The second year of the project we achieved savings in line with the original mandates as well as meeting the project objectives.

This financial year we have entered the final year of the partnership agreement, mandate targets are on track to achieve within this financial year.

Income	0	0	0	Julie Boothroyd
Savings	12,000	12,000	0	
Total	12,000	12,000	0	

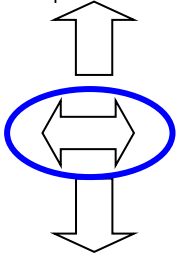
Mandate A 34

Adult Social Care Transformation

Current status



Trend since last report



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.

During the financial year 2014/15 we worked as a collective team with Learning Disabilities as a more strategy area for practice change. As a result of this work we met the full mandate savings target which has been a major challenge but one that we have succeeded.

Income	0	0	0
Savings	628,000	628,000	0
Total	628,000	628,000	0

Julie Boothroyd

Status Summary Month 2	Status Summary Month 6	Status Summary Month 9	Status Summary Outturn	Key
				<div style="border: 1px solid black; padding: 5px;"> <p> Not on target. Concerns identified with delivery of mandate.</p> <p> Monitoring required. Current status indicates partial delivery on mandate targets for the financial year.</p> <p> On target to deliver all savings within the financial year.2016/17</p> </div>

2.1 Further details on the savings mandates can be found in Appendix SM

3 Capital Outturn Forecast

A summary of this year's capital schemes are shown below: -

Social Care & Health	Annual Forecast @ Month 2	Original Budget	Slippage from 2015/16	Budget Virement or Revision	Total Approved Budget @ Month 2	Forecast Over / (Under) Outturn @ Month 2
	£000's	£000's	£000's	£000's	£000's	£000's
Development Schemes under £250K	0	0	0	0	0	0
IT Schemes – Infrastructure/Hardware	0	0	0	0	0	0
Maintenance Schemes - Property	92	62	30	92	92	0
Grand Total SCH	92	62	30	92	92	0

Further details of all the schemes are contained in the appendix 4C. Currently no variation has been reported and so the budgets are presented here for information only.

APPENDIX (Links to Hub)

Children & Young People Select Committee Portfolio Position Statement Month 2 (2016-17)

APPENDIX 5

CYP DIRECTOR'S COMMENTARY

The Directorate's Month 2 position is a forecasted overspend of £416,000, which we are anticipating will fall as we progress through the year. The Youth Service remains a volatile area having been subject to a £200,000 saving mandate in 2015/16 and additional reductions in external grants this year. The ALN budget is also under significant pressure due to the requirement to support more of our pupils with complex needs.

SCH DIRECTOR'S COMMENTARY

At this early stage of the year the overall budget position for the directorate is exhibiting a £1.12m overspend.

In terms of Children's Services, this division has a forecast overspend of £690K. As this is very early in the year being month 2, we need to exercise some caution as we know the external placement budget, which for some years has seen large overspends, has reduced demand from 2015/16. As placements in this area are very expensive, one or two placements during the year can see a rapid increase in spend.

We are currently embarking on a new Children's Services strategy which will allow us to deal with future demand more effectively, not only from the budget but the outcomes of the child. Another strand is the workforce plan and once in full operation, will see a spend reduction with the withdrawal from the use of agency staffing.

1. Revenue Outturn Forecast

1.1 The combined budget and outturn forecast for this portfolio is

Service Area	Original Budget £000's	Budget Virements £000's	Budget at Month 2 £000's	Forecast Outturn £000's	Variance at Month 2 £000's
21st Century Schools	0	0	0	0	0
Individual School Budget	43,298	49	43,347	43,347	0
Resources	1,507	0	1,507	1,507	0
Standards	5,066	0	5,066	5,275	209
Youth	600	0	600	807	207
CYP Directorate	50,471	49	50,520	50,936	416
Children's Services	10,034	0	10,034	10,724	690
Total C&YP Select	60,505	49	60,554	61,660	1,106

1.2 The most significant over and underspends are

Service Heading	Overspend Predicted £000's	Underspend Predicted £000's	Commentary on forecasted outturn
STANDARDS			
Psychology Service	21		High levels of sickness have resulted in the requirement to bring in additional staff in order to deliver the service. In addition, new test equipment will need to be purchased for which no budget was originally set.

Additional Learning needs	188		The contingency budget is forecasted to overspend by £260,000. This has been offset by a projected saving of £72,000 against Independents and Other LA's. The Recoupment budget is currently on target.
RESOURCES			
			All cost centres on target within Resources.
YOUTH			
Community Education Youth General	207		Significant reduction in external grants has resulted in a sizeable projected overspend position. Service manager is reviewing all options in order to reduce this current forecast.
CYP Directorate Total	416	0	Net CYP overspend 416
CHILDRENS SERVICES			
Fostering Allowances and Payments For Skills	153		Based on financial support to current fostering children and SGO placements.
Younger People's Accommodation	124		Three new younger people requiring supported housing has led to the overspend
Counsel Costs	111		Based on previous financial year
External Placements - LAC	72		Reduction in placement days used and overall placements being supported but this budget is extremely volatile and placements are very expensive.
External Placement - Non-LAC		150	Considered in conjunction with External Placements LAC
SCYP - Placement & Support Team	131		Professional assessment and contact costs
SCYP - Supporting Children & Young People Team	222		Continued use of agency staff and increased conveyance costs
FRS – Family Support Team		29	Reduced section 17 and conveyance costs
Children's Services Safeguarding Unit		35	Vacant team manager post
Bus Cases / Temp Funding - Cabinet 06/05/15	71		Posts are occupied for the full year, some via use of agency staff

Other small variances	4	24	See Appendix 6
Children's Services	888	238	Net Children's Services overspend 690

1.3 Further analysis of the Service Areas contained within CYP Select can be found in Appendix 6 for Children's Services and Appendix 7

2. 2016-17 Savings Progress

The savings required by the 2016-17 Budget Mandates have been secured.

Children & Young People's budgeted savings were £600,000 and at month 2 £600,000 have been identified.

Man. No.	Description	Target Savings £'s	Forecast Savings Identified £'s	Delayed In year £'s	Unachievable £'s
	Children & Young People				
A 20	School Music Service	50,000	50,000	0	0
B 20	Phase 3 of Additional Learning Needs Review	550,000	550,000	0	0
	TOTAL C&YP	600,000	600,000	0	0

Mandate Reference Key

A – Mandates that originated in the financial year 2015/16 or earlier but also impact in the current financial year, 2016/17.

B – New mandates for the financial year 2016/17

Mandate Number	Mandate Summary	RAG Month 2	RAG Month 6	RAG Month 9	RAG Outturn
A 20	Gwent Music				
B 20	Phase 3 of Additional Learning Needs review				

Budget Mandates

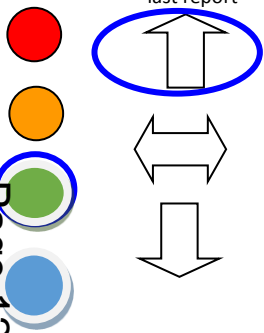
Progress and Next Steps at Month 2 (31st May 2016)

Mandate RAG	Progress up to month 2	Next Steps	Type	Year-end target	Forecasted to achieve	Variance	Owner
<p>Mandate A20</p> <p>Gwent Music</p> <p>Current status</p> <p style="font-size: small;">Trend since last report</p>	<p>Gwent Music is a joint service hosted by Newport. The plan is to refocus the service to make them more efficient.</p> <p>Following consultation with Schools it was agreed to maintain the Gwent Music subsidy with the funding reduction to come via the Individuals School's Budget (ISB)</p> <p>The £50k was removed from the ISB for delegated funds to schools for the financial year 2016/17.</p> <p>An Access fund continues to operate and administered through the service.</p>	<p>To continue to work with Gwent music to develop the music provision for Monmouthshire schools in light of the current financial climate.</p> <p>Gwent music continues to work closely with MCC to ensure the funding is used to support the need of Monmouthshire's pupils.</p> <p>Gwent music to continue to work on any potential income generation opportunities</p>	<p>Income</p> <p>Savings</p> <p>Total</p>	<p>0</p> <p>50,000</p> <p>50,000</p>	<p>0</p> <p>50,000</p> <p>50,000</p>	<p>0</p> <p>0</p> <p>0</p>	<p>Nikki Wellington</p>

Mandate B20

Phase 3 of Additional Learning Needs review

Current status Trend since last report



Deri View SNRB (£50k)

Cabinet considered a report on the 13th April 2016 regarding the SNRB at Deri View with a decision to consider the place of the SNRB within a much wider review that is currently underway, including the provision for Additional Learning Needs and Inclusion Services across the Authority and South East Wales region. There has been a significant reduction in the pupils being educated in the SNRB resulting in a reduction in the staffing requirements and savings achievable for the financial year amounting to £50k

Placement costs for External pupils attending Mounton House (£250k).

Placement costs were increased from January 2016. Current projected numbers from external placements for this term and the Autumn term will result in income target being achieved within the financial year.

Implementation of new funding formula from April 2016. (£250k).

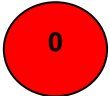
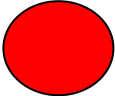
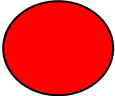
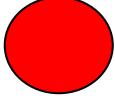
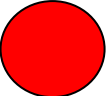



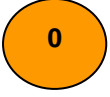
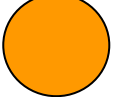
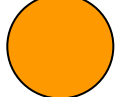
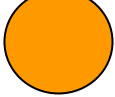








Statutory process to introduce the change in the funding formula for delegation rates to Mounton House School has been completed and came into effect from April 2016, resulting in savings identified in the mandate being achieved within the financial year.

Continue the wider review to include Additional Learning Needs and Inclusion Services across the Authority and the South East Wales region as agreed by Cabinet on the 13th April 2016.

Continue to monitor external pupil placements numbers.

Income	250,000	250,000	0
Savings	300,000	300,000	0
Total	550,000	550,000	0

Sharon Randall-Smith

Status Summary Month 2	Status Summary Month 6	Status Summary Month 9	Status Summary Outturn	Key
				<div data-bbox="1368 376 1854 807" style="border: 1px solid black; padding: 5px;"> <p> Not on target. Concerns identified with delivery of mandate.</p> <p> Monitoring required. Current status indicates partial delivery on mandate targets for the financial year.</p> <p> On target to deliver all savings within the financial year.2016/17</p> <p></p> </div>
				
				
				

2.1 Further analysis of the Savings mandates can be found in Appendix SM.

3. SCHOOLS

- 3.1 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 2 projections.

Draft Council Fund Outturn 2016/17– Schools Summary outturn position at Month 2 (Period1)	(A) Opening Reserves (Surplus) / Deficit Position 2016/17 £'000	(B) Budgeted Draw on School Balances 2016-17 £'000	(C) Variance on Budgeted Reserve Draw £'000	(D) Draw Forecasted on School Balances @ Month2 £'000	Forecasted Reserve Balances at 2016-17 Outturn (A+D) £'000
Clusters					
Abergavenny	(594)	508	56	564	(30)
Caldicot	(590)	498	31	529	(61)
Chepstow	218	(162)	52	(110)	108
Monmouth	(299)	181	(34)	147	(152)
Special	109	(50)	0	(50)	59
	(1,156)	975	105	1,080	(76)

- 3.1.2 School balances at the beginning of the financial year amount to £1,156,000. The Schools budgeted draw upon balances is forecasted to be £975,000 for 2016/17, therefore leaving £181,000 as forecasted closing reserve balances. We are, however, still awaiting a small number of signed budgets which may result in a change to this budgeted amount.
- 3.1.3 Within these summary figures, of particular note, is the deficit reserve position brought into 2016/17 for the Chepstow Cluster, although Chepstow Comprehensive School are budgeted to significantly reduce their own school deficit balance through their school recovery plan. A budgeted reduction in school balances is forecasted for the majority of the total 37 Monmouthshire Schools, with 11 schools budgeting to be in a deficit position by the end of the financial year.
- 3.1.4 6 schools exhibited a deficit position at the start of 2016/17; Chepstow Comprehensive School, Mounton House and Llanvihangel Crucorney were the only schools that showed an increased deficit reserve balance during 2015/16 and these schools are forecasted to remain in deficit at the end of 2016/17. Castle Park and Llandogo reduced their deficit reserve balances during 2015/16 but have both

budgeted to remain in deficit at the end of 2016/17. Overmonnow moved into a deficit position at the end of 2015/16, but has budgeted to return to a surplus position by the end of 2016/17.

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

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	(76)

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

- 3.1.7 Individual School Balances are available in Appendix A at the end of this report

4. Capital Outturn Forecast

The total budget for Capital Schemes within the Children & Young People portfolio is £43,227.336 comprising an original budget of £3,495,961 together with authorised capital slippage from 2015/16 of £39,731,375. The budget is separated under the following headings

CHILDREN & YOUNG PEOPLE	Annual Forecast	Original Budget	Slippage from 2015/16	Total Approved Budget	Slippage to 2017/18	Adjusted Budget	Annual Overspend / (Underspend) Month 2
	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Development Schemes Over £250k	40	40	0	40	0	0	0
Education Strategic Review	31,360	2,531	38,895	41,426	10,066	31,360	0
IT Schemes – infrastructure Hardware	827	0	827	827	0	827	0
Maintenance Schemes Property	934	925	9	934	0	934	0
Grand Total	33,161	3,496	39,731	43,227	10,066	33,161	0

Further details of all the schemes are contained in the appendix 5C. Currently no variation has been reported and so the budgets are presented here for information only.

Monmouthshire's Scrutiny Forward Work Programme 2016

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
19 th Sep 2016	Alternative Service Delivery Model	Joint Select Committee Meeting to consider initial findings.	Ian Saunders Cath Fallon	Pre-decision Scrutiny
20 th Sep 2016	Welfare Reform	Overview of the welfare reform changes ~ Department of Work and Pensions invited to provide an overview of the recent changes and their perspective on the direction for reforms.	Sue Harris, Partnership Coordinator, DWP	Policy Development
	Welfare Reform and Discretionary Housing Payments	Discussion with Monmouthshire Housing Association on the importance and benefits of Discretionary Housing Payments for Registered Social Landlords and the impact on their clients in preventing homelessness.	Michele Morgan, MHA	
	Discretionary Housing Payments Policy	An update on the impact of benefit changes in Monmouthshire and scrutiny of the DHP policy.	Richard Davies, Head of Benefits (Monmouthshire)	
	Financial Inclusion	Discussion on the new financial inclusion service based within the Housing Options Team which seeks to prevent homelessness, engaging with welfare reform issues, client debt and budgeting.	Ian Bakewell	
	Budget Monitoring	Scrutiny of the Budget Monitoring report - Period 2.	Mark Howcroft	Budget Monitoring
	Social Services and Well-being Act	To scrutinise the work undertaken with the Prison Service to implement part 11 of the Social Services	Claire Marchant Bernard Boniface	Performance Monitoring

Monmouthshire's Scrutiny Forward Work Programme 2016

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
October 2016 Special 31 st October TBC	(Part 11)	Act (to follow the national workshop on the first 6 months of implementation of the act).		
	Gwent Frailty Programme	To scrutinise the Annual Report.	Claire Marchant Julie Boothroyd	Performance Monitoring
	GWICES (Possibly report produced for email) TBC	Monitoring of the Gwent Wide Integrated Community Equipment Service (GWICES), which provides equipment to promote independent living.	Julie Boothroyd Tyrone Stokes	Performance Monitoring
November 2016 Special	Scrutiny with the Aneurin Bevan University Health Board (ABUHB)	Scrutiny of several areas of service provision: → Out of hours GP services. → The fairness / geographical spread of services and the issues of communication / advice / signposting → Delayed Transfers of Care → Surgery Waiting lists → Progress on Llanfrechfa hospital → Stroke Services → Bwy Nawr	ABUHB	Performance Monitoring
8 th Nov 2016	* Possible Scrutiny of the budget *	TBC		
13 th Dec 2016	Regulation and Inspections Act	This act focusses on our responsibilities in terms of regulated care settings and learning disability facilities as well as our role as a commissioner of services. Need to invite the commissioning team / those with new roles around the act, particularly	Claire Marchant	Policy Development

Monmouthshire's Scrutiny Forward Work Programme 2016

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
		new statutory roles. Need an overview and position update report.		
	CSSIW Domiciliary Care Report *TBC*	To consider the report and findings of the inspectors on the Domiciliary Care Service. Invite staff for this item. Link with the Turning the World Upside Down Project on Domiciliary Care.	CSSIW Claire Marchant	Performance Monitoring
	Partnership-working, access to services and communication	Members agreed to reflect on previous scrutiny work and revisit the recommendations of that work to test whether these have been implemented.	Sharran Lloyd	Performance Monitoring
24th Jan 2017	Social Services and Wellbeing Act (responsibilities and performance monitoring)	Scrutiny of the responsibilities to ensure the Council delivers its duties in terms of providing information and advice (requires implementation by April 2017). The Council's approach needs scrutiny, together with clear performance measures to monitor its delivery. Link with the Community Coordination implementation (now termed Place Based approach) as this approach is critical in delivering the requirements of the act. The placed-based approach cuts across the adults and children's services portfolio, with duties around preventive work linking directly to the s requirement to ensure well-being.	Claire Marchant	Performance Monitoring

Monmouthshire's Scrutiny Forward Work Programme 2016

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
	Violence against Women and Domestic Abuse Act	The context of the act is the alignment to the Future Generation Act in terms of the Council's responsibilities around well-being. There are ramifications for all services as this cuts across directorates.	Claire Marchant	Policy Development
Potential joint Meeting with CYP (late Jan to mid Feb)	Population Needs Assessment	To consider the draft population needs assessment for Monmouthshire in line with the requirement to produce a well-being assessment (Future Generations Act 2015)	Matthew Gatehouse	Policy Development
28th Feb 2017	Learning Disability provision and commissioning	Scrutiny of the continuing journey towards modernising services progressed through "My Day My Life". The scrutiny should focus on the care that the Council provides and commissions. There is a need for a renewed push on models of accommodation and support for people with learning disabilities, so scrutiny could explore how the Council prioritises the modernising of services for people with learning disabilities with the newly appointed learning disabilities commissioner funded through the intermediate care fund.	Claire Marchant Julie Boothroyd	Policy Development
	Integrated Services	Scrutiny of the journey to integrate primary care through neighbourhood care networks (established by the Health Board). Discussions on wellbeing approaches have been discussed with a range of partners with a view to moving towards integrated governance.		

Monmouthshire's Scrutiny Forward Work Programme 2016

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
25 th Apr 2017	Supporting People			
	Community Coordination			
	Disabled Facilities Grants			

Future Work Programme items:

- × **Alternative Service Delivery Model** - Joint Select Meeting approx. September 2016.
- × **Continuing Health Care** - Topic Suggested by Member of Public - meeting to be held with Chair and Public
- × **ABUHB** ~ the role of the Health Board's Public Health and Partnerships Committee in relation to health improvement.
- × **Stroke Redesign** ~ ongoing scrutiny of implementation with ABUHB.
- × **End of Life Care and Dying Matters** ~ with ABUHB.
- × **Social Services Act** - post implementation, no later than Jan 2017. Prison dimension to return.

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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
Proposed closure of Deri View			Debbie Morgan
Removal of post from CYP			Sharon Randall

Subject	Purpose	Consultees	Author
			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 officer post	To gain agreement to employ a full-time Business Support Officer within Children's		Gill Cox

Subject	Purpose	Consultees	Author
	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 Harteveld (EAS)
Play Sufficiency Assessment			Matthew Lewis
People and organisational strategy			Lisa Knight Davies

Subject	Purpose	Consultees	Author
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
Transfer management of Raglan VC Primary school			Cath Sheen

Subject	Purpose	Consultees	Author
former Junior building to the Enterprise Directorate			
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 Planning Pre-application Advice Service including the			Craig O'Connor

Subject	Purpose	Consultees	Author
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 Boniface/ 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 / Roger Hoggins
Changes to the EAS	To seek Cabinet approval of the changes on		Sharon Randall

Subject	Purpose	Consultees	Author
business arrangements	Governance arrangements; Business arrangements; Funding arrangements		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
6TH JULY 2016 – CABINET			
Welsh Language Monitoring Report			Alan Burkitt

Subject	Purpose	Consultees	Author
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
DSS 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 – fri 8am – 5pm, Monmouth Road & other roads, Usk			Paul Keeble
Proposed 30mph speed			Paul Keeble

Subject	Purpose	Consultees	Author
limit, R122 (Crick to Shirenewton), Crick.			
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
Children’s Services Improvement Reports			Claire Marchant
Redundancy Report – Leisure Services	EXEMPT REPORT		Ian Saunders

Subject	Purpose	Consultees	Author
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
SYP 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
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

Subject	Purpose	Consultees	Author
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 (53-16), Great Panta, Devauden			Paul Keeble
7TH SEPTEMBER - CABINET			
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
14TH SEPTEMBER – INDIVIDUAL CABINET MEMBER DECISIONS			
Permanent Adoption of post CDLL18			R Tranter
22ND SEPTEMBER 2016 – COUNCIL			

Subject	Purpose	Consultees	Author
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
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28TH SEPTEMBER 2016 – INDIVIDUAL CABINET MEMBER DECISION			
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5TH OCTOBER 2016 – CABINET			
Gilwern Section 106 funding			Mike Moran
The Knoll, Abergavenny Section 106 funding			Mike Moran
Chippenham Mead play area, Monmouth			Mike Moran
MTFP and Budget process 2017/18	To highlight the context within which the Medium Term Financial Plan (MTFP) will be developed for 2017/18 to 2020/21		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 2 held on the 22 nd September 2016.		Dave Jarrett
Community Asset Transfer of Caerwent Hall and			Ben Winstanley

Subject	Purpose	Consultees	Author
Playing fields			
Abergavenny Town Centre Loan Application	EXEMPT REPORT To approve the recommendations of the Abergavenny Town Centre Loan Board.		Steve Griffiths
Revised Staff Contractual arrangements - Individual Support Service			Ceri York
Restructure of staffing establishment – Swancraft Studio			Ceri York
CIL:	For approval to submit for examination		Mark Hand
Educational Visits Policy for schools	To agree the updated Educational Visits Policy for schools and to recommend adoption by all Monmouthshire Governing Bodies.		Nikki Wellington
LDP/AMR			Jane Coppock
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 3 held on the 20 th October 2016.		Dave Jarrett
Delivering Excellent Practice in Children's Services - Progress report			Deb Hill Howells
Budget Monitoring report – Period 6	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
1ST DECEMBER 2016 - COUNCIL			
CYP CHIEF OFFICER REPORT			Sarah McGuinness
7TH DECEMBER 2016 – CABINET			
MTFP and Budget proposals	To provide Cabinet with revenue Budget		Joy Robson

Subject	Purpose	Consultees	Author
for 2017/18	Proposals for 2017/18 for consultation purposes		
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
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
Welsh Language 5 Year Strategy			Alan Burkitt
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
11TH JANUARY 2017 – CABINET			
18TH JANUARY 2017 – INDIVIDUAL MEMBER DECISION			
Local Government (Wales) Act 1994 The Local Authorities	To seek Members approval of the results of the consultation process regarding payments to precepting Authorities for 2017/18 as required by		Joy Robson

Subject	Purpose	Consultees	Author
(Precepts)(Wales) Regulations 1995	statute.		
19TH JANUARY 2017 - COUNCIL			
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
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
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 30th 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