



Neuadd y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

County Hall  
Rhadyr  
Usk  
NP15 1GA

Tuesday, 29 November 2016

Dear Councillor

### **CABINET**

You are requested to attend a **Cabinet** meeting to be held at **Council Chamber - Council Chamber** on **Wednesday, 7th December, 2016, at 2.00 pm.**

### **AGENDA**

1. Apologies for Absence
2. Declarations of Interest
3. Consideration of reports from Select Committees (none)
4. To consider the following reports (Copies attached):
  - i. **Payroll and HR Support Restructure Proposal** 1 - 12

Purpose: To seek member approval to the proposal to restructure the current payroll/HR transactional service.

Author: Tracey Harry, Head of People and Information Governance

Contact Details: traceyharry@monmouthshire.gov.uk
  - ii. **Effectiveness of Council Services - Quarter 2 Update** 13 - 24

Division/Wards Affected: All

Purpose: To provide Cabinet with the latest quarterly update on how the council is performing against a set of measures that are important when forming an opinion on the current effectiveness of council services.

Author: Sian Schofield, Data Analyst  
Richard Jones, Policy and Performance Officer

Contact Details: richardjones@monmouthshire.gov.uk
  - iii. **Council Tax Base 2017/18 and Associated Matters** 25 - 28

Division/Wards Affected: All

Purpose: To agree the Council Tax base figure for submission to Welsh Government, together with the collection rate to be applied for 2017/18 and to make other necessary related statutory decisions.

Author: Ruth Donovan – Assistant Head of Finance: Revenues, Systems and Exchequer; Sue Deacy – Revenues Manager

Contact Details: ruthdonovan@monmouthshire.gov.uk

- iv. **Section 106 - Magor GRIP 3 Report** 29 - 38  
Division/Wards Affected: Magor and Undy

Purpose: To seek approval for the commissioning of parts 1 and 2 of the Governance for Railway Investment Projects (GRIP) 3 process from Section 106 capital balances.

Author: Mike Moran, Community Infrastructure Coordinator

Contact Details: mikemoran@monmouthshire.gov.uk

- v. **Individual Support Service - Proposed Implementation of Revised Contractual Arrangements** 39 - 52  
Division/Wards Affected: All

Purpose: To seek approval from Cabinet to implement revised staffing arrangements in the Individual Support Service.

Author: Ceri York, Group Manager Commissioning and Service Development; Shelley Welton, Lead Commissioner - Transformation

Contact Details: shelleywelton@monmouthshire.gov.uk

- vi. **Monmouthshire Museums - Transition and Forward Plans** 53 - 248  
Division/Wards Affected: All

Purpose: To present the findings of the Amion Cultural Services Review; to request Cabinet approval of the 2017-2022 Forward Plan required for the on-going Accreditation of Monmouthshire Museums, subject to bringing forward individual business case submissions for approval as appropriate.

Author: Cath Fallon – Head of Economy and Innovation

Contact Details: cathfallon@monmouthshire.gov.uk

- vii. **Y Prentis Update and CMC2 Update** 249 - 260  
Division/Wards Affected: All

Purpose: To provide an update on Y Prentis activities and the benefits it has brought to the wider South East Wales region. To approve the dissolution of CMC<sup>2</sup>.

Author: Cath Fallon – Head of Economy and Innovation

Contact Details: cathfallon@monmouthshire.gov.uk

- viii. **Establishing a Digital Programme Office** 261 - 274  
Division/Wards Affected: None

Purpose: To seek approval for the establishment of a Digital Programme Office that enables the Council to advance the priorities and actions that relate to improving internally and externally facing digital capability. The focus and concentration of resource and proficiency provided through a Digital Programme Office will train and equip staff to deliver efficient and effective services that best respond to customer and community demand. This will involve:

- A restructure of existing posts within the Digital Projects Team to create the flexibility to respond to needs and priorities;
- Creation of two additional Whole Time Equivalent within the Digital Programme Office targeted at raising current capacity levels and building competency in areas where the greatest potential for improvement exists;
- Re-alignment of digital posts across the Council, within a Digital Programme Office, in order to create the focussed capacity; co-ordination of resources and competencies that will enable a digitally-literate workforce. In turn this will help generate greater customer impact and the integrated technology platforms that manage data needed to solve complex problems; and,
- Investment in essential software and hardware infrastructure that enables services to better respond to customer needs in as near to real-time as possible.

Author: Sian Hayward (Head of Digital) & Peter Davies (Chief Officer, Resources)

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

Yours sincerely,

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

### CABINET PORTFOLIOS

County Councillor	Area of Responsibility	Partnership and External Working	Ward
P.A. Fox (Leader)	<b>Organisational Development</b> Whole Council Performance, Whole Council Strategy Development, Corporate Services, Democracy, Trading Standards, Public Protection, Licensing	WLGA Council WLGA Coordinating Board Local Service Board	Portskewett
R.J.W. Greenland (Deputy Leader)	<b>Innovation, Enterprise &amp; Leisure</b> Innovation Agenda, Economic Development, Tourism, Social Enterprise, Leisure, Libraries & Culture, Information Technology, Information Systems, Development Control.	WLGA Council Capital Region Tourism	Devauden
P.A.D. Hobson (Deputy Leader)	<b>Community Development</b> Community Planning/Total Place, Equalities, Area Working, Citizen Engagement, Public Relations, Sustainability, Parks & Open Spaces, Community Safety, Environment & Countryside.	Community Safety Partnership Equalities and Diversity Group	Larkfield
E.J. Hacket Pain	<b>Schools and Learning</b> School Improvement, Pre-School Learning, Additional Learning Needs, Children's Disabilities, Families First, Youth Service, Adult Education.	Joint Education Group (EAS) WJEC	Wyesham
G. Burrows	<b>Social Care, Safeguarding &amp; Health</b> Adult Social Services including Integrated services, Learning disabilities, Mental Health. Children's Services including Safeguarding, Looked after Children, Youth Offending. Health and Wellbeing.	Gwent Frailty Board Older Persons Strategy Partnership Group	Mitchel Troy
P. Murphy	<b>Resources</b> Accountancy, Internal Audit, Estates & Property Services, Procurement, Human Resources & Training, Health & Safety, Building Control, Energy.	Prosiect Gwrydd Wales Purchasing Consortium	Caerwent
S.B. Jones	<b>County Operations</b> Highways, Transport, Traffic & Network Management, Waste & Recycling, Engineering, Landscapes, Flood Risk.	SEWTA Prosiect Gwyrdd	Goytre Fawr



## 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.

