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Monday, 20 February 2017

Notice of meeting / Hysbysiad o gyfarfod:

Adults Select Committee

**Tuesday, 28th February, 2017 at 10.00 am,
Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA**

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

AGENDA

Item No	Item	Pages
1.	Apologies for absence	
2.	Declarations of interest	
3.	Public Open forum	
4.	To confirm the minutes of the previous meeting	1 - 12
5.	Transport Policy for Adult Services: Pre-decision scrutiny of the new policy for adult social services.	13 - 30
6.	Monmouthshire Lettings Service (deferred from 14th February 2017): Scrutiny of the proposed approach for accessing private rented sector accommodation to prevent homelessness.	31 - 58
7.	Budget Monitoring: To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends.	59 - 86
8.	Safeguarding Service Manager	87 - 90
9.	Action List	91 - 92
10.	Adults Select Committee - Forward Work Plan	93 - 96
11.	Cabinet and Council Work Planner	97 - 100
12.	To confirm the date and time of the next meeting as Thursday 23rd	

March 2017 at 2.00pm

Paul Matthews

Chief Executive / Prif Weithredwr

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

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

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Aims and Values of Monmouthshire County Council

Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

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

People Are Confident, Capable and Involved

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

Our County Thrives

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

Our priorities

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

Our Values

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

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.

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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, 24th
January, 2017 at 10.00 am**

PRESENT: County Councillor P. Farley (Chairman)
County Councillor R. Harris (Vice Chairman)

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

Also in attendance County Councillor(s): P. Hobson, P. Murphy and
V. Smith

ALSO PRESENT

D. Hudson, Co-Opted Member
D. Hill, Co-Opted Member

OFFICERS IN ATTENDANCE:

Julie Boothroyd	Head of Adult Services
Wendy Barnard	Democratic Services Officer
Tyrone Stokes	Accountant
Hazel Ilett	Scrutiny Manager
Mark Howcroft	Assistant Head of Finance
Ian Bakewell	Housing and Communities Officer
Andy McMahon	Housing Grants Surveyor

APOLOGIES:

Councillors P. Watts and County Councillor G. Burrows, Cabinet Member, Social Care, Safeguarding and Health

1. Declarations of interest

County Councillor A. Wintle declared a personal, non-prejudicial interest in relation to items 4 and 5 as a board member of Monmouthshire Housing Association.

2. To confirm the minutes of the following meetings:

3. Joint Adults Select and Children and Young People's Select Committee - 22nd November 2016

The minutes of the Joint Adults Select and Children and Young People's Select Committee meeting held on 22nd November 2016 were confirmed and signed by the Chairman.

4. Special Adults Select Committee - 29th November 2016

The minutes of the Special meeting of Adults Select Committee held on 29th November 2016 were confirmed and signed by the Chairman.

5. Adults Select Committee - 13 December 2016

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The minutes of the meeting held on the 13th December 2016 were confirmed and signed by the Chairman.

6. Discussion on Discretionary Housing Payment Recommendations

Context:

County Councillor P. Hobson, Deputy Leader and Cabinet Member for Housing, attended the meeting in response to a letter sent by the Chair containing recommendations to Cabinet following the Committee's pre-decision scrutiny of the Discretionary Housing Payments Policy as part of its wider scrutiny of welfare reform.

Recommendations:

1. Cabinet are recommended to give serious consideration to agreeing an uplift to the monies it invests in the Discretionary Housing Payment fund, recognising the demonstrative impact the funding has had on vulnerable people and the risks and implications of not supporting people through further benefit reductions, particularly in terms of preventing homelessness and children being taken into the care of the Council.
2. Given that much of this work is delivered in a household environment, Cabinet are recommended to recognise the need for an accessible corporate warning system to identify clients and households that may present a risk to lone workers. The Committee understands that Torfaen operates a similar model to protect its workforce.
3. The Committee recommends that all the agencies working in the benefits arena such as the CAB, RSL's and the Council consider the potential for sharing best practice and explore opportunities to create efficiencies and economies in the provision of welfare advisory services.
4. The Committee further recommends a joint meeting with the Planning Committee to consider the relationship between homelessness, housing benefits and the provision of affordable housing in Monmouthshire.

Responses to recommendations by the Cabinet Member

1. The Cabinet considered the recommendation and is not minded to increase Discretionary Housing Payment budget at this time. It is forecast that demands on the budget will not be exceeded and that consequently needs and demands are being met. In terms of the impact and risk of not supporting people, it was commented that the DHP has assisted stability in households otherwise under threat. It was added that welfare policy and benefit change is the responsibility of Central Government; local authorities address the effects of the changes and Cabinet monitors the demand on the DHP budget as changes occur.

The Housing and Communities Officer explained that the support DHP provides for affordability reasons is significant in Monmouthshire according to feedback from all agencies. It was agreed to receive more detailed and frequent monitoring reports to provide clearer information for the Committee. It was added that more pressure on the budget could be anticipated next year as the regulation changes progress (Benefit Cap – lower threshold and changes to Housing Benefit regulations for single people, under 35, in social housing).

2. With regard to question of staff members working in a potentially hazardous environment (households), it was advised that it is hoped to introduce an employee warning database for staff across directorates and elected members later this year. The early warning system in use in Torfaen has been introduced with lots of interest expressed but there is currently a lack of resources to administrate the database. The Corporate Health and

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Safety Group will continue to discuss options and a Violence to Staff sub group will be created to progress the matter. The Health and Safety Manager is also liaising with Careline to see if that system and staff can be utilised. The progress made was welcomed.

3. In relation to perceived duplication, it was commented that this matter will be addressed by the Financial, Economic and Digital Inclusion Partnership (FEDIP) which will review current arrangements to ensure maximisation of resources, avoid duplication and minimise gaps. It was explained that Department for Work and Pensions and Adult Education are key partners. Melin delivers the Universal Credit delivery agreement with Housing Benefit for budgeting and digital support for residents. Monmouthshire supports Registered Social Landlords (RSL) and Housing Associations with regard to trying to prevent evictions. If two consecutive payments are missed, a housing association or RSL will refer to Monmouthshire's financial inclusion officer. Evidence of cross agency collaboration was provided: Melin staff work from Citizens Advice Bureau twice a week. Charter Housing Association are due to start a shared housing development shortly. Monmouthshire Housing Association have a pilot scheme in progress.
4. It was confirmed that a joint meeting with planning meeting has been arranged on 14th February to consider the relationship between homelessness, housing benefits and the provision of affordable housing. Some confusion was acknowledged in the remits of Select Committees in relation to housing. It is recognised that affordability will be a pressure to address as there is an increasingly aging population, and a need to keep young people in the area to retain a balanced population. The difficulties of the largest "middle" sector who earn too much to be allocated social housing, and not enough for a mortgage was discussed, and also the high cost to privately rent.

It was explained that Monmouthshire CC has private landlord leasing arrangements that contribute towards combatting homelessness.

Members Scrutiny

A Member asked a question regarding homelessness figures and it was confirmed that the trend is stable. There is a consistent stream of rehousing needs and B & B placements have risen slightly.

A Member commented that the Local Development Plan (LDP) has an allocation of 35% affordable housing yet developers are reducing this 30% or below and for an adequate amount of social housing to be available, and the Planning Department needs to be firmer.

It was queried if figures for the shortfall of affordable housing in Monmouthshire were available and responded that there is a LDP target of 96 homes per year and if achieved would meet requirements. The current level of need and demand was explained.

The Cabinet Member clarified that for affordable accommodation, there is an aspirational 35% / 25% split (can be up to 60%) and these figures should be communicated to the developer from the outset as a starting point then will be negotiated according to factors such as site and location. It was contested that the developers know their capital costs and cost of unit, and will budget on the purchase cost of land and build in viability accordingly.

Clarification was provided that Monmouthshire County Council does not build council houses adding that there are allocations in the LDP that will satisfy that need mainly via developers and

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sometimes Housing Associations that build social housing. If the developers don't proceed with a site, or there are delays in the process, the target may be delayed. Recently, significant sites in the county have proceeded and will increase the availability of affordable units accordingly. It was also commented that, if a developer does not fulfil the affordability quota, it is robustly challenged by the Council.

A Committee Member expressed concern regarding the difficulties encountered in moving people from hospital and queried if there was insufficient social housing available. It was responded that social housing can be an option for people leaving hospital and often there is an aspiration for ground floor or adaptable accommodation of which there is insufficient stock. It was added that there is an ongoing process each year to identify need and circumstances, increasingly working with Social Services colleagues and the information is factored into the affordable housing development programme. There is limited development of disabled accommodation. Housing Associations continually look to increase, redesignate and refurbish their stock to maximise options.

In answer to a query, it was estimated that that 4000 units of social housing to rent are needed and approximately 8000 affordable to buy properties but, as affordable options increase, it is predicted that demand will rise. The example of the Loftus development in Newport was provided as a suitable model.

Chair's Comments:

The Chair thanked the Cabinet Member for Community Development (Housing) for the helpful replies provided to answer questions and concerns, and to encourage dialogue. The Officer was also thanked for providing support and understanding.

The arrangement of a meeting on 14th February led by Economy and Development Committee was welcomed. Members of all committees were invited to attend.

It was concluded that the Committee was satisfied with the answers given. The remaining issues of interaction between Select Committees, their recommendations and feeding them through to Cabinet were considered. It was suggested that Co-Ordinating Board should address these matters.

7. Capital Funding: Disabled Facilities and Safety at Home Grant

Context:

To provide an update on the capital budget provided to support disabled facilities grants (DFGs) and Safety at Home (SAHs) grants and the impact on overall service performance and on services provided by Social Care and Health.

Key Issues:

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1. The Council has a statutory duty to provide DFG's within six months of receiving a valid application. Failure to do so lays it open to legal challenge. It also has discretion to provide SAHs. Since 2006 a capital budget of £600,000 has been provided annually to deliver both types of grants. In broad terms the budget is split into £500,000 to support DFGs and £100,000 to support SAHs.
2. All DFGs are capped at £36,000 and while the majority are in the region of £4,500, each year a number of large, complex grants are provided to meet the needs of children with complex disabilities, and increasingly for adults who are disabled as a result of trauma or degenerative diseases. It is known through client feedback that adaptations have a significant impact on the quality of life of both applicants and carers. Also, customer satisfaction scores of 95% are regularly being achieved.
3. SAHs are intended for smaller works such as handrails, half steps and minor alterations, often costing less than £250 but which make a dwelling safer for a disabled resident. They are often commissioned to facilitate hospital discharge, or to reduce the risk of falls and injuries which might necessitate hospitalisation. Both grants play a key role in facilitating hospital discharge and preventing admission.
4. In addition to the impact upon clients who have to wait longer for adaptations to be carried out, the annual shortage of funds and ever earlier full commitment (typically in the Autumn) has adverse effects on performance in respect of DFGs which is a KPI that is monitored closely by Welsh Government and other stakeholders.
5. Alternatives to DFGs and SAHs do exist though none are as attractive as grant aid. Nevertheless some potential applicants do opt to proceed with the necessary works at their own cost. Please see Appendix 1 for other options available.

Member Scrutiny:

It was noted that the current allocation of £600,000 is insufficient to meet annual demand and the budget is usually committed before Christmas. An estimate was provided that the budget is £500,000 short to address the backlog. At the beginning of January there were 19 applicants waiting for DFG now increased to 44 today, with two months of the financial year to complete. Up to 70 referrals could be received by the end of the financial year but the demand is unknown. The majority of adaptations are due to the aging population in terms of wet/shower rooms, stair lifts and ramping but increasingly more complex adaptations to enable release from hospital.

Financial context was provided that the capital programme has been reviewed with consideration given to changing priorities subject to two important principles; it must be self-financing or alternatively must replace something as a bigger priority as resources are scarce. It was reported that £30,000 has been released from Highways and Access for All budgets to provide a small amount of funding to address quality of life demands. Otherwise prioritisation of DFGs will have to be decided but it was explained that there is little headroom in the capital programme. Members were provided with information regarding borrowing.

Following presentation of the report, Members were invited to comment:

It was commented that the authority has an ethos of encouraging independence, but there is insufficient support and it was suggested that the matter should be prioritised. It was queried if the Health Board's budget could be diverted to DFGs to assist in alleviating bed blocking and make a saving but confirmed that this approach has been raised with the Health Board but declined because of the difference between social and health care.

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A member asked if the funding was available, could the remaining demand be reduced. It was responded that demand is largely unknown to do with the aging population and the unpredictable need for varying levels of adaptation or to move to more suitable accommodation.

A Member questioned the numbers of people in hospital awaiting DFG adaptations to enable their return home. It was confirmed that numbers were not immediately available but that referrals were made via hospital occupational therapists.

In response to a question, it was explained that there is collaborative working in the Gwent wide "In One Place" project with Social Care, Registered Social Landlords and local authorities to make joint proposals to develop housing solutions that benefit Health on a higher strategic level. One such development has been delivered with Monmouthshire Housing (Skenfrith House, Abergavenny) and there is scope for future similar plans.

Members revisited the issue of the difficulties in moving people out of hospital to social housing, and were informed that often Health Services will not release a patient until the necessary work is carried out.

The speed of completion of works was discussed and it was confirmed that delays are related to the complexity of the work required and lack of funding.

Recommendations

1. The Committee considered how the disabled adaptation programme is supporting residents to remain living safely and independently at home and recommended that the identified underspend is used to reduce the backlog of adaptations required.
2. The Committee recommends to Cabinet an increase in capital funding for disabled adaptation grants in 2017/18 and subsequent years.

Chairs Comments

The Chair expressed gratitude for the clear and helpful report referring to issues that have not been resolved over many years. He commented that the recommendation to utilise an identified underspend represented a short term way forward to reduce the backlog of adaptations needed.

Encouragement was given to Cabinet to actively consider an increase in capital funding for disabled adaptation grants in 2017/18 and subsequent years.

8. Draft Capital Budget Proposals 2017/18 to 2020/21

Context:

To scrutinise the proposed capital budget for 2017/18 and the indicative capital budgets for the three years 2018/19 to 2020/21.

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Key Issues:

Capital Medium Term Financial Plan (MTFP) issues:

- The four year capital programme is reviewed annually and updated to take account of any new information that is relevant.
- The major component of the capital MTFP for the next few years is the Future Schools Programme. The Council has recently approved further funding for this programme at its meeting on the 20th October 2016.
- There are a number of other areas where there is a commitment to invest. However, the schemes currently sit outside the programme as work progresses to identify the funding requirements. These are:
 - Monmouth Pool – commitment to re-provide the pool in Monmouth as a consequence of the Future Schools Programme.
 - Abergavenny Hub – commitment to re-provide the library with the One Stop Shop in Abergavenny to conclude the creation of a Hub in each of the towns.
 - Disabled Facilities Grants – the demand for grants is currently outstripping the budget. Work is being undertaken to assess the level of investment required to maximize the impact and benefit for recipients.
 - City Deal - 10 Authorities in the Cardiff City region are looking at a potential £1.2 billion City Deal. Agreement to commit to this programme is being sought across the region in January 2017 and so would impact on the capital MTFP. The potential impact on individual authority budgets is currently being modelled in advance of decisions on specific projects and profiles in order for authorities to start reflecting the commitment in their MTFPs.
 - J and E Block – the office rationalization programme is being considered to see if there is a solution that would enable the Magor and Usk sites to be consolidated, releasing funding to pay for the necessary investment to bring the blocks into use.
- A strategy that enables the core programme, Future Schools and the above schemes to be accommodated is being developed. Notwithstanding this, there will still remain a considerable number of pressures that sit outside of any potential to fund them within the Capital MTFP and this has significant risk associated with it. Cabinet has previously accepted this risk.
- The current policy is that further new schemes can only be added to the programme if the business case demonstrates that they are self-financing or the scheme is deemed a higher priority than current schemes in the programme and therefore displaces it.

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- In summary, the following other issues and pressures have been identified:
 - Long list of back log pressures – infrastructure, property, DDA work, Public rights of way, as outlined in Appendix 1 of the report. None of these pressures are included in the current capital MTFP, but this carries with it a considerable risk.
 - Capital investment required to deliver revenue savings – this is principally in the area of office accommodation and looking at alternative delivery models for leisure and culture, social care, property investment and possibly Additional Learning Needs. The level of investment is currently being assessed. However, in accordance with the principle already established, if the schemes are not going to displace anything already in the programme then the cost of any additional borrowing will need to be netted off the saving to be made.
 - The IT reserve is depleted so funding for any major new IT investment is limited. Any additional IT schemes will need to either be able to pay for themselves or displace other schemes in the programme.
 - Circuit of Wales – the Authority has undertaken due diligence work on a version of the proposal which concluded not to proceed, the current proposal is being considered by Welsh Government without recourse to Local Authority funding.

Members' attention was drawn to the information that Adults Select has had the least funding of all the Select Committees for capital in past years that has focussed on property maintenance schemes affecting social care establishments and the Mardy Park refurbishment, noting that most of the work has not have been core funded, but ICF funded from Welsh Government initiatives.

In terms of Capital budgeting, the Council faces a reducing resource base that affects the capacity for supported borrowing.

It was commented that DFG grants have been maintained at the previous level and the focus is mainly on the Future schools programme and the rebuilt of two secondary schools. It was noted that previously, it has been possible to utilise underspends in the County Farms budget, however there is a backlog of farm maintenance which now limits flexibility.

It was confirmed that the programme contains £1m prudential borrowing per annum which is proposed to be maintained.

Members' attention was drawn to para 3.4, in the context of the pressures identified in Appendix 1 and 3.7, which mentions the potential replacement of Severnview and an uplift in DFG funding.

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As highlighted in the report, some work, as listed, will need continued funding but that £500,000 headroom has been included to progress the work through a mixture of the short term borrowing strategy and the MRP calculations.

It was explained that the Capital Budget will be set by council at the end of February and there will be opportunities to comment on priorities.

Member Scrutiny

A Member queried, and it was confirmed, that there will be a capital receipt for the disposal of the Magor premises but this may be worth less than the cost of the work to refurbish J and E block due to the current property market conditions. It was added that past mandates have presumed a saving from the Magor premises to rationalise our buildings. The Cabinet Member, Resources explained that given the current property market climate, consideration is being given to possibly leasing the building in whole or part noting that the costs of running the Magor premises will be significant in the calculations to refurbish J and E Block.

It was confirmed that the £300,000 listed under County Farm schemes is a capital expenditure cost (not the net cost after receipts) to the authority in term of its maintenance responsibilities as a landlord.

In response to a question, it was confirmed that E Block is in the ownership of the authority currently in use as storage for election equipment.

A Member asked about the ALN service and when any information will be available. It was confirmed by the Cabinet Member, Resources that progress is advanced.

Regarding County Farms, it was queried when rents were last reviewed. It was explained that rents are reviewed on a 3 or 4 year rolling programme and assessed on a commercial basis, adding that the holdings are not of high rentable value. If farms are sold, the sale is on a non-discounted, open market value basis.

The timetable for the proposed replacement of Severnview was queried and it was explained that this proposal for re-provision has been under consideration for a few years. It was suggested that it could be within a 5 year timeframe.

Chairs Comments

The Chair thanked the officers for their contribution to consideration of this item.

9. DRAFT BUDGET PROPOSALS 2017/18 FOR CONSULTATION - Adults Select Committee

Context:

- To provide detailed draft proposals on the budget savings required to meet the gap between available resources and need to spend in 2017/18, for consultation purposes.

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- To consider the 2017/18 budget within the context of the 4 year Medium Term Financial Plan (MTFP) and the emergence of priorities to guide forward activities through Future Monmouthshire.

Key Issues:

The Select Committee scrutinised the Social Care and Housing Directorate's budget proposals, as outlined in Appendix 3F of the report, which equated to a saving in the sum of £236,024.

Background information was provided by the Assistant Head of Finance that this report concentrates on revenue and running costs distinct from the previous report based on capital budgets. It was clarified that, historically, a mandate process has been applied where officers offer mandates and then deliver upon them. This approach has been revised to challenge service managers to offer suggestions to make e.g. 5% or 10% savings to make services more sustainable. This was undertaken across the directorates and a comprehensive list of proposals was compiled accordingly some viable and some less realistic.

Additional context was provided that a budget problem for next year has been resolved instead of preparing a four year Medium Term Financial Plan to allow some flexibility for the new administration following the local government elections in May 2017.

It was added that funding from Central Government is better than anticipated in recognition of the rurality of the County, however the best outcome remains a standstill (0%) budget despite annual pressures of salary increments, cost of living increases and rising contract inflation etc. Attention was drawn to the report, para 3.2 budget assumptions for the year accordingly. It was pointed out if there were no changes implemented, the result would be £2.5million pressures next year from inflation. Additionally, pressures within services have been considered, e.g. where mandates have not materialised as originally planned and the position revised. Pressures will rise to £4million accordingly. £4million savings have not been made in services in view of MRP proposals to progress paper savings instead. This approach provides £1.5million headroom but it is implicit that saving are still made. It was highlighted that the proposed percentage savings put forward by managers varied. Work on the budget and savings continues.

Members were asked to consider the proposals for saving within Adults remit (Appendix 3f).

The Cabinet Member, Resources, provided clarification that recognition of the county's rurality has allocated additional funding but it has not altered the overall funding position. The County continues to receive the least funding of all Welsh authorities; per capita population has dropped from £1060 to £995.

The Committee was informed that this is the opportunity to offer alternative proposals.

Member Scrutiny

The suggestion, Adult Commissioning (5.2), referring to the termination of room rental in Abergavenny was queried. It was confirmed that the My Day My Life project will not be adversely affected through the amalgamation of arrangements.

Adult Resources (5.1) was queried what was meant by "Restructure finance and benefits advice team to replace 2 posts on lower grades", and if there would be any impact on the quality of the

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service. It was responded that there will be regrading of posts, further details to be confirmed; consultation with unions is still in progress. It was questioned if this was linked to 10.2 “alignment of welfare benefits information, advice and assistance services” and confirmed that there is a link between the two suggestions following a review of welfare rights which identifies a number of welfare advice portals and presents an opportunity for efficiency and a more cohesive approach. It was additionally queried if this was across the council or just within adult social services. It was confirmed that this was the case and there can be duplication including with organisations outside the authority and the opportunity to collaborate.

Regarding Adult Resources (5.3) “Reduce IT Development budget”, it was queried if there would be an adverse impact on delivery of services. It was confirmed that the reduction is challenging but achievable though savings in license agreements.

Adults S406 MCHT (5.2) “explore live in carer rather than hourly cost via care agency” was queried by a Member who asked if this element referred to one service user or several, and if the proposal will go ahead. It was clarified that this element refers to domiciliary care agencies or providers and that the mandate proposal is, for some cases, to change from 24 hour living support to a care agency not about individual cost.

Members reflected on 4 mandate proposals listed under Enterprise Directorate (Appendix 3c) totalling £40,923 and considered that the proposals were anticipated, and aligned to matters previously discussed and supported by the Select Committee.

The Committee was reassured that there were no budget proposals to cut Adult Education. Instead, it was explained that the challenge was to accommodate the lack of franchising in view of reduced courses provided by Coleg Gwent.

The Committee was reminded that there had been a pragmatic approach to the budget setting round this year, preferring to not make significant changes in service areas before a new council administration in May, and also in acknowledgement of this year’s more beneficial financial settlement. It was also predicted that future settlements would be more challenging citing public sector funding in England, and that prioritisation and collaboration will be necessary to sustain services.

Chair’s Comments

The Chair thanked Officers for their contribution to the meeting. He also thanked the Cabinet Member, Resources for his attendance at the meeting.

The Chair acknowledged that the implications of savings were unwelcome but it was hoped to minimise the impact on residents.

The Chair welcomed the encouragement from Officers to consider cross cutting issues and not matters in isolation.

10. Adults Select Committee - Forward Work Plan

An updated version of the Forward Work Plan was received. In doing so the following schedule of meetings was agreed:

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Adults Select Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 24th January, 2017 at 10.00 am

6th February 2017: Joint Children and Young People's Select and Adults Select Committees to scrutinise the Population Needs Assessment.

14th February 2017: Joint Select Economy and Development Select, Strong Communities Select and Adults Select Committees (hosted by one Select Committee, not yet determined) with Planning Committee to scrutinise:

- Supplementary Planning Guidance on affordable housing
- Monmouthshire Letting Service: the proposed approach for accessing private rented sector accommodation to prevent homelessness
- Homeless Prevention – Rent Guarantee Scheme (an element of the Monmouthshire Letting Service)

A Committee Member questioned why Economy and Development Select Committee had taken over responsibility from Strong Communities Select Committee. It was explained that Strong Communities Select Committee is responsible for scrutiny of housing provision, Adults Select Committee's remit is homelessness, welfare reform and affordable housing and Economy and Development has responsibility for developers' affordable housing percentages in the LDP so there are overlapping themes. The joint meeting has been arranged to avoid duplication.

27th February 2017: Special Joint Select Committees to scrutinise the Alternative Delivery Model

28th February 2017: Adults Select Committee

31st January 2017: Joint Select Committees to scrutinise the Budget

The Chair queried the process of what happens after a Select Committee sends a recommendation to Cabinet and noted that Co-Ordinating Board will consider this matter.

11. Cabinet and Council Work Planner

The Cabinet and Council Work Planner was noted.

12. To confirm the date and time of the next meeting as Tuesday 28th February 2017 at 10.00am

The meeting ended at 12.12 pm

SUBJECT: Adult Social Care Assisted Transport Policy

MEETING: Adult Select Committee

DATE: 24 Jan 2017

DIVISION/WARDS AFFECTED: all

NON-PUBLICATION

(Insert appropriate non publication paragraph if necessary and complete attached certificate – paragraphs of exemption are contained within the constitution)

Please ensure that if this report is not exempt that the report does not contain information which may be in breach of the data protection act. Do not hesitate to contact Democratic Services for further guidance.

1. PURPOSE:

1.1 To provide a policy to clarify Monmouthshire County Council's responsibilities for providing transport to people requiring social care support. To provide consistency across teams and areas of MCC business

2. RECOMMENDATIONS:

2.1 For members to consider and agree to the implementation of the attached policy

3. KEY ISSUES:

3.1 The Social Services and Wellbeing (Wales) Act 2014 sets out the council's duty to assess an individual's need for support services. The Local Authority will have a duty to meet that need if the need cannot be met by the person's own resources or community resources.

3.2 The need for transport is not an eligible need in its own right, but simply a means of accessing services and support

3.3 Assisted Transport usually helps people to access day opportunities, respite care, leisure services, and employment and training opportunities.

3.3 Monmouthshire County Council is able to provide transport through a variety of options to its residents with learning disabilities, people with physical disabilities, older persons and people with mental ill health. The Council funds several community transport schemes across the county, mainly covering areas with less reliable transport links but not restricted to these areas. These options can be either dial-a-ride, Grass Routes, Bridges Community Car Scheme or befriender schemes. The Council also operates the disabled bus pass and the concessionary (age-based) bus pass schemes, allowing anyone with a disability over the age of 5 and anyone above the retirement age who is a resident of Monmouthshire to apply for free bus travel out of peak times

4. REASONS:

4.1 Without a policy there have been different approaches across teams with transport being provided on an ad hoc and inequitable basis.

4.2 To ensure the decision to provide assisted transport is based on needs, risks and outcomes and on promoting independence, as part of the Council's commitment to social inclusion and independence.

5. RESOURCE IMPLICATIONS:

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

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

6.1 Some people who are currently transported by the Council will not receive this service in the future, however their independence will be enabled through the application of this policy. The proposal promotes increased independence for individuals, the use of their own or community resources. Individuals will be supported to maximize their independence and therefore releasing the potential for increased social inclusion.

The actual impacts from this report's recommendations will be reviewed every 3 years and criteria for monitoring and review will include:

- Audit of assessments to ensure correct and equitable application of the policy.
- Evaluation of any customer comments that may arise as a result of this policy change

7. CONSULTEES:

DMT

Social Services Finance

Team leads, Social Care and Health

Direct care leads

+

8. BACKGROUND PAPERS:

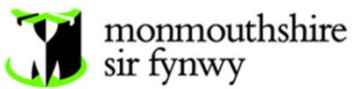
See attached policy document

9. AUTHOR: Clare Morgan, Service Manager All Age Disability and Mental Health

10. CONTACT DETAILS:

Tel: 07770 838419

E-mail: claremorgan@monmouthshire.gov.uk



**SCHEDULE 12A LOCAL GOVERNMENT ACT 1972
EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

MEETING AND DATE OF MEETING:

TITLE OF REPORT:

AUTHOR:

I have considered grounds for exemption of information contained in the report referred to above and make the following recommendation to the Proper Officer:-

EXEMPTIONS APPLYING TO THE REPORT:

FACTORS IN FAVOUR OF DISCLOSURE:

PREJUDICE WHICH WOULD RESULT IF THE INFORMATION WERE DISCLOSED:

MY VIEW ON THE PUBLIC INTEREST TEST IS AS FOLLOWS:

RECOMMENDED DECISION ON EXEMPTION FROM DISCLOSURE:

Date:

Signed:

Post:

I accept/do not accept the recommendation made above

Proper Officer: _____

Date: _____

Adult Social Care Assisted Transport Policy

1 What is Adult Social Care Assisted Transport?

Local Authority Transport is a transport service provided to people who cannot use public transport independently due to disability or health problems and have no reasonable access to private transport. It can be provided through taxis, minibuses, Council fleet cars and volunteer drivers, either through direct provision by the Council, or sourced by individuals in receipt of Direct Payments.

Assisted Transport usually helps people to access day opportunities, respite care, leisure services, and employment and training opportunities.

2 Policy framework

2.1 Gwent MH and LD strategy

2.2 Monmouthshire County Council funds several community transport schemes across the county, mainly covering areas with less reliable transport links but not restricted to these areas. These options can be either dial-a-ride, Grass Routes, Bridges Community Car Scheme or befriender schemes. The Council ensures, through its commissioning strategy and its support to the voluntary and community sector, that such schemes continue to be sustainable and serve the area's most in need.

2.3 Monmouthshire County Council also has a robust Transportation Plan which is updated as and when needed, and which includes a countywide Bus Strategy.

2.4 Monmouthshire County Council operates the disabled bus pass and the concessionary (age-based) bus pass schemes, allowing anyone with a disability over the age of 5 and anyone above the retirement age who is a resident of Monmouthshire to apply for free bus travel out of peak times

<http://gov.wales/docs/det/publications/150603-concessionary-travel-scheme-guidance.pdf>

For application forms :-

<http://www.newport.gov.uk/dc/index.cfm?fuseaction=transport.homepage&contentid=cont50704>

[2](#) Over 60's

<http://www.newport.gov.uk/dc/index.cfm?fuseaction=socialcare.disabilities&contentid=cont50704>

[4](#) Disabled

3 Legal Framework

3.1 The Social Services and Wellbeing (Wales) Act sets out the council's duty to assess an individual's need for support services, where the person resides within the boundaries of the authority and it appears that they might be in need of community care services or support. The Local Authority will have a duty to meet that need if the need cannot be met by the person's own resources or community resources.

4 Principles of the Policy

4.1 The aim of this policy is to reflect national and local priorities and is based upon the following principles:

- Promoting independence
- Maximising choice and control
- Supporting a healthy lifestyle
- Improving quality of life
- Maximising dignity and respect
- Developing local and community networks.

4.2 The overriding principle of this policy is that the decision to provide transport is based on needs, risks and outcomes and on promoting independence, as part of the Council's commitment to inclusion and independence. Where a transport solution which promotes independence is not the most cost-effective solution, this will be considered on an individual basis by the budget holder.

4.3 A principle of reasonableness will be adopted (the assessment will aim to establish whether it is safe and reasonable to expect the person, or their representative, to make transport arrangements). As part of the assessment, all transport options will be examined and the outcomes will be identified and evidenced.

5 Policy Statement

5.1 Adult Social Care is able to provide transport through a variety of options to Monmouthshire residents with learning disabilities, people with physical disabilities, older persons and people with mental ill health. This policy outlines how we will ensure that we have a consistent and equitable way of supporting these individuals in the provision of Local Authority funded transport.

5.2 This policy sets the criteria that will be used to assess how people qualify for transport and also to assess which option is the best one for each person: transport arranged by the Local Authority or privately-arranged. Monmouthshire County Council is committed to promoting independence across all areas of service provision and seeks to ensure that people live as independently as possible within their own communities and continue to access services and support in ways which meet their needs.

5.3 As the need for transport is not an eligible need in its own right, but simply a means of accessing services and support, this policy rests upon a general assumption and expectation that clients will meet their own needs for transport to access services and/ or support.

5.4 Funded transport will only be provided if, in the opinion of the assessor, it is the only reasonable way to allow the person to safely access an eligible service. Where there is appropriate transport available (either personal, taxi funded via Mobility Allowance, vehicles provided under the motability scheme eg provided and paid via mobility allowance, or public transport, including voluntary community schemes), it will be assumed that the individual will use this as a first option. Transport will only be provided if alternatives are unavailable or inappropriate for some reason.

5.5 Individuals who have the physical or mental ability to travel to a community activity, either independently or with assistance from family, friends or support providers will do so. Staff from Adult Social Care will signpost individuals to appropriate transport options in order to promote the independence of that person.

5.6 Following an assessment, Monmouthshire County Council will only provide transport to help meet an assessed need that cannot be met by the person themselves, having explored all alternatives. The transport provided will be appropriate for that need, will provide value for money and be cost effective.

5.7 People who qualify for concessionary travel (i.e. bus passes), will be expected to apply and use these as and when appropriate according to assessed needs with support from their care manager to apply if needed. Where access to a companion bus pass would enable the person to travel by means of public transport, this will be considered for their carer/ companion. The constraints of concessionary travel will also be taken into account during the assessment

5.8 Where there is a reference to college, this refers to a college placement that is linked to day activities. [See separate policy regarding post 16 transport to educational settings](#)

6 Scope

6.1 This policy applies to people over the age of 18 who have been assessed as eligible for support from Adult Care Services directorate, meaning they have a need that can only be met by services and/ or support which require access to transport.

6.2 The provision of transport will only be considered in relation to meeting the needs of adults who have been assessed as eligible for services and/ or support from Adult Social Care. As part of the Integrated Assessment/ Care and Treatment Planning process, the need to attend a community service and/ or to pursue other activities away from the individual's home may be identified, and as such this policy will set the framework for accessing transport.

6.3 The need for transport to and from any community service or activity service must be part of the assessment of a person's needs and any subsequent review(s). Transport can only be considered where the person is eligible for this service.

6.4 If it is established during the assessment process that the person can travel to a community activity that meets their outcomes, either independently or with assistance from family, friends or support providers, the Local Authority will not provide transport, or pay for travel costs. However, this does not prevent people using their own financial resources to pay for transport should they choose to do so.

6.5 The Social Care Charges (Means Assessment and Determination of Charges) (Wales) Regulations 2011 seek to add to the services that cannot be charged for by including transport to a day service where transport is provided or commissioned by an authority and where this, and the attendance at the day service, have been identified as a requirement of a person's care assessment. This is to put such individuals on a par with those older and disabled people who receive free bus transport through concessionary fares;

Parts 4 and 5 of the code of practice in the Social Services and Well-Being Act specifies that the charging policy does NOT cover transport,

Parts 4 and 5 specifically in relation to non- residential services states that the mobility element of DLA and PIP is excluded from their charge i.e. the £60 per week cap

7 Eligibility and Practice Guidance in Determining the Need for Assisted Transport

7.1 If a person contacts us for help and shows a presenting need, we may carry out an Integrated Assessment/Care and Treatment Plan in order to establish whether or not they have any qualifying needs for transport as part of a wider care and support plan. In completing this assessment Monmouthshire County Council will place an emphasis on the person's strengths and capabilities, and focus on services that enable them to do things for themselves rather than become dependent.

7.2 The decision to provide assistance with transport must only follow a full assessment of needs, including mobility and the risks associated with accessing support and services in the community as part of the care and support planning process. The need for, and purpose of transport should be clearly stated on an individual's Care Plan. The provision and/ or funding for transport should only be considered if the service user's own resources and all other options have been exhausted

7.3 If there are no other ways in which the individual can reasonably access services and support or be expected to make arrangements to access them safely, then the provision of transport by the Council will be considered.

7.4 When assessing eligibility for transport and feasibility of different ways to access services, the following factors will be taken into account:

- access to existing transport;
- access to mobility allowance or alternative funds
- assessment of mobility;
- assessment of ability to travel independently;
- Identification of appropriate transport provision for those eligible.
- People may have the financial means to fund their own travel arrangements

7.4.1 People will normally not be eligible for transport if:

- They have a Motability vehicle which they drive themselves. Where a person uses their own vehicle or Motability car no petrol costs or other expenses will be considered;
- They have a mobility vehicle of which they are not normally the driver themselves. There will be consideration of whether it is reasonable to expect the person's family and friends network to help them travel to the location of the care service/ activity;
- are in receipt of the Mobility component of Disability Living Allowance, the purpose of which is to assist those who have mobility problems, with severe difficulty walking or who need help getting around outdoors and in the community. These people will only be eligible for transport if they are assessed as not capable of independent travel or if the mobility element of the benefit does not fully cover their needs (due to distance from services, the nature of the disability, wheelchair type, carer support requirements etc). As part of the full financial assessment, Monmouthshire County Council's finance officers will also help people maximise their access to any benefits they may be entitled to.
- They live in a registered residential care home as these are subject to the terms and conditions of the contract between the Council and the care home. However, if the individual is assessed as having the ability to travel independently, or with minimal intervention, the care home will make provision to support independent travel if they are responsible for transport arrangements.
- They live in settings where their care needs are funded by the Adult Social Care Service e.g. Residential Care, supported living schemes (such as those for people with a learning disability or younger adults with mental health disorders), or shared lives placement, as the cost of the placement needs to cover the full range of support needs, including transport, to attend community activities including college.

7.4.2 Where the individual is reliant on a relative or other carer to drive a mobility car, consideration must be given to supporting carer's respite needs, including enabling them to work. Nonetheless, if an individual or carer makes the decision that the car will not be used for the intended purpose the onus must be on the individual and/ or carer to make alternative appropriate arrangements. Assessing officers must also ensure that a carer's reluctance or inability to assist with transport does not prevent an individual from accessing a service that meets their assessed needs and the individual/ carer will need to make alternative arrangements.

7.4.3 Where there is conflict between the individual and carer, regarding motability cars, officers may need to consider the possibility of reverting back to a monetary allowance with the Department for Work and Pensions, if the individual so wishes. This would promote independence and allow the individual to take control of their own transport requirements. Consideration will be given to the impact of this option on individual-carer relationships and the need to avoid creating unnecessary conflict. There may be a need to consider safeguarding issues.

8 Appeals

If an individual or their carer is unhappy with the assessment of their transport needs, they have the option to use the council's complaint process.

9. Refusal of Services

If an individual has been assessed as able to make their own transport arrangements but declines to do so and as a result is unable to attend the service for which they have an assessed eligible need this will be viewed as the person declining services.

Where a person has declined a service which they are eligible for, the assessor will evaluate whether the person has the capacity to make this decision. If the decision is being made on behalf of another person, the assessor will check whether they feel the decision is being made in the best interest of the person who is eligible for the services

<p>Name of the Officer : Clare Morgan</p> <p>Phone no: 07770 838419 E-mail: claremorgan@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal To provide a transport policy that is equitable for all residents of Monmouthshire. To give practitioners a framework to work within</p>
<p>Name of Service: SCH</p>	<p>Date Future Generations Evaluation 12.12.16</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	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>MCC currently pay some individuals travel expenses as part of a care package. This policy will support people towards independent travel, including paying for their own transport costs or making their own arrangements where they have the means and/or capability to do. Social services arranging transport can create dependency rather than enabling independence which is our purpose.</p>	<p>This policy will ensure that there is equity around the application of determining how transport costs are paid and to whom</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>No impact</p>	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>People will be encouraged and supported toward independent transport arrangements</p>	<p>Robust reassessment of need, supporting the person to independence. Physiotherapy to maximize mobility, travel training. There is strong evidence from elsewhere that travel training enables people with disabilities to safely transport themselves</p>
<p>A Wales of cohesive communities Communities are attractive, viable, safe and well connected</p>	<p>No impact</p>	
<p>A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>No impact</p>	
<p>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</p>	<p>No impact</p>	
<p>A more equal Wales People can fulfil their potential no matter what their background or circumstances</p>	<p>promoting and supporting independent travel</p>	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? Describe how.	If not, what has been done to better meet this principle?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>No impact</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>Better collaboration with community groups, third sector, alternative transport modes</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>This will be achieved as part of a reassessment with individuals affected.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? Describe how.	If not, what has been done to better meet this principle?
 <p>Putting resources into preventing problems occurring or getting worse</p> <p>Prevention</p>	No impact	
 <p>Considering impact on all wellbeing goals together and on other bodies</p> <p>Integration</p>	No impact	

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

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

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			

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?
Disability	<i>Minimized dependence on Social Services therefore increasing potential for integration into the general community for people who have mobility difficulties by virtue of illness, physical or mental impairment.</i>	<p><i>Some individuals who currently have their travel costs paid for by MCC will be encouraged to pay their own travelling expenses in the future/ make their own travel arrangements</i></p> <p><i>This policy proposal will impact on individuals who previously may have received transport arranged and paid for by the social Services department who could have had some mobility difficulties by virtue of illness, physical or mental impairment</i></p>	Robust reassessment, maximizing independence, supporting individuals to find community/public based alternative transport options
Gender reassignment			
Marriage or civil partnership			
Pregnancy or maternity			
Race			
Religion or Belief			
Sex			
Sexual Orientation			

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?
Welsh Language			

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding			
Corporate Parenting			

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

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?

Some people who are currently transported by the Council will not receive this service in the future, however their independence will be enabled through the application of this policy. The proposal promotes increased independence for individuals, the use of their own or community resources. Individuals will be supported to maximize their independence and therefore releasing the potential for increased social inclusion.

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
Present policy to relevant senior staff and members for approval	Early 2017	Clare Morgan	
Engage and consult with individuals and their carers about changes in practice and policy at time of review/reassessment	at each review/reassessment	Clare Morgan/Team managers/ assessors in teams	

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:	June 2017 initially
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9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	<i>Scrutiny</i>	12.12.16	<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>

Housing & Community Services
Investing in communities to enable them to build their own resilience



.....looking after you and your property....

February 2016

**Monmouthshire's
Affordable Private Rented Accommodation
Lettings Scheme**

Contents

Summary

- 1. Purpose of Scheme**
- 2. Delivery Framework for Monmouthshire Lettings.**
- 3. Local Context & Background.**
- 4. Private Rented & Landlord Services Currently Provided.**
- 5. What is Monmouthshire Lettings Service?**
- 6. Capacity & Resources**
- 7. Risk Register**
- 8. Next Steps**

Summary

This document provides an analysis of the need for the introduction of a Council operated social lettings agency in Monmouthshire. The following outlines the issues, the solutions and the desired outcome that underpin its introduction.

- **The Problem: A shortage of affordable rental properties**

There is not enough social housing or affordable private rented accommodation in which to discharge the Council's statutory duties (both preventative and homeless). Private market rents are high and typically above local housing allowance levels and the up-front costs are often a barrier. Landlords and high street letting agencies generally are reluctant to accommodate low income and/or vulnerable households. Although a much improved situation from a few years ago, the use of bed & breakfast is still necessary.

- **The Reason: 'It is too risky and comes with no support'**

The reason landlords are reluctant to let to vulnerable and/or low income households is because there is a perception that it poses a risk to their investment and they will be left with the consequences of a failing tenancy when things go wrong if support is not in place. Risk can be broken down into:

- Risk to income and
- Risk to the condition and security of the property.

- **The Solution: To mitigate against risk & offer support;**

To offer landlords a service that helps to mitigate against risk and provides support that is over and above that offered by typical high street letting agent. It is hoped that this added value along with other service activities, will act as an incentive for landlords to work with the Council.

- **The How: Through the introduction of a branded social lettings agency**

The introduction of a social lettings agency with the brand name of Monmouthshire Lettings Service (MLS) will be the umbrella under which all private sector housing activity will take place. This allows the new service to utilise existing experience of housing management. It is also the vehicle in which to introduce incentives to entice landlords into using our service rather than to self-manage or use high street agencies.

- **The Outcome: More affordable private rented accommodation**

The aim is for landlords to have confidence in letting to our client group hence more properties are available at an affordable rent. The Council, therefore, will be better able to discharge statutory homeless duties without a reduced need to use costly B & B accommodation.

1. Purpose of the Scheme

- 1.1. The purpose of this report is to propose the development of Monmouthshire Lettings. The intention is to develop a lettings service that puts the community at the centre of its core business of providing long-term affordable properties to rent, but delivered through a commercial approach that affords the opportunity to generate income to support long-term sustainability.
- 1.2. The service has been designed to encourage and attract private landlords to offer up their properties to let at affordable rents and to assist households (initially these will be households at risk of or actually homeless) to find suitable and affordable long term homes in the private rented sector.
- 1.3. The service has been developed to contribute to a number of key drivers including:
 - The Council meeting its statutory responsibilities relating to the Housing (Wales) Act 2014
 - The Council's Future Monmouthshire policy
 - The on-going aim to improve homeless prevention performance
 - Reduce the need to use Bed & breakfast
- 1.4. The proposal seeks to build on the existing and established approach and practice of the Council's Housing Options Team of working with private landlords. The proposal effectively brands and packages existing landlord services together with the provision of additional services.
- 1.5. Although the intention is for the proposed service to be initially offered free of charge, the medium term plan is to introduce a competitive charge.

2. Delivery Framework for Monmouthshire Lettings Service

2.1 The following provides a proposed delivery framework for Monmouthshire Lettings:

2.2 **Vision** – A viable, accessible and affordable private rented sector

Mission – To work with landlords to provide sustainable private rented accommodation

Strapline (for marketing purposes) – *‘looking after you and your property’*

Values:

- We listen to landlords
- Landlords are valued
- We want to work **with** landlords
- We’ll be honest and open

Aims

The key aims of MLS are:

- To provide sufficient affordable rented accommodation in Monmouthshire to those households who are unable to access the private rented housing sector through traditional high street letting agents.
- To increase housing options in Monmouthshire, particularly for single people.
- To effectively respond to the accommodation needs of household who approach the Council as homeless.
- To promote effective housing management.
- To offer landlords a worry free letting service.
- To provide a source of income generation.

Unique Selling Points of Monmouthshire Lettings

In developing Monmouthshire Lettings the following are key benefits that private landlords can benefit from:

- MLS is about sustaining tenancies
- Help always available during office hours
- Local authority based – strong links with other services
- No fees payable
- Responsive
- Intimate knowledge of the local housing market
- Will listen and consider bespoke ways to support landlords
- Free legal and tenancy advice

3.0 Local Context and Background.

3.1 Housing & Communities and the Council will be subject to a number of challenges over the next few years. For the Council in general, there is the challenge of future funding whilst still needing to maintain valuable services to the people of Monmouthshire. To meet the challenge the Council has developed Future Monmouthshire, which is about enabling the Council and Monmouthshire to thrive. It's about identifying the challenges facing the County, and working together to find ways to make change happen. This includes short term solutions to keep going, whilst developing longer term plans to generate growth. This proposal is considered to provide both a short-term solution and long-term development option.

3.2 For Housing & Communities, the challenge is not only to contribute to the 'Future Monmouthshire' plan but also to manage the ever increasing demand from households who are homeless or threatened with homelessness. The enactment in April 2015 of the Housing (Wales) Act 2014 (**See Appendix**) has further increased demand and pressure on the Council through the new statutory duties introduced to prevent homelessness, in particular:

- The prevention duty - (S66) whereby the Council "must help to secure that suitable accommodation does not cease to be available for occupation..."
- The relief duty - (S73) whereby the Council must help to secure accommodation
- The full duty – (S75) whereby the Council must secure accommodation for applicants in priority need when the duty under S73 comes to an end.
- The Housing (Wales) Act 2014 also gave Councils the power to discharge homeless duties into the PRS with or without household consent, but subject to its suitability. This has increased the importance and relevance of private sector housing.

3.3 These new duties along with the power has made the PRS even more relevant because limited access to the private rented sector increases the likelihood of the Council having to use bed & breakfast accommodation in order for it to meet its statutory duty of providing temporary emergency accommodation. This not only places a high financial burden on the Council but also cuts across the Welsh Government's pledge to reduce the use of bed & breakfast accommodation.

3.4 It is against this background that the private rented sector can play a vital role in supporting the Council to meet these challenges. However, this can be realised only if there are sufficient properties within the private rented sector available at affordable rents.

3.5 The growth in Monmouthshire of the PRS – Up from 6.6% to 10.8% of the housing stock means that around 4000 households now live in sector (2001 and 2011 census figures).

3.6 However, this growth has to be put into context and, in analysis carried out by 'Hometrack' Housing Intelligence, Monmouthshire is still seen as having a

predominately 'inactive' rental market. This means a small market with poor coverage and low turnover. ('Hometrack' is a privately owned company specialising in housing analytical data).

3.7 This again provides a challenge for the Council. Other issues that need to be overcome include:

- Many households are often prevented from accessing the PRS because they might be in receipt of benefits which the typical high street letting agents have traditionally avoided,
- Many households cannot afford to meet upfront payments and fees associated with securing a tenancy, such as high value rent in advance (increasingly equating to six weeks), high value deposits (also increasingly equating to six weeks rent) and administrative and tenancy renewal fees.
- High market rents that landlords can achieve, can also make private renting a non-viable option for many households. This is due to the large discrepancy between market rent and local housing allowance rate (see table 1 below) which will give the landlord a better return for the investment.
- In addition there continues to be a strong aspiration to acquire social housing in Monmouthshire, however for many applicants registered with Homesearch (the Council's housing register) will never be allocated a property due to insufficient stock and vacancies.

3.8 Table 1 below, shows the local housing allowance and median rent for the four major towns in Monmouthshire during a twelve month period in 2013*.

Table 1 – Local Housing Allowance Rates & Median Rents

Area	Number of bedrooms	LHA Rate	Median Rent
Abergavenny	1 Bed	£390.00	£460
	2 Bed	£499.98	£535
	3 Bed	£592.75	£650
	4+ Bed	£750.01	N/A
Chepstow	1 Bed	£390.00	£450
	2 Bed	£499.98	£550
	3 Bed	£592.75	£650
	4+ Bed	£750.01	N/A
Monmouth	1 Bed	£390.00	£520
	2 Bed	£499.98	£575
	3 Bed	£592.75	£622
	4+ Bed	£750.01	N/A

Caldicot	1 Bed	£390.00	£450
	2 Bed	£499.98	£537
	3 Bed	£592.75	£625
	4+ Bed	£750.01	N/A

*Hometrack

- 3.9 Another challenge for the Council is the need to alleviate the fear that many landlords perceive as being very real, that letting their properties to a Homeless / vulnerable household increases the risk of their property being damaged and a loss of rental income due to arrears. Landlords have often been critical of local authorities for ‘dumping’ households in the private rented sector without any on-going support being offered to the landlord. A common request from private landlords is that they would like to see the same support mechanisms offered to them as those afforded to landlords in the social rented sector.
- 3.10 The paragraphs above highlight the potentially conflicting interests of Council with those of the landlord and it is within this context that requires the Council to find innovative solutions to engage with the PRS. The introduction of a Council run lettings service can help to provide the structure in which to create and expand these solutions.

4. Private Rented & Landlord Services Currently Provided

4.1 The Council already has significant experience of working with private sector landlords. The Council, through the Housing Options Team, has gained considerable experience through working with private landlords for a number of years to accommodate homeless households and prevent homelessness. This has included previously running a private leasing scheme (currently managed by Melin Homes) and the current Shared Housing schemes highlighted in 4.3 below.

4.2 These schemes and other activity currently undertaken within the private rented sector is managed by Housing Options staff and comprises:

- A manager (0.6),
- A Private Landlord Liaison Officer
- An Accommodation Assistant Officer.
- Wider support is co-opted from other officers within the Options Team and wider Housing & Communities teams eg Housing Support
- Further support is acquired through liaison with wider services in the Council eg Housing Benefit; Environmental Health

4.3 The Team currently manages in-house private sector accommodation that provides accommodation for households experiencing or in danger of becoming homelessness. This accommodation is also being used to support the Council's participation in Afghan and Syrian household re-location. The team is also able, to access a Private Leasing Scheme operated and managed by Melin Homes. The table below show the breakdown of all accommodation PRS accommodation available to the Team:

Scheme	Units
MCC Shared Housing	58
MCC Private Leasing	1
Private Leasing - Melin	72

4.4 The Housing Options Team currently offers (further detail can be found in **Table 4, Section 6**) landlords the following support services:

- Advice and Assistance
- Find a Tenant / Tenant Introduction
- Housing Benefit Support
- Tenant Related Support
- Property Management Services
- Landlord Related Services

4.5 It has previously been highlighted that the service has a number of unique selling points (USP's) that cannot be provided by traditional high street letting agents. This uniqueness is not only based on the knowledge and experience of its staff and their close working relationships with internal and external partners such as the housing

benefit team, housing support services and environmental health. These USP's are something the Council can take advantage of.

- 4.6 One dimension of the current service that needs to be further developed is landlord engagement through better marketplace communication. Currently, marketing needs to be more routinely undertaken in order to better inform landlords of services and what can offered.
- 4.7 The new service will place a greater emphasis on marketing and will approach it in a manner similar to private commercial enterprises, in order to increase its visibility and raise awareness. It is hoped that a more commercial approach to marketing would increase the number of private landlords who are prepared to work with the Council.
- 4.8 However, it is recognised that this unique service and applying a more commercial approach to marketing, may still not be sufficient to attract landlords into using Monmouthshire Lettings Service in the numbers required to overcome the challenges identified above. It is, therefore, considered important that MLS incentivises landlords to use Monmouthshire Lettings Service as an alternative option to self-managing or using a typical high street letting agents.

5. What is Monmouthshire Lettings Service (MLS)?

- 5.1 As stated above a Council operated lettings service can be the vehicle in which innovative solutions can be found to address those challenges highlighted.
- 5.2 The introduction of Monmouthshire Lettings Service will be the umbrella under which the service currently offered by the Housing Option Team and all activity concerned with working in the private rented sector will be delivered in the future.
- 5.3 It is proposed that MLS should have its own distinct identity which will feature on stationary products, flyers, posters, web page and social media applications. This will place the service as more of a commercial enterprise and approach to marketing. It will also help to make the service more visible.
- 5.4 It is recognised, however, that the USP's of the service alongside a more commercial approach to marketing may not be sufficient to attract landlords into using a council run letting service in the numbers required to overcome those challenges identified above. It is, therefore, considered that the Council will need to develop a service that incentivises landlords to use a Council run letting agents rather than to self-manage or go to those agents on the high street. **Table 3, 5.10** below gives examples of the type of service activities that can be offered to landlords to act as an incentive for them to offer up their properties.
- 5.5 Monmouthshire Lettings Service (MLS) will have two distinct elements:
- I. A traditional lettings service similar to services offered by high street lettings agents that potentially could attract a fee once the service has fully developed and a reputation established. Fee levels would depend upon the package the landlord chooses to use with packages varying from something as simple as 'find a tenant' to something more involved as a 'full management service'. **See Table 4, 5.15** below for an outline of the type of services that could be bundled into packages.
 - II. A leasing service (eg Shared Housing scheme) that will provide accommodation for households accessing the Council's services for assistance with homelessness prevention, see paragraph 5.15 for an outline of the leasing service. This will include the Shared Housing service. Leasing will be subject to financial viability and future delivery may be dependent on the availability and extent of subsidy support.
- 5.6 To enable MLS to be flexible in its approach to recruiting landlords and meeting the challenges of service demand, both elements (Leasing and Letting) will be available from the commencement of the service
- 5.7 MLS staff in response to service requirements will determine which element of the lettings service (leasing or letting) landlords will be able to access, which will be linked to the needs of the service and homeless and prevention demand. All individual MLS services, therefore, will be subject to availability.
- 5.8 MLS Letting Service**
- 5.9 The service will initially be offered free of charge, but the aim is to work towards operating on a fee charging basis, the fees of which help to reduce operational

running costs and reinvested back into the service.

- 5.10 The aim will be for income to be eventually generated from the introduction of landlord packages which can be purchased by the landlord depending upon the level of service they require. These packages would range from a basic tenant introduction to a full property management scheme that would attract a management fee.
- 5.11 However the service has to have a degree of flexibility in order to meet both the fluctuations of demand and the requirements of the landlord. It is therefore proposed that landlords will be able to choose a bespoke service around those type activities highlighted in **Table 3** below, (that high street agencies can typically provide), although these will be subject to service demand and as stated earlier will be free initially. The Table also highlights the indicative costs to the landlord of the individual service activities that can be charged by high street lettings agents and their potential cost savings of using Monmouthshire Lettings Service while they remain free.

Table 3 – Indicative Costs & Potential Landlord Savings of Using MLS

Service Activity	Indicative Cost (Financial Value) to Landlord
Setting Up Fee , Includes the following costs: <ul style="list-style-type: none"> • Marketing; • Legislation Advice • Accompanied viewing • Tenancy Agreement Drafting 	£300 + VAT
Total	£300 + VAT
Additional associated costs: <ul style="list-style-type: none"> • Gas safety Certificate • Electrical safety • EPC • Deposit registration • Tenancy renewal (from the 2nd year) • Legionella Risk Assessment 	£60 + VAT £60 + VAT £60 + VAT £30 + VAT £60 + VAT £130 + VAT
Total	£400 + VAT
Recommended Services (optional): <ul style="list-style-type: none"> • Inventory • Condition Survey (In) • Condition Survey (Out) • Rent Monitoring • Rent Collection • Full Tenant Profile plus Right to Rent Check • Full Tenant Profile Only • Referencing Only <ul style="list-style-type: none"> ○ Instant ID and Credit Check Only 	£40 - £80 + VAT (depending on size of property) £40 - £80 +VAT (depending on size of property) £40 - £80 + VAT (depending on size of property) Usually within the management fee Usually within the management fee £25 + VAT £20 + VAT £15 + VAT £10 + VAT
Total	£200 - £280 + VAT
Full Management Service Initial start-up fee of £300 (see above) plus 10% - 12.5% of monthly rent per month	

<p>Includes the following services:</p> <ul style="list-style-type: none"> • Rent Collection • Rent Monitoring and Rent Arrears advice • 2 annual property inspections • Arrange routine repairs and instruct approved contractors (providing two quotes). • Deposit Registration Fee: 	
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5.12 The rationale of offering the service for free initially is based upon the belief that landlords who will use Monmouthshire Lettings, are more likely to take a reduction in their rental return than they would have done if they had chosen to use a traditional lettings agency or to self-manage.

5.13 However when it is favourable to do so the service will move to a fee paying one, based around service packages and will mirror those of high street lettings agencies with corresponding fees. The fees will be set at a level sufficient to continue to attract landlords to use Monmouthshire Lettings Service. This is something that will be developed and costed at a later date.

5.14 As a comparator high street lettings agents typically charge a management fee of between 8% - 12%, although at the higher end of the scale the full management service which can include a rent guarantee.

5.15 The Focus & Requirements of the Lettings Service

5.16 The following provides an outline of how the lettings service will be provided:

- The service will be looking for properties with rent levels at or about Local Housing Allowance (LHA) rates,
- The service will require properties to be available initially on a 6 month assured short-hold tenancy agreements with the option to extend.
- A tenancy support service would be provided for each new tenant and would continue for as long as the support is needed to ensure the tenancy is sustainable.
- Tenants will not be charged administration fees or for tenancy agreements renewals. This will help to offset preventative expenditure, often necessary to prevent an applicant becoming homeless through securing private sector accommodation.
- Landlords with properties managed by MLS will not be required to become licenced landlords and will therefore not be expected to sit the training courses required to become a licensed landlord. Monmouthshire Lettings Service will be the licensed Agency as required by the Housing (Wales) Bill 2015.
- The Service will operate in compliance with the Equalities Act 2010 and guidance to ensure that any practices currently observed in the PRS that may be unfair and discriminatory towards tenants do not prevail.

- In order for a landlord to access the benefits of MLS, landlords will need to be accommodating a client of the Council.

5.17 **Table 4** below details the services that MLS will provide from the outset and services that are proposed to be developed. Services will be offered free initially to the landlord as an incentive for them to use MLS and offer their property at local housing allowance rates. It should be noted that any spend from the budget should be regarded as contributing to a successful homeless prevention outcome and as supporting the Council to avoid the need of using B & B establishments. The aim is to introduce new landlord services to make MLS as attractive as possible. These will be developed over the coming year in tangent with monitoring progress and considering landlord feedback and introduced incrementally.

Table 4 – Overview of MLS Service Availability

Service Activity / incentive	Details	Currently Available	When will this be available?	Delivery Method & Key Actions
Advice & Assistance Service	This will particularly include Landlord Tenancy Law and Regulatory information (plus Landlord Welcome Pack)	Yes	From the start of the service	Staff Develop Landlord Welcome Pack
Marketing the property	Advertising through Homesearch / Social media / Landlord Hub, etc	Yes but not implemented as tenants have been found for landlords	From the start of the service	Staff
Tenant Verification Service	<i>Full Tenant Profile & Immigration Checks to</i> <ul style="list-style-type: none"> ▪ ID check ▪ Visa & passport verification ▪ Linked address search ▪ Credit check report ▪ Court & Insolvency Checks ▪ Salary/income verification ▪ Bank account validation ▪ Landlord references 	In part	From the start of the service	Staff & buy in
	Tenant Training	No	To be developed	To be determined
Inventory & Property Checks & Safety Check Service	Written & photographic Inventory	Yes	From the start of the service	Staff
	Tenant Sign-Up/Check In (plus tenant information pack)	Yes	From the start of the service	Staff Tenant information pack to be developed

	Final Inspection/Check Out	Yes	From the start of the service	Staff
	Electrical Safety Checks	Yes	From the start of the service	Reimburse landlord
	Gas Safety Certificate & Breakdown Cover	Yes	From the start of the service	Reimburse landlord
	EPC	Yes	From the start of the service	Reimburse landlord
	Legionella Check	Yes	From the start of the service	
	Periodic inspections/Interval Checks	Yes	From the start of the service	Staff
Landlord Support Service	Rent Collection	No	From the start of the service	Staff utilising in-house system
	Rent Monitoring	No	To be developed	Staff Specification to be agreed and to be risk assessed
	Limited & Defined Rent Guarantee	Yes but hasn't been utilised	From the start of the service	Staff
	Rent Guarantee	No	To be developed	Staff Report to Cabinet
	Tenant Advice (during office hours)	Yes	From the start the service	Staff
	24 Repair Emergency Call Out Service	No	To be developed	Buy in Specification to be agreed and to be risk assessed
	Tenancy Agreement Drafting Service	Yes	From the start of the service	Staff
	Discounted Loan Services	Yes	From the start of the service	Staff Loan service to support purchase properties currently in development through Capital Working Group
	Cash or Paper Bond	Yes	From the start of the service	Staff and Charter Options
	Rent in Advance	Yes	From the start of the service	Staff
	Rent Smart Wales Fees	No	From the start of the service	Staff
	Income Maximising / Debt management	Yes	From the start of the service	Staff

Tenancy Support Service	Housing Benefit Support	Yes	From the start of the service	Housing Benefit Team
	Referrals from landlords to support tenants if a problem eg arrears	Yes	From the start of the service	Staff (Housing Support Gateway) NB Tenants have to be agreeable to receiving service.
Full Management Service	To be developed	No	To be developed	To be determine

5.18 **MLS Leasing Service**

5.19 The availability of this service will be subject to financial feasibility. Until March 2017, the service has been supported through Department of Work & Pensions Subsidy arrangements through Housing Benefit. Changes relating to the regulations as part of Welfare Reform will bring this subsidy arrangement to an end in March 2017. From April 17, this will be replaced by Welsh Government Grant. The level of grant may restrict and limit the extent of any leasing that can be provided

5.20 Any service that will be financially feasible, will build on the current single private leased property by Monmouthshire Lettings Service by looking to lease further properties from property owners.

5.21 The following provides a broad overview of the provision and availability:

- Monmouthshire Lettings Service will lease rooms and/or properties from property owners and manage them on their behalf.
- Properties will be let to households who approach the Council as potentially homeless.
- The number of properties taken on by the scheme will be determined by the available temporary accommodation funding available through the Council's RSG funding stream. (£148,000 for 17/18). This will be a core factor with regards to the ability to lease accommodation.
- The property owner is guaranteed rental income and security against damage for the term of the lease, regardless of whether the property is occupied or not. The level of rent will be depend upon the type of property being offered.
- Regular inspections and tenancy management.
- Support property owner and tenant with repair and maintenance issues.
- Landlords will be required to have annual gas safety check and electrical checks in place
- Make good any damage caused by occupants.

- The property is returned to the owner at the of the lease in a similar condition as at the start of the lease (less fair wear and tear and excluding carpets, curtains and built in appliances).
- Tenants will be referred for Housing Support

The detail of the above will be defined within lease agreements

5.22 A further key action within the on-going development of the leasing scheme is the current arrangements the Council has with Melin Homes, who provide the existing leasing scheme on behalf of the Council. The current arrangement ends in June 2018. The Council will need to understand the associated implications (eg property condition and rent arrear liabilities) of whether to absorb all or some of the properties currently leased by Melin or to end leases and hand the properties back to the owners.

5.23 Suitability of Property and Location

5.24 The Council and Monmouthshire Lettings Service has particular demand for certain types of property and locations and will decide whether the property being proposed is suitable for the scheme.

5.25 In general, there is a need for houses and flats with up to 3 bedrooms in the following main areas:

- Abergavenny
- Llanfoist, Gilwern & Govilon
- Monmouth
- Caldicot
- Magor
- Rogiet
- Portskewett
- Chepstow

5.26 Village properties, larger houses, basement flats and second floor flats are in much less demand and are less likely to be suitable for this scheme. However each property will be considered on its merits taking into account the criteria in Table 5

Table 5: Property Requirements

Size	The size of the property must be consistent with established demand conditions and LHA benefit requirements.
Condition:	The property must be in good and safe repair and free from category 1 hazards and meet the Housing Condition Standards of: <ul style="list-style-type: none"> • being in a reasonable state of repair; • having reasonably modern facilities and services; • Provides reasonable degree of thermal comfort.

Mortgage approval granted	If the property is mortgaged approval must be provided from the mortgagee.
Insurance	Valid building insurance must be in place.
Financial viability	There is an ongoing need to systematically understand and assess financial viability in order to minimise and ideally eliminate the financial risk to the Council. This will be considered in the context of opportunities for MLS to provide cost benefits in relation to other types of accommodation eg B & B.

5.27 MLS Marketing & Landlord Engagement

5.28 The Housing Options Teams has been supported by the Council's Communications Team and the following approach has been developed which will be the basis for engaging with private landlords:

- **Aim of Marketing Approach:**
To promote and position the housing team as a premium housing service.
- **Business challenge:**
To overcome any negative barriers landlords may have with regards to letting their properties out to housing service clients.
- **Objectives:**
 - *To increase the availability of shared housing rooms through reassuring landlords that there will be no hold ups with housing benefit payments.*
 - *To expand private leasing (subject to funding)*
 - *To increase the general availability of private sector housing for rental, particularly for Housing Solutions applicants but also Housing Register applicants*
- **Target audience:**
Private landlords
- **How do we want this group to think, feel and do:**
 - **Think** – *I can trust MCC tenants with my property and I'll save myself money as MSL offer competitive rates (eg currently non-chargable) and excellent service.*
 - **Feel** – *Confident that my investment is safe.*
 - **Do** – *I can visit the website or call the team.*
- **Proposition:**
Premium property management service with the competitive fees (eventually) on the market.
- **Reasons to believe:**

- **The service**
 - *Will offer reliable property management from friendly, helpful and experienced staff.*
 - *Will provide an alternative option to a high street agency*
 - *Will not charge tenants admin, resigning or inventory fees that are typical of high street estate agencies.*
 - *Has great internal local authority contacts in MCC*
 - *Can offer additional services beyond a high street estate agent eg housing support, financial inclusion.*
 - *Can provide bespoke options tailored to needs of landlord*

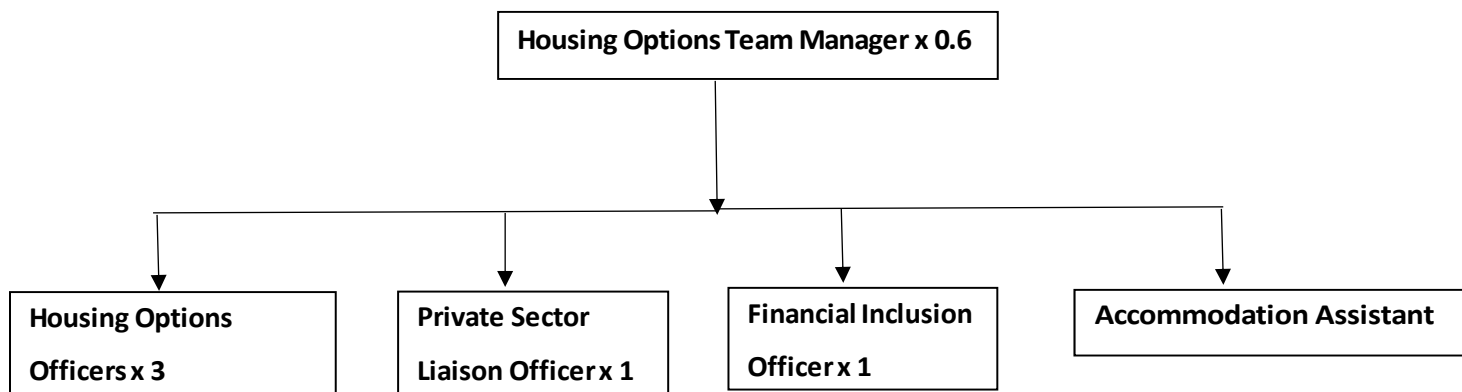
5.29 Marketing activity to positively engage with landlords and identify potential properties will be undertaken on at least a weekly basis. The following are the types of marketing that will be undertaken with support from the Council's Housing & Communities Team:

- MCC website
- Promoting our USP's eg
 - LA based; Friendly; Experienced; Free of Charge; Wider portfolio of services; no hidden fees
- Producing flyers, posters etc
- Contacting landlords on data-base
- Periodic press releases
- Facebook
- Twitter
- Attendance at Landlords Forum
- Attendance at events
- Capturing client testimonials
- Special offers
- Targeted mail/leaflet-drops
- Link with town and community Council's
- Adverts/editorials in parish magazines
- Promotional aides eg uniform, pop-ups, free-bees,
- Roadshows
- Promote internally eg payslips/intranet
- Systematically contact landlords on database

6. Capacity & Resources

6.1 It is proposed that the Monmouthshire Letting Service will be resourced through the existing budget and staffing structure for the existing Housing Options Team. This is on the basis that although it is proposed to introduce new services, it is anticipated that take-up of the new services will be low. Therefore, in the short-term, the focus of day to day activity will largely continue to be the current activities associated with discharging homelessness and prevention related duties. The intention, however, is that through increased and regular marketing and landlord engagement, there will be a gradual take-up of the proposed new services.

6.2 The current Housing Options Team structure is outlined below:



6.3 There will be a need to monitor demand on an on-going basis. The demand will be analysed to fully understand the impact on the existing staffing structure to determine and conclude whether any staffing changes would need to be made to deliver the new services. The aim will be to do this within the first six months.

6.4 With regards to financial resources, the Options Team has a budget to prevent homelessness. This budget will be utilised to fund the new services that will be available through Monmouthshire Lettings. Services provided by Monmouthshire Lettings need to be considered as preventative activity and an alternative option for securing accommodation for applicants. Monmouthshire Letting Service activity will also help to offset Bed & Breakfast expenditure.

6.5 It is recognised that there will be a training need for staff to help and support to staff to help deliver Monmouthshire Lettings and work in a more commercial way and adopting a more sales and marketing based approach. Again, the proposal is to deliver this through existing resources and through working closely with the Council's Communications Team.

6.6 Set-Up Requirements

6.7 Although the delivery of MLS is largely based on building on the current practice, there will be some initial set up requirements which will incur some short-term additional costs. These additional costs can be funded from the existing budget. The following are the short-term set-up requirements:

- Finalising the branding and identity of MLS. This is close to completion
- Continuing to develop a marketing programme with the Council's Communication Team. This has started, including relevant staff attending marketing training in January 17.

- Acquiring Rent Smart Wales Licencing
- Rent Smart Wales agency training. This has started and needs to be completed

7 Risk Register

7.1 Table 6 provides an overview of risks and level of risk identified and the mitigating actions:

Table 6: Risk Register

Risk Register					
Risk Description	Risk			Risk Mitigation Actions	Comment
	Impact	Likelihood	Priority		
For leased properties the pending change in temporary accommodation management subsidy impacts detrimentally on the viability of the shared housing scheme and private leasing. This could reduce the income to the Council	High	High	High	<ul style="list-style-type: none"> Request that the Council ring-fences the pending grant to the service. Look to remodel the service on lower rents Liaise with Melin Homes 	
Not enough landlords willing to offer their properties to the Monmouthshire Lettings Service	High	High	high	<ul style="list-style-type: none"> To promote the scheme comprehensively through press releases; web page; social media and hub meetings. To incentivise landlords through attractive bespoke service packages Keep rent payment to landlords as close to Local Housing Allowance as possible. 	The Service will operate a flexible approach that will be guided by the requirement of individual landlords and the services they require to let their properties through the Service at LHA rent levels.
Too much reliance on incentives both financial and support to attract landlords, potentially creating budget over-spends	Medium	Medium	High	<ul style="list-style-type: none"> To review periodically incentives offered. To limit the number of properties taken on. To be flexible with alternative options, such as 'find a 	Too much reliance on incentives could lead to the scheme becoming unsustainable both financially and through staff resources. However the offer

				tenant' and / or limited management services <ul style="list-style-type: none"> • To introduce a management fee • All subject to withdrawal 	of incentives is considered necessary at least in the short-term to attract landlords to the scheme.
Too many landlords will be interested at first.	High	Low	High	<ul style="list-style-type: none"> • Ensure that budgets and capacity are clearly planned and allow for set numbers of properties being taken on initially. • Establish a waiting list • Consider introducing a property management fee at an earlier stage. • Just say no thank you 	This could stretch capacity from the very start of the scheme.
Higher than anticipated level of voids (Leased Properties only)	High	low	High	<ul style="list-style-type: none"> • Ensure that re-let times are kept to a minimum by having: a pool of available tenants: • Prompt cleaning and repair service and effective housing management • Lease break clauses 	Has the potential to be financially costly to the Council
Higher than anticipated level of repairs (Leased Properties only)	High	low	high	<ul style="list-style-type: none"> • Ensure that enough support is in place to minimise the risk of damage. • Ensure that leases limit the Council's repairing obligations to just tenant damage, voids and handback costs • Regular inspections 	Has the potential to be financially costly to the Council.
Lower than anticipated rent income	High	Medium	High	<ul style="list-style-type: none"> • Ensure that there is sufficient focus on rent collection and 	Has the potential to be financially costly to the Council.

				income maximisation.	
Rental income reduces due to the implementation of further benefit reforms (Leased Properties only)	High	High	High	<ul style="list-style-type: none"> • Understand how the subsidy arrangements will be dealt with following the rollout of Universal Credit. • Break clauses in the lease agreements will allow the Council to renegotiate or terminate existing agreements in a planned way. • Look to introduce other options / schemes that will provide alternative income. 	
Accommodation becomes unaffordable for tenant	Low	low	low	<ul style="list-style-type: none"> • Ensure that robust move-on plans are in place to help tenants who are no longer able to afford their rent • Robust affordability / suitability assessments 	
Reputational risk to the scheme	Medium	Low	High	<ul style="list-style-type: none"> • Ensure the development and delivery of an effective project plan and communication plan prior to the launch. • Operational activity and performance will be closely monitored to identify potential issues early. 	Poor reputation would impact on the Scheme's ability to attract landlords.
Unmanageable demand on team due to increased capacity in the number of properties /Resourcing the scheme	Medium	medium	Medium	<ul style="list-style-type: none"> • A detailed business case will be fully costed, ensuring that Monmouthshire Lettings Service is adequately resourced and is sufficiently flexible to 	

				<p>deal with any increase in work demand.</p> <ul style="list-style-type: none"> • Each property taken is subject to current staff capacity levels. • Looking to use income surplus to recruit additional staff • 	
Staff are not able to deliver due to new working environment, ie, a more commercial approach.	High	Low	Medium	<ul style="list-style-type: none"> • Staff review processes • Ensure procedure manual reflects any change in approach and all new activities • Appropriate staff training 	
A poor identity leads to poor reputation eg first impression	Medium	Medium	High	<ul style="list-style-type: none"> • Developing a professional brand • On-going training • Developing a communication protocol. 	Leads to poor reputation and poor landlord recruitment.

8. Next Steps

8.1 Table 7 provides an outline action plan for the introduction of MLS and its on-going development:

Table 7: Next steps

MLS Development			
Action	Responsibility	Timescale	Comments / Issues
Complete Rent Smart Wales licensing and set-up staff training	Steve Griffiths	May 2017	
Review and identify staff training requirements	Karen Durrant	On-going	
Continue to develop marketing action plan in liaison with Communications Team, including landlord engagement	Lindsay Stewart	April 2017	
Establish MLS web-pages	Ian Bakewell	May 2017	
Finalise identity and branding and acquire marketing	Lindsay Stewart	May 2017	
Continue to scope and introduce new landlord incentives and support services and introduce incrementally	Steve Griffiths & Lindsay Stewart	May 2018	The introduction of new services will be subject to capacity and financial viability.
Re-model Shared Housing service in response to changes in temporary accommodation subsidy arrangements	Ian Bakewell	End of November 2016	Includes close liaison with Melin Homes and Housing Benefit
Prepare for end of PLS contract with Melin Homes, including necessary due diligence	Karen Durrant & Lindsay Stewart	June 2018	This preparatory work has commenced

APPENDIX 1

Housing (Wales) Act 2014

S66 Duty to help to prevent an applicant from becoming homeless

(1) A local housing authority must help to secure that suitable accommodation does not cease to be available for occupation by an applicant if the authority is satisfied that the applicant is—

- (a) threatened with homelessness, and
- (b) eligible for help.

S73 Duty to help to secure accommodation for homeless applicants

(1) A local housing authority must help to secure that suitable accommodation is available for occupation by an applicant, if the authority is satisfied that the applicant is—

- (a) homeless, and
- (b) eligible for help.

S73

S75 Duty to secure accommodation for applicants in priority need when the duty in section 73 ends

(1) When the duty in section 73 (duty to help to secure accommodation for homeless applicants) comes to an end in respect of an applicant in the circumstances mentioned in subsection (2) or (3) of section 74, the local housing authority must secure that suitable accommodation is available for occupation by the applicant if subsection (2) or (3) (of this section) applies.

S76 Circumstances in which the duty in section S75 ends

- (2) The circumstances are that the applicant accepts—
 - (b) an offer of suitable accommodation under an assured tenancy (including an assured shorthold tenancy).
- (3) The circumstances are that the applicant, having been given notice in writing of the possible consequence of refusal or acceptance of the offer, refuses—
 - (b) a private rented sector offer, which the authority is satisfied is suitable for the applicant.
- (4) For the purposes of this section an offer is a private rented sector offer if—
 - (a) it is an offer of an assured shorthold tenancy made by a private landlord to the applicant in relation to any accommodation which is available for the applicant's occupation,
 - (b) it is made, with the approval of the authority, in pursuance of arrangements made by the authority with the landlord with a view to bringing the authority's duty under section 75 to an end, and
 - (c) the tenancy being offered is a fixed term tenancy for a period of at least 6 months.

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REPORT

SUBJECT	REVENUE & CAPITAL MONITORING 2016/17 PERIOD 3 OUTTURN FORECAST STATEMENT
DIRECTORATE	Resources
MEETING	Adults Select Committee
DATE	28th February 2017
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 3 which represents month 9 financial information for the 2016/17 financial year
- 1.2 This report will also be considered by Select Committees as part of their responsibility to,
- assess whether effective budget monitoring is taking place,
 - monitor the extent to which budgets are spent in accordance with agreed budget and policy framework,
 - challenge the reasonableness of projected over or underspends, and
 - monitor the achievement of predicted efficiency gains or progress in relation to savings proposals.

2. RECOMMENDATIONS PROPOSED TO CABINET

- 2.1 That Cabinet notes the extent of forecast revenue underspend using period 3 data of £79,000, an improvement of £919,000 on previous reported position at period 2.
- 2.2 That Cabinet expects Chief Officers to continue to review the levels of over and underspends and reallocate budgets to reduce the extent of compensatory positions needing to be reported from at quarterly cycles.
- 2.3 That Cabinet appreciates the extent of predicted schools reserve usage, its effect of forecast outturn reserve levels and the related anticipation that a further 6 schools will be in a deficit position by end of 2016-17.
- 2.4 That Cabinet considers the capital monitoring, specific over and underspends, and importantly that Cabinet recognises the risk associated with having to rely on a use of capital receipts in the year of sale and the potential for this to have significant revenue pressures should receipts be delayed and temporary borrowing be required.
- 2.5 That Cabinet approves an additional investment of £30,000 into the Disabled Facilities Grant capital budget in order to respond to demands being placed on the current programme, funded by a virement from existing Highways Maintenance and Access for All budgets.
- 2.6 That Cabinet approves a £30k increase to Woodstock Way linkage scheme afforded by an equivalent underspend to another area improvement scheme (Abergavenny).

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 3 (Month 9)

Given the positive feedback received at month 6, the revised format has been retained. There has been a further change to the reporting of reserve funded expenditure that Directorate advocate will not be incurred in the current year. So traditionally where a Directorate is proposing a slippage in reserve funded expenditure this has been shown as a saving to their Directorate and a cost to Appropriations. Having reserve funded underspends in Directorates can reduce the visibility of real overspends. So in order to improve transparency, the budgets in Directorates have been adjusted downwards together with the funding from reserve budget, and will instead be added back next year. This does provide a clearer position for management teams, SLT and Members but will show unfavourably against month 6 position which was forecast using the traditional approach.

Table 1: Council Fund 2016/17 Outturn Forecast Summary Statement at Period 3 (Month 9)	Budget Reported @ month 6	Budget Virements & Revisions made during Period 3	Revised Annual Budget @ Month 9	Annual Forecast @ Month 9	Equivalent Forecast Over/ (Under) spend @ month 9	Forecast Over/ (Under) spend @ month 6	Variance in Forecast since month 6
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Adult Services	6,925	91	7,016	6,916	(100)	(185)	85
Children Services	9,839	(35)	9,804	10,388	584	456	128
Community Care	20,624	0	20,624	21,218	594	888	(294)
Commissioning	1,543	0	1,543	1,450	(93)	(46)	(47)
Partnerships	347	0	347	347	0	0	0
Public Protection	1,460	0	1,460	1,457	(3)	(23)	20
Resources & Performance	911	0	911	914	3	(20)	23
Total Social Care & Health	41,649	56	41,705	42,690	985	1,070	(85)
Individual School Budget	43,308	(84)	43,224	43,258	34	0	34
Resources	1,508	0	1,508	1,504	(4)	309	(313)
Standards	5,066	0	5,066	5,206	140	50	90
Total Children & Young People	49,882	(84)	49,798	49,968	170	360	(189)
Business Growth & Enterprise	1,365	(337)	1,028	1,053	25	16	9
Planning & Housing	1,462	(100)	1,362	1,182	(180)	(233)	53
Tourism Life & Culture	2,993	(91)	2,902	3,350	448	396	52
Youth	0	0	0	0	0	0	0
Total Enterprise	5,819	(528)	5,291	5,585	294	180	114
Governance, Engagement & Improvement	4,439	181	4,620	4,642	22	(28)	50
Legal & Land Charges	448	0	448	418	(30)	(30)	0
Operations	16,922	0	16,922	16,770	(152)	66	(218)
Total Chief Executives Unit	21,808	181	21,989	21,830	(160)	8	(168)

Table 1: Council Fund 2016/17 Outturn Forecast Summary Statement at Period 3 (Month 9)	Budget Reported @ month 6	Budget Virements & Revisions made during Period 3	Revised Annual Budget @ Month 9	Annual Forecast @ Month 9	Equivalent Forecast Over/ (Under) spend @ month 9	Forecast Over/ (Under) spend @ month 6	Variance in Forecast since month 6
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Finance	2,277	(35)	2,242	2,141	(101)	(29)	(72)
Information Communication Technology	2,310	61	2,371	2,370	(1)	69	(70)
People Place	1,425 (646)	38 (76)	1,463 (722)	1,563 (512)	100 210	100 145	0 65
Total Resources	5,367	(12)	5,355	5,562	207	284	(77)
Precepts and Levies	16,484	0	16,484	16,488	4	4	0
Coroners	80	0	80	100	20	20	0
Gwent Joint Records	183	0	183	182	(0)	(0)	0
Corporate Management (CM)	186	0	186	661	475	1	474
Non Distributed Costs (NDC)	726	0	726	834	108	98	10
Strategic Initiatives	634	0	634	194	(440)	0	(440)
Office furniture & equipment	(0)	0	(0)	0	0	0	0
Insurance	1,218	0	1,218	1,144	(74)	(59)	(15)
Total Corporate Costs & Levies	19,511	0	19,511	19,603	92	63	29
Net Cost of Services	144,035	(387)	143,648	145,238	1,590	1,966	(376)
Attributable Costs – Fixed Asset Disposal	95	0	95	111	16	54	(38)
Interest & Investment Income	(55)	0	(55)	(73)	(18)	(6)	(12)
Interest Payable & Similar Charges	3,496	0	3,496	2,941	(555)	(540)	(15)
Charges Required Under Regulation	3,427	0	3,427	3,373	(54)	(17)	(37)
Contributions to Reserves	105	0	105	108	3	0	3
Contributions from Reserves	(2,404)	387	(2,017)	(2,017)	(0)	263	(263)
Appropriations	4,664	387	5,051	4,443	(608)	(245)	(362)
General Government Grants	(63,567)	0	(63,567)	(63,567)	0	0	0
Non-Domestic Rates	(27,981)	0	(27,981)	(27,981)	0	0	0
Council Tax	(63,411)	0	(63,411)	(64,061)	(650)	(530)	(120)
Council Tax Benefits Support	6,258	0	6,258	5,849	(409)	(349)	(60)
Financing	(148,701)	0	(148,701)	(149,760)	(1,059)	(879)	(180)
Budgeted contribution from Council Fund	2	0	2	0	(2)	(2)	0
Net Council Fund (Surplus) / Deficit	(0)	0	(0)	(79)	(79)	840	(919)

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

Net Council Fund Surplus	2016-17	2015-16	2014-15
	£'000	£'000	£'000
Period 1	1,511 deficit	867 deficit	219 deficit
Period 2	839 deficit	1,066 deficit	116 deficit
Period 3	79 surplus	162 deficit	144 deficit
Outturn		579 surplus	327 surplus

3.1.4 Overall this is a considerably improved position is anticipated against month 6, and interestingly the deficit level at month 9 monitoring is marginally better than the equivalent positions in previous years, despite it feeling increasingly harder to positively influence forecast outturn. The improvements continue to significantly be affected by council tax receipts and treasury improvements, and net cost of services still shows a £1.6m financial deficit largely from the longstanding social care challenge, although this does exhibit an improving trend during the year but which is highly influence by additional external and health based awards.

3.1.5 In providing a balanced perspective, there are tangible improvements in net cost of services deficit of £376k since month 6, which is encouraging given the changed approach towards reserve funded slippage which has reduced Directorate budgets by £387k. Had that been taken out at month 6 (so comparing like with like), the net cost of services exhibited a favourable £763k swing between month 6 and 9. Directorates continue to report reviewing the levels of over and underspends and reallocate budgets to reduce the extent of compensatory positions needing to be reported from month 9 onwards.

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

3.1.6 Stronger Communities Select Portfolio (£1,528k net underspend)

- Chief Executives Unit (£160k underspend)

Legal division exhibit the same level of underspend as month 6 of £30k. Governance, engagement and improvement forecast a deficit of £22k, which is worsening of £50k on month 6 largely symptomatic of a worsening position with community Education, caused by further decline in franchise income. Conversely Operations exhibits £218k improvement on month 6 and is now a predicted £152k surplus, largely through the reduction in SWTRA deficit by £100k, procurement savings of £15k and increase in waste/streetscene surplus. The position for each of main Operations areas is as follows, Highways £150k deficit (all SWTRA related), Property and Procurement £80k surplus (importantly the service has resolved the large deficit in schools catering it received from CYP Directorate when the service moved), Passenger Transport £25k deficit (despite presuming to bill Eisteddfod £104k worth of costs), Transport administration breakeven, Waste and Streetscene £241k surplus..

- Resources Directorate (£207k overspend)

An underspend in Finance Division costs of £101k, predominantly predicted savings in housing benefit and council tax administration. IT shows a significantly improved position since month 6, now effectively forecasting to breakeven with reduction in equipment costs compensating for the delay in commercialising and selling our developed Social Care application. People division continue to forecast an overspend of £100k, due to the delays with implementing the Training budget mandate (£50k) and take up of Flexible benefits being negligible against a target saving mandate of £50k. Place division forecast an overspend of £210k, £135k of which is the result of delays in meeting previously agreed income targets in the sustainability budget (£84k), and £62k overspend in respect of Markets, a mixture of increased costs in association with Borough Theatre, and a shortfall in income against income targets. The remainder £75k is a result of an unachievable mandate for the commercialisation/optimisation of Enterprise Assets that has recently transferred to

the new Directorate. This pressure has been identified and built into 2017-18 budget proposals going forward.

- Corporate (£92k overspend)

There is an excess of net pension strain costs (£108k) caused by past and current redundancy decisions. Corporate management exhibits a £475k overspend caused predominantly by a shortfall in reimbursement in rating appeals forecast as £140k deficit, miscellaneous write off of unrecoverable debts £47k, £318k of employment tribunal settlement costs against which a caveated use of reserves was agreed by Cabinet at month 6, Coroner costs being higher than budgeted (£20k overspend), offset by Insurance underspend of £74k. Strategic initiatives evidences an underspend of circa £440k. This budget relates to living wage uplift (£184k) and our creation of redundancy budget (£450k). The actual resulting costs sit in individual Directorates through the year, to be absorbed/mitigated in first instance. However to avoid double counting of such costs and appreciating ultimately they may fall to the corporate budget, the corporate budget is artificially adjusted so that it is self-balancing with Directorate costs. Excluding schools the Council has incurred £256k redundancy costs to date, and monitoring assumption for living wage uplift remains at budgeted level.

- Appropriations (£608k underspend)

Caused predominantly by a net £627k saving in treasury/borrowing costs from active treasury management and utilising recurrent short term borrowing as an alternative to taking out more expensive long term borrowing. Net borrowing costs are also favourably affected by any delay in the timing of expenditure that has not already been factored into the budget calculations e.g. capital (of net £42.5m capital budget only net £25m has been incurred at month 9), and using receipts as more cost effective temporary internal borrowing.

- Financing (£1,059k underspend)

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

RESOURCES DIRECTOR CONTEXT & COMMENTARY

The Directorate is carrying a number of significant in-year pressures brought about by budget mandates that had been further developed but that have not been able to deliver the intended level of savings. Whilst many of these pressures have now removed as part of the 2017-18 budget proposals the Directorate continues to place downward pressure on expenditure and has been successful in further reducing the over spend to £207k. This is aided by an improved housing benefit subsidy position which in itself remains volatile. Further efforts will continue to be made to across the Directorate to reduce the over spend going into year-end.

HEAD OF OPERATIONS CONTEXT & COMMENTARY

The third quarter shows a move from a half year projected overspend of £69,999 to an underspend of £152,076. Obviously this is a welcome trend in support of achieving a corporate balanced, or ideally underspend, position.

The main contributors towards the underspend are discussed below:

Waste and Street Services – although the employer's funding is budgeted for some employees (both waste and grounds staff) continue to decline to take up the option of an occupational (superannuation) pension resulting in a saving on the employer's contribution. The Project Gwyrdd annuity offers a saving in early years although this will reverse in future years and additional budget provision will be required. Grounds trading has increased, particularly for play equipment installation so income has improved accordingly.

Property and Facilities Management – property and office maintenance are being managed to provide an underspend and it is pleasing to see that schools catering and cleaning are both balancing in this year having struggled to do so in recent years.

Public and schools transport - forecasting a small overspend of £25,000 which will be managed in the Operations out turn overall.

County Highways and SWTRA – The month 6 position suggested a £250,000 budget pressure due to the new SWTRA agreement changing dramatically the financial forecast from the underspends in previous years. As the new agreement unfolds the position is becoming clearer which, along with works for other local authorities indicates that the overspend for this area may be revised to £150,000. The winter so far has seen pre-salting runs being undertaken but no major response to poor weather. Nevertheless it is worth noting that the risk remains that bad weather would see extra costs being incurred.

3.1.7 Economy & development Select Portfolio (£291k net overspend)

- Enterprise Directorate (£294k net overspend)

Business growth and enterprise is incurring a forecast overspend of £25k, predominantly reflective of the net deficit in Youth Services that has moved from CYP Directorate within the year.

Planning & Housing (£180k underspend) – Development control exhibits a deficit of £43k through reduced development and income activity, conversely development plans area exhibits £201k surplus, which is rather artificial as the saving is largely resultant from Local development plan (LDP) costs being deferred which will instead crystallise next year in addition to next years annual budget. Currently these savings are presupposed to assist with overall Enterprise Directorate bottom line. Housing exhibits a £21k underspend which is a mixture of net one off grant received in homelessness and an excess of income in lodging scheme being above occupation assumptions.

Tourism, leisure & culture (£448k overspend) - Countryside exhibit an underspend of £30k from part vacancy and extra grant funding. There is a £221k overspend in respect of Cultural services, of which the main pressure is Caldicot Castle (£122k), Old Station (56k) and Museums (43k) as a result of unmet mandate savings. Leisure services anticipate £81k overspend, largely the consequence of forecast imbalance in the Events function (£67k) caused in part by costs of Events team in facilitating Eisteddfod exceeding the agreed recharge, the remainder reflects a redundancy in Leisure which is anticipated to be picked up by the Council's corporate reserve budget. Tourist Information Centres indicate a £79k overspend due the service being run above the level presumed by saving levels volunteered by the Directorate for this service. Youth services are a recent addition to Enterprise Directorate, and have been absorbed in part between Business Growth and Enterprise sub division and Tourism Leisure and Culture subdivision. It was received from CYP with a significant inherent deficit and whilst this deficit is still £96k deficit, this is an improvement of £51k on month 6 position.

- Social Care & Health (£3k underspend)

Public Protection (£3k underspend) – miscellaneous minor underspends on £1.5million expenditure budget

ENTERPRISE DIRECTOR'S CONTEXT & COMMENTARY (in absentia)

The Directorate continues to drive a progressive agenda of change brought about by the need to re-engineer services and put them on a more sustainable footing whilst continuing to deliver ambitious mandated savings. 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.

Continuing cost pressures remain around planning, 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 in its current form 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.

Whilst the Eisteddfod was a tremendous success, showcasing our county and delivering huge benefits it also took considerable time and focus of teams which as a consequence and as a one off has resulted in additional costs being incurred and notably by the Events function. I am pleased to see that the Youth Service, whilst still exhibiting an over spend continues to drive towards a more sustainable model of delivery.

The directorate continues to explore opportunities to drive further savings and remains hopeful that the forecast position will improve further in assisting the Authority's current over spend position.

3.1.8 Adult Select Portfolio (net £398k overspend)

- Social Care & Health

Adult Services (£100k underspent) – the net effect of secondments and intermediate care funding sustaining services, a saving of £53k has resulted from the My Day review, which compensates in part for a short term staffing pressure at Severn View of £80k, and redundancy costs of circa £73k in respect of Mardy Park.

Community Care (£594k overspend) – this area has now overtaken Children's Services as the most significant financial challenge affecting Social Care Directorate. The net pressure is caused by £110k flip in Community Learning Disability Costs since month 6 to now be £83k deficit, adding to continued care package demands predominantly within the Chepstow team and Mental Health Care team, collectively £1.2 million. These are compensated in part by savings within the other 2 teams (£254k), reported Frailty partnership cost underspends (£52k) and net Independent Living and Intermediate Care funding total collectively £100k.

Commissioning (£93k underspend) – predominantly a savings within Drybridge Gardens service area caused by a refund on the last 3 years management agreement and a vacant unit at the site, and a return of historic un-utilised funding from a third party.

Resources (net £3k overspend) – a mix of Finance team and Facilities management savings have compensated in part for addition IT and service strategy costs.

During the report writing process, SCH colleagues volunteered an additional collective £189k improvement cause by adoption of the following monitoring assumptions across Adult and Children Services. There is an additional degree of risk that such savings will be manifest hence wishing to keep separate from the original forecast provided, but they have been reflected in the summary table figures in para 3.1.2 in modelling the consequence.

- 100% Health funding for two Children's cases of £49K
- Not accounting for £30K of LAC panel cases of 12th January which came to light after M9 deadline
- Taking a brave move to assume Health will agree to us retaining the £129.5K new year ICF slippage which we have been trying to get agreement on
- £9K refund from capital for Mardy Park carpark scheme to fund Mardy Park transition work which has yet to be actioned.

SCH DIRECTOR'S CONTEXT & COMMENTARY

There is a projected overspend of £403,000 in Adult Social Care. This is an improving position from the month 6 position by £233,000. There remain significant pressures as a consequence of the demographics, particularly in older adult needs and the integrated team in the South

Monmouthshire. These pressures were contained within the service in previous years but the practice change mandate of £628,000 for 2016/17 means that underspends elsewhere are not able to offset the pressures. There are a combination of factors that are causing particular challenges; the complexity of need of people who are very old and frail, an increase in placement numbers as people who are already in residential care placements become the responsibility of the Local Authority when their savings fall below the £24,000 threshold and fragility of both the care home and domiciliary sectors. Intermediate Care Fund investment is being used to partially address pressures; however some of this investment is not yet confirmed as recurring for Monmouthshire. Since the introduction from 1st April 2016 of the new charging regulations issued to Local Authorities under the Social Services and Wellbeing Act, we have an income loss pressure resulting from respite care charges being capped at £60 per week. Recovery plans are in place across adult services and a range of actions are being pursued to accelerate practice change. A detailed service and financial plan is being developed for the next 3 years.

3.1.9 Children & Young People Select Portfolio (net £754k overspend)

- Social Care & Health

Children's Services (net £584k overspend) – whilst this is now no longer the greatest financial challenge within Social care, its pressure has exhibited an upward trend since month 6 of £177k. There are a variety of large value under and overspends within the service, but the volatility can largely be attributed to a forecast increase in external placement costs of £299k, £93k increase in Younger People's accommodation costs with a partly compensatory effect from a reduction in fostering allowances and costs (£180k benefit). Whilst the external placement outturn forecast is breakeven with budget and fostering costs exhibit £39k underspend, Members may wish to keep a close eye on quarterly movement between Fostering and external placements and their interrelationship going forward as any increasing trend of rising external placement costs and reducing foster costs appears a less resilient and sustainable prospect. However individual care package costs and utilisation of appropriate care options will tend to skew financial analysis when viewed in short timeframes so need to be viewed over a more protracted period. Court costs exhibit no activity variance on month 6 and still forecast a net deficit of £118k against budget. Team costs (overspend of £498k) continue to be significantly affected by the extent and use of temporary and agency staff whilst the team seek to recruit and train new directly employed staff.

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

During the report writing process, SCH colleagues volunteered a collective additional £189k improvement cause by adoption of the following monitoring assumptions across Adult and Children Services. There is an additional degree of risk that such savings will be manifest hence wishing to keep separate from the original forecast provided, but they have been reflected in the summary table figures in para 3.1.2 in modelling the consequence.

- 100% Health funding for two Children's cases of £49K
- Not accounting for £30K of LAC panel cases of 12th January which came to light after M9 deadline
- Taking a brave move to assume Health will agree to us retaining the £129.5K new year ICF slippage which we have been trying to get agreement on
- £9K refund from capital for Mardy Park carpark scheme to fund Mardy Park transition work which has yet to be actioned.

- Children and Young People (net £170k overspend)

Resources delegated to schools exhibit £34k overspend against budget due to additional support provided by LEA in respect of staffing and IT charges. There is a small underspend of £4k within the Finance team, which compensates in part for the net overspend of £140k in Additional Learning Needs costs reflective of decisions to support pupils within MCC school system (£120k) over budgeted levels and out of County placement costs exceeding budget by £50k. There are £18k redundancy costs with Flying Start provision which will be picked up from Council corporate redundancy pot rather than the grant, with net ALN costs mitigated by vacancy and management savings and a reduction in grant match funding requirements relating to current and previous year.

SOCIAL CARE & HEALTH DIRECTOR'S CONTEXT & COMMENTARY

There is a projected overspend of £584,000 in Children's Services. The main causes of the overspend are workforce (agency staff remaining in post whilst new staff are recruited), legal fees (representing the level and complexity of court activity) and care leavers accommodation costs. There is positive movement in the placement budget, as the number of looked after children have reduced and a number of control mechanisms have been established such as a Looked After Children admissions panel. This budget remains volatile and could see significant fluctuations if there is an increase in looked after children numbers. Cabinet approved a 3 year service and financial plan for improving Children's Services in July 2016 which includes a financial model that will support Children's Services in managing within its means as practice and commissioning improves.

INTERIM CHILDREN & YOUNG PEOPLE DIRECTOR'S CONTEXT & COMMENTARY

The Children and Young People Directorate's Month 9 position is a forecasted overspend of £171,000. This is an increased overspend position compared with that of Month 6. The ALN budget continues to remain under significant pressure due to the requirement to support more of our pupils with complex needs out of county, which has led to a further pressure of £25,000 leading to a year end overspend of £50,000. There have been additional costs of £43,000 in the School Resource Action Fund and this area forms a significant percentage of the Directorate's forecasted overspend (expected to be £120,000 at year end). Alongside these overspends recoupment forecasts are lower than expected but it is expected that there will be greater recovery prior to year-end.

Due to the current interim arrangement within the management team of CYP, additional costs have been incurred, resulting in an overspend of £61,000 in this area. Vacancies have been carried to minimise the impact of this cost. We are continuing to work across all areas of spend to reduce the overspend position with a particular focus on managing our Additional Learning Needs budget. This is also a focus of a longer term strategic review which will allow us to meet the needs of children earlier and at a lower cost.

The Directorate will work across all areas of activity to bring down the level of overspend by the end of year.

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 9 projections.

Month 9 movement on reserves

	Opening reserves 2016-17 (Surplus)/Deficit	In Year forecast at Month 6 (Surplus)/Deficit	Difference reported from Month 9 to Month 6 (Surplus)/Deficit	In Year forecast at Month 9 (Surplus)/Deficit	Projected carry forward at year end 2016-17 (Surplus)/Deficit	Notes
Abergavenny cluster						
E003 King Henry VIII Comprehensive	(107,369)	204,459	12,910	217,369	110,000	Significant increase in supply costs due to long term absences and exam fees are considerably higher than budgeted amount.
E073 Cantref Primary	(41,987)	10,113	1,159	11,272	(30,715)	
E072 Deri View Primary	(86,054)	75,037	(15,963)	59,074	(26,980)	Position has improved since Q2 as a result of realignment of grant expenditure.
E035 Gilwern Jnr & Inf	(41,298)	18,238	(1,756)	16,482	(24,816)	
E037 Goytre Fawr Jnr & Inf	(53,920)	22,310	11,009	33,319	(20,601)	IT investment has resulted in an increased in-year spend.
E041 Llanfair Kilgeddin CV Jnr & Inf	(66,824)	66,824	0	66,824	0	
E093 Llanfoist Fawr	(93,790)	62,181	3,397	65,578	(28,212)	
E044 Llantillio Pertholey Jnr & Inf	(37,176)	36,557	(2,955)	33,602	(3,574)	
E045 Llanvihangel Crocorney Jnr & Inf	23,605	5,152	2,219	7,371	30,976	
E090 Our Lady and St Michael's RC Primary School	(30,654)	5,363	(336)	5,027	(25,627)	
E067 Ysgol Gymraeg Y Fenni	(58,741)	23,163	(381)	22,782	(35,959)	
Successful Futures Grant Funding from EAS	0	0	(13,050)	(13,050)	(13,050)	
Caldicot cluster						
E001 Caldicot Comprehensive	(208,860)	203,597	(27,046)	176,551	(32,309)	Improved forecasted position due to anticipated savings against utilities and building maintenance costs due to new school build.
E068 Archbishop Rowan Williams Primary	(84,488)	68,794	(10,949)	57,845	(26,643)	
E094 Castle Park	21,447	26,109	0	26,109	47,556	
E075 Dewstow Primary School	(112,597)	72,219	(195)	72,024	(40,573)	
E034 Durand Jnr & Inf	(60,520)	18,293	(5,688)	12,605	(47,915)	
E048 Magor Vol Aided Jnr & Inf	(56,008)	7,667	21,986	29,653	(26,355)	A number of absences have resulted in increased costs of supply cover.
E056 Rogiet Jnr & Inf	(59,614)	51,948	(20,339)	31,609	(28,005)	Improved position as a result of additional ALN funding being received to support a post already in place. Also donations received to offset premises expenditure which had not previously been forecasted.
E063 Undy Jnr & Inf	(16,641)	(11,102)	26,101	14,999	(1,642)	In-year overspend now being reported as a result of a number of illnesses at the school which have resulted in increased costs of supply cover.
E069 Ysgol Gymraeg Y Ffin	(13,168)	55,697	11,426	67,123	53,955	Staff changes have resulted in an increased overspend position. Class structures have been revisited as part of recovery plan in order to reduce the deficit going forward.
Successful Futures Grant Funding from EAS	0	0	(10,150)	(10,150)	(10,150)	

	Opening reserves 2016-17 (Surplus)/Deficit	In Year forecast at Month 6 (Surplus)/Deficit	Difference reported from Month 9 to Month 6 (Surplus)/Deficit	In Year forecast at Month 9 (Surplus)/Deficit	Projected carry forward at year end 2016-17 (Surplus)/Deficit	Notes
Chepstow cluster						
E002 Chepstow Comprehensive	414,067	(253,758)	7,666	(246,092)	167,975	Small negative variance in comparison to Q2 as a result of increased costs of supply
E091 New Pembroke Primary School	(36,201)	33,497	10,504	44,001	7,800	Position has worsened since Q2 due to increased supply costs to cover a staff absence.
E057 Shirenewton Jnr &	(81,560)	(5,396)	3,770	(1,626)	(83,186)	
E058 St Mary's Chepstow RC Jnr & Inf	(25,386)	32,628	(971)	31,657	6,271	
E060 The Dell Jnr & Inf	(50,266)	35,976	(4,284)	31,692	(18,574)	
E061 Thornwell Jnr & Inf	(2,252)	13,196	28,025	41,221	38,969	Two members of teaching staff on long term absence have led to an increased spend on supply cover. Contract cleaning cost also higher than anticipated - this is being queried with DSO Cleaning. Additional support also required for two ALN pupils and a decision on whether funding will follow is pending.
Successful Futures Grant Funding from EAS	0	0	(8,700)	(8,700)	(8,700)	
Monmouth cluster						
E004 Monmouth Comprehensive	(45,772)	45,772	0	45,772	0	
E032 Cross Ash Jnr & Inf	(51,269)	26,955	(7,257)	19,698	(31,571)	
E092 Kymin View	(18,774)	24,547	2,799	27,346	8,572	
E039 Llandogo Jnr & Inf	11,446	(3,904)	12,027	8,123	19,569	Sickness absences at the school have resulted in increased costs of supply cover.
E074 Osbaston Church In Wales Primary	(37,344)	25,874	3,145	29,019	(8,325)	
E051 Overmonnow Jnr & Inf	19,101	(21,182)	13,886	(7,296)	11,805	Additional supplies and services and costs of increased necessary supply cover have resulted in a deficit now being forecasted - recovery plan meeting will scheduled.
E055 Raglan Jnr & Inf	(18,369)	17,573	499	18,072	(297)	
E062 Trellech Jnr & Inf	(86,281)	23,026	(3,226)	19,800	(66,481)	
E064 Usk CV Jnr & Inf	(71,295)	38,402	1,550	39,952	(31,343)	
Successful Futures Grant Funding from EAS	0	0	(16,600)	(16,600)	(16,600)	
Special Schools						
E020 Mouton House	154,854	0	0	0	154,854	
E095 PRU	(46,208)	0	0	0	(46,208)	
	(1,156,166)	1,055,825	24,232	1,080,057	(76,109)	

3.2.2 6 schools exhibited a deficit position at the start of 2016/17. This is anticipated to rise to 12 by end of 2016-17. Significant volatility is particularly evident at Comprehensive school level, with Caldicot and Monmouth making significant use of their reserves. Conversely Chepstow exhibits good forecast progress against their exacting recovery plan targets for the year, and if their trajectory remains constant they will provide enhanced confidence that they will be able to resolve their deficit position by end of 2017/18 as agreed between Governing Body and LEA.

3.2.3 Collectively school balances at the beginning of the financial year amounted to £1,156,000. The Schools anticipated draw upon balances is forecasted to be £1,056,000 for 2016/17, leaving £76,000 as forecasted closing reserve balances.

Financial Year-end	Net level of School Balances
2011-12	(965)
2012-13	(1,240)
2013-14	(988)
2014-15	(1,140)
2015-16	(1,156)
2016-17 Forecast	(76)

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

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

3.2.6 As part of periodic monitoring engagement with CYP Select, the future provision of Recovery plan targets for those in deficit was volunteered, for members to get a better appreciation of whether individual schools were on track with their improvements or otherwise. CYP colleagues have supplied such details in draft, but would like the opportunity to amend in light of recent EAS awards, so as an interim step for month 9 a narrative note has been supplied in relation to significant variance which will for outturn and future be replaced by the revised recovery plan targets agreed with individual schools.

3.2 2016/17 Savings Progress

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

In summary they are as follows,

Budgeted Service Savings Mandates Progress 2016/17							
DIRECTORATE	Saving included in 2016/17 Budget	Savings reported achieved month 2	Savings reported achieved month 6	Savings reported achieved month 9	Percentage progress in achieving savings	Delayed savings	Savings not achievable
	£'000	£'000	£'000	£'000	%	£'000	£'000
Children & Young People	600	600	600	600	100%	0	0
Social Care & Health	640	640	12	12	2%	628	0
Enterprise	310	285	285	245	79%	40	25
Resources	544	318	299	260	48%	75	209
Chief Executive's	1,565	1,442	1,442	1,437	92%	85	43
Total Mandated Service Savings 2016-17	3,659	3,285	2,638	2,554	70%	828	277

3.3.2 Forecasted mandated savings are currently running at 70%, down from 72% at period 2, with currently £277,000 being deemed unachievable at the end of month 9, and a further £828,000 unlikely to crystallise in 2016-17.

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

3.3.5 **Stronger Communities Select Portfolio**

Resources Directorate

- Mandate A5: Sustainable Energy Initiatives: Expected income targets of £34,000 are unachievable, alternative delivery plan of increased income on property rental portfolio and reduced expenditure on repairs and maintenance proposed
- Mandate B3: Training Services Consolidation: Consolidation of authorities existing training functions and increased revenue streams of £50,000 are unachievable. Alternative delivery plans are being considered.
- Mandate B5a: Community Asset Transfer £60,000: MCC still in discussions over transfer of Chepstow Drill Hall and Melville Theatre. £45,000 of the £60,000 savings contained within the mandate are forecast to be achieved.
- Mandate B5b: Optimisation/commercialisation of assets within Enterprise Division. This mandate was originally wholly with Enterprise Directorate. Responsibility for £75k of £100k was transferred to Resources Directorate recently, but is unlikely to be achieved this close to year end. The mandate has been regarded as unachievable longer term and alongside others is an element of pressures to be accommodated as part of 2017-18 budget process
- Mandate B16: Flexible Employment Options £50,000: Scheme exhibits little demand amongst staff.
- Mandate B18: Strategic Property Review: £21,000 shortfall identified as a failure to achieve Residential Letting Income and the Depot Rationalisation Programme which will take longer than expected.

Chief Executive's Office

- Mandate B11: Senior Leadership Structure Review: Currently £42,700 of the £315,000 mandated savings still to be found. Current structures under review in regard to achieving this further saving.
- Mandate 21: Town & Community Councils: The mandate is currently £60,000 short of the £400,000 in regard to the service collaboration for Tourism (£20k), Museums (£20k), and Public Conveniences (£20k) .
- Mandate A28: Community Hubs: In a change from month 6, the original saving proposal £25,000 will not be achieved in the fashion original presumed by Contact Centre but the Community Hub service overall is still anticipated to break even against budget.

3.3.6 **Economy & Development Select Portfolio**

Enterprise (ENT) Directorate

- Mandate B5 b and c: Community Asset Transfer / Income Generation £25,000 of the original £100,000 relates to revised Leisure income targets. The remaining improvements from optimisation of assets has transferred to Resources Directorate. Neither element is forecast

to be achieved this year, and has been added to the pressures for consideration as part of 2017-18 budget process.

3.3.7 Adult Select Portfolio

Social Care & Health (SCH) Directorate

- Mandate A34. Whilst current year savings were anticipated to be delivered in full at period 1, a revised overspend particularly with Community Care arm of Social Care of £888,000 currently, makes it unlikely to conclude that the practice change mandate of £628,000 is deliverable this financial year.

3.3.8 Children and Young People Select Portfolio

Children and Young People (CYP) Directorate

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

3.4 Capital Position

3.4.1 The summary Capital position as at month 9 is as follows

MCC CAPITAL BUDGET MONITORING 2016-17 AT MONTH 9 by SELECT COMMITTEE						
SELECT PORTFOLIO	Annual Forecast	Slippage Brought Forward	Total Approved Budget 2016/17	Provisional Capital Slippage to 2017/18	Revised Capital Budget 2016/17	Forecasted Capital Expenditure Variance
	£000	£000	£000	£000	£000	£000
Children & Young People	31,626	39,731	43,243	(11,617)	31,626	0
Adult	95	30	95	0	95	0
Economic & Development	5,224	680	5,280	(50)	5,230	(6)
Strong Communities	8,689	3,243	9,464	(770)	8,693	(4)
Capital Schemes Total	45,634	43,684	58,082	(12,437)	45,644	(10)

3.5 Proposed Slippage to 2017-18

3.5.1 Proposed slippage volunteered at month 9 of £12.4 million mainly relates to Future Schools (£10,303k), The Welsh Medium School (£1,000k), £415k within S106 schemes, £296k in Schools ICT and a further £160k in relation to Granville Street / Wyebridge Street car parks.

3.6 Capital Outturn

3.6.1 Major revisions to the capital programme since month 6 include Cabinet approvals for the Solar Farm at Oak Grove (£4,455K). This expenditure will be incurred in full between month 10 and outturn but does skew somewhat the significance of spending necessary between now and year to manage a forecast in accordance to budget. This report does not yet reflect the sc106 deliberations and revisions to the budget agreed in relation to Caldicot 3g pitch and related play scheme refurbishment schemes made immediately prior to Christmas. This work has been actioned during month 10 and as a result will feature at the next monitoring cycle.

3.6.2 A collective forecast spend of £45.6million by budget holders by year end does require converting commitments and aspirations of £25m over next 3 months into actual spend when collectively they have only spent £21m in the first 9 months. As mentioned above £4.5m of this relates to solar farm expenditure and a significant element relates to Future schools costs, particularly in relation to Monmouth that can now be accelerated following Member decision to increase funding envelope to afford the their preferred design.

3.6.3 However based on monitoring experience, and pragmatism around past practice it is anticipated that budget holders will continue to overestimate their ability to progress projects and struggle to incur the full extent of necessary expense to suspect that month 9 forecast will prove the reality. Slippage requests tend to increase as the year progresses, and in common with previous years an in-depth analysis of such will be taken at outturn to evaluate whether requests are reasonable or whether instead the outturn variance is more accurately categorised as an underspend to be volunteered to members to be recycled into other capital priorities as part of the usual year end monitoring report.

3.6.4 Pressures apparent between month 6 and 9 include an extra £30k on Woodstock Way linkage scheme, proposed to be funded from an abortive area improvement scheme proposed in Abergavenny. Members have been keen to facilitate additional small scale adaptation work to relieve some pressure upon the general DFG budget, proposing to fund £30k worth of works from £15k Highways capital works budget and £15k from Access for all budget.

3.7 Capital Financing and Receipts

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

MCC CAPITAL FINANCING BUDGET MONITORING 2016-17 AT MONTH 9 By FINANCING CATEGORY						
CAPITAL FINANCING SCHEME	Annual Forecast Financing	Slippage Brought Forward	Total Approved Financing Budget 2016/17	Provisional Budget Slippage to 2017/18	Revised Financing Budget 2016/17	Forecast Capital Financing Variance 2016/17

	£000	£000	£000	£000	£000	£000
Supported Borrowing	2,400	0	2,400	0	2,400	0
General Capital Grant	1,461	0	1,461	0	1,461	0
Grants and Contributions	16,000	16,050	17,853	(1,853)	16,000	0
S106 Contributions	842	880	1,256	(415)	842	0
Unsupported borrowing	16,404	11,553	25,605	(9,201)	16,404	0
Earmarked reserve & Revenue Funding	888	590	1,100	(212)	888	0
Capital Receipts	7,501	14,500	8,292	(755)	7,536	(35)
Low cost home ownership receipts	113	113	113	0	113	0
Unfinanced	25	0	0	0	0	25
Capital Financing Total	45,634	43,684	58,081	(12,437)	45,644	(10)

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	8,971	0	1,093
ADD				
Receipts received in YTD	16,467	0	0	0
Receipts forecast received	685	9,951	5,560	5,660
Deferred capital receipts	4	4	4	4
LESS				
Receipts to be applied	(7,501)	(18,926)	(4,471)	(509)
Set aside	(5,995)	0	0	0
Predicted Year end receipts balance	8,971	0	1,093	6,248
Financial Planning Assumption 2016/20 MTFP Capital Budget	18,151	6,452	3,985	3,481
Increase / (Decrease) compared to MTFP Capital Receipts Forecast	(9,180)	(6,452)	(2,892)	2,767

- 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. This difference is eradicated 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 commonly this will involve reviewing levels of set aside which has a potential to affect the Council's revenue budget as not reducing capital financing requirement as anticipated would increase minimum revenue provision which is a product of that financing requirement. There is scope to do that without adversely affecting Appropriations budget, but the saving on Appropriations is commonly used to assist in driving to a balanced bottom line by year end.
- 3.8.3 The forecast / received receipt figure above for 2016/17 includes receipts from the old Abergavenny cattle market site and the Coed Glas site. The receipt still outstanding for 2016-17 relates to a Farm sale. 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.

3.9 Reserve Usage

3.9.1 Revenue and Capital monitoring reflects an approved use of reserves. At month 9, reserve call budgets have been adjusted to show a clean position in regard to contributions from / to reserves at the year-end. Budgets have been adjusted to reflect the delay in the reserve call due to operational requirements and any reserves that are no longer required. At month 9 these are;

Reduced call upon reserves

- Innovations & marketing officer contribution £44k (deferral)
- Innovations & marketing CYP £60k (deferral)
- Eisteddfod Community fundraising backstop £72.3k (no longer required)
- LDP expenditure contribution £100k (deferral)
- RDP expenditure contribution £62.7k (deferral)
- Social Care & health Leadership review £35k (deferral)
- Elections expenditure contribution £100k (deferral)

Total £474k

Increased call upon reserves

- Digital Programme Officer (£60.5K)
- Payroll / Human Resources Restructure (£25k)

Total £85.5k

Net £387k

In addition the following 2 items are a caveated use of reserves. The distinction between caveated use of reserves and approved use of reserves is that an approved use of reserves is included in the reserve forecast below where as a caveated use wouldn't be. This is because a caveated use merely means that there may be an additional reserve call at outturn depending upon whether the bottom line position has been sufficient to absorb such. At the moment with only £108k deficit, which includes these costs, this is looking promising.

- Pension strain costs (£108k) reflection increased redundancies
- Industrial Tribunal Costs (£318k) is forecasted to be drawn if costs cannot be contained within overall annual budget

3.9.2 The following predicted position reflects capital and revenue presumptions evident in period 3 monitoring.

Summary Earmarked Reserves Forecast 2016-17					
Earmarked Reserves	2015-16	Revenue Approved Usage		Capital Usage	2016-17
	C/FWD	Replenishment of Reserves	Draw on Reserves		c/fwd
Invest to Redesign	-1,298,155	-72,508	459,644	62,797	-848,222
IT Transformation	-826,835		60,500	238,862	-527,473
Insurance & Risk Management	-1,236,396				-1,236,396
Capital Receipt Regeneration	-322,361		95,376		-226,985
Treasury Equalisation	-990,024				-990,024
Redundancy & Pensions	-1,274,256		693,521		-580,735
Capital Investments	-1,264,599			586,168	-678,431
Priority Investments	-1,120,069		1,126,861		6,792
Museum Acquisitions	-56,760				-56,760
Elections	-108,183	-25,000			-133,183
Grass Routes Buses	-139,703	-5,000			-144,703
Sub Total	-8,637,341	-102,508	2,435,902	887,827	-5,416,120
Restricted Use Reserves					0
Youth Offending Team	-325,000				-325,000
Building Control Trading	-12,008				-12,008
Outdoor Education Centres	-190,280		2,753		-187,527
CYP Maternity	-104,000				-104,000
Total Earmarked Reserves	-9,268,629	-102,508	2,433,149	887,827	-6,044,655

3.5.3 Earmarked reserves remain at limited levels unlikely to provide any material capacity/headroom to meet unanticipated volatility or significantly facilitate future service re-engineering and design. Current predicted use of the Priority investment reserve means it will go into deficit by the end of the year. Replenishment of earmarked reserves will be considered at year end, subject to a favourable outturn position and if necessary redistribution of reserves will ensure positive balances are available to meet the following years requirement.

4 REASONS

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

5 RESOURCE IMPLICATIONS

5.1 As contained in the report.

6 EQUALITY AND SUSTAINABLE DEVELOPMENT IMPLICATIONS

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

7 CONSULTEES

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

8 BACKGROUND PAPERS

8.1 Month 9 (period 3) monitoring reports, as per the hyperlink provided

<http://corphub/initiatives/Budgetmon/20162017/Forms/Q3.aspx>

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Appendices

Appendix 1 Mandated Savings Progress Report



Appendix 1

Budgeted Service Savings Mandates Progress 2016/17



DIRECTORATE	Saving included in 2016/17 Budget	Savings reported achieved month 2	Savings reported achieved month 6	Savings reported achieved month 9	Percentage progress in achieving savings	Delayed savings	Savings not achievable
	£'000	£'000	£'000	£'000	%	£'000	£'000
Children & Young People	600	600	600	600	100%	0	0
Social Care & Health	640	640	12	12	2%	628	0
Enterprise	310	285	285	245	79%	40	25
Resources	544	318	299	260	48%	75	209
Chief Executive's	1,565	1,442	1,442	1,437	92%	85	43
Total Mandated Service Savings 2016-17	3,659	3,285	2,638	2,554	70%	828	277

2016/17 Budgeted Service Savings Mandates Progress






CHILDREN & YOUNG PEOPLE

Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Gwent Music (Nicki Wellington)	A20	Gwent Music is a joint service hosted by Newport. The plan is to refocus the service to make them more efficient.	50,000	50,000	50,000	50,000	-	-	-	On track and expected to be fully met	
Phase 3 of Additional Learning Needs Review (Sharon Randall-Smith)	B20	Closure off Deri View SNRB (£50k), Placement costs for External pupils attending Mounon House (£250k). Implementation of new funding formula from April 2016. (£250k).	550,000	550,000	550,000	550,000	-	-	-	On track and expected to be fully met	
			600,000	600,000	600,000	600,000	0	0	0		










2016/17 Budgeted Service Savings Mandates Progress





SOCIAL CARE & HEALTH											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Transition - Bright New Futures (SCH) (Julie Boothroyd)	A24	In 2014 we combined our Transitions Project Team within Bright New Futures Project. (based in Bridges)	12,000	12,000	12,000	12,000	0	0	0	On track and expected to be fully met	
Adult Social Care Transformation (Julie Boothroyd)	A34	The service is continuing its journey on practice change and restructuring itself to meet future mandate savings with community links and innovative approaches to domiciliary care, coupled with less reliance on admissions to residential care.	628,000	628,000	0	0	0	628,000	0	With an £822k Adults overspend identified at month 5, we are reviewing alternative courses of action to pursue alternative opinions to deliver the savings.	
			640,000	640,000	12,000	12,000	0	628,000	0		








2016/17 Budgeted Service Savings Mandates Progress






ENTERPRISE											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Leisure Services Income Generation (Ian Saunders)	B1	Income generation/cost savings within the service.	120,000	120,000	120,000	120,000	-	-	-	On track and expected to be fully met	
Optimisation & better commercialism of Assets within Tourism, Leisure and Culture (Ian Saunders)		Income Generation Leisure	25,000	-	-	-			25,000	Won't be achieved this financial year	
Planning Services- Income Generation (Mark Hand)	B9	Reduce the net cost of planning services with the increase of income from planning applications received.	40,000	40,000	40,000	-	-	40,000	-	Planning has seen a decline in income in recent months, it may struggle to achieve full saving.	
Extension Shared Lodgings Housing Scheme (Ian Bakewell)	B10	Increase the Shared Housing Scheme within Monmouthshire.	50,000	50,000	50,000	50,000	-	-	-	On track and expected to be fully met	
Second Phase Review of subsidies to 3 rd Sector (Will Mclean)	B12	Consolidation and reduction of grants to 3rd sector providers.	75,000	75,000	75,000	75,000	-	-	-	On track and expected to be fully met	
			310,000	285,000	285,000	245,000	0	40,000	25,000		

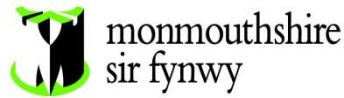
2015/16 Budgeted Service Savings Mandates Progress

RESOURCES											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Sustainable Energy Initiatives (Ben Winstanley)	A5	Investing in biomass boilers, solar farms and reduction in Carbon Commitment.	34,000	0	0	0	0	0	34,000	Unachievable	
Rationalise Business Support (Tracy Harry)	B2	Review the business support functions across the whole Authority to identify savings.	50,000	28,000	50,000	50,000	-	-	-	On track and expected to be fully met	
Training Services Consolidation (Peter Davies)	B3	Consolidation of the Authorities existing training functions.	50,000	-	-	-	-	-	50,000	Unachievable	
Community Asset Transfer/ Income generation (Peter Davies / Deb Hill-Howells)	B5	Community Asset Transfer of two properties	60,000	45,000	45,000	45,000	-	15,000	-	£60k of £160 relates to Estates of which £45k has been found. £15k shortfall is due to delayed implementation on Melville theatre and ongoing discussion with Town Council over Drill Hall.	
		Optimisation of Assets - PD	75,000	-	-	-	-	-	75,000	Unachievable	
Flexible Employment Options (Peter Davies)	B16	Market to all staff the Authority's flexible benefits and employment packages.	50,000	50,000	-	-	-	-	50,000	Unachievable	
Business rates evaluation - Appeals (Ruth Donovan)	B17	Rate refunds following Appeals by Cooke & Arkwright	140,000	140,000	140,000	140,000	-	-	-	On track and expected to be fully met	
Strategic Property Review (Ben Winstanley - Deb Hill-Howells)	B18	Reduction in Corporate Building Maintenance, Purchase Card rebates , Facility Management Restructure and reductions in Transport Costs and Supplies and Services costs	60,000	30,000	39,000	0	0	60,000	-	Alternative delivery plan has not been possible due to pressures within the service	
Discretionary Fees and Income (Joy Robson)	B23	Increased Discretionary Fees & Charges	25,000	25,000	25,000	25,000	-	-	-	Spread across authority, assume it has been achieved.	
TOTAL			544,000	318,000	299,000	260,000	0	75,000	209,000		

CHIEF EXECUTIVE'S UNIT											
Budget Proposals 2016/17	Mandate No.	Savings Mandate Narrative	Saving included in 2016/17 Budget £'s	Value of Saving Forecast at Month 2 £s	Value of Saving Forecast at Month 6 £'s	Value of Saving Forecast at Month 9 £'s	Value of Saving achieved at Outturn £'s	Delayed savings £'s	Savings not achievable £'s	Assessment of progress	Progress Indicator
Garden Waste (Rachel Jowitt)		Increase in charges for Garden Waste collection service.	40,000	40,000	40,000	40,000				On track	
Home to School Transport (R Hoggins / Richard Cope)	A14	Continuation of 2014-15 mandate. Fundamental policy review to nearest school, and more zealous application of free school travel criteria.	30,000	30,000	30,000	30,000				This saving is forecast to be achieved but through the reduction in contract costs for home to school transport rather than the policy review initially included in the original mandate. There is no appetite for the nearest school policy to be reviewed at this moment in time but it is still being looked into.	
Community Hubs (Will McClean)	A28	It's about delivering services in a different way and aligning them with the Whole Place philosophy. This will introduce major changes to how the library and one stop shop services are delivered. We will create a hub in each town where face to face services will be delivered. The contact centre will sustain a reliable and informed first point of contact for people contacting us other than face to face.	25,000	25,000	25,000	25,000				Achievable through alternative Delivery Plan	
Community Hubs (Rachel Jowitt)	A28	It's about delivering services in a different way and aligning them with the Whole Place philosophy. This will introduce major changes to how the library and one stop shop services are delivered. We will create a hub in each town where face to face services will be delivered. The contact centre will sustain a reliable and informed first point of contact for people contacting us other than face to face.	25,000	25,000	25,000			25,000		Achievable through alternative Delivery Plan. Contact Centre experiencing overspend exceeding mandate target	

Legal Services (Rob Trantor)	B7	Income generation by providing Legal Services to external organisations.	25,000	25,000	25,000	25,000		-		Currently staff resource is totally used up undertaking internal legal work so there is no spare capacity to generate income from outside of the organisation. This will not affect outturn in 16-17 as it has been offset by a grant windfall in Land Charges.	
Promoting Business Waste (Rachel Jowitt)	B8	Introduction of a new policy to charge for trade waste, and better control over the use of household waste recycling centres.	80,000	80,000	80,000	80,000				On Track	
Leadership Team Structure Review (Paul Matthews)	B11	Re-alignment of Senior Key Posts and Roles.	315,000	272,300	272,300	272,300			42,700	Waiting for update on the achievability, alternative delivery option	
Highways Infrastructure Income Generation (Roger Hoggins)	B13	Income generation from highway advertisements across Monmouthshire (£50k)	150,000	150,000	150,000	150,000				Planning approval delays means £25,000 relating to advertising income will be delayed. Shortfall will be managed within service budget.	
Grounds – Funding Review (Rachel Jowitt)	B14		75,000	75,000	75,000	75,000				on track	
Highways Maintenance (Roger Hoggins)	B15	Reducing the budgets within the highways section.	200,000	200,000	200,000	200,000				on track	
Property Services and Facilities Management Review (Rob O'Dwyer)	B19	Reduction in corporate building maintenance budgets. Purchase rebates from the use of procurement cards. (£15k), Facility Management restructure (£35k)	100,000	100,000	100,000	100,000				The section is forecast to achieve the full mandate saving, shortfall from purchase rebates will be covered through general expenditure efficiencies.	

Town and Community Councils (Roger Hoggins)	B21	Restructuring of Services in collaboration with Town / Community Councils PCs	110,000	90,000	90,000	90,000		20,000	Public conveniences are forecast to achieve £90,000 of the £110,000k mandate saving due to delayed implementation of which £80k is a contribution from the Town Council.	
		Grounds	83,500	83,500	83,500	83,500			On Track	
		Waste	71,500	71,500	71,500	71,500			On Track	
Town and Community Councils (Roger Hoggins)	B21	Restructuring of Services in collaboration with Town / Community Councils (Shortfalls) Museums (£0 out of £20k) Tourism (£5,000 out of £25k) Community Hubs (£70,000 out of £90K)	135,000	75,000	75,000	95,000		40,000	No contribution from Town council for museums. Only £5k received from Chepstow TC for TIC. £90k achieved from Hubs, increased savings of £20k being achieved through alternative delivery model for hubs. So High Risk on Museums, Low Risk on Tourism and Community Hubs	
Collaboration and realigning structures in operations (Roger Hoggins)	B22		100,000	100,000	100,000	100,000			£70k of total saving related to Highways efficiencies from restructure, delay in implementation has meant staff savings have been delayed as well. Should not impact on outturn position as shortfall will be covered by managed efficiencies in expenditure.	
TOTAL			1,565,000	1,442,300	1,442,300	1,437,300		85,000	42,700	



SUBJECT: Safeguarding and Quality Assurance Service Manager

MEETING: Cabinet Report

DATE: 1st March 2017

DIVISION/WARDS AFFECTED: All/ Whole Authority

1. PURPOSE

- 1.1 The purpose of this report is to seek approval to create a Safeguarding and Quality Assurance Service Manager to provide leadership to whole authority safeguarding and manage the Safeguarding and Quality Assurance Unit.

2. RECOMMENDATIONS:

- 2.1 That members approve and endorse the proposal for creation of a Safeguarding and Quality Assurance Service Manager and the revised structure for the Safeguarding and Quality Assurance Service Unit within Appendix 2 to this report.
- 2.2. Members agree to reserve fund the c£60k for 2017/18. The budget will need to be substantially into the 2018/19 budget round.

3. KEY ISSUES:

- 3.1 Safeguarding children and adults at risk has the very highest priority in Monmouthshire County Council. Safeguarding is recognised as everybody's business and considerable progress has been made over the last 5 years to systematically embed safeguarding culture, knowledge and practice in every area of the Council's responsibility. There are, however, areas where the understanding and operation of safeguarding are not yet of the standard they need to be. We need to be constantly vigilant in understanding the effectiveness of our governance and assurance systems.
- 3.2 The Safeguarding and Quality Assurance Unit has a very important role in supporting safeguarding in Monmouthshire. The Unit works with directorates to support them to understand their

safeguarding responsibilities and improve their practice. The Council has developed a SAFE self-assessment tool which has recently been reviewed and strengthened to incorporate adult as well as children's safeguarding. An analysis of the Unit, and its ability to deliver its' purpose, has highlighted the need to strengthen leadership and capacity to ensure it is fit for purpose; i.e. to enable it to support to all parts of the Council in their self –evaluation and analysis and improvement actions arising from their evaluation.

- 3.3 The Service Manager post recommended in this report will ensure manage a Joint Children and Adult safeguarding unit comprising the following functions: independent review of Looked After Children (LAC), co-ordination of child protection and Protection of Vulnerable Adults (POVA), safeguarding in education and corporate safeguarding. The postholder will works with a variety of partners both internal and external to the Council. and be the main operational link to the Gwent-wide Children and Adult Safeguarding Boards which are now on a statutory footing. The postholder will also be responsible for driving up standards and good safeguarding practice within the borders of Monmouthshire and across Council services. The post-holder will be part of the Children's Social Services division within Social Care and Health and as such the changes proposed in this report would amend the structure approved by Cabinet in January 2017 (**Appendix 1**)

4. RESOURCE IMPLICATIONS:

- 4.1 The creation of the Safeguarding and Quality Assurance Service Manager is a financial pressure of £60k. It is proposed that in 2017/18 this is reserve funded; it will need to be substantively reflected in the 2018/19 budget build.

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

- 5.1 Strengthening safeguarding leadership and capacity impacts positively on all children, young people and their families and adults at risk. The impact will be regularly updated and reviewed to ensure fitness for purpose. The proposed structure looks to will increase effectiveness of safeguarding arrangements and put the Council in a strong position to deliver the all age approach set out within the Social Services and Well Being Act.

6. CONSULTEES:

Jane Rodgers, Head of Children's Services and Safeguarding
Senior Leadership Team

7. BACKGROUND PAPERS

Children's Services – Service Redesign – Cabinet, January 11, 2017.

7. AUTHOR:

Claire Marchant, Chief Officer, Social Care and Health

8. CONTACT DETAILS:

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Adult Select Committee Actions 24th January 2017

Agenda Item:	Subject	Officer	Outcome
6	Discretionary Housing Payment	Ian Bakewell	Discussion expected at Special Adults Select Committee Meeting on 14 th February on Affordable Housing – might be need for new Committee to discuss policy further.

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Monmouthshire's Scrutiny Forward Work Programme 2017

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
27 th Feb 2017 2pm	Alternative Service Delivery Model	Scrutiny of the business case for the new Delivery Model	Tracey Thomas Ian Saunders Cath Fallon	Pre-decision Scrutiny
Joint Select Committee	Well-being Objectives for the Council	Scrutiny of the Council's Well-being Objectives.	Matthew Gatehouse	Pre-decision Scrutiny
28 th Feb 2017	Transport Policy for Adult Services	Pre-decision scrutiny of the new policy for adult social services.	Clare Morgan	Policy Development
	Monmouthshire Letting Service (Deferred)	Scrutiny of the proposed approach for accessing private rented sector accommodation to prevent homelessness.	Steve Griffiths	Pre-decision Scrutiny
	Budget Monitoring	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Mark Howcroft	Budget Monitoring
Pre-Election Period ~ Friday 17 th March				
Special Meeting late March 2017 *Date TBC*	Stroke Services (Invite ABUHB and Stroke Association)	ABUHB to present their reformed stroke service. Invite public questions.	ABUHB MCC Carers Team ABUHB	Policy Development
23 rd March 2017 Joint Meeting with CYP	Young Carers Strategy (Invite Carers Strategy Group and ABUHB)	Following the successful agreement of the Adults Carers Strategy, work is progressing towards producing the first ever Young Carers Strategy in Monmouthshire.	Kim Sparrey Bernard Boniface	Policy Development

Monmouthshire's Scrutiny Forward Work Programme 2017

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
		Invite the Carers Strategy Group who are instrumental in delivering the Strategy and the Young Carers Team.		
	Safeguarding	Progress report.	Claire Marchant	Performance Monitoring
25th Apr 2017	Supporting People	Consideration of the Supporting People Grant Spend for 2017/18	Chris Robinson	Performance Monitoring
4th April	Supporting People	To scrutinise the Supporting People Plan.	Chris Robinson	Performance Monitoring
	Community Coordination	Progress Report.	Nikki Needle	Performance Monitoring
May	TBC	Scrutiny of the continuing journey towards modernising services progressed through "My Day My Life", with 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 ~ scrutiny to explore how the Council prioritises the modernising of services for people with learning disabilities (given 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	Claire Marchant Julie Boothroyd	Policy Development

Monmouthshire's Scrutiny Forward Work Programme 2017

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
		approaches have been discussed with a range of partners with a view to moving towards integrated governance.		
	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 / cross cutting.	Claire Marchant	Policy Development
June TBC	Housing Support Gateway	To understand how the Housing Support Gateway is impacting people in terms of preventing homelessness, prevention, preventing domestic abuse, ensuring people have opportunities for re-housing according to their affordability.	Ian Bakewell Tracy Finnis	Performance Monitoring
July TBC Possible Special	Housing and Welfare ~ Invite all Members	Discussion with Registered Social Landlords on how they are supporting tenants to manage the welfare reforms. Discussion with Monmouthshire Housing Association on current stock and new home development.	Ian Bakewell RSL's	Performance Monitoring

Future Work Programme items:

- × **Turning the World Upside Down (link with CSSIW Domiciliary Care Report)** - Invite staff for this item.
- × **Gwent Frailty Annual report.**
- × **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 new statutory roles. Need an overview and position update report.

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1st MARCH 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 4 held on the 19 th January 2017.		Dave Jarrett
Safeguarding Progress Report			Teresa Norris
Effectiveness of Council Services: Quarter 3 Progress			Matt Gatehouse
The Knoll, Abergavenny Section 106 funding			Mike Moran
Kingfisher Rise Section 106 Funding			Mike Moran
PAAS Business Case			Will Mclean
Community Governance			Will Mclean
Qydy AFC – Community Asset Transfer			Nicola Howells
2017/18 Education and Welsh Church Trust Funds Investment and Fund	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 2017/18 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.		Dave Jarrett
8th MARCH 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Private sector housing enforcement			Huw Owen

Accounts Payable Strategy – Further automation of the procedure to process payment			Lisa Widenham
PSPO x 2: Fairfield Car Park and Abergavenny Skate Park			Andrew Mason
Establishment changes in Waste and Street Services	changing roles and responsibilities within the team to enable successful delivery of priorities and projects.		Rachel Jowitt
Fostering Fees Review			Claire Marchant
Appropriation of the land at Rockfield Farm, Undy	From County farms use to planning use		Gareth King
cemeteries – amendments to charging policy			Deb Hill Howells
Direct Care Leadership Restructure			Colin Richings
Transport Policy			Clare Morgan
Disposal of land on Garden City Way for Affordable Housing			Ben Winstanley
Homeless Reserve Fund			Ian Bakewell
Monmouthshire Museums Centralisation of Staffing Structure			Cath Fallon
9TH MARCH 2017 - COUNCIL			
Council Tax Resolution 2017/18 and Revenue &	To set budget and Council tax for 2017/18		Joy Robson

Capital Budgets for 2017/18			
Treasury Management Strategy 2017/18	To accept the annual Treasury Management Strategy		Joy Robson
Asset Investment Strategy			Peter Davies
Outcome of Recycling Review	To agree the Final Business Case determining the outcomes of the Recycling Review.		Rachel Jowitt
Procurement Strategy for Household Waste Recycling Centre, Transfer Stations and Residual Haulage.	For Council to approve the procurement strategy and affordability envelope for the procurement of a new contract running from 2018-2030 (7 years plus 5 years extension possibility).		Rachel Jowitt
20TH MARCH 2017 - COUNCIL			
Monmouth Pool			Pete Davies
ADM Business Case			Tracey Thomas
Pay Policy			Tracey Harry/Sally Thomas
Population Needs Assessment			Matt Gatehouse
Well-being Assessment			Matt Gatehouse
Council Well-being objectives			Matt Gatehouse
Biodiversity and Ecosystem Resilience Forward Plan	To approve a Forward Plan for the application of the Biodiversity and Ecosystem duty as required by the Environment (Wales) Act 2016		Matthew Lewis
Safeguarding Progress Report			Teresa Norris
Chief Officer CYO Appointment			Tracey Harry
Position Statement report re: Social Services			Geoff Burrows
Council Diary			Nicola Perry
29th MARCH 2017 – INDIVIDUAL CABINET MEMBER DECISION			

Contracts Manager – Adult and Children’s Commissioning			Ceri York
The introduction of a Council operated Social Lettings Agency within Monmouthshire			Steve Griffiths
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 20 th March 2017		Dave Jarrett
6TH APRIL 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Young Carers’ Strategy 2017 -20			Kim Sparrey
Supporting People Plan and Grant Spend			Chris Robinson
3RD MAY 2017 – CABINET			

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